



UN Trust Fund to End Violence against Women

2021 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 2021 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 only one 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 annual financial statements for the previous three fiscal years (2018,2019, 2020)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does your organization have organizational audit reports for the previous three years (2018,2019, 2020)? <i>If you do not undertake annual organizational audits, please attach a formal letter stating the reason for this.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does your organization have expertise and experience in implementing projects in the field of ending violence against women and girls over the past 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. Please attach a formal letter stating the exceptional circumstances.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

The following mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP process, only those organizations with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women requirements and superior partners’ references for delivering what is envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent’s/applicant’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.

Mandatory requirements/pre-qualification criteria	Response
1. Confirm that the services/activities being proposed are part of the key services/activities that the proponent/applicant has been performing as an organization. This must be supported by a list of at least three institutional client references for which similar service is currently or has been provided by the proponent/applicant.	Reference #1: Reference #2: Reference #3:
2. Confirm proponent/applicant is duly registered or has the legal basis/mandate as an organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Confirm proponent/applicant as an organization has been in operation for at least five (5) years ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Confirm proponent/applicant has a permanent office within the location area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Proponent/applicant 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Confirm that proponent/applicant 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/applicant 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.	<input type="checkbox"/> Yes (Confirm) <input type="checkbox"/> No
7. Confirm that proponent/applicant has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) ² .	<input type="checkbox"/> Yes (Confirm) <input type="checkbox"/> No
8. Confirm that proponent/applicant has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s).	<input type="checkbox"/> Yes (Confirm) <input type="checkbox"/> No

¹ In exceptional circumstances three years of history registration may be accepted and it must be fully justified.

² [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