



# UN Trust Fund to End Violence against Women


## 2023 Call for Proposals

### Eligibility Checklist and Mandatory Requirements

This eligibility checklist is in two parts. The first part is specific to the UN Trust Fund’s 2023 Call for Proposals (CfP). If you mark ‘yes’ to questions in the first list, then please proceed to the second part ‘Mandatory Requirements’.

Eligibility Checklist	Response
1. Is your organization proposing to implement a project in one or more of the countries and/or territories listed in the Organisation for Economic Co-operation and Development Assistance Committee (OECD DAC) list of official development assistance (ODA) recipients?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does your organization have certified annual financial statements for the previous three fiscal years (2020,2021, 2022)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does your organization have expertise and experience in implementing projects in the field of ending violence against women and girls of at least five years? <i>In exceptional circumstances (e.g. for new organizations that have been in existence for less time) three years of history may be accepted.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

The following **mandatory requirements/pre-qualification criteria** have been designed to assure that only those organizations with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, and the evident capacity to satisfy UN Women requirements will qualify for further consideration. Applicants/proponents will receive a **pass/fail rating** on the mandatory requirements/pre-qualification criteria. To be considered, applicants/proponents must meet all the mandatory/pre-qualification criteria described below. 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	Response
1. Are the services being requested part of the key services that the applicant/proponent has been performing as an organization? This must be supported by a list of at least two customer/client references for which similar service is currently or has been provided by the applicant/proponent. [Please attach a copy of at least two references along with your application].	Reference #1: Reference #2:  Drag & Drop File(s) Here to Upload OR Browse File(s)
2. Is the applicant/proponent duly registered or does it have the legal basis/mandate as an organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the applicant/proponent as an organization been in operation for at least five (5) years? <i>In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the applicant/proponent have a permanent office within the location area?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 call for proposals?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>6. Fraud or other wrongdoing:</p> <p>i. Has the applicant/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?</p> <p>OR</p> <p>ii. Is the applicant/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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p><i>*( Check "No" if the applicant has <b>not been</b> the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity and is not 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)</i></p>
<p>7. Sexual exploitation and abuse:</p> <p>i. Has the applicant/proponent, its employees, personnel, sub-contractor or sub-contractor's sub-contractor or sub-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)?</p> <p>OR</p> <p>ii. Is the applicant/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?</p> <p><a href="#">Secretary General's Bulletin, 9 October 2003 on "Special measures for protection from sexual exploitation and sexual abuse"(ST/SGB/2003/13)</a>, and <a href="#">United Nations Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners</a>.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p><i>*(Check "No" if the applicant <b>has not</b> been and currently is not the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA))</i></p>
<p>8. Has the applicant/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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p><i>*(Check "No" if the applicant <b>has not</b> been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s).</i></p>
<p>9. Has the applicant/proponent read and accepted the standards set out in section 3 of <a href="#">ST/SGB/2003/13</a> "Special measures for protection from sexual exploitation and sexual abuse"?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Does the applicant/proponent acknowledge that SEA is strictly prohibited, and that UN Women will apply a policy of "zero tolerance" in respect to the 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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. Has the applicant/proponent reviewed and taken note of <a href="#">UN Women Anti-Fraud Policy</a>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**Please provide the following information:**

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

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

- Applicant/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 an Implementing Partner.
- 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	Response
<p>Acceptance of the terms and conditions outlined in the template <a href="#">Partner Agreement</a>.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Indicate any reservations or objections to the terms and conditions outlined in the template [Partner Agreement](#).