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

Section 1

CFP No. CPA-2020-002-ROAP

a. CFP letter for Responsible Parties

UNWOMEN plans to engage a (Responsible Parties) 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 23:00 hrs. on 30 April 2020, Bangkok’s time.

The budget range for this proposal should be USD 100,000 – 125,500

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

Section 1
a. CFP letter for Responsible Parties
b. Proposal data sheet for Responsible Parties
c. UN Women Terms of Reference
   Annex -1 Mandatory requirements/pre-qualification criteria

Section 2
a. Instructions to proponents
   Annex -2 Template for proposal submission
   Annex -3 Format of resume for proposed staff
   Annex -4 Capacity Assessment minimum Documents

Annexes to be completed by proponents and returned with their proposal (mandatory)

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

Interested proponents may obtain further information by contacting this email address: cfp.roap@unwomen.org with copy to Nutnita.limpanonda@unwomen.org

b. Proposal data sheet for Responsible Parties

Program/Project: WeEmpower Asia in Malaysia

Program official’s name: Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia in Malaysia

Email: cfp.roap@unwomen.org with copy to Nutnita.limpanonda@unwomen.org

Telephone number: +66-2-288-2389

Issue date: 14 April 2020

Requests for clarifications due:

Date: 23 April 2020
Time: 23.00 hrs. Bangkok time
via e-mail: cfp.roap@unwomen.org with copy to Nutnita.limpanonda@unwomen.org

UNWOMEN clarifications to proponents due: [if applicable]

Date: 25 April 2020
Time: 23.00 hrs. Bangkok time

Proposal due:

Date: 30 April 2020
Time: 23.00 hrs. Bangkok time

Planned award date: 18 June 2020

Planned contract start-date / delivery date (on or before):
1 July 2020 – 31 March 2022
c. UN Women Terms of Reference

1. Introduction

One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 (Achieve gender equality and empower all women and girls) and SDG 8 (Promote inclusive and sustainable development, decent work and employment for all). Progress towards it depends not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement of the corporate sector.

About 90 per cent of jobs in the world are in the private sector. This represents a huge potential to implement transformative actions in the world of work and social responsibility in favour of women, benefiting the whole society. There is an increasing consciousness, interest and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it.

UN Women - in partnership with the European Commission is implementing the regional programme “Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia” to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women’s empowerment and strengthening companies’ capacities to implement these commitments. The programme will ultimately contribute to the achievement of gender equality through enabling women’s labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society. The guiding platform will be the Women’s Empowerment Principles (WEPs). The WEPs are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace and community. Coordinated by UN Women and the UN Global Compact, the Principles emphasize the business case for corporate action to promote gender equality and women’s empowerment and are informed by real-life business practices and inputs gathered from across the globe.

Targeting women led enterprises and networks, multi-national companies, and relevant stakeholders in selected Asia countries, the project will promote business opportunities for women entrepreneurs and women-owned enterprises in Asia and their business relations with Europe, while supporting inter-regional dialogue and exchange of good practices to increase the capacity of the private sector more broadly in the implementation of gender-sensitive business culture and practices. The programme will cover seven countries: India, Indonesia, China, Philippines, Malaysia, Thailand, and Viet Nam. It will also have a regional component under the responsibility of UN Women Region Office for Asia and the Pacific (ROAP).

The overall programme has three major components, including support to (i) Women’s networks, public institutions and the private sector in the EU and Asia region share expertise and knowledge to advance an enabling business environment for women’s economic empowerment, (ii) Women-owned business and entrepreneurs engage with governments and private sector companies in policies and dialogues for advancement of women’s economic empowerment, and (iii) More private sector companies implement the WEPs, including gender-sensitive business culture and practices in the EU and Asia region.

Committed to the principles of equality and leaving no one behind, the programme aims to ensure an investment in women’s economic participation and empowerment strengthens gender equality, poverty eradication and sustainable and inclusive growth, encourage private sector role to promote decent work opportunities for women and gender-responsive business environment and practice by strengthening partnerships between private and public sectors and other stakeholders to be strengthened based on ‘shared value’ creation. This strategic plan sets out a vision of WeEmpower Asia Program in Malaysia over the next three years, aiming to train 300 companies on WEPs, coach 60 companies to apply WEPs and mobilize at least 10 key influencers and promote WEPs in the broader public context.

A recent study has found that women in Malaysia face larger gender inequalities than most of their global counterparts. The World Economic Forum’s (WEF) latest report (2020) has revealed that Malaysia has one of the biggest gender gaps in South-east Asia, at ninth in the region. Globally, Malaysia placed 104th on the WEF’s Global Gender Gap Index, with an index score of 0.677. Currently, there are only 8 WEPs signatories in Malaysia. There is a limited understanding and awareness on Women Empowerment Principles (WEPs) among private sectors and the public.

Under this call for proposal, the programme aims to recruit the implementation partner in Malaysia in order to promote an awareness of private sector companies implement the WEPs. The expected result is to outreach/train 300 companies, encourage companies to sign up to the WEPs and provide a coaching for at least 60 companies for WEPs implementation.

2. Description of required services/results

The required services/result is to encourage more companies to commit and adopt to implementing at least one (or more) of the WEPs into their workplace policies. The proposed programme will provide a technical support by providing ‘Train the Trainer’ session to the selected organization, contents for the awareness and implementation session and needed tools and training to support the implementation. The selected organization will be responsible for
outreaching/raising awareness among Malaysian companies on WEPs and its benefits and successes, training 300 companies, encourage companies to sign up to the WEPs and provide a coaching for at least 60 companies for WEPs implementation.

Expected outcome and outputs are as follows:

2.1 Programme Outcome and Outputs

This call for proposal is linked to the Outcome 3 of the 'WeEmpower Asia' Programme Document: More private sector companies implement the WEPs, including the gender-sensitive business culture and practices in Asia

Programme Document:

<table>
<thead>
<tr>
<th>Outcome 3: More private sector companies implement the WEPs, including the gender-sensitive business culture and practices in Asia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 3.1: Networks of private sector companies of WEPs are strengthened and expanded in EU and Asia to create an enabling environment for the adoption and implementation of good practices at the regional and country levels</td>
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</tbody>
</table>

Within this framework, it is expected that more women in Malaysia would be able to participate and take up new economic opportunities because a more gender-responsive playing field has been created with stronger commitments from the private sector to support WEE in partnership with the public sectors and networks of women’s entrepreneurs, women’s groups and associations.

2.2 Proposed target groups and location

The proposed geographical areas and numbers of beneficiaries included in the programme document are provided in the table below for the purpose of preparing the technical and financial proposals. The selected organization is responsible for raising awareness of 300 companies and encourage 60 companies in Malaysia to sign up to the WEPs and complete implementation training.

The programme location is Kuala Lumpur, Malaysia. UNWOMEN encourages all interested organizations to submit proposals to be based in Kuala Lumpur, Malaysia where activities can achieve maximum impact.

<table>
<thead>
<tr>
<th>Geographical Area</th>
<th>Total Estimated number of Beneficiaries</th>
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<tbody>
<tr>
<td>Kuala Lumpur, Malaysia</td>
<td>WEPs Awareness Training: 300 companies (WEPs awareness training will be divided into three batches (100 companies each). The targeted participants include Executives, Human Resources, Corporate Social Responsibility, Accounting and Finance and Procurement. New WEPs Signatories: 60 companies The main focus should be companies linked to value chains relevant to EU trade chains (directly and indirectly). The minimum benefited companies should be 15%-20% European companies in Malaysia.</td>
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</table>

2.3 Required Results

<table>
<thead>
<tr>
<th>Expected Results</th>
<th>Proposed Activities</th>
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<tbody>
<tr>
<td>300 companies in Malaysia trained on WEPs</td>
<td>Organize training and capacity building programmes on the application and implementation of the WEPs and run a high-level gender gap analysis, targeting the private sector companies in Malaysia. The training will be divided into at least three batches (consisting of at least one representative from 100 companies for each batch) and the targeted participants include Executives, Human Resources, Accounting and Finance and Procurement.</td>
</tr>
<tr>
<td>60 companies in Malaysia signed up to the WEPs (WEPs signatories) and</td>
<td>Provide technical support for companies to operationalize the aspirational WEPs commitments by tailoring them to the reality of corporations in the specific sectors and country contexts, including identification of areas for concrete implementation of</td>
</tr>
</tbody>
</table>
implemented at least one (or more) WEPs principles. The technical support will include training that aims to provide a support on gender gap improvement recommendations to allow companies to establish their internal implementation strategies.

Organize training for companies to enhance measurements, monitoring and reporting of their results on implementing WEPs and other measures to enhance gender-sensitive business. The targeted participants include Executives, Human Resources, Accounting and Finance and Procurement.

The 2 training sessions (1 day per each session) will be first focused on identifying gaps within the company, using the gender gap analysis report and recommending next steps, followed by an evaluation and further improvement recommendations. The technical support will provide to 60 WEPs signatories in order to develop the solution around their gender gaps, provide recommendations and provide a coaching to ensure their successful WEPs implementation.

The proponents are expected to propose methodologies for implementing the above indicative activities. These activities are a part of UN Women and our key strategic partner (Bursa Malaysia) to promote Women Empowerment Principles (WEPs) and Gender Inclusive Business in private sectors in Malaysia and in Asia. Given the short timeframe of the project, the proposal should build on mapping of women’s capacity development need to contribute to women’s economic empowerment. Link with existing projects or initiatives should be clearly mentioned in the proposal and would be consider as strong asset.

The below are suggested draft M&E indicators as included in the programme document. Additional indicators should also be proposed, as appropriate, to capture the achievement of the output and/or expected results.

| Indicator 1.1 | Baseline: Women in Malaysia face larger gender inequalities than most of their global counterparts and Malaysia has one of the biggest gender gaps in South-east Asia, at 9th in the region. Globally, Malaysia placed 104th on the WEF’s Global Gender Gap Index, with an index score of 0.677.  
- There are only 8 WEPs signatories in Malaysia.  
- There is no report of company trained on WEPs awareness training/ s/capacity buildings/activities or reported being benefited from any WEPs event/training.  
- There are also no reports of companies ever started implementing WEPs and no WEPs tools, good practices, case studies and guidelines were reported in Malaysia. |
<table>
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<tbody>
<tr>
<td># of participants in the events</td>
<td>Target:</td>
</tr>
<tr>
<td>% of participants who report having benefited from events</td>
<td>• 300 participants from at least 300 companies join all the trainings/activities</td>
</tr>
<tr>
<td># of companies signing up to the WEPs</td>
<td>• 70% of participants reported having benefited from events</td>
</tr>
<tr>
<td># of companies that have started implementing at least one of the WEPs</td>
<td>• 60 companies sign up to the WEPs</td>
</tr>
<tr>
<td># of tools, good practice case studies and guidelines developed for companies</td>
<td>• 60 companies start implementing at least one WEPs with the support/ motivation of training/ assets/ awareness raising provided by WeEmpower Asia programme</td>
</tr>
<tr>
<td># of EU companies that participated in an event</td>
<td>• At least 5 tools, good practice case studies and guidelines developed for companies</td>
</tr>
<tr>
<td># of the WEPs Activator</td>
<td>• 15%-20% of EU companies that participated in an event</td>
</tr>
</tbody>
</table>

*The selected responsible partner will be working closely with UNWOMEN, relevant government ministries and departments and other relevant partners during project implementation. UNWOMEN will provide technical support where necessary and make valuable connections through its engagement with key stakeholders in Malaysia.

3. **Timeframe:** Start date and end date for completion of required services/results
   The project implementation is expected to start in July 2020 until March 2022 (approx. 21 months).

4. **Eligibility and Competencies:**
   Applicants based in Malaysia are considered eligible provided that they are capable of achieving the results indicated and can demonstrate capacity to achieve required results within the timeframe.
1. Legally registered company or legally registered non-governmental organisations (NGOs) in Malaysia.
2. Minimum 5 years of experience on capacity building for private sector.
3. Proven track record in gender responsive programming and women’s economic empowerment, value chain and entrepreneurship development in Malaysia with in-house gender experts.
4. Understanding and familiarity with knowledge on WEPs is preferred.
5. Strong organizational capacity and experience in working with women’s groups, local CSOs and relevant stakeholders at community, provincial and district levels.
6. Experience in working in the proposed target areas, including operational presence required.
7. Strong local network with private sectors, the state government and local organisations is an asset.
8. Previous collaboration with UN Women and/or other UN agencies and understanding of UN contractual systems and processes is an asset.
Annex 1
Mandatory requirements/pre-qualification criteria
[To be completed by proponents and returned with their proposal]

Call for proposal
Description of Services: Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia in Malaysia
CFP No.: CFP-ROAP-2020-002

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 two customer references for which similar service is currently or has been provided by the proponent.</td>
<td>Reference #1: Reference #2:</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>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

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

CFP No. CPA-2020-002-ROAP

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.
   1.7 Effective with the release of this CFP, all communications must be directed only to UNWOMEN, by email at
       cfp.roap@unwomen.org with copy to nutnita.limpanonda@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 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 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.

7. 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.

8. Submission of proposal
8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex 2-3) 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: cfp.roap@unwomen.org with copy to nutnita.limpanonda@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 (local currency) _Malaysian Ringgit_.
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.

<table>
<thead>
<tr>
<th></th>
<th>Proposal is compliant with the Call for Proposal (CFP) requirements</th>
<th>15 points</th>
</tr>
</thead>
<tbody>
<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>
</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 (components 2, 3 and 4)</td>
<td>35 points</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>70 points</td>
</tr>
</tbody>
</table>

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

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

Formula for computing points:
Points = (A/B) Financial Points

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

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

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

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

12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UNWOMEN established requirements. Acceptance of such changes is at the sole discretion of UNWOMEN.
12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

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

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

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

<table>
<thead>
<tr>
<th>Part of proposal</th>
<th>Annex 1 Mandatory requirements/pre-qualification criteria</th>
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<tbody>
<tr>
<td>Part of proposal</td>
<td>Annex 2 Template for proposal submission</td>
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</tr>
<tr>
<td>Part of proposal</td>
<td>Annex 4 Capacity Assessment minimum Documents</td>
</tr>
</tbody>
</table>

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

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

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

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

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

14.3 The award will be for an agreement with an original term of [number of months/year(s)] with the option to renew under the same terms and conditions for an additional period or periods as indicated by UNWOMEN.
Call for proposal
Description of Services: Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia in Malaysia
CFP No.: CFP-ROAP-2020-002

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form (Annex 2) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex 1. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex 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

Project No: | Project Name:
--- | ---

Name of Proponent Organization:

Brief description of Project

Project Start and End Dates:

Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result

List the activities necessary to produce the results Indicate who is responsible for each activity | Duration of Activity in Months (or Quarters)
--- | ---

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td></td>
</tr>
</tbody>
</table>

Monitoring and End-of-project review (max. 1 page)

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

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

Component 5: Risks to Successful Implementation (1 page)

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

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

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

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

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

Result 1 (e.g. Output) Repeat this table for each result.

<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>
</table>


1. Personnel
2. Equipment / Materials
3. Training / Seminars / Travel Workshops
4. Contracts
5. Other costs
6. Incidental
7. Other support requested
8. Support Cost (not to exceed 8% or the relevant donor %)

<table>
<thead>
<tr>
<th>Total Cost for Result 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></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 and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

____________________________________ (Seal)

(Signature)

(Printed Name and Title)

(Date)

---

3 "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: ____________________________________________________________
Annex 3
Format of resume for proposed staff

Call for proposal
Description of Services: Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia in Malaysia
CFP No.: CFP-ROAP-2020-002

Name of Staff: ___________________________________________________

Title: ________________________________________________________________________

Years with NGO: _____________________ Nationality: ____________________

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

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

References
Provide names and addresses for two (2) references.
**Annex 4**

**Capacity Assessment minimum Documents**
(to be submitted by potential Responsible Parties and submission assessed by the reviewer)

Call for proposal
Description of Services: Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia in Malaysia
CFP No.: CFP-ROAP-2020-002

### 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>Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <em>ST/SGB/2003/13</em></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>
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</tbody>
</table>

### Procurement

<table>
<thead>
<tr>
<th>Document</th>
<th>Mandatory / Optional</th>
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</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>