

Request for Quotation (RFQ)

Reference No.: PNG-RFQ-2017-04-005

Analysis of GBV data for the Safe Cities Programme

4 April 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for the provision of ***data analysis services as part of the Safe Cities Programme.***

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of ***GBV data analysis services*** as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. Terms of Reference (Annex 1)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
 - f. [Model Form of Contract \(Annex 5\)](#)
3. Quotations submitted by email must be limited to a maximum of 10 MB, virus-free or corrupted contents to avoid rejection, and no more than 3 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any

liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.

9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : April 9, 2017 12:00 AM</p> <p>[Port Moresby, Papua New Guinea (+9 GMT)] (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women office</p> <p>Level 4, United Church Building</p> <p>Douglas Street, Port Moresby, PNG</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation:</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail :</p> <p>UN Women Papua New Guinea Country Office Level 4, United Church Building, Douglas St. Papua New Guinea: Tel: +675 321 9855 Attn: Procurement Assistant</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation:</p> <p>procurement.png@unwomen.org</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Others (pls. specify) _____</p>

Quotation Currencies	Any freely convertible currency: <u>USD</u>
Quotation Validity Period commencing after closing date of RFQ	60 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods <input type="checkbox"/> Other:
Alternative Offer	<input checked="" type="checkbox"/> Authorized <input type="checkbox"/> Not authorized Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.
Clarifications of solicitation documents	Requests for clarification may be submitted 2 days before the submission date. If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it Clarification requests of this RFQ shall include the following subject header format: " <i>RFQ# Request for Clarification from Vendor Name</i> " Proposers shall not communicate with any other UN personnel regarding this RFQ.

Contact for requesting clarifications:	<p>Address: Level 4, United Church Building, Douglas St.</p> <p>E-mail address dedicated for this purpose: procurement.png@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>	
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input checked="" type="checkbox"/> Paper Mail</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> UN Women Website</p> <p><input type="checkbox"/> Other</p>	
Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ	<p><input type="checkbox"/> day from the issuance of the Purchase Order</p> <p><input checked="" type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i></p> <p>Time :</p> <p>Time Zone of Reference : PNG</p>	
Mode of Transportation	<p><input type="checkbox"/> Air</p> <p><input type="checkbox"/> Sea</p>	<p><input checked="" type="checkbox"/> Land</p> <p><input type="checkbox"/> Other <i>[pls. specify]</i></p>
Value Added Tax on Price Quotation	<p><input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes</p>	

Evaluation Criteria	<p><i>The process looks at the price, delivery, quality, payment terms and specifications of the need(s).</i></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to specification requirements and lowest price</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract</p> <p><input type="checkbox"/> Earliest Delivery / Shortest Lead Time</p> <p><input type="checkbox"/> Others</p>
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input type="checkbox"/> Other Type/s of Contract</p>

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Procurement Team

UN Women, PNG

TERMS OF REFERENCE (TOR)

Data analysis services to produce a brochure with GBV infographics

Date of services: April – June 2017

I. BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Rooted in UN Women’s mandate on ending violence against women, and in line with its strategic plan 2011 – 2017, UN Women is implementing a Global Programme “Safe Cities Free of Violence against Women and Girls” (SC GP). The programme builds on the experiences to date of leading women’s and international organizations and local level initiatives across various parts of the world.

Port Moresby is one of five cities participating in UN Women’s Safe Cities Free of Violence against Women and Girls Global Programme (SC GP). The global programme aims to prevent and reduce violence, particularly sexual harassment (SH) and other forms of sexual violence against women and girls (SVAWG) in public spaces, enabling women and girls to move more freely and safely, and increasing the exercise of their right to enjoy such spaces.

In Port Moresby, women predominate the informal economy, working as vendors to provide for their households; making markets an important part and unavoidable part of their lives. 71% of women and girls are part of the labour force, 66% in the informal sector. However, according to the scoping study conducted by UN Women 55% of the women reported experiences of sexual violence in a market in the last 12 months.

The Port Moresby Safe City Programme was launched in 2011 in partnership with National Capital District Commission (NCDC) and Royal PNG Police Constabulary (RPNGC) with a focus on markets. By 2016, the project is operating in Gerehu, Gordons and Koki Market. While safety inside the markets have improved, many women and girls still feel unsafe outside the markets.

In 2015, data collection was conducted at the three project markets, to assess the perceptions of safety by men and women at the markets. Services of organisations with adequate expertise in analyzing data related with GBV are now sought to analyse the data collected to extract key messages.

II. OBJECTIVES

The objective of this assignment is to extract key messages from the data collection exercise conducted in 2015, and to present it in an easily understood format.

SCOPE OF WORKS

Under the direct supervision of the Safe City Programme Specialists, the **contractor** will deliver a information brochure in soft copy (high definition), summarising the key findings of the data, illustrating the perceptions of safety at the project sites. Works to be conducted include:

1. Analysis of qualitative and quantitative data from 13 Focus Group discussions and 51 Key Informant Interviews and 763 quantitative surveys consisting of 132 questions.
2. Extracting gender-segregated key messages on perceptions/experience of safety at the markets.
3. Extracting gender-segregated key messages on perceptions/experience of safety at the markets on public transportation.
4. Presentation of key messages in a printable format (brochure with infographics).

DELIVERABLES

Deliverable	Timeframe
<i>Safe City Report on key findings extracted from qualitative and quantitative data.</i>	<i>10 May 2017</i>
<i>Safe Public Transport Report on key baseline findings extracted from qualitative and quantitative data</i>	<i>10 May 2017</i>
<i>Electronic copy of key findings printable format, with infographics and appropriate illustrations (no printing required).</i>	<i>30 May 2017</i>

MINIMUM REQUIREMENT¹

Qualification of the company/firm

- Legally registered company or organization.
- Minimum 5 years experience in research and analysis, data analysis, media, communication, advocacy, infographics materials/ products.
- Experience in consultancy works with multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage.
- Must have researchers with required qualification listed below.

¹ Individuals without any organizational affiliation will not be considered

Qualification of the researchers

UN Women Minimum Requirement	Offerors Response
<ul style="list-style-type: none"> Team composition 	
<u>Lead Researcher</u> <i>Minimum of 10 years' experience working on GBV.</i> <i>Minimum 5 years' experience working on qualitative and quantitative data.</i> <i>Experience working in PNG, or demonstrated understanding of PNG context highly desired.</i>	<input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template") <input type="checkbox"/> No
<u>Secondary Researcher</u> <i>Minimum of 2 years' experience working on GBV.</i> <i>Minimum 3 years' experience working on qualitative and quantitative data.</i> <i>Experience working in PNG, or demonstrated understanding of PNG context highly desired.</i>	<input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template") <input type="checkbox"/> No

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: *UN Women*
Level 4, Douglas Street, Port Moresby
Papua New Guinea

Date:

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **GBV data analysis services** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of **60** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED
SIGNATORY: _____

E-MAIL ADDRESS: _____

This quotation submission form **MUST** be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Quotation Format

TABLE 1: Item Description and Price

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (please specify):	
				UNIT PRICE & indicate whether DAP, FCA, CIP, CPT, and/or other (please specify)	TOTAL PRICE, (inclusive of shipping)
1.	Lump sum	-	-		

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL DAP, FCA, CIP, CPT, other <i>[please specify]</i> PRICE:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

TABLE 2: Estimated Operating Costs (if applicable)

List of Consumable Item/s <i>(Include fast moving parts, if any)</i>	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

TABLE 3: Compliance Requirements

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: 1-2 weeks	-	-	-
Estimated weight/volume/dimension of the Consignment: <i>[minimum measurements]</i>	-	-	-
Country/ies Of Origin ² :	-	-	-
Validity Period of Quotation: 60 days			
Warranty and After-Sales Requirements			
a) Training on operations and maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service unit to be provided when the purchased unit is under repair			
d) Brand new replacement if purchased unit is beyond repair			
e) Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

UN Women will not be charged for any samples as separate line items and expects the vendor to be able to provide at least 1 sample per request for any changes requested within scope. UN Women expects any provision of samples to be part of the vendor's business cost and inclusive of the pricing offered above. If samples are to be returned, please provide a self-addressed and stamped envelope.

² If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between _____ (Name of the Contractor)

And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____

Signature: _____

Date: ____/____/____

DD

MM

YYYY

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

4. PRICE & PAYMENT

OPTION 1 (FIXED FEE)

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of *[insert currency & amount in figures and words]*. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon....././....
....././....

5. INVOICES

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

[Insert address and contact details for submission of invoices].

6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:

Bank Address:

Bank ID:

Account No:

Title/name:

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

For UN Women:

[Insert Name, Address, Phone and Email]

For the Contractor:

[Insert Name, Address, Phone and Email]

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature	_____	_____
Name	_____	_____
Title	_____	_____
Date	_____	_____

ANNEX A

UN WOMEN GENERAL CONDITIONS OF CONTRACT—CONTRACTS FOR THE PROVISION OF SERVICES

The General Conditions can be accessed at:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf?v=1&d=20150416T202857>

ANNEX B

TERMS OF REFERENCE