



CALL FOR PROPOSALS

Strengthening Participation of Women in the Advocacy for Promotion and Protection of Women's Human Rights in the ASEAN

UNIFEM (part of UN Women) is calling for proposals that will support greater engagement of gender advocates and women's groups in the Philippines in the advocacy with ASEAN bodies for better protection and promotion of the rights of women. The aim of UNIFEM is to build greater awareness among gender advocates and organizations of ASEAN bodies and mechanisms, and to facilitate the participation of a diverse group of gender equality advocates and organizations in advocacy with ASEAN to make ASEAN more responsive to the needs of women.

Guidelines for the Submission of Proposals

What is the format for the proposal?

Given the attached Terms of Reference, the proposal should contain, at minimum, the following:

- 1) A proposal consisting of:
 - a) **Context and problem analysis:** brief information on women's current engagement with ASEAN in the Philippines and gaps. *(no more than 1 page)*
 - b) **Justification:** description of how your organization proposes to address the gap, how the proposed activities will facilitate increased participation of gender equality advocates and civil society organizations in advocacy with ASEAN *(no more than 1 ½ pages)*
 - c) **Expected results:** expected outputs and outcomes of your proposed activities *(1/2 page)*
 - d) **Logframe and Implementation Work Plan:** description of expected outcomes, outputs and corresponding activities and work plan to conduct the activities. *(form attached)*
 - e) **Partnerships:** Include a description of the multiple partners needed to successfully implement the project and their roles. *(1/2 page)*
 - f) **Institutional profile:** brief description of the organization, including its registration detail and relevant experience with mobilizing gender advocates and women's groups that qualifies the organization for this UNIFEM support. *(one page)*
 - g) **NGO Capacity Assessment Form** *(form attached)*
- 2) A budget proposal indicating items to support the activities

Applicants may include Annexes (supporting documents) such as organizational brochure, previous annual reports and audit reports.

Who can apply?

Proposal can be submitted by an organization or jointly by two or more organizations of any of the following categories.

- Non-governmental organizations
- Community-based organizations
- Educational and academic institutions

The applying organization must be legally registered in the Philippines.

What criteria will be used for the selection of the proposal?

Proposal will be selected on the basis of technical (70%) and financial (30%) assessments.

The technical assessment will review the following;

1. Extent to which the proposal fulfills the requirements of the Call for Proposals
2. Soundness of proposed activities and expected results, including the contribution of the proposed activities to existing and future advocacy of women's groups.
3. Application of a participatory process and brings together various strategic partners
4. Realistic work plan to complete the activities
5. Applicants institutional capacity and relevant experience

When is the proposal due?

Proposals are due by COB 21 September 2010

To whom should the proposal be sent?

Please e-mail your proposal to Lourdita Villavicencio (lourdita.villavicencio@unifem.org) at UNIFEM (part of UN Women) Philippines project office.

Annex:

1. Terms of Reference
2. Logframe and Workplan format
3. NGO Capacity Assessment form



Terms of Reference

Strengthening Participation of Women's Groups in the Advocacy for Promotion and Protection of Women's Human Rights in the ASEAN

1. Background

The Association of Southeast Asian Nations (ASEAN) was established in 1967 and has currently ten members including the Philippines. Since its establishment, ASEAN has primarily focused on economic growth and development aiming to create a single market and production base with free flow of goods, services and investments. In the recent years, there has been a shift towards greater social and cultural integration within the region. The intensification of integration is being pursued through three pillars: ASEAN Political-Security Community, ASEAN Economic Community and ASEAN Socio-Cultural Community.

ASEAN adopted its Charter in November 2007. The Charter Preamble reaffirms adherence of ASEAN "to the principles of democracy, the rule of law and good governance, respect for and protection of human rights and fundamental freedoms". Article 14 of the Charter stated that ASEAN shall establish an ASEAN Human Rights Body (AHRB), which "shall operate in accordance with the Terms of Reference (TOR) to be determined by the ASEAN Foreign Ministers Meeting". The ASEAN Human Rights Body was named the ASEAN Intergovernmental Commission on Human Rights (AICHR), and the TOR was adopted by the ASEAN Foreign Ministers at 42nd ASEAN Ministerial Meeting in July 2009. The AICHR was inaugurated in October 2009 at the 15th ASEAN Summit with 10 representatives appointed from each ASEAN member country.

The AICHR is an "inter-governmental, consultative body" with one representative appointed by each ASEAN member government. It serves as the "over-arching human rights institution" in ASEAN with an overall responsibility for the promotion and protection of human rights in ASEAN. The AICHR will adhere to the ASEAN principles enshrined in its Charter, such as respect for independence and sovereignty, non-interference in internal affairs of member states, respect for fundamental freedoms, the promotion and protection of human rights, and the promotion of social justice. It will also pursue a constructive and non-confrontational approach, and adopt an evolutionary approach to the development of human rights norms and standards in ASEAN.

Even earlier than the adoption of the ASEAN Charter, the ASEAN member states had agreed to establish an ASEAN Commission on the Protection and Promotion of the Rights of Women and Children (ACWC) in the Vientiane Action Programme (VAP) signed in 2004. With the ASEAN Charter, a new momentum was created for discussion on ACWC. The TOR for ACWC was endorsed by the ASEAN Ministers Meeting on Social Welfare and Development (AMMSWD) in October 2009, and the Commission was launched in April 2010. The ACWC consists of two

representatives from each ASEAN member state. However, the Philippines representative to ACWC is yet to be appointed due to the change in government.

The TOR of the ACWC state that ACWC is a intergovernmental consultative body with a purpose to uphold, promote, protect, respect and fulfill the rights of women and children in ASEAN as well as to uphold the international human rights. The mandate and functions is to promote human rights of women and children; build capacities of relevant stakeholders at all levels for the implementation of women's and child rights; assist member states in implementing CEDAW and CRC; advise and propose to member states appropriate measures, mechanisms and strategies for prevention and elimination of all forms of violations of rights of women and children. The ACWC will promote studies and research on the situation of women and children; encourage member states to review legislations, policies and practices, and collect sex-disaggregated data; and provide advisory services in the field of women's child rights. Moreover, the ACWC shall support "the participation of ASEAN women and children in dialogue and consultation processes in ASEAN".

Same as AICHR, the ACWC TOR states that the ACWC shall engage in dialogue with other national, regional and international institutions. Both AICHR and ACWC TORs also state that the two bodies shall "coordinate" and have consultations on the "ultimate alignment".

AICHR has had several official meetings since its inauguration in October 2009, and the workplan for 2010-2011 has been finalized. Discussions are on-going on the initial 5 year workplan as well as the development of the Rules of Procedure. ACWC has had to postpone its first official meeting planned for August 2010, and is waiting for appointment of the Philippines representatives in order to convene their first meeting. At the first meeting, it is anticipated that the ACWC representatives will discuss their priority areas of work and development of their Rules of Procedure.

Civil Society engagement with ASEAN

Historically, ASEAN has been a forum of governments with very limited involvement of civil society, particularly women's groups. With steps towards building a people oriented community, ASEAN is gradually opening its doors to civil society.

From the civil society side also, ASEAN was considered not a priority for them for a long time and only a few organizations were following developments in ASEAN. However, human rights-oriented civil society organizations (CSOs) became intensely involved in lobbying ASEAN during the formulation of the ASEAN Charter, and a number of CSO networks actively engaged in advocacy around the development of AICHR. Women's groups also gradually mobilized and engaged in advocacy for the establishment of AICHR and ACWC. For instance, a Women's Caucus was convened several times and deliberated common positions, issued statements and lobbied with the governments at national and regional levels to press on the governments to create a body that would be effective in promoting and protecting the human rights of women.

Now that the two bodies are in place in ASEAN, the advocacy and engagement of gender advocates and women's groups needs to be increased and sustained not only at the regional level, but more importantly at the country level to ensure that the bodies address the critical human rights violations of women in ASEAN. The women's groups in the Philippines may need

deeper knowledge of human rights instruments, of ASEAN structures, processes, instruments and other documents, as well as of international and regional human rights systems in other parts of the world. There also is a need for women's groups to create more spaces for meaningful participation and develop effective communication channels and a constructive dialogue with the AICHR and ACWC representatives in their country. The movement also needs to be expanded further to involve groups working on protection of rights of the most excluded women, such as women living with HIV/AIDS, women with disabilities, sexual, religious and other minorities.

2. Objective of UNIFEM (part of UN Women) Support

UNIFEM (part of UN Women) is looking for proposals that would fulfill the following:

- 1) Facilitate the participation of an expanded group of women in the Philippines into advocacy for better promotion and protection of women's human rights by the ASEAN bodies, and particularly the Philippines representatives to AICHR and ACWC.
- 2) Increase the awareness of CSOs on obligations of ASEAN member states for gender equality and women's human rights, and the role and function of the ASEAN human rights bodies.
- 3) Facilitate dialogues between women's groups and AICHR and ACWC representatives in the Philippines (including pertinent government agencies that can facilitate the increase participation of women in the ASEAN related bodies).

3. Funding Period: No more than 2 years

4. Budget: No more than USD 50,000

4. Who can apply?

Proposals can be submitted by an organization or jointly by two or more organizations of any of the following categories.

- Non-governmental organizations
- Community-based organizations
- Educational and academic institutions

The applying organization must be legally registered in the Philippines.

LOGICAL FRAMEWORK FORMAT

Results	Indicators	Means of Verification/Sources of Information	Assumptions/Risks
Goal –			
Outcome 1 – <i>The project is expected to contribute towards the achievement of this result, collectively with other development partners.</i>	<i>Link to relevant indicators.</i>		
Output 1.1 – <i>The project will be directly held accountable for this result.</i>			<i>X – not needed</i>
Activity 1.1.1	<i>X – Not needed</i>		X
Activity 1.1.2	X		X
Activity 1.1.3	X		X
Output 1.2 - <i>The project will be directly held accountable for this result.</i>			<i>X – Not needed</i>
Activity 1.2.1	<i>X – Not needed</i>		X
Activity 1.2.2	X		X
Activity 1.2.3	X		X
Outcome 2 – <i>The project is expected to contribute towards the achievement of this result, collectively with other development partners.</i>	<i>Link to relevant indicators.</i>		
<i>Repeat as in above</i>			

IMPLEMENTATION WORK PLAN FORMAT

Outcome										
Output	Output Indicator	Key Activity	Implementing Partner(s)	Timeframe (6 monthly units)						Budget Amount

NGO CAPACITY ASSESSMENT FORM

Name of organisation:				
Date of assessment:	Requirement	Flags¹	Answer	Additional comments
			(Yes/No)	
Section A: Technical Capacity				
Does the organization have a proven track record of work on gender or related issues?	<p>Documented successful track records.</p> <p>For newly formed organizations, the personnel to be assigned to the UNIFEM project should have proven track records in this area.</p>	Lack of or limited experience with similar projects.		
Does the organisation have an established organisational culture of accountability and commitment to delivery of results?	<p>A record and evidence of organisational culture of accountability, such as a written Code of Conduct; and proven commitment to results.</p> <p>Previous record of successful projects.</p>	Previous failure to deliver, either on UNIFEM or other donor funded projects.		
Does the organisation have internal programmatic, administrative and financial processes in place to ensure delivery of quality and timely project results?	<p>Functioning internal processes to delivery of quality and timely project results.</p> <p>Inbuilt process monitoring and improvement mechanisms.</p>	<p>No documentation of internal processes.</p> <p>Negative comments on, or evaluations of, internal controls by external auditors or consultants.</p>		
Does the NGO have credibility with gender equality advocates including those within government?	Proven credibility in the country/region.	<p>Bad press on previous projects.</p> <p>Conflict with/Criticism from government, donors and/or civil society - preferably</p>		

¹ These are examples of flags for demonstrative purposes and are not comprehensive. They are meant to demonstrate the kinds of potential issues the assessor should be aware of and seek information on. Existence of these flags does **NOT** automatically mean the potential partner cannot be used. However, when flags are noted comments should be given to explain why they are not impediments to selection of the NGO partner.

Name of organisation:				
Date of assessment:	Requirement	Flags¹	Answer	Additional comments
			(Yes/No)	
		documented.		
Does the NGO have grass roots presence/outreach especially if that is relevant for the project?	Existing grassroots network in the country/region.			
Does the organization have an adequate number of professional staff with adequate qualifications and experience?	Adequate availability of personnel to handle planned UNIFEM project in addition to existing work.	Personnel limitations High staff turnover Newly recruited staff in key positions Management issues		
Has the organization previously worked with UNIFEM, other UN organizations or directly with significant non-government donors?	Good track record with UN agencies.	Weak track record.		List contracts signed with UNIFEM or other UN organisations during the last five years.
Are there specific areas of programming or advocacy where the NGO has made innovative contributions?	Indicate areas of innovation.	Innovations that were not sustainable.		
Section B: Governance and Management Structure				
Is the organization non-profit?			Mandatory	
Is the organization officially registered in the country?			Mandatory	
Does the organization have a Board of Directors/managing committee?	A qualified governing body with demonstrable independence from senior management.	Politically active board members or senior managers?		
Does the organization or any of its managers/Board members have links with the Government, or a political party?	Politically impartial senior management and governing body.	Board members/senior managers known to be closely linked with senior government or political party officials or other “vested interests”.		
Are key decisions subject to review by a	Strategic business decisions	Lack of checks and balances on		

Name of organisation:				
Date of assessment:	Requirement	Flags¹	Answer (Yes/No)	Additional comments
committee or the board e.g. decisions affecting strategy, partnerships, programmes, finance and procurement?	should be subject to independent review.	key decisions.		
Is there any conflict of interest between any UNIFEM staff member and the NGO?				
Section C: Financial and Administrative Management				
Does the organisation have and follow written and transparent financial and administrative rules and regulations?	Follows clearly defined written financial and administrative rules and regulations.	Informal (unwritten) key policies Record of ad-hoc changes in procedures and rules, or <u>regular</u> granting of waivers by senior managers.	Mandatory	
Does the organization have a clear system for procurement, subcontracting?	Follows clearly defined written procurement and sub-contracting rules consistent with international practices.	Previous procurement irregularities. Bad press on previous procurement.	Mandatory	
Does the organization have clear, documented procedures and internal controls governing the payment cycle (requisition, approval, disbursements versus cash, vouchers etc.)?	Working internal controls and procedures, including adequate segregation of duties ²	Previous payments irregularities. Lack of segregation of duties e.g. if any one official can make payments without second review.		
Is segregation of duties ensured in receipt and management of funds?	Money received is banked properly in the organisation's account and safeguarded.	No bank account in the name of the organization. Organisation routinely	Mandatory	

² Reviewers may refer to the UNDP Internal Control Framework (ICF) for examples of the types of procedures and controls that should be in place.

Name of organisation:				
Date of assessment:	Requirement	Flags¹	Answer (Yes/No)	Additional comments
		discourages direct wire transfers to its bank account.		
Do payments require two or more signatures?		Second signatory not senior enough to be reasonably independent of influence from first signatory.	Mandatory	
Is the organization as a whole subject to regular external audits? ³			Mandatory	
Has the UNIFEM office looked at the last three audited statements of the organization to assess the latter's financial capacity?				If reviewing a new organisation, there may be less than three audited statements available.
Does the organization have a sustainable financial position?	<p>A record of accountable financial management</p> <p>Availability of adequate financial resources from other (non-UNIFEM) sources. The organisation should not be relying on UNIFEM for its financial viability.</p> <p>Established good relationship with a reputable bank.</p>	<p>Previous bankruptcy or reported financial difficulties, either by the organization or some of its senior officials.</p> <p>Previous failure to properly and promptly account for donor resources.</p> <p>Independent auditor's audit qualifications and/or comments on financial statements</p> <p>Non existence of a good accounting system and regular financial statements.</p>		

³ Separate from donor mandated project specific audits.