

Request for Quotation (RFQ) for Services

Reference No.: PNG-RFQ-2017-003-003

**Provision of Research Services (Gender & Transport Study) as part of the
Safe Public Transport Programme**

21 April 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for the provision of *research services (Gender & Transport Study) as part of the Safe Public Transport Programme*.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *research 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 24, 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>US Dollars</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.
Payment Terms	<input type="checkbox"/> 100% upon completion and satisfactory receipt of services <input checked="" type="checkbox"/> Other: 50% upon submission of draft and 50% upon satisfactory completion and approval of final report.
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:	Address: Level 4, United Church Building, Douglas St. E-mail address dedicated for this purpose: procurement.png@unwomen.org Suppliers must not communicate with any other personnel of UN Women regarding this RFQ. 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.

Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<input checked="" type="checkbox"/> Paper Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> UN Women Website <input type="checkbox"/> Other
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	<input type="checkbox"/> day from the issuance of the Purchase Order <input checked="" type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time : Time Zone of Reference : PNG
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Evaluation Criteria	<i>The process looks at the price, delivery, quality, payment terms and specifications of the need(s).</i> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to specification requirements and lowest price <input checked="" type="checkbox"/> Qualifications & experience of proposed staff/personnel <input checked="" type="checkbox"/> Lowest Priced Bidder <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type/s of Contract

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

ANNEX 1

TERMS OF REFERENCE (TOR)

The Port Moresby Safe Public Transport Project is seeking data analysis services, to produce a report on Gender and Transport.

Date of services: April – July 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 and Public Spaces for 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.

Public transportation is a daily part of life for women and girls, boys and men in Port Moresby, specifically the low-income groups. The UN Women Scoping Study carried out in 2014 identified 98% of the women and men surveyed used public transport to go to the markets, or for women under 19, to go to school. Yet 97% women and girls reported to feel unsafe at bus stops or in the buses.

This situation evokes fear of more severe attacks by creating a routine sense of insecurity, which in turn affect women's freedom of movement. As a result, the UN Women's Global Flagship Initiative "Safe Cities and Safe Public Spaces" in Port Moresby launched the Safe Public Transport Programme for women and youth in 2015, with the overall goal to support the provision of a safe, reliable and affordable public transport that enables women and youth to move freely and safely around Port Moresby.

In order to achieve its goal, the SPT programme is seeking to support public transport regulations, policies, legislation and budgets that support and enhance women's safe mobility and accessibility to economic opportunities

II. OBJECTIVES

The objective of this assignment is to carry out a "Gender & Transport Study", including methodology design, data collection, data analysis and presentation of Key findings and recommendations.

SCOPE OF WORKS

Under the direct supervision of the Safe Public Transport Programme Specialists, the **contractor** will deliver a Port Moresby: Public Transport Report in soft copy (high definition), summarising the analysis of current situation for public transport in Port Moresby in four chapters i) user's transport demand, ii) transport services and infrastructure, iii) transport institutional assessment and iv) key recommendation to implement an efficient, affordable, safe and sustainable public transport system in Port Moresby.

Works to be conducted include:

1. Analysis of the user's mobility and accessibility, including walking, accessing and using public transportation.
2. Analysis to transport services and infrastructure including the public transport routes network including the spatial coverage, quality and distribution of public transport routes within the city of public motor vehicles (PMVs) and taxis. This analysis will also include key infrastructure transport development including bus stops and feeder systems.
3. Analysis of the institutional framework, operations and management assessment including licensing, RSL, revenue/taxi tracking procedures and key public transport regulations.
4. Design and provide recommendations of a suitable gender-sensitive public transportation system for Port Moresby taking into account sex-disaggregated users mobility and accessibility needs in a printable format (report with infographics):
 - Provide analysis of transportation supply in relation to the mobility and accessibility needs including women's safety in and around public transport.
 - Provide suggestions to accommodate growing demand for public transportation for examples designing and introducing possible feeders for the buses.
 - Recommend areas for improvement in infrastructure and public amenities to improve women's safety in and around public transportation.
 - Recommendation of route networks within the city (e.g. service coverage, network density, route overlapping, average bus stop spacing)
 - Recommend a comprehensive bus service standards including introduction to service standard, time table, for efficiency (i.e. time-saving).
 - Estimation of potential transit demand by looking at land use and socio-economic and demographic data for the future development of the city

Deliverables:

Deliverable	Timeframe
<p><i>Draft Report Chapter 1</i></p> <p><i>Chapter 1: Analysis of user's mobility and accessibility including sex and age disssagregated data of walking, accesing and using public transport in Port Moresby. This analysis should include a clear understanding of safety and sexual harassment of commuters in public transport as well as accessibility of women and children to key public services.</i></p>	<p>20th June, 2017 (Draft Report)</p>
<p><i>Draft Report Chapter 2</i></p> <p><i>Chapter 2: Analysis of public transport services and infrastructure. This analysis should also include operator's, drivers and crew's perspective in terms of their service, cost and revenue.</i></p>	
<p><i>Draft Report Chapter 3</i></p> <p><i>Chapter 3: Analysis of Institutional assessment including licensing, RSL, revenue recollection systems and regulations in NCD.</i></p>	
<p><i>Draft Report Chapter 4</i></p> <p><i>Chapter 4: Design and Recommendations. This chapter should include a design proposal and recommendations to implement a gender-sensitive public transportation system for Port Moresby taking into account the user's mobility needs, the existing public transportation services/ infrastructure, and the institutional framework.</i></p>	
<p><i>Presentation of Key findings, reccommendations and proposed design in ppt format</i></p>	
<p>Final Report</p> <p>Public Transport through a gender lense Report: <i>Electronic copy of the report in printable format including all the chapters mentioned above, with infographics and appropriate illustrations (no printing required).</i></p>	<p>20th July, 2017 (Final Report)</p>

MINIMUM REQUIREMENT

UN Women Minimum Requirement	Offerors Response
<ul style="list-style-type: none"> Team composition 	

<p><u>Lead Researcher</u></p> <p>Education:</p> <ul style="list-style-type: none"> • Minimum of Master's degree in Transport Planning/Engineering) or Development / Gender Studies, social sciences or relevant field with minimum of 10 years' experience working on transport and/or gender. <p>Experience;</p> <ul style="list-style-type: none"> • Minimum 5 years' experience in implementing qualitative and quantitative research, particularly in the field of transport & gender • Experience analyzing complex qualitative and quantitative data and demonstrated competence in producing analytic knowledge products • Experience working with multi-stakeholder organisations: local government, CSOs, Donors & Key development partners • Demonstrated experience in training, managing and guiding local teams; • Experience working in developing or hardships environment 	<p><input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template")</p> <p><input type="checkbox"/> No</p>
<p><u>Multi-disciplinary Project team members;</u></p> <p>Education;</p> <ul style="list-style-type: none"> • Minimum of Bachelor or equivalent degree in transport/urban planning, gender studies, public health or relevant field experience <p>Experience;</p> <ul style="list-style-type: none"> • Minimum 1 researcher expert on transportation planning and 1 researcher expert on gender-sensitive data analysis, with 	<p><input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template")</p> <p><input type="checkbox"/> No</p>

<p><i>minimum of 3 years of relevant experience</i></p> <ul style="list-style-type: none"> • <i>Expereince carrying out research on transport related issues and /or gender and transport in the Pacific</i> • <i>Expereince in collecting complex sensistive qualitative data of Focus Group discussions and Indepth Interviews</i> • <i>Previous experience on PNG and or the Pacific Region and hardship countries is an asset</i> <p>Language;</p> <ul style="list-style-type: none"> • <i>Flency in oral and written language is required</i> • <i>Ability to speak Tok Pisin is required</i> 	
<p>Subcontractors (if any): The offeror shall not sub-contract > 50% of the work.</p>	<p><input type="checkbox"/> Yes (Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities)</p> <p><input checked="" type="checkbox"/> No</p>
<p>• Relevant Experience of the Firm</p>	
<ol style="list-style-type: none"> 1. <i>Research firm should have a minimum of 5 years of experience in Transoprt planning which would include;</i> 2. <i>Expertise on transport planning & gender mainstreaming;</i> 3. <i>Expereince of working in the Pacific or similar country countext to PNG on coordinating and implementing research;</i> 4. <i>Comprehensive research experience on data design, collection & analysis mainly in the transport sector;</i> 5. <i>Experience in investigating mobility and accessibility through a gender lense.</i> 	<p><input checked="" type="checkbox"/> Yes (Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 “Relevant Experience”)</p> <p><input type="checkbox"/> No</p>
	<p><input checked="" type="checkbox"/> Yes (Include examples of case studies as an Annex to your bid submission form)</p> <p><input type="checkbox"/> No</p>

• Reference	
<p><i>[Minimum three client references that include the name of the contact person, title and contact information]</i></p>	<p><input checked="" type="checkbox"/> Yes, a minimum of three (3) references available</p> <p><i>Fill in below:</i></p> <p>1.</p> <ul style="list-style-type: none"> – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> <p>2.</p> <ul style="list-style-type: none"> – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> <p>3.</p> <ul style="list-style-type: none"> – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> <p><input type="checkbox"/> No, a minimum of three (3) references are not available.</p>

ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: *PNG-RFQ-2017-003-003*

Title: *Provision of Research Services (Gender & Transport Study) as part of the Safe Public Transport Programme*

Deadline Date/Local time: *24th April, 2017 / 10:00 AM / + 9 GMT*

Please complete (A), (B), or (C) and return to procurement.png@unwomen.org **by** *7th April 2017 / 10:00 AM / + 9 GMT*

<p>(A) We intend to submit our proposal by: _____ (date/time)</p>	<p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>
<p>(B) We may submit our proposal and will confirm our intent by: _____ (date/time)</p>	<p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>
<p>(C) We do not intend to submit a proposal for the following reason(s):</p>	<div data-bbox="857 1291 1409 1654"> <ul style="list-style-type: none"> <input type="checkbox"/> Our current workload does not permit us to take on additional work at this time <input type="checkbox"/> We do not have the required expertise <input type="checkbox"/> There is insufficient time to prepare a proper submission in response to this solicitation <input type="checkbox"/> Our funds or other resources are insufficient to carry out the work required <input type="checkbox"/> We choose not to participate due to a conflict of interest involving: _____ <input type="checkbox"/> Other (please specify): _____ </div> <p>Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____</p>

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**

Date:

Level 4, Douglas Street, Port Moresby

Papua New Guinea

We, the undersigned, declare that:

- 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;
- 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;
- We offer to supply in conformity with the RFQ, the following **Research Services (Gender & Transport Study)** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- 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;
- 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;
- 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.

Technical Information

Section A: Expertise and Capability of Proposer

1.1 The organization

- Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.
- Provide certificate(s) for any accreditation of processes, policy (e.g. ISO).
- Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in.

1.2 Adverse judgments or awards

- The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment;
- The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

1.3 Subcontracting and partnerships

- Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal.
- Explain any partnerships that are planned for the implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included.

1.4 Relevance of Specialized Knowledge and Experience on Similar Projects

- Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations.
- References and/or samples of work must be provided upon request

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the Supplier's approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR.
- Explain your organization's understanding of UN Women's needs for the services or works.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

Section C: Resource Plan, Key Personnel

3.1 Composition of the team proposed to provide, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each.

3.2 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier's organization, women in leadership positions, and percentage of women shareholders.
- Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women's core mandate.

Provide Curriculum vitae of the proposed team that will be involved either full time or part time (if applicable or as per the TOR)

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

No substitution of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

Sample CV template:

CV's may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	
Positions held: _____	

Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)		
(Name/Title/Organization/Contact Information – Phone; Email)		

Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Quotation should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2...		
	Total	100%	USD

End of Annex 2

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

ANNEX 5

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

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....././....
....././....

OR

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