

Annex B
Call For Proposals (CFP) Template for Responsible Parties
(For Civil Society Organizations - CSOs)

Section 1

CFP No. 2026_001

a. CFP Letter for Responsible Parties

UN Women plans to engage a Responsible Party as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents to provide the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address specified not later than (time) 23:59 PM (Ha Noi) on (date) 25 August 2026.

The budget range for this proposal should be [range for this proposal should fall between a minimum indicative of USD 150,000 and maximum of 180,000 for the 2027 period of implementation (150,000 – 180,000¹)]

This UN Women Call For Proposals consists of <u>two</u> sections:	Documents to be completed by proponents and returned as part of their proposal (mandatory)
<u>Section 1</u> a. CFP Letter for Responsible Parties b. Proposal Data Sheet for Responsible Parties c. UN Women Terms of Reference d. Acceptance of the terms and conditions outlined in the template Partner Agreement e. Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects	Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
<u>Section 2</u> a. Instructions to Proponents, which includes the following: Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents Annex B-5 UN Women template Partner Agreement (attached file) Annex B-6 UN Women Anti-Fraud Policy (attached file)	Annex B-2 Template for Proposal Submission Annex B-3 Format of Resume for Proposed Personnel Annex B-4 Capacity Assessment Minimum Documents

¹ If the proposed budget is beyond the maximum range, the proposal will be rejected.

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

b. Proposal Data Sheet for Responsible Parties

Program/Project:	Requests for clarifications due:	
Enhance Dien Bien Women's access to finance for climate resilient livelihood and renewable Energy for green and digital transformation	Date: 21 August 2026	Time: 8.00-17.00
Programme Officer's name: Luong Nhu Oanh	(Via e-mail) procurement.vietnam@unwomen.org	
Email:	UN Women clarifications to proponents due: [if applicable]	
Telephone number:	Date: 21 August 2026	Time:
	Proposal due:	
Issue date:	Date: 21 August 2026	Time:

c. UN Women Terms of Reference

1) Introduction
a. Introduction Background/context for required services/results The United Nations Entity for Gender Equality and the empowerment of Women (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 center of all its efforts, UN Women leads and coordinates 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, building effective partnerships with civil society and other relevant actors. In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the UN Sustainable Development Cooperation Framework (CF) 2022-2026 and under-developed SN 2027-2031 is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2022-2026 period are, 2) People in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam's effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources.

- 3) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work.
- 4) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

With objective to contribute to gender-responsive and human rights-based climate actions in Viet Nam, UN Women and the UN Environment Programme (UNEP) collaborate to implement the programme “EmPower: Women for Climate Resilient Societies” (EmPower II Programme), aiming to continue to strengthen capacity of key regional and country stakeholders to achieve a broader impact across the Asia-Pacific region including Viet Nam. The programme is a joint effort between UN Women and the UNEP, with financial support from the Government of New Zealand.

The overall impact of the EmPower II programme is: Countries in Asia and the Pacific experience greater gender equality and the full enjoyment of their rights, including equal access to a clean, healthy and sustainable environment, reducing their vulnerability to the impacts of climate change. Three outcomes are:

- 5) Outcome 1: Asia-Pacific actors increase action on gender responsive climate change adaptation and mitigation.
- 6) Outcome 2: Women in all their diversity and other marginalized groups are represented as key environmental actors in climate and DRR decision-making.
- 7) Outcome 3: Women and other marginalized groups in Asia-Pacific secure climate-resilient livelihoods.

Vietnam is undergoing a profound transformation into a digital and green economy, with GDP growth projected two-digit annually through 2030 and achieved upper medium -income status by 2026 and is pivoting aggressively from traditional, labor-intensive manufacturing and subsistence agriculture toward a high-tech, digital, and green economy. Such a transition will require inclusive strategies for the protection of biodiversity, the reduction of pollution, and the mitigation of climate change, including through an inclusive energy transition to a low-carbon economy supported by the energy transition with leaving no one behind (LNOB). Women remain inadequately included from economic opportunities, energy value chains, and decision-making processes, despite being central to the country’s demographic and economic potential. The United Nations Sustainable Development Cooperation Framework (UNSDCF 2027-2031) highlights that inclusive development requires overcoming these structural barriers and expanding participation in governance and economic

Being one of the provinces with the highest poverty rates in the country, Dien Bien province is home to around 688,000 people, with 20 ethnic minority groups accounting for 80% of the total population who reside in mountainous, highland and border areas, where living conditions remain difficult. In 2024, the province's multidimensional poverty rate stood at 33.24%, percentage of poor household is 21.29%, while the near-poor rate was 11.96%.

In the context of climate change, Dien bien faces severe soil erosion, land degradation and water scarcity while inundation during food season. Around 40% of forests need ecological restoration, making sustainable forest management essential for rural livelihoods. Climate change worsens these vulnerabilities, particularly in agriculture and forestry, sectors heavily reliant on natural resources. As women are more dependent on natural resources for household management, caregiving, and food provision, water fetching, climate change amplifies existing gender inequalities. development trajectory is constrained by limited access to reliable energy, high youth unemployment, and persistent gender inequalities, particularly in rural and underserved areas. Energy deficits continue to limit productivity, constrain women's time, restrict enterprise growth, and weaken delivery of essential services. Evidence shows that without targeted interventions, renewable energy expansion risks reinforcing inequalities. However, UN Women and partner's interventions demonstrates that women-led solar enterprises can generate income, create jobs, and expand access to energy at community level when these barriers are addressed.

Additional issues currently faced by the province include poor application of new technologies to improve the quality of agricultural products given 52% of the land in Dien Bien is barren and substantial investment will be needed to make it productive), poor processing capacities for agricultural products with low investment in and little replication of profitable models, poor progress in forest socialisation and in the adoption of farm-forestry models with tree crops such as fruit trees, and poor access to markets and market information to improve targeting of products exported from the province. These are reflected by Dien bien SEDP 2026-2030, which aims to increase agricultural-forestry production value, to innovate the growth model, transform the economic structure, and foster regional economic development through innovative growth model and restructure the economy towards green, smart, circular, and sustainable practices; accelerate the application of science, technology, innovation, and digital transformation; enhance productivity, quality, efficiency, and competitiveness. Specifically, the main challenges that are threatening jobs, livelihoods, health and a range of women rights, particularly for women and groups in vulnerable situations include:

i. Climate-adaptive livelihoods:

Research on livelihood vulnerability among ethnic minority communities in Vietnam's northern uplands finds that Thai communities – the largest ethnic group in Dien Bien – register a higher Livelihood Vulnerability Index (0.43) than neighbouring Tay communities (0.37), driven by limited livelihood diversification, lower educational attainment, weaker healthcare access and high dependence on climate-sensitive natural resources. This compounds the province's own documented exposure: approximately 40% of forest area requires ecological restoration, 52% of land is classified as barren, and recurring soil erosion, flash flooding and water scarcity already constrain agricultural output. Together, this evidence confirms that diversified, climate-adaptive livelihood models – rather than single-crop subsistence farming – should remain a priority entry point, reinforcing the case for a smaller number of deep, replicable livelihood interventions rather than a broad, thinly spread set of activities. This remains a core challenge for the project's selected intervention communes, where diversified, climate-adaptive livelihoods must anchor any support to women's economic empowerment.²

ii. Energy access, particularly renewable energy:

Dien Bien has reached 96.2% household grid electrification province-wide by 2025, but access remains uneven: as of end-2024 some districts (e.g., Dien Bien Dong) stood at approximately 97%, with full coverage only targeted by end-2025, and the last-connected hamlets are

² Livelihood Vulnerability Index (LVI) comparison between Thai and Tay ethnic communities, Northern Upland Region study (PMC12416693).

disproportionately those with the highest concentrations of ethnic minority and poor households. Under the Government's new criteria for classifying extremely disadvantaged villages for 2026-2030 (Decree 272/2025/ND-CP), a household electricity-contract rate below 90% is itself now used as an indicator of the most disadvantaged hamlets – meaning pockets of Dien Bien remain formally recognized as energy-underserved even as the provincial average improves. Beyond basic household lighting, reliable and affordable energy for productive use (irrigation, cold storage, agro-processing, small business use) remains scarce, directly constraining women's income-generating potential. This validates continued project focus on decentralized, women-led solar solutions for productive use, concentrated in the remaining underserved hamlets rather than areas already reached by the grid. Closing this energy-access gap in the remaining underserved hamlets is a direct challenge that the project's solar deployment activities are designed to address.³

iii. Gender equality:

Gender inequalities in Dien Bien compound, rather than sit apart from, these climate and energy gaps. Women shoulder over 75% of unpaid care work, face a 15.5% income gender gap, and experience gender-based violence at a reported rate of 70% – among the highest documented in the country. Women also remain significantly underrepresented in leadership and decision-making positions within local governance, cooperatives and enterprises, and in most ethnic minority households, land-use rights and productive assets are registered under male household heads, a structural barrier that limits women's ability to offer collateral for formal credit. These are structural gaps – not a lack of economic activity or willingness to work – and are the primary barriers preventing women from converting their central role in agriculture and natural-resource management into economic and climate leadership. These intersecting gender gaps are a core challenge that the project's capacity-building and enabling-environment activities must confront within the intervention area.⁴

iv. Access to credit for climate-adaptive livelihoods and renewable energy:

The enabling infrastructure for credit delivery already exists in Dien Bien and can be built upon rather than built from scratch. Since 2021, more than 395,000 borrowing turns by poor, near-poor and policy-target households in the province have been financed through preferential credit administered by the Vietnam Bank for Social Policies (VBSP), much of it channelled through Women's Union-managed savings and credit groups. Nationally, Agribank alone works with over 9,700 Women's Union-managed credit groups reaching nearly 160,000 women members and approximately VND 29 trillion in outstanding credit (as of end-May 2026) – demonstrating a proven, scalable delivery channel that Dien Bien WU, Agribank and VBSP can adapt specifically for climate-resilient livelihood and renewable energy financing (e.g., solar productive-use equipment, climate-smart agriculture inputs), rather than only general-purpose household lending. This is the specific gap – -access to finance dedicated climate/renewable energy credit products, not credit access in general – that the project's finance-access activities (Activity 2.3 and Activity 3.6, see below) are designed to close, and why these are retained as priority, high-scalability activities.

³ Thời báo Tài chính Việt Nam (Nov 2025); giamngheobenvung.vietnamnet.vn (Jul 2024); Decree 272/2025/ND-CP (Oct 2025) via VietnamNet.

⁴ UN Women, UNFPA research, 2021 (as cited elsewhere in this CFP).

Bridging this specific finance gap is the central challenge that the project's finance-access activities are designed to solve in the intervention area.⁵

As heavily depend on agricultural activities for their livelihoods, Dien bien ethnic women are more significantly exposed to climate change impacts as they run higher risks of negative socio-economic outcomes generally with the multidimensions poverty rate was 33.24%² lived in poverty in 2024. The existing income gender gap of 15.5% renders their resilience capabilities low, largely due to the immense burden of unpaid care work women are forced to deliver (above 75%). When employed, women end up in the most “feminized” and low paid sectors of the economy in informal sector. High unemployment, limited access to market, information and services, and a 70% rate of gender-based violence⁶ exacerbate their struggles. According to UN Women report on “Gender impact assessment of energy transition, rural women bear disproportionate energy poverty and care work yet form agriculture's backbone; financing for productive renewable energy, capacity building and enable access to market and for them offers the highest-yield path to inclusive growth, gender equality and net-zero goals.

The gender gaps in access to agricultural and climate adaptation, and productive energy financing in Dien bien reflects broader structural issues, including women's underrepresentation in the labor market and their disproportionate caregiving responsibilities, limited access to services, resources, finance technology, required upskills to access the market. To address this, it's important to provide **support to women that is inclusive and accessible to women**, particularly in **sectors that provide them access to sustainable livelihoods** and access equitable and affordable **energy transition opportunities**, and to explore ways to support their participation in the women business network, access to financial support, and engage in higher value chain and value-added markets on a local, and national scale.

The proposed project has a clear role in contributing to this target and particularly in integrating gender issues and ensuring environmental sustainability green and digital growth transformation with taking LNOB into account. This project positions increased access to finance for climate resilience livelihood, renewable energy as a catalyst for inclusive, green, digital economic transformation. It combines 1) To enhance gender-responsive renewable energy systems by addressing barriers, strengthening access to climate financing, climate resilient livelihood financing and expanding women’s participation in value chains 2) To strengthen the capacity of women and women led/own entrepreneurs, MSMEs by enhancing their skills, leadership capabilities, and access to financial services, enabling them to scale sustainable enterprises that generate income and create opportunities and 3) To strengthen and expand equitable access to affordable and sustainable solar energy solutions/climate smart agriculture solutions through inclusion, market integration, business acceleration of renewable energy and climate resilient livelihood

Aligned with national priorities, the project creates a self-reinforcing pathway where inclusive governance, enterprise development, and energy access accelerate economic growth and resilience. By targeting those furthest left behind and strengthening local capacity, the intervention provides a scalable, evidence-based, and gender-transformative solution to advance inclusive development and position women as key drivers of Viet Nam energy transition.

⁵ Thời báo Tài chính Việt Nam / VJST (Dec 2025) on provincial preferential credit; Agribank / Tạp chí Kinh tế Tài chính (Jun 2026) on Agribank–Women’s Union credit groups.

⁶ UN Women, UNFPA research, 2021

b. General overview of services required/results

This initiative aims to catalyze a gender-transformative digital, green economy in Dien bien by strengthening access women to finance, technologies, improved skills, and enterprise support needed to thrive in the renewable energy sector and climate resilience livelihood. This initiative will drive a **gender-transformative green grow through enabling women to acquire the skills, access to finance for technologies, and business support needed to access, participate in, and scale opportunities in the renewable energy sector and resilient livelihood.**

Expected transformational results include the increased participation and leadership of women and in renewable energy value chains; expanded access to clean, affordable solar energy in underserved areas; strengthened gender-responsive energy systems; reduced inequality and enhanced resilience among vulnerable populations; leveraging partnerships with enterprises private sector and strengthen access to market for smallholder women, WOBs, women led cooperative for improved sustainable enterprises.

This initiative positions UN Women as a strategic partner in advancing gender-responsive climate action and sustainable energy transitions in Dien Bien. The proposed project is aligned with

- i. Government Resolution 28/NQ-CP on the 2021–2030 National Strategy on Gender Equality, Resolution 57-NQ/TW on science, technology, innovation, and digital transformation; Resolution 68-NQ/TW on private sector development; the adjusted Power Development Plan VIII (Decision 768/QĐ-TTg, April 2025), the One Million Hectares Low-Emission Rice Programme; and the National Action Plan for Circular Economy (Decision 222/QĐ-TTg, 2025).
- ii. UN Women's Strategic Plan and VCO priorities, in particular the impact areas on women's economic empowerment, women's leadership in climate action, and gender-responsive governance, and with the operational priorities of the EmPower II Programme (2023–2027) on women-led cooperatives, women's access to climate finance, and women's productive use of clean energy.
- iii. Dien Bien province's resolution on 5-year SEDP 26-30 "to innovate the growth model, transform the economic structure, and foster regional economic development through innovative growth model and restructure the economy towards green, smart, circular, and sustainable practices. Accelerate the application of science, technology, innovation, and digital transformation; enhance productivity, quality, efficiency, and competitiveness. Develop agriculture, forestry, and livestock farming along value chains. Develop processing industries linked to key products; and develop and diversify renewable energy source.

Goal: Advance gender equality and inclusive green economic transformation by empowering women in underserved communities to fully participate in, lead and benefit from renewable energy value chains, and climate-resilient livelihood ecosystems, leading to increased access to market, sustainable incomes, women's economic leadership, and resilient livelihoods through gender-responsive market systems and inclusive digital, green economic growth.

Overall Outcome

The overall outcome of this project is "women in Dien Bien province, especially those at risk of being left behind, are empowered to shape and benefit from a more inclusive, sustainable and gender-responsive economy driven by green and digital transformation, innovation, productivity and decent work. By the end of the intervention, at least 30% of participating women are expected to

report improved access to finance for renewable energy, climate resilient livelihood, thus well-being, and enhanced access to technology, services. This outcome directly contributes to UN Women's Climate and environment strategy, VCO Strategic Note 2027-2031, strengthening women accessing information, goods, resources and/or services through UN-Women supported platforms and programmes on gender-responsive climate action and green/blue economies.

Scope of Work

UN Women's objective for this project is to support women, particularly women in agrifood, agro-forestry, tourism sector and women that have limited opportunities to grow green businesses toward green digital transformation in Dien Bien. The intervention will focus on climate resilience, digitalization, certification, market access, and renewable energy adoption, with support to better access to finance for services or equipment.

Specific Objectives:

- i. To enhance gender-responsive renewable energy systems by addressing barriers, strengthening access to climate financing, climate resilient livelihood financing and expanding women's participation in value chains
- ii. To strengthen the capacity of women and women led/own entrepreneurs by enhancing their skills, leadership capabilities, and access to financial services, enabling them to scale sustainable enterprises that generate income and create opportunities.
- iii. To strengthen smallholder women farmers, women-led enterprises, women led cooperatives through institutional access and inclusion, market integration, business acceleration, and gender-responsive procurement pathways.
- iv. To expand equitable access to affordable and sustainable solar energy solutions/climate smart agriculture solutions through partnerships with private sector, including solar energy enterprises, by strengthening local technical capacities, facilitating technology and knowledge transfer, and enhance community resilience, support households, business and catalyze inclusive green enterprise ecosystems and climate-resilient LLH transformation in underserved communities

Aligned with the principle of "leaving no one behind", the responsible party will ensure enhanced finance access to climate-smart agriculture/livelihood, renewable energy solutions and resilient business development services and market expansion opportunities for **at least 275 women smallholders, women-led cooperatives, women business owners, women entrepreneurs (MSMEs) (priority ethnic minority, rural) with improved access to solar & climate finance. Indicators: % women with solar productive use; number women-led cooperatives with increased income.**". These interventions will focus on rural areas, including areas with limited access to such services and climate-smart technologies. and will target women entrepreneurs from rural areas, and women entrepreneurs from underrepresented groups.

By achieving these objectives, the project will directly contribute to the following outcomes and outputs:

Output Indicators:

- 1) Number of women entrepreneurs, farmers and smallholders, including those from vulnerable groups, with improved performance, and/or income generation as a result of

platform project support through promotion of climate-smart technologies to directly support skills and business development

- 2) Percentage of women producers who report using technical support/services to enter higher value-added markets (e.g., access to OCOP markets)
- 3) Number of new and existing MSMEs, including farmers (producers) receiving advisory and technical support on sustainable and resilient practices, access to finance for climate resilient livelihood and renewable energy by sex of the owners, geographical location and ethnic disaggregation

Target audience

Group 1

The Project will target a total of 275 women with equitable access to affordable and sustainable solar energy solutions/climate smart agriculture solutions to promote methodologies for reducing carbon emissions in cultivation/livestock farming practices or renewable energy application to show scaling potential in aggregating smallholder farmers. The project envisions following ~~outcome~~-output areas:

- i. More women farmers in the value chain have increased access to climate resilient technologies, methodologies, and skills and services
- ii. Women's capacities are strengthened access to finance for renewable energy/climate resilient livelihood practices to transform climate sensitive agricultural practices (diversified economic opportunities, increased incomes, and resilience)

Group 2

The **secondary target groups** are the staff of partners, WU and DAE of Dien Bien province. Specifically, the project will work directly with partner and build capacity for WU and FU and staff of the target communes, and engage with extension and other staff from Department of Agriculture and Environment (DAE) at provincial levels.

The project is expected to *indirectly* benefit 500 **final beneficiaries** through replication of project activities: promotion of group formation, improved quality of agricultural extension, agricultural diversification, development of business support and market information services, and better environmental management. A majority of the indirect beneficiaries should benefit already during the implementation and beyond the 18-month project lifetime.

Sustainability and Scalability

With the ambition to ensure women realize their rights and access to food, land and other resources (energy, water, etc.), quality services and sustainable business, including in the climate-care nexus, the project aims to:

- i. Strengthen institutional ecosystems for women entrepreneurs;
- ii. Build sustainable local WOBs, smallholder women, women-led cooperative, women own enterprise networks;
- iii. Support access to market access to services and finance
- iv. Strengthen women's leadership in green enterprises;

- v. Facilitate long-term partnerships between government, women-led organizations, financial institutions, private sector actors, and communities;

Through institutional strengthening, local capacity development, and private sector engagement, the initiative aims to generate sustainable and scalable models for inclusive green economic transformation

2. Description of required services/results

2.1 Preparatory activities: planning and surveys

Expected Outputs and Indicators

To achieve the intended results, the project operationalizes three mutually reinforcing outputs that together create a continuum of

- 1) To strengthen the capacity of women and women led/own entrepreneurs, women led cooperatives by enhancing their skills, leadership capabilities, and access to financial services, enabling them to scale sustainable enterprises that generate income and create opportunities
- 2) To enhance gender-responsive renewable energy systems by addressing barriers, strengthening access to climate financing, climate resilient livelihood financing and expanding women's participation in value chains and
- 3) To strengthen smallholder women farmers, women-led/own entrepreneurs, enterprises, women led cooperatives through institutional access and inclusion, market integration, business acceleration, and gender-responsive procurement pathways expand equitable access to affordable and sustainable solar energy solutions/climate smart agriculture solutions.

These outputs and corresponding indicators are fully measurable, realistic, and aligned with the UN Women Results Framework.

Specifically, the Project will directly target a total of 275 women to promote methodologies for reducing carbon emissions in cultivation and to show scaling potential in aggregating smallholder farmers. The project envisions following output ~~come~~ areas:

OUTPUT 1: Institutions, private sector actors and communities strengthen enabling environments for increased participation of and equal opportunities for women in renewable energy value chains and leadership and through gender-responsive renewable energy, climate smart agriculture systems transformation.

The addresses structural constraints, including gender norms, policy gaps, and exclusion from energy governance and procurement systems, that limit women's meaningful participation and access to economic opportunities. Women are end users and key actors in energy systems but remain underrepresented in policy design, decision-making, and value chains. Addressing these barriers is critical for inclusive sector transformation towards a just and inclusive transition.

The output aims to support establish and operate a scheme to empower women entrepreneurs by offering

- i. Increased financing access and technical support
- ii. Comprehensive training and mentorship
- iii. Leadership development

iv. Marketing and branding services and market access and networking

Key Activities:

Activity 1.1. Establish Women in climate resilient livelihood/energy Empowerment network to support leadership, innovation and build capacity for the network. The curriculum also incorporates: peer-to-peer learning, negotiation/public-speaking skills-building and successful-women role-model sessions; and periodic light-touch community sessions on gender norms in energy/entrepreneurship.

Indicators: (a) Number of Women in Energy Empowerment network established and operational (target: at least 1 per pilot commune); (b) % of participating women reporting increased confidence/participation in energy or climate-smart agriculture planning; (c) Number of women participating in consultative planning platforms, disaggregated by ethnicity.

OUTPUT 2: Women including women-led MSMEs leverage renewable energy and inclusive market systems to expand economic opportunities, through job creation, enterprise development and competitiveness, institutional inclusion (e.g. business licensing), and access markets and procurement opportunities.

This output focuses on building a pipeline of sustainable micro and small and medium enterprises, leveraging entrepreneurship as a pathway for green, digital economic empowerment growth. This draws on evidence showing that women-led renewable energy businesses can generate income, expand employment opportunities, and increase resilience of communities and that women entrepreneurs benefit significantly in term of strengthen enterprise competitiveness, productivity, and participation in renewable energy and green economy value chains when they gain institutional access.

Key Activities:

Activity 2.1. Provide **financial literacy** (business management development) training (profit & loss, savings, credit management, and reinvestment strategies...) and orientation for renewable energy and climate smart agriculture

Activity 2.2. Facilitate linkages with **financial institutions** (banks, mobile money, FinTech) to support access to credit, seed capital, and **blended financing mechanisms**

Activity 2.3. Facilitate **market linkages** and supplier development partnerships between women-led enterprises, private sector actors, including private sector partners, cooperatives, and procurement systems and opportunities (e.g. gender-responsive procurement). This activity also incorporates: strengthening of women entrepreneur networks/cooperatives for collective bargaining and information-sharing od local/provincial market access support, including OCOP-level branding and climate-smart-agriculture product positioning and international certification such as ISO/HACCP/GLOBALG.A.P.

Indicators: (a) Number/% of women completing business management and financial literacy training; (b) Number of women/women-led MSMEs newly linked to formal financial institutions as a direct result of Activity 2.3, and value of credit accessed; (c) % of participating enterprises reporting increased revenue or local market access at endline vs baseline.

OUTPUT 3: Increased access to renewable energy technologies and technical know-how through women-led solar energy solutions.

This output represents the core technical pillar, emphasizing access to finance for climate resilient livelihood, renewable energy and skills building, and decentralized solar deployment for both domestic and productive uses. This output leverages lessons from UN Women and partners demonstrating that women can effectively participate in renewable energy technology deployment and maintenance when provided with appropriate training and support.

Key Activities: (Tentative but not limited to)

Activity 3.1. Facilitate technology transfer and know-how, including hands-on training in solar kit assembly, installation and maintenance of small-scale solar systems, troubleshooting, repair and post-sale customer services by renewable energy leading enterprises for women access to technology

Output 3.2: Enhanced deployment of tailored solar energy solutions for domestic, institutional, and productive use in underserved communities.

Key Activities:

Activity 3.2. Allocate solar systems (for lighting) to women, given priorities to vulnerable and further left behind groups, including vulnerable households, persons with disabilities and caregivers. Deployment also incorporates priority productive-use applications – hydroponics for vegetable/fruit production, poultry farming, lighting for small businesses, refrigeration - piloted only in the 2 selected intervention communes.

Activity 3.3. Promote financing access for selected women through support for environmentally sustainable practices across the solar value and climate resilience livelihood

Indicators: (a) Number of solar systems installed, by facility/household type and commune; (b) Number of women with productive solar use and % reporting increased income at endline; (c) Number/value of financing transactions facilitated under Activity 3.3, and number of women accessing renewable-energy/climate-resilient-livelihood credit products for the first time.

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

Start Date: October 2026

End Date: December 2027

Note added per CR review (July 2026): given the 14-month effective delivery window ending December 2027, the activities under Section 2 above have been reviewed and streamlined (see prioritization notes under each Output) to a smaller set of core, high-scalability activities – with particular emphasis on the finance-access activities (Activity 2.3 and Activity 3.6) – that can realistically be planned, implemented and reported on within this timeframe, rather than the fuller set of activities originally listed.

4. Competencies:

4.1 Technical/functional competencies required

- I. Knowledge and experience of for **at least 5 years in implementing business development support activities.**
- II. Team of experts (team leader, business development specialists, climate resilient livelihood/renewable energy specialists, gender specialist trainers, consultants, mentors, and/or other relevant staff) **with at least 5 years of experience in the areas of expertise for which they were contracted.**

- III. Proposals that are **collaboratively designed** and submitted, or those incorporating a methodology emphasizing **strong partnerships with key stakeholders from Dien bien province departments including in a formal format if the case**, will be given priority.
- IV. The applying organization may be either **national or international** and demonstrates the capacity and expertise to deliver the required outcomes effectively and has expertise and knowledge of the national context of doing business in Dien Bien.
- V. Strong partnership with Dien Bien PPC, DAE, WU required. Approval obtaining from Dien Bien PPC is a must.

4.2 Other competencies, which while not required, can be an asset for the performance of services

- I. Experience in managing and implementing business financing instruments (grants, seed capital, etc.);
- II. Proven in-house experience in inclusion and economic empowerment Programmes of women/girls in all their diversity.
- III. Experience of supporting refugees, migrants, vulnerable and/or underrepresented groups.
- IV. Previous experience managing grants/partner agreements from UN agencies, INGOs or international organizations.
- V. Presence in Dien bien and/or experience of working at local and community level, in partnership with community-based organisations from different regions of the country.

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

1. Specific Requirement to the Proposal:

- It is not encouraged to Copy-pasting directly from this call for proposals is strictly prohibited and could be a subject of project proposal rejection. Applicants are strongly recommended to adopt innovative and personalized approaches when designing their proposals.
- The activities and indicators outlined in this call (Chapter II - DESCRIPTION OF REQUIRED SERVICES/RESULTS) are intended to serve as guidance and should be considered indicative, providing a directional framework rather than a prescriptive set of actions. Proposals should reflect the unique perspective and expertise of the offerors, ensuring originality and relevance to the program objectives.
- The proposed intervention size and budget request shall be quoted in VND. All currency exchanges will be calculated using the UN Operational Exchange Rate as per the date of submission of proposal.
- The activities, the scale of financial support the number of beneficiaries, eligibility criteria, and the implementation methodology will be developed by the offerors in alignment with the available budget and expected outcome. The proposal will be subject to review and approval by UN Women prior to implementation, ensuring compliance with program objectives and standards.
- UN Women will sign a contract with applicant organisations and disburse funds to the applicant organizations only. Results based budget should be prepared using zero VAT rate.
- Partners and sub-contractors will benefit from respective fiscal arrangements upon signature of Partnership Agreement with UN Women Viet Nam

The proponent shall follow the [UN Women Branding Guidelines and Identity Standards](#) throughout the implementation process;

- i. Demonstrable evidence of providing support for access to finance, establish and maintain networks
- ii. Demonstrable evidence of engagement with stakeholders
- v. Evidence of implementing in hard-to-reach areas.

2) **Acceptance of the terms and conditions outlined in the template Partner Agreement**

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservation or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Annex B-1

Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects

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

Call For Proposals

Description of Services

CFP No.

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 a proponent's response or to request additional information after the proposal is received. **Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.**

Mandatory requirements/pre-qualification criteria	Proponent's response
1. Are the services being requested 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 has currently or has been provided by the proponent.	Reference #1: Reference #2:
2. Is the proponent duly registered or does it have the legal basis/mandate as an organization? [Please attach a copy of the official registration here].	Yes/No
3. Has the proponent as an organization been in operation for at least five (5) years ⁷ ?	Yes/No
4. Does the proponent have a permanent office within the location area?	Yes/No
5. Can UN Women conduct a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP?	Yes/No
6. Fraud or other wrongdoing: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner been the subject of a finding of fraud or any other wrongdoing following an investigation conducted by UN Women, another United Nations entity or otherwise? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for fraud or any other wrongdoing by UN Women, another UN entity or otherwise?	Yes/No
7. Sexual exploitation and abuse: i. Has the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-	Yes/No

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

partner or sub-partner's partner been the subject of any investigations and/or been charged for any misconduct related to sexual exploitation and abuse (SEA)⁸? OR ii. Is the proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-partner or sub-partner's partner currently under investigation for SEA by UN Women, another UN entity or otherwise?	
8. Has the proponent or any of its employees or personnel 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 any other donor sanction list that may be available for use, as applicable?	Yes/No
9. Has the proponent read and accepted the standards set out in section 3 of ST/SGB/2003/13 "Special measures for protection from sexual exploitation and sexual abuse"?	Yes/No
10. Does the proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of "zero tolerance" in respect to SEA of anyone including the proponent's employees, agents, sub-partners and sub-contractors or any other persons engaged by the proponent to perform any services?	Yes/No
11. Has the proponent reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6)?	Yes/No

Please provide the following information:

1 Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?	Yes/No
2 What is the female to male ratio in the proponent's board?	

Acceptance of the terms and conditions outlined in the template Partner Agreement.

- Proponents must include an acceptance of the terms and conditions outlined in the template Partner Agreement or their reservations or objections thereto.
- Submission of any such reservations or objections does not mean that UN Women will automatically accept them should the proponent be selected as a Responsible Party.
- UN Women will evaluate any reservation or objection during its evaluation of the proposal and may accept or reject any such reservation or objection.

Requirements	Proponent's response
Acceptance of the terms and conditions outlined in the template Partner Agreement.	Yes/No
Indicate any reservations or objections to the terms and conditions outlined in the template Partner Agreement.	

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

Section 2

CFP No. 2026_001

a. Instructions to Proponents

1. Introduction

- 1.1 UN Women invite qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirements for a 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) "UN Women Terms of Reference"**.
- 1.4 UN Women 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 the submission of proposals. No proposal may be modified subsequent to the deadline for the submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN Women, by email at procurement.vietnam@unwomen.org. Proponents must not communicate with any other personnel of UN Women 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 proponent, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement. Proposals offering only part of the services will be rejected.

3. Eligibility

- 3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. 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 evaluation of technical and financial proposals by UN Women is conducted in two phases (see section 11 below) and the mandatory requirements/pre-qualification criteria have been designed to ensure that, to the degree possible in the initial stages of the CFP selection process, only those proponents with sufficient experience, financial strength and stability, demonstrable technical knowledge, evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

- 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 UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date for requests for clarification as outlined in **Section 1b of this annex (on page 1)**.
- 5.2 Written copies of UN Women's responses to such inquiries (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.
- 5.3 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, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.
- 6.2 In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.

7. Language of Proposals

- 7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English.
- 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 English translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

8. Submission of Proposals

- 8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (**Annex B2**) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent. **All proposals should be sent by email to the following secure email address: procurement.vietnam@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 UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time will 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 UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole

responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

- 8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, will be rejected.

9. Clarification of Proposals

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

10. Proposal Currencies

- 10.1 All prices shall be quoted in (local currency) Vietnam Dong VND.
- 10.2 UN Women reserves the right to reject any proposals submitted in a currency other than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (9) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for the purposes of 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 stated in proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal (as stated above).

11. Evaluation of Technical and Financial Proposals

11.1 PHASE I – TECHNICAL PROPOSAL (70 points)

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 UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

Suggested table for evaluating technical proposal

1	The proposal is compliant with the CFP requirements	15 points
2	The organization's mandate is relevant to the work to be undertaken in the UN Women Terms of Reference (component 1)	15 points
3	The proposal demonstrates a sound understanding of the requirements of the UN Women Terms of Reference and indicates that the organization has the prerequisite capacity to undertake the work successfully (components 2, 3, 4 and 5)	40 points
	TOTAL	70 points

11.2 PHASE II - FINANCIAL PROPOSAL (30 points)

Financial proposals will be evaluated (using **component 6**) following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

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

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

12. Preparation of Proposals

- 12.1 Proponents are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at the proponent's own risk and may result in rejection of the proponent's proposal.
- 12.2 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 the proponent understands and confirms acceptance of UN Women's 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 one 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 UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.
- 12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services will be rejected unless permitted otherwise in the CFP document.
- 12.6 Proponents may use the services of sub-contractors or sub-partners to partially perform the work except if the proponent is providing grant-making work. The proponent's Technical Proposal shall indicate clearly if the proponent is intending to use sub-contractors or sub-partners and their names. If it is not possible to include the names of sub-partners and sub-contractors in the proposal, the names must be submitted to UN Women as soon as possible.
- 12.7 The proponent's proposal shall state the following and include all of the following labelled annexes:

CFP submission (on or before proposal due date):

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

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

Part of proposal	Annex B-1 Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects
Part of proposal	Annex B-2 Template for Proposal Submission
Part of proposal	Annex B-3 Format of Resume for Proposed Personnel
Part of proposal	Annex B-4 Capacity Assessment Minimum Documents

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 Proposals

- 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. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions of the agreement and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.
- 14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.
- 14.3 The award will be for an agreement with an original term of [15 month/from 2026-2027(s)] with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

Annex B-2
Template for Proposal Submission

Call For Proposals
Description of Services
CFP No.

Mandatory Requirements/Pre-Qualification Criteria

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission.

Proponent's Eligibility Confirmation and Information	Proponent's Response
1 What year was the organization established?	
2 In what province/state/country has the organization been established?	
3 Has the 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.)	Yes/No
4 Has the organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes/No
5 Has the organization or any of its employees and personnel ever been: a. suspended or debarred by any government, a UN agency or other international organization; b. placed on any relevant sanctions list including the - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list , United Nations Global Market Place Vendor ineligibility or any other Donor Sanction List; and/or c. 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 Question 8 of the Mandatory Requirements/Pre-Qualification Criteria above and is grounds for immediate rejection.)	Confirm Yes/No
6 It is UN Women policy to require that proponents and their sub-contractors and sub-partners observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a proponent, a sub-contractor or a sub-partner to influence the selection process or contract execution for undue advantage is improper. The proponent must confirm that it has reviewed and taken note of UN Women Anti-Fraud Policy (Annex B-6). The proponent must also confirm that the proponent and its sub-contractors and sub-partners have not engaged in any conduct contrary to that policy including in competing for this CFP.	Confirm Yes/No
7 Officials not to benefit: The proponent must confirm that no official of UN Women has received or will be offered any direct or indirect benefit arising from this CFP or any resulting contracts by the proponent or its sub-contractors or its sub-partners.	Confirm Yes/No

Proponent's Eligibility Confirmation and Information	Proponent's Response
8 The proponent must 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 UN Women.	Confirm Yes/No
9 The proponent must confirm that the proponent, its sub-partners or sub-contractors have not been associated, or 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.	Confirm Yes/No
10 UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women personnel or their immediate family are an owner, officer, partner or board member or in which the personnel or their immediate family has a financial interest in the organization. The proponent must confirm that no UN Women personnel or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent, or its sub-partners or its sub-contractors.	Confirm Yes/No

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 proponent has the capacity and commitment to implement the proposed activities and produce results successfully. Key elements to be covered in this section include:

1. the nature of the proponent – whether it is a community-based organization, national or sub-national NGO, research or training institution, etc.;
2. the overall mission, purpose, and core programmes/services of the organization;
3. the organization's target population groups (women, indigenous peoples, youth, etc.);
4. the organizational approach (philosophy) - how the organization delivers its projects (e.g., gender-sensitive, rights-based, etc.);
5. the organization's length of existence and relevant experience;
6. an overview of the organization's capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management);
7. details of the following relating to prevention of SEA:
 - a. describe what measures are in place to prevent SEA;
 - b. describe reporting and monitoring mechanisms and procedures;
 - c. describe what capacity exists to investigate SEA allegations;
 - d. describe past allegations of SEA, if any, and how they were handled, including the outcome;
 - e. describe what SEA training the people (employees or otherwise) who will perform the services have completed; and
 - f. describe what reference and background checks have been done for employees and associated personnel.
8. details relating to grant-making work, if applicable:
 - a. describe the proponent's institutional capacity to manage grants, including appropriate grant award management, system/framework for undertaking grant proposal evaluation, due

diligence and, appropriate governance and risk management (including composition and terms of reference of the independent designated steering committee or grant selection committee);

- b. describe relevant history in managing resources through grant awards;
- c. describe the proponent's grant portfolio;
- d. describe relevant history in working with small organizations including experience in providing technical assistance;
- e. describe the proponent's programmatic capacity, including monitoring and evaluation capacity; and
- f. describe the proponent's capacity to assess and manage risks.

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 Terms of Reference. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the UN Women Terms of Reference.
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 proponent and UN Women.

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.

This section should also include the details of all proposed sub-contracting and sub-partnering.

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 all required milestone reports and monitoring reviews in the Implementation Plan.

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 and indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)											
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

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

- how the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan;
- how any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received; and
- 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, risk of sub-contractors or sub-partners not performing). Describe how such risks are to be mitigated.

In this section also include the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, the assumption that the relevant government's environmental policy will remain stable) which are anticipated in planning the activity, and on which the feasibility of the activities depend.

Please attach a risk register to capture the above risk factors and risk mitigation measures.

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 of activities. 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 they would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly the cost of monitoring and evaluation.
- Support Costs mean those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, overhead costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.
- If the partner has a Support Cost Policy that specifies a rate, the partner can include this rate to not exceed a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower).
- If the Partner does not have a Support Cost Policy, the partner must provide a break-down of support costs (not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower).
- 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.
- Depending on the results to be delivered, following suggestive thresholds could be followed for costs:
 - maximum for personnel related costs on a proposal - 20% of programming costs;
 - between 3-5% for audits (to be retained by UN Women for Responsible Party audits) (may change as per the annual audit cost);
 - 3% for monitoring and evaluation; and
 - up to 8% (or as per relevant donor agreement) – support costs including (utilities, rent etc.).

Result 1 (e.g., Output) Repeat this table for each result ⁹ .					
Expenditure Category	Year 1 [Local currency]	Year 2 (Local currency), If applicable	Total [local currency]	Total (US\$)	Percentage Total
1. Personnel					
2. Equipment/Materials					
3. Training/Seminars/Travel					

⁹ If the budget is for grant-making activities, add a field for grants. For grant-making, (i) only up to 50% of the Partner proposal amount may be used to fund grants, (ii) not more than 25% of the Partner Agreement value can be issued per individual grant.

Workshops					
4. Contracts					
5. Other costs ¹⁰					
6. Incidentals					
7. Other support requested					
8. Support costs (not to exceed 8% or the relevant donor percentage)					
Total Cost for Result 1					

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

I, by signing this proposal, commit to be bound by this 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 template Partner Agreement.

(Signature)

(Seal)

(Printed Name and Title)
(Date)

¹⁰ "Other costs" refers to any other costs that is not listed in the results-based budget. Please specify what they are in the footnote.

Annex B-3
Format of Resume for Proposed Personnel

Call For Proposals
Description of Services
CFP No

Name of personnel: _____

Title: _____

Years with CSO: _____ Nationality: _____

Education/Qualifications:

Summarize college/university and other specialized education of personnel 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:

- *For all positions held by personnel member since graduation: List each position and provide 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 B-4
Capacity Assessment Minimum Documents
[To be submitted by proponents and assessed by the reviewer]

Call For Proposals
Description of Services
CFP No.

Document	Mandatory / Optional
Governance, Management and Technical	
1. Organization's legal registration documentation	Mandatory
2. Rules of governance of the organization	Mandatory
3. Organigram of the organization	Mandatory
4. List of key management at organization	Mandatory
5. CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory
6. Details of organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy)	Mandatory
7. Details of organization's PSEA policy framework	Optional
8. Documentation evidencing training offered by organization to its employees and associated personnel on prevention and response to SEA.	Mandatory
9. Organization's policy and procedure documents in respect to grant-making (if grant-making activities are included in the UN Women Terms of Reference of the CFP)	Mandatory
10. Organization's policy and procedure for selecting partners (if sub-partner/s are going to be used)	Mandatory
Administration and Finance	
11. Administrative and financial rules of the organization	Mandatory
12. Details of the organization's internal control framework	Mandatory
13. Audited statements of the organization during last 3 years	Mandatory
14. List of banks with which organizational bank accounts are held	Mandatory
15. Name of external auditors of organization	Optional
Procurement	
16. Organization's procurement policy/manual	Mandatory
17. Templates of the solicitation documents for procurement of goods/services (e.g., request for quotation (FRQ), request for proposal (RFP) etc.) used by organization	Mandatory
18. List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes	Mandatory
Client Relationship	
19. List of main clients/donors of organization	Mandatory
20. Two references for organization	Mandatory
21. Past reports to clients/donors of organization for last 3 years	Mandatory

Annex B-5

UN Women template Partner Agreement

Please see attached file for the template.

Annex B-6
UN Women Anti-Fraud Policy

- i. Reviewing and taking note of the UN Women Anti-Fraud Policy. [PPG Policy Template](#)
- ii. Having a written fraud prevention and fraud awareness policy in place, which at a minimum shall provide a system to prevent, detect, report, address and follow-up on fraud, corruption and other wrongdoing.
- iii. Reporting to UN Women any allegation of fraud as such allegations arise in the context of the Work as set forth in 14.3 c of the General Terms and Conditions;
- iv. Acknowledging that any fraud may lead to the imposition by UN Women of sanctions (including censure or ineligibility/debarment) with regard to future transactions with UN Women, at UN Women's sole discretion and without prejudice to any other right or remedy available to UN Women.

Please see attached file.