Call for Proposal (CFP) for Implementing Partners (For Civil Society Organizations- CSOs)

Section 1

CFP No. (02/EGY/2020)

a. CFP letter for Implementing Partners

UNWOMEN plans to engage multiple Implementing Partners as defined in accordance with these documents. UN-WOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UNWOMEN at eco.cfp.submissions@unwomen.org not later than (time) 12:00 AM on (date) 07/06/2020.

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

Section 1
- a. CFP letter for Implementing Partners
- b. Proposal data sheet for Implementing Partners
- c. UN Women Terms of Reference

Annex A-1 Mandatory requirements/pre-qualification criteria

Section 2
- a. Instructions to proponents

Annex A-2 Technical proposal submission form
Annex A-3 Financial proposal submission form
Annex A-4 Format of resume for proposed staff
Annex A-5 Capacity Assessment minimum Documents

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

b. Proposal data sheet for Implementing Partners

Program/Project: The Women Economic Empowerment Program

Requests for clarifications due:
Date: 21/05/2020 Time: 12:00 PM

Program official’s name: Women Economic Empowerment for Inclusive and Sustainable Growth

(via e-mail) ECO.CFP.inquiries@unwomen.org

Email: eco.cfp.submissions@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Telephone number: +20(2) 27510191

Proposal due:
Date: 7/06/2020 Time: 12:00 AM

Issue date: 07/05/2020

Planned award date: 1st of July 2020

Planned contract start-date / delivery date (on or before):
1st of July 2020
c. UN Women Terms of Reference

1. Introduction

UN Women grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts and builds effective partnerships with civil society and other relevant actors.

UN Women Egypt Strategic Plan (2018-2022) focuses on promoting gender equality and women’s empowerment in line with the 2014 Egyptian Constitution and relevant international norms and standards. Egypt’s 2018-2022 UN Partnership Development Framework (UNPDF) considers that ‘dealing with issues of women’s social and economic empowerment must be at the forefront of the UN’s support in the economic and social arenas. The Egyptian National Women’s Strategy (NWS) 2030 focuses on four pillars: (a) women’s leadership and political participation; (b) women’s economic empowerment; (c) women’s social empowerment; and (d) protection of women. ‘Changing prevailing cultural norms’ and ‘legislative change’ are included as cross-cutting enablers.

Egypt has made strides in achieving equality, reflected in major gains against the Millennium Development Goals (MDG), notably on maternal mortality and girls’ access to education. At the same time, structural roots of inequality and discrimination against women persist. Unemployment rate among males is 7.2% compared to 22.1% among females1 (2019). Women’s participation in the labour force is only at 22%2. Women are unable to fully translate social gains (gender parity in primary and secondary school enrolment) into access to quality jobs, and income security and economic independence.

About the “Women’s Economic Empowerment for Sustainable and Inclusive Growth” programme

UN Women and UNIDO in Egypt are implementing a five-year program titled “Women Economic Empowerment for Inclusive and Sustainable Growth” funded by Global Affairs Canada (GAC). The program aims at reaching 6,300 direct beneficiaries and 30,000 intermediaries. The programme reflects an integrated approach combining both upstream interventions at the policy level and downstream measures directly working with women and businesses to realize each of the three outcomes:

- **Outcome 1100**: Increased productivity and job opportunities generated by women entrepreneurs
- **Outcome 1200**: Increased employment of women by businesses
- **Outcome 1300**: Reduced gender-specific barriers to women’s entrepreneurship and to women entering and remaining in the work force

Upstream activities will include raising awareness of the private sector on inclusive business models to advance both economic and social returns to investment through guidance on the implementation of the Women's Empowerment Principles (e.g. supplier diversity, recruitment and retention, training and career development, promoting safe work places, sexual harassment in the workplace, etc.), promoting uptake and implementation of gender-responsive procurement practices among public and private sector organizations, gender-responsive budgeting and generating critical data and knowledge to support evidence-based advocacy and policy. The project will also strengthen the capacities of women-owned or managed SMEs to become bankable and enhance their soft skills, agency, leadership, as well as provide training to identify new market opportunities in emerging sectors.

---

1 World Bank, 2019
2 World Bank, 2019
Downstream activities will focus on demand-driven value chain and cluster development interventions, including the engagement with large corporations for possible linkages with clusters of entrepreneurs and SMEs as buyers, suppliers or business partners.

The programme interventions aim to achieve the following results:

1. Increased number of new businesses established by women entrepreneurs in the sectors of focus specified in section two of this document.
2. Enhanced capacity of women led businesses to grow, attract and retain workers
3. Strengthened performance of productive clusters to employ more women
4. Enhanced employability of women in growth-oriented sectors
5. Increased abilities of businesses to implement gender-sensitive corporate policies
6. Strengthened individual and collective agency of women in the sectors of focus
7. Enhanced capacity of Government to mainstream gender in public policies and programs
8. Increased access of women entrepreneurs to tailored financial and non-financial services

The programme will be implemented through partnerships with the National Council for Women (NCW), Ministry of Trade and Industry (MOTI) and the Micro Small and Medium Enterprise Development Agency (MSMEDA).

2. Description of required services/results

The objective of this Term of Reference (TOR) is to engage with key partners (one or more) in the Egyptian entrepreneurship eco-system to facilitate women’s access to financial and non-financial services all through the entrepreneurship journey from ideation to investment readiness. The program is seeking to partner with organizations that can develop innovative and sustainable solutions for women entrepreneurs focused on addressing some or all of the following needs and beyond:

- **Legal support** for business registration
- **Skills training** (finance and operations, as well as digital tools for business)
- **Scaling up mentorship and networking opportunities**
- **Online Reference system for women entrepreneurs** to serve as a single source of comprehensive information and assist with navigating available resources
- **Market linkage** support is needed, such as connection with large corporates, high-potential value chains and support for export

Proposed activities are aimed to achieve the following output:

**1330. Increased access of women entrepreneurs to tailored financial and non-financial services**

**Indicative Output Indicators:**

- 1330.1. # of gender responsive entrepreneurship assessments conducted and disseminated.
- 1330.2. # trainings/business development services provided to support women entrepreneurs either through in-house expertise or through new partnerships with relevant organizations.
- 1330.3. # of target women entrepreneurs who access training/ business development services by partner service providers.
- 1330.4. # of investors and financial service providers trained on gender lens financing disaggregated by gender and governorate.
- 1330.5. # of target women entrepreneurs who successfully obtain funding for their enterprises from partner financial institutions and alternative sources (banks, MFIs, venture capital, angel investment, etc.).

**Baseline:** Zero; **Target:** 1000 women entrepreneurs

Applicants may apply for some or all of the required services; UN Women will select multiple partners under this call for proposals depending on their capacity, comparative advantage and outreach to deliver on the different activities relevant to the output.
### Target group(s):
- Women Entrepreneurs/business owners
- Incubators/accelerators
- Investors
- Financial institutions

### Geographical area:
Greater Cairo, Alexandria and other Egyptian Governorates that will be approved by the Program Steering Committee

### Required Services:
- Conduct a gender-responsive entrepreneurship assessment to identify barriers and opportunities facing women entrepreneurs in the targeted intervention areas
- Develop a reference system for women entrepreneurs to serve as a single source of comprehensive information and assist with navigating available resources
- Deliver entrepreneurship trainings to the target group using different modes of delivery as required (in-person, online, blended and interactive learning formats)
- Provide business development services (on rolling demand basis or in cohorts) including mentoring, coaching, training (financial skills, marketing, pricing or other related topics)
- Provide support and/or grants (financial or in-kind through technical assistance) to women entrepreneurs to develop/maintainSCALE-up their businesses through a rigorous process (Ex. Digitizing the business, legal assistance, marketing, operations, etc.)
- Develop a sustainability scheme/pricing model to reach the target beneficiaries ensuring financial sustainability
- Provide linkages with potential investors and financing sources (i.e. angel investors, venture capital, banks, MFIs and others) to the targeted women entrepreneurs
- Engage with Angel Investors, Venture Capitalists and Financial Institutions on gender lens financing
- Facilitate field visits for UN Women, national partners and donor partners for monitoring purposes as required
- Process documentation of programme design and implementation (good practices, human stories, lessons learned etc.);
- Collaborate with the programme’s M&E Team to agree on the Performance Monitoring Framework and provide relevant data on a regular basis (deadlines will be agreed upon with the partners);
- Collect data based on agreed upon M&E framework including completing a baseline;
- Submit an annual work plan for the implementation of the expected interventions. The work plan has to reflect the expected outputs, activities, indicators and with specific timeframe in line with the program objectives in this call for proposals. The work plan needs to factor in government approval procedures and time frame. The work plan needs to be complemented by a sustainability plan reflecting the mechanisms that will be put in place for continuation of the community-led activities as the programme phases out; The financial proposal submitted must follow the template as per Annex 3.
- Submit quality quarterly reports detailing progress against outputs, lessons learned, human success stories and next steps, along with the financial reports as per UN Women’s rules and regulations.

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

The activities should commence on the 1st of July 2020 and end 30th of June 2022 (24 months)
(The activities for the first 6 months should respond to the immediate context emerging from COVID-19)
4. **Competencies:**
The selected organizations will be responsible for the implementation of programme activities ensuring the realization of the anticipated interventions in line with UN Women rules and regulations and will work in close collaboration with the UN Women team.
- The organization must have a track record previous experience in providing entrepreneurship support
- The organization must demonstrate its networking and outreach capacity
- The organization must demonstrate its outreach in governorates outside of Greater Cairo and is able to reach beneficiaries in Upper Egypt and the Delta Area.
- The organization can perform activities in a timely manner.
- The organization has a business continuity plan and can deliver activities within a crisis situation (Ex. Digital training platforms)

---

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

**Call for proposal**
**Description of Services:** Contracting implementing partner to increase access of women entrepreneurs to tailored financial and non-financial services
**CFP No.(02/EGY/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>
<tbody>
<tr>
<td>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 three customer references for which similar service is currently or has been provided by the proponent. Reference #1: Reference #2: Reference #3:</td>
<td></td>
</tr>
<tr>
<td>1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization</td>
<td>Yes/No</td>
</tr>
<tr>
<td>1.3. Confirm proponent as an organization has been in operation for at least five (5) years</td>
<td>Yes/No</td>
</tr>
<tr>
<td>1.4. Confirm proponent has a permanent office within the location area.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>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.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>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</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

---

3 In exceptional circumstances three years of history registration may be accepted and it must be fully justified.
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). Yes/No

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) Yes/No

---

4 Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Implementing Partners
Section 2

CFO No. (02/EGY/2020)

a. Instructions to proponents (Implementing Partners)

1. Introduction

1.1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner).

1.2. UNWOMEN is soliciting proposals from Civil society Organization (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 UNWOMEN 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 120 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 at ECO.CFP.inquiries@unwomen.org. Proponents must not communicate with any other personnel of UNWOMEN 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.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex A-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 A-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 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 partners’ references for delivering what is 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

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 1. 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. 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

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 advertised publicly, all amendments will also be posted on the advertised source.

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.

7. Language of proposal

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. 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.

8. Submission of proposal

8.1. Technical and financial proposals should be submitted simultaneously but in separate emails or separate email attachments with the CFP reference and the clear description of the proposal (technical or financial) 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. Both email text bodies should indicate the name and address of the proponent and the description of the proposal (technical or financial). The technical email should not contain any pricing information; nor should the financial email contain any components of the technical proposal.

- Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this CFP, clearly marked as technical proposal - the email subject line and corresponding attachment should read:
  CFP No.(02/EGY/2020) (Contracting implementing partners to increase access of women entrepreneurs to tailored financial and non-financial services) - TECHNICAL PROPOSAL

- Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment reading as follows:
  CFP No.(02/EGY/2020) Contracting implementing partner to increase access of women entrepreneurs to tailored financial and non-financial services- FINANCIAL PROPOSAL

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

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.

8.3 The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in the Technical Proposal submission Form below 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.

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
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
All prices shall be quoted in (Local currency) EGP

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.

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 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.

<table>
<thead>
<tr>
<th></th>
<th>Evaluated criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposal is compliant with the call for proposal requirements</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>The organizations mandate is relevant to the work to be undertaken in the TORs</td>
<td>20</td>
</tr>
<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</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>70</td>
</tr>
</tbody>
</table>

Suggested table for evaluating technical proposal:

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

11.2.1. 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:

\[ \text{Points} = \left( \frac{A}{B} \right) \times 30 \]

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 \( \left( \frac{10.00}{20.00} \right) \times 30 = 15 \) 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/goods may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent’s proposal shall include all of the following labelled annexes:

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

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

<table>
<thead>
<tr>
<th>Part of proposal</th>
<th>Annex A-1 Mandatory requirements/pre-qualification criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of proposal</td>
<td>Annex A-2 Technical proposal submission form</td>
</tr>
<tr>
<td>Part of proposal</td>
<td>Annex A-3 Financial proposal submission form</td>
</tr>
<tr>
<td>Part of proposal</td>
<td>Annex A-4 Format of resume for proposed staff</td>
</tr>
<tr>
<td>Part of proposal</td>
<td>Annex A-5 Capacity Assessment minimum Documents</td>
</tr>
</tbody>
</table>

13 **Format and signing of proposal**
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.

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 **24 months** with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.
Annex A-2
Technical proposal submission form

Call for proposal
Description of Services: Contracting implementing partner to increase access of women entrepreneurs to tailored financial and non-financial services
CFP No. (02/EGY/2020)

a. This Technical Proposal Submission Form must be completed in its entirety.
b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent’s Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No (02/EGY/2020) - (Name of Proponent) - Technical proposal
c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent’s Technical Proposal and fully responds to the request for proposal CFP No (02/EGY/2020)

<table>
<thead>
<tr>
<th>Proponent’s Eligibility Confirmation and Information</th>
<th>Proponent’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What year was your organization established?</td>
<td></td>
</tr>
<tr>
<td>2. In what province/state/country is your organization established?</td>
<td></td>
</tr>
<tr>
<td>3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in detail the reasons why, filing date, and current status.)</td>
<td>Yes _____; No ______</td>
</tr>
<tr>
<td>4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.</td>
<td>Yes _____; No ______</td>
</tr>
<tr>
<td>5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - <a href="https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list">https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</a> or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)</td>
<td></td>
</tr>
<tr>
<td>6. It is UNWOMEN policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN WOMEN Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.</td>
<td>Confirm Yes _____; No ______</td>
</tr>
<tr>
<td>7. Officials not to benefit: Confirm that no official of UNWOMEN has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.</td>
<td>Confirm Yes _____; No ______</td>
</tr>
</tbody>
</table>
## Proponent’s Eligibility Confirmation and Information

<table>
<thead>
<tr>
<th></th>
<th>Proponent’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNWOMEN.</td>
<td>Confirm Yes _____; No ______</td>
</tr>
<tr>
<td>9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.</td>
<td>Confirm Yes _____; No ______</td>
</tr>
<tr>
<td>10. UNWOMEN policy restricts organizations from participating in a CFP or receiving UNWOMEN contracts if a UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNWOMEN staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.</td>
<td>Confirm Yes _____; No ______</td>
</tr>
<tr>
<td>11. Confirm proponent has read and understood the Terms and Conditions stated in the UN Women Partner agreement template (Document attached)</td>
<td>Confirm Yes _____; No ______</td>
</tr>
</tbody>
</table>

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.

_____________________________________   (Seal)

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>
Technical proposal submission form

The 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 confirms acceptance of and understands UNWOMEN stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” refer to those organizations that submit a proposal pursuant to this CFP.

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. Where a statement of non-compliance is provided, the proponent must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNWOMEN of such proposal.

The development of the Technical Proposal must be guided by the evaluation criteria presented below and provide a description of the technical approach, relevance and technical capacity and Governance and management arrangements for the intervention.

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
<th>Criteria</th>
<th>Proponent’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>Proposal is compliant with the Call for Proposal (Cfp) requirements</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>The Organization’s mandate is relevant to the work to be undertaken in the TOR</td>
<td>Nature of the proposing organization, Overall mission and purpose of the organization, Core programs/service and target population, 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</td>
</tr>
<tr>
<td>3</td>
<td>35</td>
<td>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:</td>
<td>Organization’s approach (how does the organization deliver its projects/programs/services), Understanding of the TOR, problem statement or challenges to be addressed given the context in the TOR, the specific results expected, the description of the technical approach and activities, Overview of Organization’s capacity relevant to the proposed engagement, management arrangements required for services including monitoring and reporting, and if needed, evaluation, Overall governance/management structure of the organization, including gender elements, Proposed staffing (number and expertise) for the services to be delivered</td>
</tr>
</tbody>
</table>

Provide a minimum of two relevant references of similar successful project

| 70 | TOTAL |
Annex A-3
Financial proposal submission form

Call for proposal
Description of Services: Contracting implementing partner to increase access of women entrepreneurs to tailored financial and non-financial services
CFP No (02/EGY/2020)

a. This Financial Proposal Submission Form must be completed in its entirety.
b. Financial proposals must be submitted in: (currency)

The entire Price Proposal must be placed in a separate email/attachment
When submitting by email, the email subject line should read:
CFP No (02/EGY/2020) – (Name of proponent) - Financial proposal

c. The completed Financial Proposal Submission Form constitutes Proponent’s Financial Proposal and fully responds to call for Proposal I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

_____________________________   ________________________________
(Signature)                     (Name)

_____________________________   ________________________________
(Name of proponent)              (Address)

_____________________________   ________________________________
(Date)                         (Telephone No.)

_____________________________   ________________________________
                   (Email address)
Annex A-4
Format of resume for proposed staff

Call for proposal
Description of Services: Contracting implementing partner to increase access of women entrepreneurs to tailored financial and non-financial services
CFP No (02/EGY/2020)

Name of Staff: ___________________________________________________
Title: ___________________________________________________________
Years with Firm: ___________ 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 A-5

Capacity Assessment minimum Documents
(to be submitted by potential Implementing Partners and submission assessed by the reviewer)

Call for proposal

Description of Services: Contracting implementing partner to increase access of women entrepreneurs to tailored financial and non-financial services

CFP No (02/EGY/2020)

**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 / Statutes 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</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 within six months;</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>
<td></td>
</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>