

Call for Proposal (CFP) for Responsible Parties (For Civil Society Organizations- CSOs)

[Section 1](#)

Description of Services: Consultant company / CSO for establishing the School of Gender Advocates¹, development of the Civil Society Strategy to Lead the Change and implementation of CSO/activists initiatives on EVAWG

CFP No. CFP/UNW/TJK/01/2020

[a. CFP letter for Responsible Parties](#)

UNWOMEN plans to engage a civil society organization as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN-WOMEN Terms of Reference.

Proposals must be received by UNWOMEN at the address specified not later than **17:00 local time on 15 June 2020**.

The budget range for this proposal should be USD 200,000-240,000

This UN-Women Call for Proposals consists of <u>Two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
Section 1 <ul style="list-style-type: none"> a. CFP letter for Responsible Parties b. Proposal data sheet for Responsible Parties c. UN Women Terms of Reference Annex B-1 Mandatory requirements/pre-qualification criteria	Annex B-1 Mandatory requirements/pre-qualification criteria Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents
Section 2 <ul style="list-style-type: none"> a. Instructions to proponents Annex B-2 Template for proposal submission Annex B-3 Format of resume for proposed staff Annex B-4 Capacity Assessment minimum Documents	

Interested proponents may obtain further information by contacting this email address: tjkpp@unwomen.org

[b. Proposal data sheet for Responsible Parties](#)

Program/Project: Spotlight Initiative in Tajikistan – A Joint EU-UN Initiative to Eliminate Violence Against Women and Girls

Program official's name: Regina Sokolova

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Telephone number: +992446005524

Issue date: 20 May 2020

Requests for clarifications due:

Date: 2 June 2020 **Time:** 13:00

(via e-mail)

UNWOMEN clarifications to proponents due: [if applicable]

Date: 5 June 2020 **Time:** 17:00

Proposal due:

Date: 15 June 2020 **Time:** 17:00 Dushanbe time

Planned award date:

June 2020

Planned contract start-date / delivery date (on or before):

1 July 2020

¹ In the given context 'Advocates' means not jurists, but rather public speakers, lobbyists and human rights activists



TERMS OF REFERENCE (TOR)

Organization:	UN WOMEN in Tajikistan
Program:	Spotlight Initiative
Area of work	SGBV/VAWG, CSO participation
Post title:	Consultant company / CSO for establishing the School of Gender Advocates ² , development of the Civil Society Strategy to Lead the Change and implementation of CSO/activists initiatives on EVAWG
Type of the contract:	Participation Agreement
Duty station:	Dushanbe, Tajikistan
Target audience	CSOs, CSO networks and women's rights advocates and experts in gender and EVAWG issues
Supervision:	Programme Coordinator UN Women PP in Tajikistan
Starting date:	1. July 2020
Expected duration:	2 years (1 July 2020 - 30 June 2022)

I. Background:

UN Women, the UN Entity for Gender Equality and the Empowerment of Women has been created to accelerate up the process of meeting the needs of women and girls across the world. UN Women supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programs and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. It works globally to make the vision of the [Sustainable Development Goals](#) a reality for women and girls and stands behind women's equal participation in all aspects of life.

The Spotlight Initiative (SI), funded by European Union, comes at a key moment in Tajikistan, bringing the resources to leverage the increasing political will to strengthen institutions and to engage civil society to significantly increase and expand on the Ending Violence Against Women and Girls (EVAWG) efforts done to date. Building on European Union's (EU) "*commitment to gender equality, human rights, the empowerment of women and girls and the eradication of gender based violence*" it will contribute to a new way of collaborating to fill important legal gaps and institutional needs and change the norms and perceptions that will address root causes of SGBV and prevent VAWG in Tajikistan, while supporting women and girls survivors of violence, in a holistic and impact-oriented manner.

The overall vision of the Spotlight Initiative in Tajikistan is that women and girls enjoy their right to a life free of violence. The programme will contribute to the elimination of sexual and gender-based violence (SGBV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls using a multi-sectoral and intersectional approach across the ecological model. The Programme is grounded on the core principle of *leaving no one behind* and reaching the furthest behind first.

This will be achieved through a comprehensive multi-sectoral, survivor-centred and do no harm approach to the implementation of interventions across the six Outcome Areas/Pillars, to bring positive and meaningful change to the lives of women and girls subject to all types of violence and harmful practices in Tajikistan, ensuring that women and girls, particularly those most vulnerable, live a life free of violence and harmful practices.

² In the given context 'Advocates' means not jurists, but rather public speakers, lobbyists and human rights activists

Civil society organizations have been well recognized as a key driving force in the country for raising concerns and creating demand for legislative and institutional measures to address violence. CSOs are also in the forefront of working on prevention and providing services to survivors of violence. However, several challenges impede the progress in the area of EVAWG, namely, fragmented CSOs' small-scale projects, which are dependent on donor funding, lack of culture of coordination between civil society activists to address the complexity of the issues of violence, limited access to information sharing and limited platforms for dialogue, since public hearings are rare and there is little room for partnership building with state institutions, and limited involvement of CSOs in different working groups, strategic planning and public monitoring initiatives, absence of knowledge hub/ or electronic depository of studies.

The Spotlight Tajikistan Programme aims to effect change and create a unique opportunity to address these barriers, strengthening relationships of solidarity between organizations and promoting learning and sharing opportunities, with a focus on monitoring and evaluating programs to end SGBV, (including identifying and monitoring unintended consequences) which will require institutional and individual strengthening in this sector. Its' Pillar 6 *does not intend to create new associations, but strengthen existing platforms, and supporting additional platforms which will strengthen the civil society knowledge building and cooperation.* Women's rights groups, autonomous social movements and relevant CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization, will be supported to more effectively influence and advance progress on GEWE and ending VAWG.

For this reason, UN Women Programme Office in Tajikistan is inviting state institutions, NGOs, CSOs, coalitions/associations and consultant companies to submit a Call for Proposal for (1) establishing the School of Gender Advocates to drive a transformative leadership for EVAWG; (2) formulating the Civil Society Strategy to Leading Change on EVAWG -a policy framework document for strengthening coherence and partnership for EVAWG between CSOs working in different sectors; and (3) provision of financial and technical support to CSOs' initiatives aimed at implementation of the Civil Society Strategy to Leading Change on EVAWG.

II. Objectives:

The objective of this assignment is to meet recommendations of the UN CEDAW Committee and experts of the Coalition From de Jure Equality to de Facto Equality, outlined in the Alternative Report to the CEDAW Committee, by initiating a specifically tailored programme for CSOs members and advocates for their further engagement in a leadership and dialogue on EVAWG.

Scope of work

Referring to the Law on Prevention Violence in the Family and in close cooperation with the Coalition From de Jure Equality to de Facto Equality or, as alternative, related NGOs working on EVAWG, the Contractor will perform the following tasks:

(1) Establish the School of Gender Advocates

- Select 15-20 CSOs' experts through a competitive selection process ensuring equal regional and thematic representation (WGWD, HIV, youth, rural women, others) in consultation with CSO Reference Group and SI Implementing Partners);
- Hire 1 International/2 National consultants³ to design the program and conduct 10 training sessions on key topics related to prevention and elimination of SGBV;

These sessions will equip CSOs' graduates with basic skills and knowledge for advocacy and communication purposes (e.g. participation at the Parliamentary Zero Hearings, national foras, public gathering to buy in voices of decision makers to act for transformative change);

- Provide administrative and logistical support in organizing 10 training sessions with participation of regional and Dushanbe-based School of Gender Advocates (rent of venue, meals, transportation and stationery);
- Print learning and evidence-based materials for School of Gender Advocates during 10 training sessions;
- Facilitate the process of web-page design for knowledge hub/or electronic depository of research, laws and studies on SGBV/EVAWG as well as materials produced for and by School of Gender Advocates.⁴

³ If COVID-19 travel restrictions remain unchanged, International Consultant can do the preparation work and develop key documents and materials remotely, while the National Consultants (under the guidance of the International Consultant) will work directly with the beneficiaries.

(2) Manage the process of design and development of the Civil Society Strategy to Leading Change on EVAWG

- Invite 20 women activists and CSO representing different groups and sectors (WGWD, HIV, youth, rural women, abandoned wives, single mothers) for brainstorming sessions and joint development of the Civil Society Strategy's components encompassing goals and objectives; CSOs capacity development; financing of the Strategy; coordination of CSOs with development agencies and government institutions on EVAWG issues; implementation plan; monitoring and data collection (in close cooperation with CSO Reference Group and SI Implementing Partners);
- Hire 1 International/ 2 National consultants⁵ to lead the brainstorming sessions and Strategy development and finalization process;
- Provide administrative and logistical support in organizing five (1) joint introductory session and (4) group sessions (face to face or online) with participation of 20 representatives of regional and Dushanbe-based CSOs (rent of venue, meals, transportation, stationery, printing, in case of online sessions ensure high speed internet connection for all participants).
- Develop and finalize the Strategy, which will be presented and adopted at the joint meeting of the Coalition From de Jure Equality to de Facto Equality with participation of CSO Reference Group, SI Implementing Partners and respective Government partners.

(3) To implement Civil Society Strategy to Leading Change on EVAWG, distribute grants to CSOs and activists to support initiatives and solutions to ending SGBV

- Based on the results and CS strategy' joint Implementation Plan, and in close consultation with UN Women, to launch a Call for Proposals on best CSO's and activists' initiatives on new approaches to advocacy, promoting positive change within the society/communities, bringing positive change to family relations and changing gender norms, inclusiveness, knowledge management and utilizing best international practices on EVAWG into the local context;
- Select and distribute grants for at least six (6) CSO's and activists' initiatives in the target districts, which are in line with the Civil Society Strategy to Leading Change on EVAWG and adherent to the principles on networking, strategic visioning, sustainability and joint action;
- Conduct a regular monitoring of the initiatives' implementation and effective budget spending;
- Provide a final report on the transformative change affected by each initiative in selected area/group of intervention and six (6) success stories and photo bank and related contacts;

(4) Submit a final report to UN Women on activities, including details, problems encountered and how they were resolved, as well as lessons learnt for future planning.

III. Deliverables

Deliverables		Timeframe	% of the total amount (USD)
Deliverable 1	Submit a detailed work plan on each key activity with timeframes, including alternative scenarios for face to face sessions in the context of COVID-19	13 July 2020	5%
Deliverable 2	Establishing the School of Advocates <ul style="list-style-type: none">▪ With participation of UN Women, select and provide a list of 15-20 CSO experts for the School of Gender Advocates	24 July 2020	30%
	<ul style="list-style-type: none">▪ Recruit 1 international/2 national consultants for development of the training module and on conducting 10 sessions, where UN Women will participate as observers of the recruitment process (in case of COVID19 travel restrictions, international consultants can be engaged remotely);	14 August 2020	

⁴ In the future, and upon consultations with the Steering Committee, the designed web-page will be placed on a stable platform and handed-over to the national partner for coordination and maintenance.

⁵ See footnote 2.

	<ul style="list-style-type: none"> ▪ Develop a training program and print learning/evidence-based materials (10 sessions) for the School of Gender Advocates encompassing, but not limited to the following key topics related to prevention and elimination of SGBV <ol style="list-style-type: none"> 1. Understanding Types of Violence; 2. Gender Mainstreaming in the Context of Tajikistan; 3. Role of Men in Gender Mainstreaming; 4. Existing National and Institutional Framework on EVAWG and its implementation gaps; 5. International Legal Human Rights Instruments and Campaigns on EVAWG; 6. Advocacy, Lobbying, and Communication skills in Addressing SGBV Practices; 7. Economic impact of SGBV to family, community and country; 8. Role of CSO's in lobbying and Addressing VAWG issues. 	30 September 2020	
	Organize 10 training sessions for 15-20 participants (face to face or online);	From 5 October 2020 to 10 March 2021	
	Provide a report on conducted sessions reflecting participants' feedback and recommendations;	25 March 2020	
	<ul style="list-style-type: none"> ▪ Develop the structure for the web-site knowledge hub/or electronic depository of research, laws and studies on SGBV/EVAWG for approval with UN Women and local partners; ▪ Design a webpage and structure all available research, laws and studies on SGBV/EVAWG for further usage by Advocates and CSOs. 	30 March 2022	
Deliverable 3	Design and implementation of the Civil Society Strategy to Leading Change on EVAWG <ul style="list-style-type: none"> ▪ Invite 20 women activists and CSO experts for brainstorming sessions; ▪ Hire 1 international/2 national consultants for leading the process of CS Strategy development (in case of COVID19 travel restrictions, international consultants can be engaged remotely); • Draft a schedule and facilitate 5 brainstorming sessions (2-3 days each); • Organize a final meeting for review and adoption of the Strategy among CSOs, UN and national partners • Provide a report on adopted CS Strategy to Leading the Change on EVAWG reflecting participants' feedback and recommendations. 	31 July 2020 14 August 2020 From 5 October 2020 to 15 February 2021 26 February 2021 19 March 2021	30%
Deliverable 4	Distribution of grants to CSOs and activists for implementation of CS Strategy Provide the concept, methodology and criteria	1 April 2021	30%
	Provide minutes for selection of 6 best CSO's initiatives and transfer grants (through a competitive process) on new approaches to advocacy, promoting positive change within the society/communities, bringing positive change to family relations and changing gender norms, inclusiveness, knowledge management and utilizing best international practices on EVAWG into the local context;	12 April 2021	

	<ul style="list-style-type: none"> • Provide monitoring and program reports on implementation results for each grant holder; 	By monthly	
	<ul style="list-style-type: none"> • Provide a final report on the transformative change affected by each initiative in selected area/group of intervention and 6 success stories. 	15 June 2022	
Deliverable 5	Submit a final report to UN Women on implemented activities, including details, problems encountered and how they were resolved, as well as lessons learnt for future planning.	1 July 2022	5 %

IV. Competencies/Qualifications

Company/organization

- Company/organization registered in Tajikistan;
- Minimum 3 years of country-based professional experience;
- Expert knowledge in strategic communications and public relations on sexual harassment and broader violence against women prevention issues, building partnerships with governments, donors and civil society organizations, capacity building with a reference to at least three projects, conducted for the past 3 years;
- Track record of training government entities, civil society, community mobilizers with a reference to at least three projects implemented for the past 3 years;
- Availability of skilled human capacities to implement the assignment;
- Well-established client relations with the national partners and CSOs;
- Financial system and Accountancy policy in place, incl. on Logistics and procurement
- Proven quality control system

Qualifications of the proposed team

Manager

Education: University Degree in gender studies, sociology, and/or other social science related areas relevant for the assignment;

Experience:

- At least 5 years of experience managing / coordinating projects / initiatives to provide social services in the fields of gender equality and/ or addressing violence against women and girls, various aspects of advocacy work and communications as well as social mobilization towards ending violence against women and girls;
- Excellent skills in reporting and writing analytical reports;
- Excellent interpersonal and team working skills;
- Previous experience with UN or International agencies considered an asset;
- Knowledge and understanding of social and political issues in Tajikistan would be of distinct advantage;

Languages: excellent command of Tajik/Russian.

Gender Specialist

Education: University Degree in in social science especially gender studies, or relevant discipline;

Experience:

- At least 5 years of experience in the fields of gender equality and/ or addressing violence against women and girls, various aspects of advocacy work and communications as well as social mobilization towards ending violence against women and girls;
- Experience working with a variety of stakeholders and partners related to gender equality and women's empowerment, including UN agencies, Governments and civil society organizations, in a development context required;
- Extensive experience in research and policy-level analysis;
- Substantial experience in monitoring and evaluation of gender projects
- Previous experience with UN or International agencies considered an asset;

Languages: excellent command of Tajik/Russian.

**Note: qualifications for consultancies (sub-contractors) listed on page 20.*

Annex B-1
Mandatory requirements/pre-qualification criteria
[To be completed by proponents and returned with their proposal]

Call for proposal

Description of Services: Consultant company / CSO for establishing the School of Gender Advocates⁶, development of the Civil Society Strategy to Lead the Change and implementation of CSO/activists initiatives on EVAWG

CFP No. CFP/UNW/TJK/01/2020

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years ⁷	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6 Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7 Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ⁸ .	
1.8 Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list	Yes/No

⁶ In the given context 'Advocates' means not jurists, but rather public speakers, lobbyists and human rights activists

⁷ In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

⁸ [Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse" \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners

Section 2

CFP No. CFP/UNW/TJK/01/2020

a. Instructions to proponents (Responsible Parties)

1. Introduction

- 1.1 UN-WOMEN invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN-WOMEN requirement for Responsible Party.
- 1.2 UN-Women is soliciting proposals from Civil Society Organizations (CSOs). **Women's organizations or entities are highly encouraged to apply.**
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UNWOMEN may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN WOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNWOMEN may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at tjkpp@unwomen.org . Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.

2. Cost of proposal

- 2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN-WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Mandatory/pre-qualification criteria

- 4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UNWOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UNWOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

5. Clarification of CFP documents

5.1. A prospective proponent requiring any clarification of the CFP documents may notify UNWOMEN in writing at UNWOMEN email address indicated in the CFP by the specified date and time. UNWOMEN will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UNWOMEN response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.2. If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

6. Amendments to CFP documents

6.1. At any time prior to the deadline for submission of proposals, UNWOMEN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

6.2. In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UNWOMEN may, at its discretion, extend the deadline for the submission of proposal.

1. Language of proposal

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UNWOMEN, shall be written in English.

7.2 Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

2. Submission of proposal

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email. with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UNWOMEN will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. (**Email subject line: CFP/UNW/TJK/01/2020– (name of proponent) – PROPOSAL**).

All proposals should be sent by email to the following secure email address: tjkpp@unwomen.org

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UNWOMEN receives their proposal by the due date and time. Proposals received by UNWOMEN after the due date and time may be rejected.

8.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNWOMEN inbox. UNWOMEN shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UNWOMEN in the dedicated inbox on or before the prescribed CFP deadline.

8.4 **Late proposals:** Any proposals received by UNWOMEN after the deadline for submission of proposals prescribed in this document, may be rejected.

9. Clarification of proposals

9.1 To assist in the examination, evaluation and comparison of proposals, UNWOMEN may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNWOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNWOMEN Policy and Procedures.

10. Proposal currencies

10.1 All prices shall be quoted in **Tajik Somoni (TJS)**

10.2 UNWOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UNWOMEN may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

10.3 Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

11. Evaluation of technical and financial proposal

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UNWOMEN will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	Proposal is compliant with the Call for Proposal (CfP) requirements	15 points
2	The Organization's mandate is relevant to the work to be undertaken in the TORs (component 1)	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3 and 4)	35 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A's price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B's price is \$20.00. Proponent B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

12. Preparation of proposal

12.1 You are expected to examine all terms and instructions included in the CFP documents.

Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2 Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

- 12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) **as an integral part of their proposal**. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	Annex B-1 Mandatory requirements/pre-qualification criteria
Part of proposal	Annex B-2 Template for proposal submission
Part of proposal	Annex B-3 Format of resume for proposed staff
Part of proposal	Annex B-4 Capacity Assessment minimum Documents

13. If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

13 Format and signing of proposal

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UNWOMEN reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UNWOMEN will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of [number of months/year(s)]with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.

Annex B-2

Template for proposal submission

Call for proposal

Description of Services: Consultant company / CSO for establishing the School of Gender Advocates⁹, development of the Civil Society Strategy to Lead the Change and implementation of CSO/activists initiatives on EVAWG

CFP No. CFP/UNW/TJK/01/2020.

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

Component 2: Expected Results and Indicators (max 1.5 pages)

⁹ In the given context 'Advocates' means not jurists, but rather public speakers, lobbyists and human rights activists

This section should articulate the proponent’s understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UNWOMEN.

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan

Project No:	Project Name:		
	Name of Proponent Organization:		
	Brief description of Project		
		Project Start and End Dates:	
	Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for		

	each result												
List the activities necessary to produce the results Indicate who is responsible for each activity				Duration of Activity in Months (or Quarters)									
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

Component 6: Results-Based Budget (max. 1.5 pages)

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include "Support Costs": those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- "Support Cost Rate" means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.					
Expenditure Category	Year 1, [Local currency]	Year 2, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel					
2. Equipment / Materials					
3. Training / Seminars / Travel Workshops					
4. Contracts					
5. Other costs ¹⁰					

¹⁰ "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____

6. Incidentals					
7. Other support requested					
8. Consultancy costs					
9. Audit costs					
10.. Support Cost (not to exceed 8% or the relevant donor %)					
Total Cost for Result 1					

I, (Name) _____ certify that I am (Position) _____ of (Name of Organization) _____; that by signing this Proposal for and on behalf of (Name of Organization) _____, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

_____ (Seal)

(Signature)

(Printed Name and Title)

(Date)

Annex B-3
Format of resume for staff and confirmation on hiring sub-contracts with requested qualifications

Call for proposal

Description of Services: Consultant company / CSO for establishing the School of Gender Advocates¹¹, development of the Civil Society Strategy to Lead the Change and implementation of CSO/activists initiatives on EVAWG

CFP No CFP/UNW/TJK/01/2020

For Internal Staff

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

Education/Qualifications: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained).

Employment Record/Experience

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment).

References

Provide names and addresses for two (2) references.

For Expert/Consultancy Qualifications(sub-contractors)
International Consultant

Education: University Degree in gender studies, international development, education or other field related to gender equality;

¹¹ In the given context 'Advocates' means not jurists, but rather public speakers, lobbyists and human rights activists

Experience:

- At least 5 years of experience in legal knowledge and advocacy for gender equality, and SGBV/EVAWG, strategic communications and public relations on sexual harassment and broader violence against women prevention issues;
- At least 5 years of practical experience in provision of interactive training to adult audience as a trainer/facilitator on institutional capacity building (including processes/ procedures/ home-workflow on gender policies);
- Experience in working on rights-based approaches including intervention models to address multiple and intersecting forms of discrimination;
- Previous experience with UN or International agencies considered an asset;
- Relevant experience in Eastern Europe or Central Asia regions will be an asset;
- Knowledge and understanding of social and political issues in Tajikistan would be of distinct advantage;

Languages: excellent command of English. Knowledge of Russian/Tajik is an asset.

National Consultant

Education: University Degree in gender studies, sociology, and/or other social science related areas relevant for the assignment;

Experience:

- At least 5 years of experience working with international organizations, government agencies or NGOs in the fields of gender equality and/ or addressing violence against women and girls, various aspects of advocacy work and communications as well as social mobilization towards ending violence against women and girls;
- At least 5 years of practical experience in provision of interactive training to adult audience as a trainer/facilitator on institutional capacity building (including processes/ procedures/ home-workflow on gender policies);
- Previous experience with UN or International agencies considered an asset;
- Knowledge and understanding of social and political issues in Tajikistan would be of distinct advantage;

Languages: excellent command of Tajik/Russian.

Annex B-4
Capacity Assessment minimum Documents

(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal

Description of Services: Consultant company / CSO for establishing the School of Gender Advocates¹², development of the Civil Society Strategy to Lead the Change and implementation of CSO/activists initiatives on EVAWG

CFP No. CFP/UNW/TJK/01/2020

Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff and consultants proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women's one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin ST/SGB/2003/13	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	

Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	

Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references from national partners	Mandatory
Past reports to clients / donors for last 3 years	

¹² In the given context 'Advocates' means not jurists, but rather public speakers, lobbyists and human rights activists