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

Section 1

CFP No. UNW-ROAS-002-2020

a. CFP letter for Responsible Parties

UNWOMEN plans to engage a Responsible Party 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 5.00PM NY TIME on 21 February 2020.

The budget range for this proposal should be from 400,000 to 460,000 USD.

Indicative budget breakdown:
Component 1: approximately 75% of budget
Component 2: approximately 15% of budget
Component 3: approximately 10% of budget

This UN-Women Call for Proposals consists of Two sections:

<table>
<thead>
<tr>
<th>Annexes to be completed by proponents and returned with their proposal (mandatory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
</tr>
<tr>
<td>a. CFP letter for Responsible Parties</td>
</tr>
<tr>
<td>b. Proposal data sheet for Responsible Parties</td>
</tr>
<tr>
<td>c. UN Women Terms of Reference</td>
</tr>
<tr>
<td>Annex B-1 Mandatory requirements/pre-qualification criteria</td>
</tr>
<tr>
<td>Section 2</td>
</tr>
<tr>
<td>a. Instructions to proponents</td>
</tr>
<tr>
<td>Annex B-2 Template for proposal submission</td>
</tr>
<tr>
<td>Annex B-3 Format of resume for proposed staff</td>
</tr>
<tr>
<td>Annex B-4 Capacity Assessment minimum Documents</td>
</tr>
<tr>
<td>Annex B-5 Issue Base Case Studies</td>
</tr>
<tr>
<td>Annex B-6 Research Paper</td>
</tr>
<tr>
<td>Annex B-7 Consultations on research paper</td>
</tr>
<tr>
<td>Annex B-8 Online Consultations</td>
</tr>
</tbody>
</table>

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

b. Proposal data sheet for Responsible Parties

Program/Project: Requests for clarifications due:

Date: 18 February 2020 Time: 5PM NY Time

Program official’s name: To: anouk.heili@unwomen.org

Email: UNWOMEN clarifications to proponents due: [if applicable]

Date: 21 February 2020 Time: 5PM NY Time

Telephone number: Proposal due:
a. UN Women Terms of Reference

1. Introduction

UN Women seeks to contribute to building sustainable peace in the Middle East and North Africa (MENA) region by strengthening women’s leadership and participation in high level peace and transition processes, through the transfer of evidence-based knowledge and skills to empower institutions and key actors, including women in the region themselves, to engage in and influence peace processes.

UN Women’s approach is structured around three main components or outcome areas: (1) increased evidence-based knowledge and systemization generated and available to inform peace process actors; (2) strengthened capacity and technical expertise through strategic and needs-based advice and learning for peace process actors; and (3) enhanced dialogue and partnerships for strategic action between UN Women and global, regional and national policy institutions and actors.

Under this portfolio of work, UN Women implements activities at global policy level, across the MENA region and at country-level with a specific focus on Iraq, Libya, Syria and Yemen.

Progress in more inclusive peacemaking in the region is notable, yet making women’s direct participation and representation in track I processes a consistent practice remains far from reality, and efforts continue to be needed in this area. In this context, UN Women is looking for several partners to implement activities.

2. Description of required services/results

Organizations applying to the Call for Proposals can submit proposals targeting only one or more output(s) or a set of activity(ies) under this call, in a single proposal. UN Women Regional Office for Arab States and UN Women HQ Peace and Security Section welcome proposals for partnerships to achieve highlighted results.

Some of the below described deliverables are managed by UN Women’s Peace and Security Section and others by the Regional Office for the Arab States (ROAS).

Component 1: Increased evidence-based knowledge and systemization generated and available to inform peace process actors

UN Women contributes to increased knowledge and evidence on women’s participation and gender integration in peace processes by undertaking and disseminating cutting-edge research and developing communication materials to provide a platform for women’s existing and marginalized expertise.

Output Area 1.1 Exploratory, policy and practitioner exchanges and papers to generate and consolidate new knowledge

- Activity 1: Gender Analysis and Experts Roundtable (managed by UN Women ROAS)
  Part A: Gender Analysis
  A MENA research partner (based in the MENA region and with extensive knowledge on the region) will produce a gender analysis of conflict(s) in the MENA region, thereby contributing to increased evidence on women’s involvement in and contribution to peace at the local and country-level

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1 The MENA region, as used in this document, includes the following countries: Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates and Yemen
### Part B: Experts roundtable on Gender Analysis findings

The research partner will facilitate a roundtable with key experts and stakeholders in the women, peace and security field from the MENA region. The roundtable will aim to discuss and disseminate the findings of the gender analysis.

**Key deliverables:** 1 gender analysis of conflict(s) in the MENA region; 1 roundtable with experts in the field

**Timeframe:** March 2020-December 2020

- **Activity 2:** Research paper and consultations on women’s participation in formal mediation processes

  *(managed by UN Women’s Peace and Security Section)*

### Part A: Research paper

The selected organization will draft and publish a 15 to 20-page exploratory paper examining specific tools and measures to practically increase women’s direct participation in contexts similar to or related to formal mediation processes for peace (e.g. in constitution-making, parliamentary bodies, government delegations, national dialogues, etc.). The paper will employ a comparative and evidence-based approach, assessing rules of the game, incentives and disincentives, along with what worked and what did not in different contexts, factors that supported and factors that hindered and why. The institution selected would conduct desk research and interviews to inform the paper. The paper will contain an executive summary and key recommendations for the UN, member states and others, drawing from lessons in these related contexts to suggest areas for further exploration when it comes to ensuring women’s meaningful participation in high-level peace processes. Creativity and innovative thinking are encouraged.

There will be at least one to two rounds of consultation on the paper with experts and policy actors. The consultations could take the form of discussion and/or written feedback. This may intersect with the second deliverable described below.

See **Annex B-6** details and expectations on the publication process, publication related arrangements, the distribution of the paper and more, see **Annex B-5A** for the associated License Agreement.

### Part B: Consultations and Expert Group Meeting

The institution selected will organize and host one to two initial closed-door discussions to inform the draft of the paper and/or gather constructive feedback on an early draft. These discussions will occur with a small group of 10 to 15 policy actors and experts. Each of these discussions will be no more than half a day. Following the initial consultations, a larger expert group meeting (EGM) will be held to discuss the paper and build broader momentum for further exploration to be carried out by various actors in the research and policy space. Participants will range from 20 to 25 in number. A strategic and cost-effective location should be chosen for the meeting to bring relevant policy actors together.

The selected organization will arrange for and co-host a meeting to bring relevant policy actors together.

**Key deliverables:** One exploratory paper, informed by one to two closed-door discussions, and followed by one large expert group meeting

**Timeframe:** Deliverables should be completed by the end of June 2020

### Output Area 1.2 Knowledge products are available through technology for broader accessibility, including by the youth

- **Activity 1:** Case Studies for a Phone Application *(managed by UN Women ROAS)*

  Case studies on how women have sought to influence peace and political processes (the strategies they used and their effectiveness), based on remote interviews and secondary data collection covering the following countries: Afghanistan, Burundi, Darfur, the Democratic Republic of Congo (DRC), Kenya, Liberia, Mexico, Nepal, Northern Ireland, South Africa, Tunisia, Yemen

  **Key deliverable:** 12 case studies between 10 and 20 pages each, in a template chosen by the partner organization in agreement with UN Women

  **Timeframe:** 20 working days over the period of March 2020 - December 2020

- **Activity 2:** Issue-Based Case Studies *(managed by UN Women’s Peace and Security Section)*

  The institution selected will complete and publish online four to six issue-based case studies on women’s formal participation. Topics will be determined by UN Women’s Peace and Security Section with inputs and advice from the institution selected, as well as UN Women colleagues working in the Arab States region and other partners as relevant. Topics may include, for example: (1) inclusive reconstruction; (2) ceasefire agreements and their implementation; (3) climate change and conflict; (4) protest movements; and (5) prisoner exchange.

  **Key deliverable:** 4 to 6 case studies: each case study will be 8-12 single-spaced pages or 4000 to 6000 words and made available in both English and Arabic. Each will be based on primary data and reflect a comparative examination of different country contexts from across the world and suggest lessons learned, recommendations
and room for further research. See Annex B-5 for details and expectations on the publication process, publication related arrangements, the distribution of the case studies and more.  
**Timeframe:** At least two case studies will be finalized, translated and published in 2020 while the remaining ones will be completed in 2021. Ideally, each case study should include some sort of a short and accessible summary, whether in a short table or in the form of a simple infographic, for example. There is specific view, download and engagement data that will need to be reported on in the institution’s quarterly reporting.

**Component 2: Strategic operational Advice and Technical Expertise in Women’s Inclusion in Ongoing Peace and Transition Processes**

UN Women works to strengthen the capacity and technical expertise of women activists and other peace process actors, as well as to provide spaces for learning and exchange between actors, countries and track levels. In addition to global and regional convenings and experts’ roundtables discussions, UN Women provides on-demand expertise in different areas such as modalities of women’s inclusion in peace processes, supporting women’s political strategizing for inclusion or SGBV documentation mentoring.

**Output Area 2.1 On-demand expertise to respond to requests from women and other peace actors**

UN Women manages an on-demand expertise function where third-party organizations can request technical expertise on women’s meaningful participation and the integration of gender perspectives in peace processes. UN Women then responds flexibly with appropriate and contextualized expertise, whether remotely or in-person. Such expertise is provided to external actors, often in collaboration with others, after the agreement of UN Women in its central coordination role. UN Women’s regional and country offices will be channeling requests that they receive for on-demand expertise, and the institution selected may similarly contribute ideas and identify opportunities to provide needed expertise and bring them to UN Women for consideration. The context and scope of work will be contextually defined in advance of each on-demand expertise assignment to ensure clarity on the specificities of this deliverable. Specialized expertise of submitting institutions within the broad area of women’s meaningful participation in peace processes should be detailed in the proposal. Requests for technical expertise may involve travel, which UN Women would pay and arrange for directly. Travel would likely be to the Middle East and North Africa region, New York City and other locations to be determined. If a short paper is produced as part of a request for expertise and it requires translation, UN Women will pay for translation and publications costs as may needed.

- **Activity 1: On-demand expertise for peace processes in the MENA region (managed by UN Women ROAS)**
  The selected proponent will support women’s inclusion in ongoing peace processes in focus countries through providing mediators, special envoys and technical advisors with briefings, dialogue sessions and strategic advice. The organization will be available on standby to provide these actors with strategic and tactical advice on an ad-hoc basis.
  **Key deliverable:** Key stakeholders are provided with strategic information and guidance for the inclusion of women in ongoing peace processes
  **Timeframe:** 15 working days over the period of March 2020 – December 2021 (including preparation time for mentoring and capacity building)

- **Activity 2: On-Demand Expertise for Global Policy Work (managed by UN Women’s Peace and Security Section)**
  For global policy related work, the institution will report to UN Women’s Peace and Security Section at UN Headquarters. The nature of the work will vary from facilitating a planning/strategy meeting between UN entities to researching and writing a short background paper on a topic identified by civil society, for instance.
  **Key deliverable:** Key stakeholders are provided with strategic information and guidance for the inclusion of women in ongoing peace processes
  **Timeframe:** The institution selected will provide an average of 3 to 4 working days (8 hours per day, or a total of 24-32 hours) of on-demand expertise per year (2020, 2021 and 2022) for global policy level work, including both preparation and delivery time.

**Output Area 2.2 Convenings to promote comparative learning & exchange**

- **Activity 1: Technical support to regional convenings (managed by UN Women ROAS)**
  The selected organization will provide technical support in the design and facilitation of regional convening workshops of women and gender advocates from the MENA region.: This includes providing capacity-building and sharing examples and lessons learned during the workshops, including examples from different contexts to enhance women’s participation in ongoing peace processes in the region, in particular in Iraq, Libya, Syria and Yemen.
  **Key deliverable:** Capabilities of participants in regional convenings are built to enable them to participate in current political and peace processes in Iraq, Libya, Syria and Yemen
Timeframe: 20 working days over the period of March 2020 - December 2021 (including preparation time and presence in regional convenings)

- **Activity 2: Online consultation(s) on women’s participation and summary report (managed by UN Women’s Peace and Security Section)**
  The institution selected will host one or two online global consultations that aim to explore diverse perspectives on the concrete challenges, opportunities and support mechanisms for gender inclusivity in peace processes. Each consultation will occur in English and last for two to three days. The possible topic(s) of the consultation will be proposed to UN Women’s Peace and Security Section, which will decide on the final topic.
  **Key deliverable:** One or two consultation(s), a two-page summary report published within one month after each consultation that summarizes key themes and provides five actionable recommendations.
  **Timeframe:** The first consultation and summary report will be completed by September 2020. See Annex B-8 for further details and expectations on publication, funding acknowledgment, etc.

**Component 3: enhanced dialogue and partnerships for strategic action between UN Women and global, regional and national policy institutions and actors**

UN Women works strategically in partnership with a variety of actors, including regional bodies, mediator networks, UN agencies and civil society. These strategic partnerships aim to strengthen efforts towards and raise awareness on enhancing women’s participation in peace processes.

**Output Area 3.1: Brokering partnerships between track II actors and decision-makers**

- **Activity:** Mapping of track II actors (managed by UN Women ROAS)
  Based on existing research and mappings, the selected proponent will analyze the state of track II actors’ strategies and activities by women peace advocates at the track II level across selected countries in the MENA region, evaluate these strategies and make recommendations for better synergies with track 1.
  **Key Deliverable:** Analysis of mappings of track II actors and their activities in the MENA region
  **Timeframe:** March-December 2020

**Institutional Arrangement**

The selected organization(s) will sign a Stander Partner Agreement with UN Women. A competitive selection process will take place to identify the potential partner(s). The organization will be selected only if it has proven capacity to deliver the proposed outputs/activities. The organization’s capacity will be assessed by UN Women as per UN Women’s policy and procedures.

**Reporting**

The selected partner will work closely with UN Women and provide quarterly narrative and financial reports in line with UN Women guidelines and requirements. Official financial and narrative reporting will be submitted to UN Women’s Regional Office for the Arab States and/or UN Women Peace and Security Section, as applies, on a quarterly basis, comprehensively updating on the status and results of these activities. For narrative reporting, the selected institution will use UN Women’s corporate template for narrative reporting.

### 3. Timeframe: Start date and end date for completion of required services/results

1 March 2020 – 30 September 2022, see each output/activity for relevant timeframe

### 4. Competencies:

In the selection of partners, the following competencies will be considered:

i. Soundness of technical competency described in the approach to the outcome/outputs as described in the Terms of Reference for the Call for Proposals.

ii. Capacity to deliver expected results: governance and management competency, and financial and administrative competency.

Relevance of the mandate and the role of the organization to implement expected results and to contribute to the sustainability of said results.
Annex B-1

Mandatory requirements/pre-qualification criteria

[To be completed by proponents and returned with their proposal]

Call for proposal

Description of Services:

CFP No. UNW-ROAS-002-2020

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.

<table>
<thead>
<tr>
<th>Mandatory requirements/pre-qualification criteria</th>
<th>Proponent’s response</th>
</tr>
</thead>
</table>
| 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) years²                         | 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)³. |                      |
| 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               |

² In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

Section 2

CFP No UNW-ROAS-002-2020

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 anouk.heili@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, 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.

     All proposals should be sent by email to the following secure email address:
     _roas.cfp@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 USD

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.

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<tbody>
<tr>
<td>1</td>
<td>Proposal is compliant with the Call for Proposal (CFP) requirements</td>
<td>15 points</td>
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<tr>
<td>2</td>
<td>The Organization’s mandate is relevant to the work to be undertaken in the TORs (component 1)</td>
<td>20 points</td>
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<tr>
<td>3</td>
<td>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)</td>
<td>35 points</td>
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**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 = \( \frac{A}{B} \) 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 \( \frac{10.00}{20.00} \times 30 \) 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.

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

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 30 months 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:
CFP No. UNW-ROAS-002-2020

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)

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

<table>
<thead>
<tr>
<th>Project No:</th>
<th>Project Name:</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Name of Proponent Organization:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Brief description of Project</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Project Start and End Dates:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Duration of Activity in Months (or Quarters)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List the activities necessary to produce the results Indicate who is responsible for each activity</th>
</tr>
</thead>
</table>
### 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, overhead 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.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Year 1, [Local currency]</th>
<th>Total, [local currency]</th>
<th>US$</th>
<th>% Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Equipment / Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Training / Seminars / Travel Workshops</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Contracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Other costs 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Incidentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other support requested</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Support Cost (not to exceed 8% or the relevant donor %)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost for Result 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: ______________________________________________________________
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 proposed staff

Call for proposal
Description of Services:
CFP No UNW-ROAS-002-2020

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.
Call for proposal  
Description of Services:  
CFP No.  

### Governance, Management and Technical

<table>
<thead>
<tr>
<th>Document</th>
<th>Mandatory / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal registration</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Rules of Governance / Statues of the organization</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Organigram of the organization</td>
<td>Mandatory</td>
</tr>
<tr>
<td>List of Key management</td>
<td>Mandatory</td>
</tr>
<tr>
<td>CVs of Key Staff proposed for the engagement with UN Women</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Anti-Fraud Policy Framework which is consistent with UN women’s one or adoption of UN Women anti-fraud policy</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;</td>
<td></td>
</tr>
</tbody>
</table>

### Administration and Finance

<table>
<thead>
<tr>
<th>Document</th>
<th>Mandatory / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Financial Rules of the organization</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Internal Control Framework</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Audited Statements of last 3 years</td>
<td>Mandatory</td>
</tr>
<tr>
<td>List of Banks</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Name of External Auditors</td>
<td></td>
</tr>
</tbody>
</table>

### Procurement

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

### Client Relationship

<table>
<thead>
<tr>
<th>Document</th>
<th>Mandatory / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of main clients / donors</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Two references</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Past reports to clients / donors for last 3 years</td>
<td></td>
</tr>
</tbody>
</table>
Annex B-5A: LICENSE AGREEMENT
BETWEEN
THE UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN
AND
[Name of Partner]

This License Agreement (the Agreement) is entered into between:

- The United Nations Entity for Gender Equality and the Empowerment of Women (hereinafter referred to as "UN Women"), a subsidiary organ of the United Nations, an international organization established by treaty, having its Headquarters at 220 East 42nd Street, New York, NY 10017, USA;

(Referred to as “the Licensor”)

and

- [Name], a [describe legal nature], duly established and existing under the laws of [country], with registered office at [address].

(Referred to as “the Licensee”)

WHEREAS:

(A) UN Women is the United Nations organization devoted to gender equality and the empowerment of women. It is also responsible for mobilizing efforts by the United Nations to promote gender equality, increase opportunities and combat discrimination throughout the world;

(B) The Licensee is [briefly describe the Licensee and its main activities]; and

(C) The Licensee wishes to obtain a license to use the Material (hereinafter “the Material”) as described in Annex 1;

(D) Licensor is willing to grant Licensee a non-exclusive non-transferable License to use the Material for the terms and specific purpose as set forth in this Agreement.

NOW THEREFORE, the Licensee and the Licensors, referred to jointly as the “Parties” and each separately as a “Party”, hereby agree as follows:

1. GRANT OF LICENSE

Subject to the provisions of this Agreement and the Licensee’s performance of all of the obligations herein, the Licensor hereby grants to the Licensee a non-exclusive non-transferable license (the “License”) to use the Materials as described in Annex 1 (Approved Use). If not already in the possession of the Licensee, the Licensor agrees to make the Materials available to the Licensee (at no expense to the Licensor) for the Approved Use.

2. WARRANTY OF THE LICENSOR

The Licensor warrants that it has the authority to grant the License. This Agreement is otherwise made by the Licensor without any representations or warranties of any kind whatsoever express or implied.

3. PERMITTED USE

3.1 The Licensee shall not use the Material for purposes other than as specified in this Agreement.
3.2 The Licensee may permit its personnel to use the Material for the purposes described herein, provided that the Licensee takes all necessary steps and imposes the necessary conditions to ensure that all such personnel using the Material do not commercialize or use it other than in accordance with the terms of this Agreement.

3.3 The Licensee shall not assign, distribute, sell, license or sub-license, let, trade or expose for sale the Material to a third party. Any such attempted assignment in contravention of this clause shall be void and ineffective.

3.4 The Licensee shall not make or permit the making of any reproductions whatsoever of or from the Material, in whole or in part, except for the Approved Use.

3.5 No changes to the Material or its content may be made by Licensee.

3.6 Licensee shall ensure that the Material retains all Licensor copyright notices and other proprietary marks or acknowledgements. Licensor may require an appropriate notice, acknowledgment or marking be placed on the Material or other materials printed or published with reference to the Licensee’s use of the Material.

3.7 The Licensee shall cooperate to diligently protect the intellectual property in the Material. Licensee agrees to promptly notify the Licensor in writing of any unauthorized use of the Materials or other violation or infringement of the intellectual property in the Materials of which the Licensee becomes aware.

4. LIABILITY AND INDEMNIFICATION

4.1 The Licensee acknowledges and agrees that neither Licensor nor its officials, employees or agents, will be liable for any loss or damage arising out of or resulting from Licensor’s provision of the Material under this Agreement, or any use of the Material by the Licensee or its personnel; and Licensee hereby releases Licensor to the fullest extent from any such liability, loss, damage or claim.

4.2 The Licensee shall indemnify, defend, and hold and save harmless, Licensor and each of its officials, agents, employees, consultants, sub-contractors and other representatives from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against Licensor including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to the Licensee’s use of the Material. This Article shall survive the expiration or termination of this Agreement.

5. USE OF NAME, TRADEMARK OR LOGO

The Licensee will not use the Licensor’s name, abbreviation of the name, emblem, or logo in any advertisement, press release, publicity or other materials printed or published with reference to the Licensee’s use of the Material, without the express written consent of the Licensor. This Article shall survive the expiration or termination of this Agreement.

6. INTELLECTUAL PROPERTY

The Licensee acknowledges that the Licensor holds the intellectual property rights in the Material and the Licensee is not granted and shall not claim any ownership interest thereto. Licensor reserves all rights and licenses not expressly granted in this Agreement.

7. NOTICES

Service of any notice referred to in this Agreement or arising from it shall be deemed to be valid if sent by registered mail or by hand against authorized signature on receipt, to the address of the Party concerned as set forth below:

- For the Licensee, to: [insert full contact details]

- For the Licensors, to: [insert full contact details]

8. GOVERNING LAW

This Agreement shall be governed by generally accepted principles of international commercial law.

9. SETTLEMENT OF DISPUTES

9.1 AMICABLE SETTLEMENT: The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Agreement or the breach, termination, or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.
9.2 **ARBITRATION:** Any dispute, controversy, or claim between the Parties arising out of the Agreement or the breach, termination, or invalidity thereof, unless settled amicably under Article 9.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Agreement, order the termination of the Agreement, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Agreement, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim measures”) and Article 34 (“Form and effect of the award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Agreement, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

10. **PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

11. **ENTRY INTO FORCE; TERM; TERMINATION**

11.1 This Agreement and the License commences upon on the date the last of the Parties has signed this Agreement and shall remain in effect until [add end date] unless otherwise terminated by Licensor in the event of any of the following:

11.1.2 if the Licensee is in breach of any term of this License Agreement and has not corrected such breach to Licensor’s reasonable satisfaction within 7 days of Licensor’s notice of the same;

11.1.3. if the Licensee becomes insolvent, or institutes (or there is instituted against it) proceedings in bankruptcy, insolvency, reorganization or dissolution, or makes an assignment for the benefit of creditors; or

11.1.4. the Licensee is in breach of Articles 3, 5 or 6 of this Agreement.

11.2 This Agreement may be amended only by mutual written agreement of the Parties.

11.3 Notwithstanding clause 11.1, either Party may terminate this Agreement at any time by serving not less than thirty calendar days’ notice in writing to the other Party.

11.4 Unless agreed otherwise between the Parties, upon the date of termination of this Agreement, the Licensee must immediately cease to use the Material.

11.5 Unless agreed otherwise between the Parties, within 5 (five) calendar days following the date of termination of this Agreement, the Licensee must destroy or return to the Licensor (at the Licensor’s option) all media containing the Material and irrevocably delete the Material from its computer systems.

12. **ENTIRE AGREEMENT**

This Agreement contains the entire agreement between the Parties and supersedes any previous understanding, commitments or agreements, oral or written.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties affix their signatures below.

<table>
<thead>
<tr>
<th>For UN Women:</th>
<th>For [name or the Licensee]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[name]</td>
<td>[name]</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Annex B5-B Issue-Based Case Studies – Process and Requirements

• **Authorship:** Decision will be made exclusively by the institution selected.

• **Copyright:** On the inside of the front cover, UN Women’s full and sole copyright ownership will be listed as follows: “© 2019 UN Women. All rights reserved.”

• **License:** The institution selected would be expected to sign a license agreement with UN Women before publication of the issue-based case studies. Please find the template license agreement below. This template is non-negotiable.

• **Acknowledgments:** UN Women review comments to be provided will be acknowledged. Donor also to be acknowledged. Precise language for donor acknowledgment proposed below:
  - On the inside of the front cover, UN Women’s commissioning role will be acknowledged first. Precise language to include: “This XX series is an initiative commissioned by UN Women’s Peace and Security Section.”
  - The funding for the case studies will be acknowledged next. The precise language is: “This case study was funded with generous support from the German Federal Ministry of Economic Cooperation and Development in cooperation with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.”
  - If the underlying qualitative data comes from the funding of another institution and/or institutional project, that may also be acknowledged.

• **Standard disclaimer:** On the inside of the front cover, the publication will include the standard disclaimer about views not representing the views of UN Women. The precise language to use: “The views expressed in this publication are those of the author(s) and do not necessarily represent the views of UN Women, the United Nations or any of its affiliated organizations.”

• **Peer Review:** In keeping with the official UN Women Knowledge Management Strategy, the selected institution will be encouraged to undertake and lead on a peer review process of its work before publication (with reviewers outside of UN Women). In addition, a first draft will be shared with UN Women with the opportunity for UN Women to comment (the timeline for feedback would be discussed and agreed upon in advance). Thereafter, a final version (professionally copy-edited) will be shared with UN Women in Microsoft Word format for any final comments before publication.

• **Logos:** UN Women reserves the right to decide whether to include its logo on the publication, and if so, positioning on the publication (e.g. front page, inside of front cover, back page, etc.). The organization selected can include its logo on the front page or as desired.

• **Copyediting:** The selected institution will arrange and pay for copyediting before publication of each case study.

• **Graphic design:** The selected institution will arrange and pay for graphic design before publication of each case study. The Institution can select its own design format.

• **Arabic translation:** The selected institution will arrange for an Arabic version of each study, including making arrangements and paying for Arabic translation, review, desktop publishing/graphic design, etc. All other aspects of the publication process described above apply to the Arabic version of the case studies as well.

• **Distribution:** The case studies will be put up online on the institution’s website. They should also be shared via the institution’s social media account. UN Women will also support in the distribution of English and Arabic versions. The institution will be expected to participate in any launch event that UN Women may organize or other strategies for dissemination that UN Women may lead on (travel costs would be covered separately).

• **Printing:** The institution will share with UN Women the digital files that would be used to professionally print the case studies (high-resolution ‘print-ready files’).
Annex B-6: Research Paper – Process and Requirements

- **Authorship:** Decision will be made exclusively by the institution selected.
- **Copyright:** On the inside of the front cover, UN Women’s full and sole copyright ownership will be listed as follows: “© 2019 UN Women. All rights reserved.”
- **License:** The institution selected would be expected to sign a license agreement with UN Women before publication of the issue-based case studies. Please find the template license agreement below. This template is non-negotiable.
- **Acknowledgments:** UN Women’s commissioning role will be acknowledged, as well as the source of UN Women funding.
  - Suggested language to include on UN Women’s commissioning role: “This paper was commissioned by UN Women’s Peace and Security Section.”
  - Suggested language to include on UN Women’s donor: “This paper was funded with generous support from the German Federal Ministry of Economic Cooperation and Development in cooperation with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.”
- **Standard disclaimer:** The publication will include the UN Women standard disclaimer about views not representing the views of UN Women. The precise language to use: “The views expressed in this publication are those of the author(s) and do not necessarily represent the views of UN Women, the United Nations or any of its affiliated organizations.”
- **External Peer Review:** In keeping with the official UN Women Knowledge Management Strategy, the selected institution is encouraged to undertake and lead on a peer review process of its work before publication (with reviewers outside of UN Women). The interviews and initial consultations should serve towards this end.
- **UN Women Review:** An initial outline of the research paper will be shared with UN Women for feedback. A first draft of the paper will be shared with UN Women for comment before it is shared more widely. The timeline for feedback would be discussed and agreed upon in advance. Thereafter, before final publication, a final version (professionally copy-edited) will be shared with UN Women in Microsoft Word format for any final comments before publication. If further rounds of feedback are required according to UN Women, UN Women reserves the right to request it.
- **Logos:** UN Women reserves the right to decide whether to include its logo on the publication, and if so, positioning on the publication (e.g. front page, inside of front cover, back page, etc.). The organization selected can include its logo on the front page or as desired.
- **Copyediting:** The selected institution will arrange and pay for copyediting before publication.
- **Graphic design:** The selected institution will arrange and pay for graphic design before publication. The Institution can select its own design format.
- **Arabic translation:** UN Women will want to translate the paper into other languages and distribute it. UN Women can pay for the cost of this separately. If the selected institution has any concerns about this or a suggested approach, it should be communicated in the proposal.
- **Distribution:** The paper will be put up online on the institution’s website. It should also be shared via the institution’s social media account. UN Women will also support in the distribution of the paper. In quarterly reporting, UN Women will require view, download and engagement data.
- **Printing:** The institution will share with UN Women the digital files that would be used to professionally print the case studies (high-resolution ‘print-ready files’).
UN Women will be an active player in the discussions (consultations and expert group meeting), providing feedback at key stages and before any initial consultation meeting. UN Women will provide advice as appropriate (e.g. agenda design, participant list, etc.).

UN Women reserves the right to have its role commissioning these consultations and meetings acknowledged as deemed best by UN Women.

Annex B-8 – Online Consultations – Process and Requirements

- **Forum**: The online consultation will take place online in English
- **Duration**: The online consultation will be 48-72 hours in duration.
- **Target audience**: Global civil society and policy makers working on inclusive peace processes
- **Theme**: The theme will broadly be on gender-inclusive peace processes with a focus on women’s meaningful participation. The institution selected is welcome to suggest a more specific theme. UN Women may, however, decide on a theme that fits in with its planning and thinking for 2020, the 20th anniversary of Security Council resolution 1325. The final decision on the theme will ultimately be made by UN Women but with strongly considered inputs from the selected institution.
- **Promotion**: In advance of the online consultation, the selected institution will promote the theme and time/duration of the consultation among their channels and networks (e.g. via social media, institutional website). UN Women may require that its role be acknowledged, along with its donor, in such promotion. If that is the case, there will be discussion and agreement on precise language in advance.
- **Background Paper**: An informal, two-page background paper will be shared in advance of the consultation, framing the issue and posing specific questions for discussion. UN Women may require that its role be acknowledged, along with its donor. If that is the case, there will be discussion and agreement on precise language in advance.
- **Opening and Closing the Consultation**: UN Women may require that its role be acknowledged, along with its donor. If that is the case, there will be discussion and agreement on precise language in advance.
- **Summary of Views/Conclusions from Consultation**: The selected institution will put together a two-page summary of the discussion (‘summary’), drawing out key perspectives and/or conclusions from the discussion.
  - The summary will include analytics, identifying trends, issues raised and areas of relative consensus if any
  - In the summary, UN Women may require that its commissioning role be acknowledged, along with the support of its donor. If that is the case, there will be discussion and agreement on precise acknowledgment language in advance.
  - If needed, UN Women may seek additional details on the specifics and analysis of the online consultation.
  - UN Women reserves the right to include its logo in the summary document prepared and decide on its placement.
  - UN Women will be given an opportunity to review/input into the summary document before it is published online.
- **Distribution of Summary**: The summary will be put up online on the institution’s website. It should also be shared via the institution’s social media account. UN Women will also support in the distribution of the summary.