Call for Proposal (CFP) for an NGO or NGO Consortium

**CFP No. CFP/PNG/2021/01/001**

Section 1 – CFP letter

UN WOMEN plans to engage an NGO or a Consortium of Civil Society Organizations to implement the Young Women in Leadership component of the Women Make the Change programme, as defined in accordance with these documents. UN WOMEN now invites proposals via e-mail from qualified proponents for providing the requirements as defined in the UN WOMEN Terms of Reference. Proposals must be received by UN WOMEN via the e-mail specified not later than midnight on Monday 22 February 2021.

This UN WOMEN Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UN WOMEN Terms of Reference

**CFP forms to be returned (mandatory):**

Annex B2-1 Proposal/no proposal confirmation form

Annex B2-2 Mandatory requirements/pre-qualification criteria

Annex B2-3 Template for proposal submission

Annex B2-4 Format of resume for proposed staff

Annex B2-5 Capacity Assessment Document Checklist

Interested proponents may obtain further information by contacting this email address:

[cfp.pngco@unwomen.org](mailto:cfp.pngco@unwomen.org), including the subject heading “**CFP/PNG/2021/01/001\_**Query”.

Call for Proposal (CFP)

**CFP No. CFP/PNG/2021/01/001**

Section 2: Proposal data sheet

Program/Project: Women Make the Change

Program official’s name: Rebecca Bogosia

Email: [rebecca.bogosia@unwomen.org](mailto:rebecca.bogosia@unwomen.org)

Telephone number: +675 321 9855 / +675 321 9852 ext 104

Issue date: 18 January 2021

Webinar: Background information on WMC and Call for Proposals

Date: Monday 1 February 2021

Time: 10:00-11:00AM

\*Applicants interested in participating in the webinar should contact the programme official to confirm their participation and obtain the meeting invite.

Webinar: Background information on WMC and Call for Proposals

Date: Monday 8 February 2021

Time: 10:00-11:00AM

\*Applicants interested in participating in the webinar should contact the programme official to confirm their participation and obtain the meeting invite.

Requests for clarifications due

Date: Friday 12 February 2021 (*via e-mail* addressed to Rebecca.bogosia@unwomen.org)

Time: 5:00PM

UN WOMEN clarifications to proponents due

Date: Wednesday 17 February 2021

Time: 5:00PM

Proposal due

Date: Monday 22 February 2021

Time: Midnight

Planned award date: 1 April 2021

Planned contract start date: 1 April 2021

Call for Proposal (CFP)

**CFP No.** **CFP/PNG/2021/01/001**

Section 3: Instructions to proponents

1. Introduction
   1. UN WOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN WOMEN requirement for Non - Governmental Organisations.
   2. A description of the services required is described in CFP Section 4 -Terms of Reference.
   3. UN WOMEN may, at its discretion, cancel the services in part or in whole.
   4. 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.
   5. 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, UN WOMEN 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.
   6. Effective with the release of this CFP, all submissions must be directed only to UN WOMEN Info PNG, by email at [cfp.pngco@unwomen.org](mailto:cfp.pngco@unwomen.org) with the subject heading “**CFP/PNG/2021/01/001**\_[Lead CSO Name]”.
   7. Proponents must not communicate with any other personnel of UN WOMEN regarding this CFP.
2. Cost of proposal

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.

1. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B2-2. See paragraph 10 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 B2-2. 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.

1. Clarification of CFP documents

4.1. A prospective proponent requiring any clarification of the CFP documents may notify UN WOMEN in writing at UN WOMEN email address indicated in the CFP by the specified date and time. UN WOMEN 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 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.

4.2. 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.

1. **Amendments to CFP documents**

5.1. At any time prior to the deadline for submission of proposals, UN WOMEN 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.

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

1. Language of proposal
   1. The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN WOMEN, shall be written in English.
   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

7.1. Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2) 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, UN WOMEN 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.

All proposals should be sent by email to the following secure email address: [cfp.pngco@unwomen.org](mailto:cfp.pngco@unwomen.org) with the subject heading “**CFP/PNG/2021/01/001**\_Lead CSO Name”.

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

7.3 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 UN WOMEN inbox. UN WOMEN 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 UN WOMEN in the dedicated inbox on or before the prescribed CFP deadline.

7.4 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

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

8. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UN WOMEN 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. UN WOMEN will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN WOMEN Policy and Procedures.

1. Proposal currencies

All prices shall be quoted in PGK (Papua New Guinea Kina).

UN WOMEN reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN WOMEN 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.

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.

1. Mandatory/pre-qualification criteria

10.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN WOMEN requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. 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 affect your evaluation.

10.2 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.

1. Evaluation of technical and financial proposal
   1. **PHASE I – TECHNICAL PROPOSAL** (**70 points**)
      1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners’ Assessment (CPA) appointed by UN WOMEN 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.

|  |  |  |
| --- | --- | --- |
|  | *Technical description and appropriateness/adequacy of approach and proposed activities to achieve the objectives* | 40 points |
|  | *Proven track record and credibility in*: (See Capacity Assessment criteria)   * proposed staffing (number and expertise) for the services to be delivered;   •organizational experience and proven track record/credibility on gender and development, RBM and its application to key processes (e.g., planning, programming, monitoring, reporting and evaluation), and other areas of expertise relevant to the services required  • relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors | 15 points |
|  | *Governance and management capacity*: (See Capacity Assessment criteria)   * Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation   • Overall governance/management structure of the LEAD proponent organization | 8 points |
|  | *Financial and administrative management capacity*: | 7 points |
|  | TOTAL | 70 points |

* 1. **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) x 30 points = 15 points

1. **Preparation of proposal**
   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.

* 1. 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 UN WOMEN 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.
  2. 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.
  3. 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 UN WOMEN established requirements. Acceptance of such changes is at the sole discretion of UN WOMEN.
  4. 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.
  5. Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** **(on or before proposal due date): Monday 22 February 2021**

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.

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| --- | --- |
| Part of proposal | Mandatory Requirements/pre-qualification criteria (**Annex B2-2** hereto) |
| Part of proposal | **Template for proposal submission (Annex B2-3)** |
| Part of proposal | **Resumes of proposed team members with prescribed information (Annex B2-4)** |
| Part of proposal | **Capacity Assessment Document Checklist (Annex B2-5)** |

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.

**Pre-submission:**

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

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| Stand-alone document | Proposal/no proposal confirmation form (**Annex B2-1** hereto) |

1. Format and signing of proposal

13.1 The proposal shall be typed and shall be signed by the NGO or LEAD proponent (if applying as a consortium) 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.

1. Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN WOMEN 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 UN WOMEN 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 12 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN WOMEN.

Section 4: UN Women Terms of Reference

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| * 1. Background/Context for required services/results   The number of women in key leadership and decision-making roles in Papua New Guinea has remained consistently low. With female representation in parliamentary decision-making decreasing from 2.7% to zero in the most recent 2017 elections, a women’s leadership vacuum now exists at the national level. In recognition of the challenges faced by women vying for leadership and decision-making roles, the Government of Papua New Guinea has agreed to a range of national and international commitments to support women’s equal participation in public life and within political processes.  These include, Vision 2050, the Gender Equality and Women’s Empowerment Policy, Goal 5 of the Sustainable Development Goals, the Convention Against All Forms of Discrimination Against Women (CEDAW), and the new Medium-Term Development Plan (MTDP). These aspirations and targets in these frameworks guide interventions aimed at addressing the leadership and political vacuum for women in PNG.  In 2016, UN Women conducted a joint consultation on women’s national leadership with the Department for Community Development and Religion. Findings from that exercise led to the design of the Women Make the Change programme on women’s leadership and political participation in partnership with UNDP, the Government of Papua New Guinea and the Autonomous Bougainville Government, with funding from the Governments of Australia and New Zealand. Women Make the Change is part of the Global Framework on Women’s Political Participation and runs from 2019 to 2022.  This 4-year programme focuses on four critical outcomes: **(i) Legal frameworks strengthened to promote gender balance throughout the political processes ; (ii) A cadre of interested, diverse and capable women political leaders supported at national and sub-national level; (iii) Women are perceived as equally legitimate and effective political leaders as men; and (iv) Women are promoted as leaders in gender sensitive political institutions.** UN Women endeavors to improve women’s influence across a range of political processes, especially at sub-national level, towards improving voices for women in the political processes.  Women Make the Change is being implemented in 10 provinces across Papua New Guinea, including: the Autonomous Region of Bougainville, East New Britain, East Sepik, Enga, Hela, Milne Bay, Morobe, the National Capital District, New Ireland, and Southern Highlands. |
| * Description of required services/results   **Objective**  In order to support Outcome 2 of the Women Make the Change programme, building a cadre of capable women political leaders at the National and Sub-National level, specific attention and support must be given to young women who are, themselves, emerging leaders. This has been recognised as a critical gap in much of the work focused on women’s political participation across the Pacific region. The Women Make the Change programme aims to address this gap by helping young women emerge as a dynamic force for change to the current status quo.  Promoting meaningful engagement across generations, between established women leaders and emerging young women leaders, is critical to ensuring a women’s leadership pipeline. Evidence on the effectiveness of women’s leadership programmes outlines the importance of longer-term initiatives that include mentorship opportunities, which can contribute to movement building. As such, it is essential that this initiative considers how young women leaders will stay connected with one another, and with their mentors and/or women’s networks, during and beyond the course of the initiative.  The main objectives of the Young Women in Leadership Initiative of the Women Make the Change programme are:   * To develop the leadership skills and capacity of emerging young women leaders from across Papua New Guinea by providing them with mentorship, skills building and internship opportunities. * To support young women leaders to promote gender equality initiatives in their own communities. * To promote awareness on the value and importance of young women’s leadership.   The Young Women in Leadership Initiative of the WMC programme will bring together 20 young women leaders aged 18 to 29 years old from WMC participating provinces (2 from each province), who will participate in a 12-month programme.  Over the course of this initiative young women will:   * Become connected to a dynamic cohort of young women leaders participating in the 2021 YWL Initiative, as well as regional/global women’s networks. * Be matched with an experienced woman leader who will act as their mentor for one year. * Participate in an introductory leadership workshop in 2021. The workshop should focus on developing the participant’s leadership skills, providing them with an opportunity to put them into practice, and enhance their understandings of gender equality. * Participate in a series of workshops throughout the year on different topics relevant to building their leadership skills. * Become connected to UN Women’s Sanap Wantaim youth network and training opportunities. * Take up opportunities to develop and demonstrate leadership skills, including through work placements/internships and leading a small project in their community. * Participate in an end-of-programme workshop and graduation ceremony.   Mentors will provide guidance, support and act as a source of expertise for the young women to draw upon over the course of the initiative. As such, mentors will be expected to:   * Participate in an introductory workshop on leadership and how to effectively mentor emerging young women leaders in 2021; * Mentor an emerging young woman leader over the course of the programme (a period of 12 months); * Identify and facilitate opportunities for YWL participants to further develop their leadership skills and expand their experience, including through internships, work experience placements and other relevant experiences. * Where possible, connect young women to regional/global women’s networks. * Participate in an end-of-programme workshop in 2022.   Participants will be selected through a public call for applications. The selection criteria will be developed in close consultation with UN Women.  The ability of young women to exercise their leadership is heavily impacted by barriers in their communities that reinforce gender inequality. To address this, the Young Women in Leadership Initiative will promote awareness on the value and importance of young women’s leadership.  **Scope of work**  To achieve this objective, UN Women is seeking a single NGO or a consortium (a group of organisations), consisting of no more than three NGOs, with a track record of working on young women’s leadership and mentorship.  The NGO/lead NGO must be legally registered, and can be a national or international organization with a presence in Papua New Guinea. If applying as a Consortium and funds will be managed by the non-lead NGO, the other two organizations must also be registered.  The NGO/lead NGO is expected **to deliver on the objectives of the Young Women in Leadership Initiative. Specific responsibilities will include:**   * The identification and selection of 20 young women leaders and mentors (2 from each province) from all 10 WMC-participating Provinces of PNG through an open call for applications; * The design and delivery of an introductory workshop on leadership for young women; * The design and delivery of an introductory workshop on leadership and mentorship for women mentors; * The design, development and delivery of a series of workshops on topics relevant to building the leadership skills of the young women leaders over the course of the activity; * Arrange and manage work placements/internships for young women leaders; * Support the young women leaders to develop and lead a small project in their community; * The design and delivery of an end of programme workshop/graduation ceremony. * Collecting baseline and endline profiling of young women leaders participating in the programme.   **Outputs of the PCA agreement**  **The NGO or LEAD organization in the Consortia will be expected to submit the following**, which demonstrate the completion of a 12-month leadership development programme for 20 young women from WMC-participating provinces:   * Periodic progress narrative and financial reports to UN Women based on a robust monitoring and evaluation system and using UN Women templates; * Evidence of change and accompanying communications stories, documenting the journeys of the 20 young women leaders.   **Reporting Relationships and Communications**  This will be governed by the Partnership agreement |
| 1. Timeframe: Start date and end date for completion of required services/results   **Duration of Partnership agreement**  The duration of the partnership agreement from 1 April 2021 to 30 September 2022. |
| 1. Technical/Functional Competencies required:   The applying organisation, and members of the Consortium that will be receiving funds, must have the following functional/technical competencies:  • Substantive knowledge and demonstrated understanding of how to implement programming on young women’s leadership, capacity building, political participation and mentorship.  • Existing staff with technical expertise on gender equality issues, specifically on women’s human rights, women’s political participation and leadership.  The NGO/LEAD organisation should:   * Be duly registered or has the legal basis/mandate as an organization. * Have an established organisational culture of accountability and commitment to delivery of results. * Internal programmatic, administrative and financial capacity for budgets of more than $50,000 annually supported with a track record of quality and timely project results. * Experience and established management arrangements for subcontracting, if applying as a Consortium. * Have a permanent office within Papua New Guinea and been in operation for at least 5 years.  |  | | --- | |  | |  | |

**Annex B2-1**

Call for proposal

Description: Description

CFP No. CFP/PNG/2021/01/001

Proposal/no proposal confirmation form

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

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| --- | --- | --- |
|  |  | Date: |
| To: | UN WOMEN | Email: |
| From: |  |  |
|  |  |  |
|  |  |  |
| Subject | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

( ) The requested products are not within our range of services

( ) We are unable to submit a competitive proposal for the requested services at the moment

( ) We cannot meet the requested terms of reference

( ) Your CFP is too complicated

( ) Insufficient time is allowed to prepare a proposal

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)

( ) Other (please provide reasons)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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( ) We would like to receive future CFPs for this type of services

( ) We don’t want to receive CFPs for this type of services

If UN WOMEN has questions to the proponent concerning this NO PROPOSAL, UN WOMEN should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.

Annex B2-2

Call for proposal

Description of Services:

CFP No. CFP/PNG/2021/01/001

Mandatory requirements/pre-qualification criteria

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.

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| Mandatory requirements/pre-qualification criteria | Proponent’s response |
| * 1. Confirm that the services being requested are part of the key services that the lead agency 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. Confirm proponent is duly registered or has the legal basis/mandate as an organization | Yes/No |
| * 1. Confirm proponent as an organization has been in operation for at least five (5) years | Yes/No |
| * 1. Confirm proponent has a permanent office within the location area. | Yes/No |
| * 1. 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 placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s) | Yes/No |

Annex B2-3

Call for proposal

Description of Services:

CFP No. CFP/PNG/2021/01/001

Template for proposal submission

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| **Mandatory requirements/pre-qualification criteria** |

Proponents are requested to complete form Annex B2-1 and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B. 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.

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| **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, international, 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)

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

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 UN WOMEN.

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| **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

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| **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

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| **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

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| **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 only costs which directly 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 you will be able to make do for less.
* The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
* Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
* 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 [PGK]** | **Total, [PGK]** | **US$** | **% Total** |
| 1. Staff and Project Personnel |  |  |  |  |
| 2. Equipment, Supplies, Materials |  |  |  |  |
| 3. Training / Seminars / Workshops |  |  |  |  |
| 4. Travel |  |  |  |  |
| 5. Contractual Services |  |  |  |  |
| 6. Transfers and Grants to Counterparts (if applying as a Consortium) |  |  |  |  |
| 7. Other costs [[1]](#footnote-1) |  |  |  |  |
| 8. Incidentals |  |  |  |  |
| 9. Other support requested |  |  |  |  |
| 10. Support Costs (max. 7%) |  |  |  |  |
| **Total Cost for Result 1** |  |  |  |  |

Annex B2-4

Call for proposal

Description of Services:

CFP No. CFP/PNG/2021/01/001

**Format of resume for proposed 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.

Annex B2-5

Call for proposal

Description of Services:

CFP No. CFP/PNG/2021/01/001

**Capacity Assessment Document Checklist**

**For Potential Implementing Partners/Responsible Parties**

**Governance, Management and Technical**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| 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 proposed for the engagement with UN Women | Mandatory |  |
| Anti-Fraud Policy Framework | Mandatory |  |

**Administration and Finance**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Administrative and Financial Rules of the organization | Mandatory |  |
| Internal Control Framework | Mandatory |  |
| Audited Statements of last 3 years | Mandatory |  |
| List of Banks |  |  |
| Name of External Auditors |  |  |

**Procurement**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Procurement Manual | Mandatory |  |
| Procurement Code of Conduct |  |  |
| List of main suppliers / vendors |  |  |

**Client Relationship**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| List of main clients / donors | Mandatory |  |
| Two references | Mandatory |  |
| Past reports to clients / donors for last 3 years |  |  |

1. “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-1)