



UN Trust Fund to End Violence against Women


2020 Call for Proposals

Mandatory Requirements/Pre-qualification Criteria

Applicants are requested to complete this form and return it as part of their concept note submission. To be considered for a grant, applicants **must meet all the mandatory criteria described below**. All questions should be answered on this form. UN Women reserves the right to verify any information contained in the applicant's response or to request additional information after the application 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	Applicant's response
1.1. Confirm that the services being requested are part of the key services that the applicant has been performing as an organization. This must be supported by a list of at least three references (examples of projects) for which similar service is currently or has been provided by the applicant.	Reference #1: Reference #2: Reference #3:
1.2. Confirm applicant is duly registered or has the legal basis/mandate as an organization.	Yes ____; No ____
1.3. Confirm applicant as an organization has been in operation for at least five (5) years. ¹	Yes ____; No ____
1.4. Specify the year the organization was established.	
1.5. Specify the province/state/country in which the organization was established.	
1.6. Confirm applicant has a permanent office within the location area.	Yes ____; No ____
1.7. Confirm agreement to a site visit at the location or area with a similar scope of work as the one described in accompanying application form.	Yes ____; No ____
1.8. Confirm that the 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 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	Yes ____; No ____
1.9. It is UN Women policy to require that applicants and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Applicant must confirm that it has receipt and full acceptance of UN Women Anti-Fraud Policy Framework . Confirm that the applicant and its sub-contractors has not engaged in any conduct contrary to that Policy including in applying under this Call for Proposals.	Confirm Yes ____; No ____
1.10. Has the applicant 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	Yes ____; No ____

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

current status.)	
1.11. Has the applicant organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ____; No ____
1.12. Confirm that 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 .	Yes ____; No ____
1.13. Has the organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If applicant is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	
1.14. Officials not to benefit: Confirm that no official of UN Women has received or will be offered by the applicant or its sub-contractors, any direct or indirect benefit arising from this Call for Proposals or any resulting contracts.	Confirm Yes ____; No ____
1.15. Confirm that the applicant 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 ____
1.16. Confirm that the applicant and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm Yes ____; No ____
1.17. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UN Women staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the applicant or its sub-contractors.	Confirm Yes ____; No ____
1.18. Confirm applicant has read and understood the Terms and Conditions stated in the UN  Partner Agreement_EN.doc Women Partner agreement template (Double click on icon):	Confirm Yes ____; No ____

I, (Name) _____ certify that I am (Position) _____ of
(Name of Organization) _____; that by signing this form 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 form is within the scope of my powers.

(Seal)

(Signature)

(Printed Name and Title) (Date)

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