



Section 1. Letter of Invitation

March 31, 2017

UNDP/RBH/2017/RFP-003 Final Evaluation of Partners for Prevention Regional Joint Programme (Phase II)

Mr./Ms.: [indicate name]

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

Section-1: This Letter of Invitation

Annex-1: Description of Requirements

Annex-2: Form for submitting service provider's proposal

Annex-3: UNDP General Terms and Conditions for Services

Annex-4: Terms of Reference

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Annex-2.

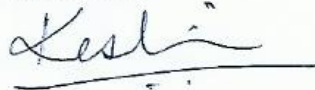
You are kindly requested to submit an acknowledgment email to UNDP to the following address:

**Bangkok Regional Hub
United Nations Development
Programme UNDP Asia Pacific
Regional Centre
Fax No: +66 (0) 22802700, email
address: procurement.th@undp.org**

Should you require further clarifications, kindly communicate with the procurement unit contact person through procurement.th@undp.org email by stating clearly the subject of the RFP for any queries.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,
Keshini Wijesundera

A handwritten signature in black ink, appearing to read 'Keshini', written over a horizontal line.

Manager, Transactional Services Team
UNDP Bangkok Regional Hub

DESCRIPTION OF REQUIREMENTS

Project Title:	Partners for Prevention Regional Joint Programme on Prevention of Violence Against Women and Girls – Phase II																										
Title of Services/Work:	UNDP/RBH/2017/RFP-003 Final Evaluation of Partners for Prevention Regional Joint Programme (Phase II)																										
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference																										
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference																										
Frequency of Reporting	Please refer to Terms of Reference																										
Location of work	Please refer to Terms of Reference																										
Expected duration of work	Please refer to Terms of Reference																										
Target start date	Please refer to Terms of Reference																										
Latest completion date	Please refer to Terms of Reference																										
Travels Expected	<p>The Evaluation Team is expected to conduct these trips in the following sequential order (for details please refer to Terms of Reference):</p> <table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Bangkok, Thailand</td> <td>2 days</td> <td>Meet with Regional Offices for data collection</td> <td>May 2017</td> </tr> <tr> <td>Phnom Penh and Kampong Cham Province, Cambodia</td> <td>5 days</td> <td>Field visit for data collection</td> <td>Oct 2017</td> </tr> <tr> <td>Jakarta and Papua Province, Indonesia</td> <td>5 days</td> <td>Field visit for data collection</td> <td>Oct 2017</td> </tr> <tr> <td>Bangkok, Thailand</td> <td>2 days</td> <td>Debriefing and present preliminary findings</td> <td>Oct 2017</td> </tr> <tr> <td>TOTAL</td> <td>14 days</td> <td></td> <td></td> </tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Bangkok, Thailand	2 days	Meet with Regional Offices for data collection	May 2017	Phnom Penh and Kampong Cham Province, Cambodia	5 days	Field visit for data collection	Oct 2017	Jakarta and Papua Province, Indonesia	5 days	Field visit for data collection	Oct 2017	Bangkok, Thailand	2 days	Debriefing and present preliminary findings	Oct 2017	TOTAL	14 days		
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Special Security Requirements	<input checked="" type="checkbox"/> Not Applicable																										
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference																										
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																										

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required (See attached TOR)																	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency (TBH) For evaluation purposes, the bids submitted in other currencies will be converted to US\$ using the UN Operational Exchange Rate. <i>Reference date for determining UN Operational Exchange: will be the closing date for Proposal Submission.</i>																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms	Please refer to Terms of Reference for detail <table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Inception Report Power point presentation for a virtual meeting with the Evaluation Reference Group</td><td>20%</td><td>15 May 2017</td><td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>First draft evaluation report</td><td>40%</td><td>1 Dec 2017</td></tr> <tr> <td>Second draft evaluation report and draft evaluation brief</td><td>N/A</td><td>15 Jan 2018</td></tr> <tr> <td>Final Report Power point presentation Evaluation Brief</td><td>40%</td><td>31 Jan 2018</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Inception Report Power point presentation for a virtual meeting with the Evaluation Reference Group	20%	15 May 2017	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	First draft evaluation report	40%	1 Dec 2017	Second draft evaluation report and draft evaluation brief	N/A	15 Jan 2018	Final Report Power point presentation Evaluation Brief	40%	31 Jan 2018
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First draft evaluation report	40%	1 Dec 2017																
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to Terms of Reference																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.																	

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise and capability of Offeror: 20%</p> <p><input checked="" type="checkbox"/> Proposed methodology, approach and implementation plan: 40%</p> <p><input checked="" type="checkbox"/> Key Personnel: 40%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Focal Person in UNDP: Supply Chain Management Office</p> <p>Email Address: procurement.th@undp.org</p> <p>Facsimile:</p> <p>Mandatory subject of email: UNDP/AFG/RFP/2016/003 – Final Evaluation of Partners for Prevention Regional Joint Programme (Phase II)</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
A pre-proposal conference will be held on:	N/A
Deadline for submitting requests for clarifications/ questions	7 days before the submission date.
Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email
No. of copies of Proposal that must be submitted [if transmitted by courier]	<p>Original : 1</p> <p>Copies : 2</p>
Proposal Submission Address	<p>The Proposal must be addressed to:</p> <p>UNDP Registry</p> <p>UNDP Bangkok Regional Hub</p> <p>Address: 3rd Floor, United Nations Service Building, Rajdamnern Nok Avenue, Bangkok 10200, Thailand</p> <p>ATTENTION: Procurement Unit, Transaction Support Team</p>
Deadline of Submission	<p>Date and Time :</p> <p>April 20, 2017 4:00 PM Bangkok Time</p>

Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery to UNDP Registry
Evaluation method to be used in selecting the most responsive	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years <input checked="" type="checkbox"/> Previous list of clients and contracts including minimum two satisfactory completion certificates from top clients. <input checked="" type="checkbox"/> Technical and financial proposal in separate sealed envelopes <input checked="" type="checkbox"/> Any other required documents mentioned in Terms of Reference

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Inception report and power point presentation to the Evaluation Reference Group	20%	
2	First draft evaluation report	40%	
3	Second draft evaluation report and draft evaluation brief	N/A	
4	Final Report, power point presentation; final evaluation Brief	40%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	Total Rate
I. Personnel Services			
1. Evaluation Team Leader			
2. Evaluation Specialist			
3. Other professional or operational staff...			
II. Travel costs to Thailand in <u>June</u> (Team Leader AND/OR Evaluation Specialist)			
1. Two-way ticket to Bangkok, Thailand			
2. Daily Allowance in Bangkok			
3. Travel costs in Bangkok			
4. Any other related costs...			
III. Travel costs to Cambodia in <u>October</u> (Team Leader AND/OR Evaluation Specialist)			
1. One-way ticket to Phnom Penh, Cambodia			
2. Daily Allowance in Phnom Penh			
3. Travel costs from Phnom Penh to Kampong Cham province and back			
4. Daily Allowance in Kampong Cham			
5. Travel costs in Kampong Cham to 5 local communes			
6. Any other related costs...			
IV. Travel costs to Indonesia in <u>October</u> (Team Leader AND/OR Evaluation Specialist)			
1. One-way ticket: Phnom Penh, Cambodia – Jakarta,			

Indonesia			
2. Daily Allowance in Jakarta			
3. Return ticket: Jakarta - Jayapura, Papua province (Sentani airport) - Jakarta			
4. Daily Allowance in Papua			
5. Travel costs from Jayapura to Nenladi and Nolakla villages in Papua			
6. Any other related costs...			
V. Travel costs to Thailand in <u>October</u> (Team Leader AND/OR Evaluation Specialist)			
1. One-way ticket from Jakarta, Indonesia – Bangkok, Thailand			
2. Daily Allowance in Bangkok			
3. Travel costs in Bangkok			
4. One-way ticket from Bangkok, Thailand			
5. Any other related costs...			
VI. Other Related Costs			
1. Communications and materials			
2. Interpretation in Cambodia and Indonesia			
3. Any other related costs...			

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

*General Terms and Conditions for Services***1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products

liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor

acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
 - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information

for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

TERMS OF REFERENCE
FOR SERVICE PROVIDER

TITLE:	Final Evaluation of Partners for Prevention Regional Joint Programme (Phase II)
AGENCY/PROJECT NAME:	Partners for Prevention Regional Joint Programme for the Prevention of Violence against Women and Girls
DURATION OF CONTRACT:	1 May 2017 – 15 February 2018 (9 months)

1) GENERAL BACKGROUND

Partners for Prevention (P4P) is a UNDP, UNFPA, UN Women and UNV regional joint programme for the prevention of violence against women and girls (VAWG) in Asia and the Pacific. The joint programme brings together the combined strengths of the four UN agencies, along with governments and civil society, to promote and implement more effective violence prevention programmes and policies. P4P Phase 1 (2008-2013) focused on research, capacity development and networking and communication for social change. The programme is now in its second Phase (2014-2017) which focuses on prevention interventions, capacity development and policy advocacy at both country and regional levels.

In the approved project document, Phase II has the following outputs:

- Output 1: Interventions are implemented, monitored and evaluated in selected sites to prevent men and boys' perpetration of VAWG and to generate new learning
- Output 2: Selected national partners have increased capacity to design and implement rigorous evidence-based interventions and policies for the prevention of VAWG
- Output 3: Regional bodies and organizations have increased capacity to support effective programs and policies for the prevention of VAWG

These outputs contribute to an intermediate outcome: Ending VAWG is prioritized by state and non-state actors in Asia and the Pacific.

Due to limitations of resources, the Steering Committee agreed that P4P would focus on Output 1, which aims to support the development, implementation and monitoring and evaluation of evidence based violence prevention programmes at the country level.

The prevention interventions have been carried out in the following five countries:

- In Da Nang, Viet Nam, more than 90 men participated in four Male Advocate Clubs were from September 2015 to November 2016. They met fortnightly for five months and then moved to a monthly meeting for eight months while going through a gender transformative intervention and participating in and leading various events and activities focused on prevention of VAWG.
- In Bougainville, PNG, a "community conversation" model was carried out from January-December 2016, reaching 2,800 people. It has two purposes: To increase the level of awareness, information and conversation on VAWG, trauma and healing and peace-building; and to increase positive relationship skills
- In Cambodia, the intervention takes place in Kampong Cham province from August 2016 to August 2017. It works with 300 participants (adolescents and caregivers) through year-long sessions that are designed to change the social norms that perpetuate gender inequitable attitudes and improve relationships between adolescents and caregivers
- In Indonesia, the violence prevention intervention started in Papua province in December 2016. Over a course of one year, more than 80 adolescents and 35 caregivers will participate in community sessions

that aim to equip adolescents with gender equitable attitudes and improve the quality of their relationship with their caregivers.

- In Bangladesh, P4P has supported the capacity building of national UNVs to develop their skills in prevention of VAWG and promotion of volunteerism within the framework of the Generation Breakthrough project working with boys and girls ages 10-19 through the school system and also with out of school youth and the broader community from January 2015-February 2017. P4P also technically supported an intervention focused on preventing sexual harassment through advocacy and mobilization in four universities. It covered 28,000 students and 2,900 staff from 2015-2016.

As for Output 2, it was agreed that P4P would additionally provide capacity building support and promotion of volunteerism at the national level, but with focus on partners who implemented interventions. Limited policy advocacy at the national level would take place only after interventions were completed.

In terms of Output 3, it was also agreed that P4P would not place significant time and resources on capacity building at the regional level, which would have included supporting a regional learning network. Regional advocacy would be delayed until the end of programme implementation and would be done through existing UN agency partnerships.

As P4P Phase II will close March 31, 2018, we are seeking an Evaluation Team, composed of an Evaluation Team Leader and an Evaluation Specialist, to conduct the final evaluation of the regional programme, with a focus on output 1 and select components of outputs 2 and 3.

2) PURPOSE AND OBJECTIVES OF THE EVALUATION

As the operating contexts are greatly different from one country to another, the evaluation will aim to assess the performance of the programme at the regional level in achieving output 1 and select areas of outputs 2 and 3. It will also have a forward-looking approach to sustaining the achievements beyond the programme closure in Q1 2018.

The primary users of the evaluation will be the Government and civil society partners in all five countries, the four contributing UN agencies at the country and regional levels, and the donor.

Specifically, this evaluation has the following objectives:

- Assess progress achieved or being made towards the achievement of the output 1 and select components of outputs 2 and 3;
- Provide forward-looking recommendations on the exit strategy that sustains the achievements of the programme;
- Document lessons learnt, success stories and good practices in order to maximize the experiences gained.

3) SCOPE OF SERVICES

3.1 Programmatic scope

The evaluation will assess the work under output 1 and the select areas within output 2 and 3.

3.2 Geographic coverage

The activities related to the three outputs under Phase II have been undertaken in the five countries to varying degrees and timelines. In Vietnam and PNG, the interventions, together with country evaluations by Country Offices, were completed in late 2016/early 2017. In Bangladesh, an evaluation by the UN Women Country Office was completed in 2016; Generation Breakthrough Programme by UNFPA Country Office will also be evaluated

in December 2017. The interventions in Cambodia and Indonesia are expected to be closed in September and November 2017, respectively.

Therefore, the evaluation team is expected to conduct field visits in Cambodia and Indonesia, as the interventions are closing, and evaluate the other three countries remotely.

3.3 Timeframe

The evaluation will cover the programme implementation of Phase II from July 2014 to November 2017. As the evaluation takes place during the final year of Phase II, some early achievements can be seen and measured, but it is not expected that the outcome will be significantly influenced.

3.4 Evaluation questions

Relevance

1. To what extent has P4P responded to the needs and priorities regarding prevention of VAWG in the target countries? How did P4P link up with the national strategies and existing programme on VAWG?
2. Has the programme contributed to building the broader knowledge base and capacity in the 5 countries in relation to output 1?
3. Were the expected programme outputs relevant and realistic to the situation and needs on the ground?
4. Has P4P been able to adapt its programming to the changing context to address priority needs in the region?

Efficiency

5. Have resources (funds, human resources, time, expertise etc.) been allocated strategically to achieve results?
6. Have the programme funds and activities been delivered in a timely manner?
7. Could the activities in output 1 and limited 2 and 3 have been delivered with fewer resources without reducing their quality and quantity?

Effectiveness

8. To what extent the evaluated outputs have been or are being achieved?
9. What are the greatest achievements of the programme? What are the supporting factors? How can the programme build or expand on these achievements?
10. Which area of the programme has the least achievements? What are the constraining factors? How can they be overcome?
11. How have key stakeholders have been involved in the programme? What is the level of their satisfaction?
12. What alternative strategies would have been more effective in achieving its expected results?
13. What unintended (positive/negative) outcomes might be occurring because of the programme? How did the programme deal with these outcomes?
14. How did factors beyond of the control of the programme affect programme implementation objectives? How did the programme deal with these external factors? How realistic were the critical assumptions identified by the programme?
15. To what extent did P4P Phase II effectively build on achievements and lessons learned from Phase I?

Sustainability

16. How sustainable (or likely to be sustainable) are the results of the P4P interventions?
17. What is the level of ownership of the programme by its key stakeholders?
18. How can the programme approach or results be replicated or scaled up by national partners?
19. How can this programme approach be replicated and sustained at the regional level?
20. How did the programme change stakeholders' priorities on VAWG?

3.4 Methodology

The contractor will determine the specific design and methods for the evaluation during the initial inception period. At the minimum, the contractor is expected to use a mixed-method approach. A combination of data collection methods is preferred in order to offer diverse perspectives to the evaluation, and to promote participation of different groups of stakeholders.

In this approach, the contractor will draw conclusions based on triangulation of evidence from different methods and sources (primary and secondary). The primary data collection strategy will use two modalities:

1. Conduct interviews by thematic area through on-line/telephone interviews with a wide range of stakeholders.
2. Visit the Regional Office in Thailand and two selected countries (Cambodia and Indonesia) to conduct in-depth and face-to-face interviews with the relevant stakeholders

The contractor will also review of secondary materials, including but not limited to project document, work plans, progress reports, annual reports, meeting minutes, mission reports, monitoring reports, etc. Finally, the contractor will also draw on the secondary data from the endline studies or evaluations commissioned by either P4P or our country partners:

- In PNG, a quantitative baseline/endline report, and a qualitative endline study and a project evaluation of the intervention were conducted in late 2016 and early 2017.
- In Vietnam, a country evaluation and quantitative baseline/endline study were commissioned by UN Women in 2016, and a qualitative endline study by P4P will be completed by March 2017.
- In Cambodia, quantitative baseline/endline study of the intervention will be completed October 2017
- In Indonesia, quantitative and qualitative baseline and endline studies of the intervention will be completed by November 2017

3.5 Evaluation ethics

Evaluations in the UN will be conducted in accordance with the principles outlined in both Norms and Standards for Evaluation in the UN System by the United Nations Evaluation Group (UNEG) and by the UNEG "[Ethical Guidelines for Evaluation](#)" and the UNEG Guidelines in "[Integrating Human Rights and Gender Equality in Evaluation](#)." These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EVALUATION SCHEDULE

4.1. Duration: 9 months (May 2017-January 2018) with a maximum of **60 days** total work to be divided by the two members of the team.

4.2 Duty Station: Home-based with travel to Bangkok (Thailand) and 2 country visits (Phnom Penh and Kampong Cham in Cambodia; Jakarta and Jayapura, Papua in Indonesia)

4.3 Evaluation Schedule:

Activities	Number of Working Days	Tentative Timeline
Activity 1 - Inception meeting, desk review and preparation of inception report	5 days	May 2017
Activity 2 - Data collection: <ul style="list-style-type: none">• Desk reviews of documents (7 days)• Field visit to Regional Offices in Thailand (2 days in May)	31 days	May-October 2017

<ul style="list-style-type: none"> • Teleconferences with Vietnam, PNG and Bangladesh (12 days in June) • Field visit to Cambodia (5 days in October) • Field visit to Indonesia (5 days in October) 		
Activity 3 - Data analysis	6 days	May-October 2017
Activity 4 - Field visit to Regional Offices in Thailand to debrief on the country trips and present preliminary findings	2 days	October 2017
Activity 5 - Product first draft of evaluation report and power point presentation	8 days	November 2017
Activity 6 - Produce second draft of evaluation report and draft evaluation brief	5 days	December 2017-Jan 2018
Activity 7 - Finalize report, finalize evaluation brief, power point presentation	3 days	Jan 2018
Total	60 days to be divided between the Evaluation Team leader and Evaluation Specialist	

5) EXPECTED OUTPUTS AND DELIVERABLES

The Evaluation Team is required to produce the following deliverables, as specifically outlined in the timeframe below:

1. **Evaluation Inception Report (Activity 1)** details the evaluator's understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, proposed sources of data and data collection procedures. The inception report must propose using mixed methods in data collection and analysis. It should also include an evaluation matrix, proposed schedule of tasks (evaluation framework/matrix), activities and deliverables. It should also contain a description of the country visits.

A power point presentation of the inception report will be made to and discussed at a virtual meeting with an Evaluation Reference Group (ERG) to be established by P4P.

2. **First draft of Evaluation Report (Activity 2-5)** to be shared with P4P, Evaluation Reference Group and other relevant stakeholders for feedback and quality assurance.

An evaluation debriefing meeting in Bangkok with P4P, Evaluation Reference Group and other key stakeholders will be set up in order for the evaluators to present the main findings and gain inputs for the draft evaluation report. The evaluation team is expected to travel to Bangkok right after their country visits to Cambodia and Indonesia.

3. **Second draft of evaluation report (Activity 6)** to be shared with P4P, Evaluation Reference Group and relevant stakeholders for feedback and quality assurance. The second draft will include revisions based upon comments received from the Evaluation Reference Group.
4. **A draft evaluation brief (Activity 7)** will summarize the key evaluation findings and recommendations in plain language that can be widely circulated. It must include human-interest quotes and case studies and photos.
5. **Final Evaluation Report (Activity 7)** will incorporate any final comments and revisions and is expected to cover findings with recommendations, lessons learned, and rating on performance. The report will include the following contents:

- Executive summary
- Table of Content
- List of Acronyms
- Introduction: Description of the programme, evaluation purpose, objectives and scope
- Description of the evaluation methodology, including data collection methods, sampling, ethics, use of UNEG Guidelines on Integrating Gender and Human Rights in Evaluations respondent confidentiality, stakeholder participation in evaluation process, study limitation.
- Findings: Description of the findings, with sub-sections on the interventions in Cambodia and Indonesia, as well as lessons learnt, success stories and good practices, including case studies, analysis of opportunities to provide guidance for the future programming
- Conclusions: Insights, good practices and lessons learnt related to the programme
- Recommendations on the programme, including for sustainability at national and regional levels, supported by evidence and conclusions, developed with the involvement of relevant stakeholders
- Annexes: ToR, field visits, people interviewed, documents reviewed, data collection instruments, etc.

6. **A powerpoint presentation (Activity 7)** of the final report will be made and discussed at a virtual meeting with an Evaluation Reference Group to be established by P4P.
7. **Final Evaluation Brief (Activity 7):** The finalize evaluation brief will include: a concise summary of the key evaluation findings and recommendations in plain language that can be widely circulated. It must include human-interest quotes and case studies and photos.

Deliverables/ Outputs	Tentative Target Due Dates	Percentage payment per deliverable	Review and Approvals Required
Inception Report and power point presentation to the Evaluation Reference Group	15 May 2017	20%	P4P Programme Manager
First draft of Evaluation Report	1 Dec 2017	40%	P4P Programme Manager
Second draft of evaluation report and draft evaluation brief	15 January 2018	N/A	P4P Programme Manager
Final Evaluation Report, power point presentation to ERG, final Evaluation Brief	31 Jan 2018	40%	P4P Programme Manager

All process should be guided by UNEG's guidance on human rights and gender equality in evaluation: <http://uneval.org/document/detail/1616>

6) EVALUATION MANAGEMENT ARRANGEMENT

The Contractor shall work under the overall supervision of the P4P Programme Manager, with support of the P4P Programme Officer for the day-to-day management of the evaluation.

The Evaluation Team Leader shall:

- Lead and conduct the evaluation and responsible for the relevant deliverables
- Communicate with P4P Programme Manager or Team members whenever needed
- Lead field visits and data collection, including liaison with P4P country partners

- Lead data analysis and report writing
- Present preliminary and final results

The Evaluation Specialist shall:

- Conduct the evaluation and be responsible for the relevant deliverables
- Communicate with P4P Programme Manager or Team members whenever needed
- Conduct field visits and data collection, including liaison with P4P country partners
- Conduct data analysis and report writing
- Present preliminary and final results

P4P manages this evaluation, including clearing and approval of the evaluation products. It will also provide the contractor with documents, contact details of relevant stakeholders, and other necessary information to collect data. Our country partners in Cambodia and Indonesia will provide access to locations.

The Evaluation Reference Group (ERG) will provide technical guidance to the contractor. The ERG will consist of: P4P Technical Advisory Group, Representatives of the four P4P agencies from the UN Evaluation Group for the Asia Pacific Region (UNEDAP), UN agencies and partners from the five countries, the donor, and the P4P Manager. They will provide feedback on the evaluation TOR, inception report, validate the findings of the evaluation, provide feedback to the evaluation report and support the uptake of the evaluation findings at the national and regional level.

7) QUALIFICATIONS OF SUCCESSFUL SERVICE PROVIDER

7.1 Offerors must demonstrate following capabilities:

- Relevant experience in evaluation of programmes on violence against women and girls and gender preferably in the Asia-Pacific.
- Relevant experience in the evaluation methodology, including surveys, focus group discussions, interviews, translation and transcription of qualitative data, mixed methods
- Past performance conforming to contract requirements and to standards of good workmanship, record of forecasting and controlling costs, adherence to contract schedules.

7.2 Offerors must propose an Evaluation Team, which consists of at least an Evaluation Team Leader and an Evaluation Specialist with the following qualifications:

The Evaluation Team Leader:

Education

- Minimum master's degree in a relevant discipline (e.g. evaluation, public policy, gender studies, social science, population studies, public health, etc.)

Experience

- Ten years of experience in programme evaluation, especially in the evaluation of VAWG and gender programmes and proven accomplishments in undertaking evaluation for international organizations, preferably including the UN
- Seven years of solid working experience in the area VAWG and gender programmes, preferably in the Asia-Pacific region
- Experience in conducting at least five evaluations, including as a team leader, in the development field and with international organizations, preferably in the area of VAWG and gender
- Expertise with and experience in working with men and boys programmes (for gender equality) would be an advantage

Language requirements

- Excellent written and spoken English and presentational capacities
- Khmer and Bahasa language skills are an asset

Competencies

- Ability to work in teams
- Understanding of qualitative and quantitative evaluation methods
- Demonstrates integrity by modelling UN values and ethical standards
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability

Critical Success Factors

- Proven ability to function at technical advisory level
- Demonstrated ability to plan and organize work to deliver results
- Ability to work with minimal supervision
- Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds with sensitivity and respect for diversity

The Evaluation Specialist:**Education**

- Minimum master's degree in a relevant discipline (e.g. evaluation, public policy, gender studies, social science, population studies, public health, etc.)

Work experience

- At least seven years of experience in programme evaluation, especially in the evaluation of VAWG and gender programmes and proven accomplishments in undertaking evaluation for international organizations, preferably including the UN
- At least five years of solid working experience in the area VAWG and gender programmes, preferably in the in the Asia-Pacific region
- Experience in conducting at least five evaluations, in the development field and with international organizations, preferably in the area of VAWG and/or gender

Language skills

- Excellent written and spoken English and presentational capacities
- Khmer and Bahasa language skills are an asset

Competencies

- Ability to work in teams
- Understanding of qualitative and quantitative evaluation methods
- Demonstrates integrity by modelling UN values and ethical standards
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability

Critical Success Factors

- Proven ability to function at technical advisory level
- Demonstrated ability to plan and organize work to deliver results
- Ability to work with minimal supervision
- Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds with sensitivity and respect for diversity

All evaluators must be independent and objective and, therefore, cannot have any prior involvement in design, implementation, decision-making or financing any of the UN interventions contributing to the P4P outputs.

8) CRITERIA FOR SELECTION OF THE BEST OFFER

A combined scoring method will be used to evaluate the offers. The qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

8.1 Evaluation of Technical Proposal

Criteria	Points obtainable
<i>Expertise and capability of Offeror</i>	20
<ul style="list-style-type: none"> Past performance demonstrating success in programme evaluation (10) Past performance demonstrating experiences in programmes on violence against women and girls of similar size and complexity, timeliness of performance, and adherence to contract schedules (10) 	
<i>Proposed methodology, approach and implementation plan</i>	40
<ul style="list-style-type: none"> Understanding of the VAWG prevention in the region (5) Data collection and analysis methods to answer the evaluation questions (25) Implementation plan and management, including timeline and deliverables (5) Quality assurance and financial reporting procedures (5) 	
<i>Key Personnel</i>	40
Curriculum vitae of the Evaluation Team Leader (25) <ul style="list-style-type: none"> Minimum master's degree in a relevant discipline 10 years of experience in programme evaluation, especially in the evaluation of VAWG and gender programmes Seven years work experience in VAWG and gender, preferably in the Asia-Pacific region Proven track record in leading five evaluations Strong written and oral skills in English are required Curriculum vitae of the Evaluation Specialist (15) <ul style="list-style-type: none"> Minimum master's degree in a relevant discipline At least seven years of experience in M&E of violence against women and girls and gender programmes At least five years work experience in VAWG and gender, preferably in the in the Asia-Pacific region Proven track record in taking part in five evaluations Strong written and oral skills in English are required 	
<i>Total</i>	100

A proposal shall be rejected if its technical component fails to achieve a minimum 70 points.

8.2 Evaluation of Financial Proposal:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A formula is as follows: $p = y (\mu/z)$, where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.