

Request for Proposal

Reference No.: PNG/RFP/2017/06/001

Data collection and analysis services, to generate knowledge on Gender and Transport in Port Moresby.

21st of June, 2017

Dear Sir/Madam,

Subject: Request for Proposal (RFP) to undertake study on Gender and Transport in Port Moresby.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Data collection and analysis services, to generate knowledge on Gender and Transport in Port Moresby** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS)
 - b. Instructions to Proposers ([Annex 1](#)) available from this link:
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
 - i. Proposed Model Form of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 9)
 - k. Joint Venture/Consortium/Association Information Form (Annex 10)
 - l. Waiver & Release of Indemnity Form (Annex 11)
 - m. Submission Checklist (Annex 12)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link:

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

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time: Wednesday 12 July 2017 11:59 PM (+9 GMT-PNG TIME ZONE)</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: Port Moresby, PNG</p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Level 4, United Church Building Douglas Street, Port Moresby P O Box 1041, Port Moresby.NCD Papua New Guinea Tel:+675 321 9855 (ext.129) Fax: +675 321 9849</p> <p>“NOT TO BE OPENED BY REGISTRY”</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p>Technical Proposal: technical.bid.png@unwomen.org Financial Proposal: financial.bid.png@unwomen.org</p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>

3.4.2	Proposal Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text"/></p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<p>If other, please indicate: <input type="text" value="120"/> days.</p>
2.4	Clarifications of solicitation documents	<p>Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: clarrissa.takip@unwomen.org</p> <p>Clarification emails should include a subject header in the following format:</p> <p>"UNW RFP Reference #, Request for Clarification, Company/Contractor Name"</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></p>
2.5	Pre-Proposal/Bid Meeting	<p><input checked="" type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Mandatory:</p> <p><input type="checkbox"/> Optional:</p>

3.9	Proposal Security	<input type="checkbox"/> Required Amount: _____ (USD) [If other currency, please indicate] Form: See Annex XI <input checked="" type="checkbox"/> Not Required Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.
7.4	Performance Security	<input type="checkbox"/> Required The Performance Security will be equivalent to <i>[insert the percentage e.g. ten percent (10%)]</i> of your total offered price for this assignment. The amount will be determined by your price proposal. Form: See Annex XII <input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required. <input checked="" type="checkbox"/> Required Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: procurement.png@unwomen.org

4. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Adekemi Ndieli -Deputy Country Representative /Acting OIC

ANNEX 2

TERMS OF REFERENCE (TOR)

The Safe Public Transport Project is seeking data collection and analysis services, to generate knowledge on Gender and Transport in Port Moresby.

INTRODUCTION

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 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.

The Port Moresby Safe City Programme which was launched in 2011 partnered with National Capital District Commission (NCDC) and Royal PNG Police Constabulary (RPNGC) to make markets safe for those who use them, especially women and girls. In 2015, the programme expanded to address high numbers of reported cases of sexual harassment on and around public transport system. The Safe Public Transport Programme specifically intends to support the provision of safe, reliable and affordable public transport that enables women and children to move freely and safely around Port Moresby. To achieve its goal, the Safe Public Transport (SPT) programme has four key areas of intervention including institutional support, capacity building, advocacy and the provision of gender-sensitive infrastructure to address women's and girl's mobility and safety in and around public transport.

Safe Public Transport Project is implemented in close collaboration with key transport partners; Ginigoad Foundation, Road Traffic Authority(RTA), Department of Transport(DoT), Independent Consumers & Competition Commission (ICCC) and Public Motor Vehicle (PMV) Association.

BACKGROUND/PROBLEM ANALYSIS

Public transportation is a daily part of life for women and girls, boys and men in Port Moresby, specifically the low-income groups. Many use public transport to access key public goods and services. A Scoping Study by UN Women in 2014 found over 98% of women and men surveyed confirmed using public transport to access markets and attend school especially for girls under 19 years of age. Despite the heavy reliance on Public Motor Vehicles (PMV) for their daily mobility needs, PMVs are, over-crowded, unsafe and very unreliable. For women and girls, due to lack of other alternatives, they continue to use PMVs. From the study, over 90% of women and girls have reported experiencing some form of violence when accessing public transport, including on buses, waiting at bus stops, walking to and from bus stops, or in taxis. This included verbal sexual remarks, extortion, robbery, threats or intimidation, inappropriate touching, and indecent exposure¹. The current situation evokes fear of more severe attacks by creating a routine sense of insecurity, which in turn affect women's freedom of movement.

Thus, the Safe Public Transport (SPT) Programme for women and children was launched in 2015 to support the provision of a safe, reliable and affordable public transport that enables women and children to move freely and safely around Port Moresby. The programme envisions to support public transport regulations, policies, legislation and budgets that support and enhance women's safe mobility and accessibility to economic opportunities.

Port Moresby is home to about 318,128 people, and growing at a pace of 2% per annum as per 2011 Census Report. There are 57,741 households within the 9 listed suburbs of National Capital District and an average of about 6, 416 population per suburb. About 2,000 PMVs (buses) are currently providing mobility across the city for most of the urban population. Of the 25 designated PMV routes, only 18 are operational while buses serving the other 7 routes have ceased operation due to low profitability caused by excessive operating costs. Public Transport is owned by individual operators, while government take charge of public transport regulations including licensing, road safety, PMV routes and fare setting. Enforcement by transport authorities to ensure compliance continues to be a major challenge for the

¹ UN Women (2014) Ensuring Safe Transport With and For Women and Girls in Port Moresby. Papua New Guinea: UN Women:< https://unwomen.org.au/wp-content/uploads/2016/11/UNW_safe_public_transport.pdf>

government, therefore operators over charge PMV fares, do not follow designated routes, have very poor customer service and are often very unreliable.

The newly established Road Traffic Authority (RTA) has been tasked to take charge of public transport system and ensure the design and implementation of an efficient, effective, reliable safe and affordable urban public transport for women, man, girls and boys including marginalized groups. Without existing baseline data on user's transport demand, existing transport services and infrastructures including transport institutions, it is almost impossible to implement an efficient, affordable, safe and sustainable public transport system in Port Moresby.

PURPOSE

Urban transport infrastructures and services do not often support accessibility and inclusion of low income population which are often women and girls, elderly and people living with disabilities. To support key transport partners (Road Traffic Authority -RTA and National Capital District-NCD) with baseline data, UN Women is undertaking a 'Gender and Transport Study' to analyze current situation for public transport in Port Moresby.

This will entail the following;

1. **Analysis of the user's mobility and accessibility**, including walking, accessing and using public transportation.
2. **Analysis of transport services and infrastructure** including the public transport routes network, its spatial coverage, quality and distribution (PMV routes) within the city of public motor vehicles (PMVs) and taxis. This analysis will also include key transport infrastructural development including bus stops and feeder systems.
3. **Analysis and assessment of transport institutional framework, operations and management** including licensing, road safety, revenue tracking procedures and key public transport regulations.
4. **Design and provide recommendations of a suitable gender-sensitive public transportation system for Port Moresby** considering sex-disaggregated users' mobility and accessibility needs in a printable format (report with infographics);
 - Provide analysis of transportation supply in relation to mobility and accessibility needs including women's safety in and around public transport.

- Provide suggestions to accommodate growing demand for public transportation for example, 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.

The research will include methodology design, data collection, data analysis and presentation of key findings and recommendations.

REQUIRED

UN Women is seeking the services of a research firm.

The research firm must demonstrate previous experience of conducting similar surveys and clearly articulate how they will undertake the research in their proposal.

DELIVERABLES

1. **Inception report** after 15 days of signing contract describing methodology, survey and mapping tools to be used including implementation plan and human resources. **Research design should clearly justify how the selection of survey population is adequate to form a design basis for the mobility analysis of the whole city.** Inception report to also clarify how data collection will be carried out, describing any prior recruitment, training and security measures established.
2. **Interim report** within 60 days from signing of contract highlighting progress of work to date.
3. **Draft report** after 90 days from signing of contract comprising of the following;
 - a) *Draft Report Chapter 1:* Analysis of user's mobility and accessibility including sex and age disaggregated data of walking, accessing and using public transport in Port Moresby. This analysis should include a clear understanding of safety and forms of violence against women,

especially sexual harassment of commuters in public transport and how that undermines accessibility of women and children to key public services and enjoyment of fundamental freedoms.

- b) *Draft Report Chapter 2: Analysis of public transport services and infrastructure.* This analysis should also include operator's, drivers and crew's perspective, in addition to commuters', in terms of quality of service, cost and revenue and safety (to include both road and vehicle conditions).
 - c) *Draft Report Chapter 3: Analysis of current Institutional capacities in licensing, ensuring road safety, revenue recollection systems, PMV fare setting and collection system, effectiveness or otherwise of existing policies and regulations in National Capital District (NCD). Analysis to clearly describe the institutional gaps and way of addressing these.*
 - d) *Draft Report Chapter 4: Recommendations and design.* This chapter should include policy recommendation and design proposal for the implementation of a gender-sensitive public transportation system for Port Moresby with cost estimates, considering findings and recommendations put forward in the previous 3 chapters and their relevance to the promotion of Gender Equality and Women's Empowerment in transportation.
4. **Presentation of Key findings, recommendations and proposed design** in both narrative (summarized in a) PowerPoint to UN Women and key transport partners (RTA, NCDC, PMV Association, Ginigoda Foundation & ICCG). To be submitted 2 weeks before the end of contract.
 5. **Final Report -Public Transport through a gender lens Report:**
 - a) Electronic copy of the report in MS Word format incorporating all feedback on the study, including all the chapters mentioned above with infographics and appropriate illustrations (no printing required). To be submitted a week before the end of contract agreement after incorporating all comments and concerns. Maximum of 200 pages.
 - b) Soft and hard copies of all data collected and compiled during surveys (survey forms and questionnaires, photographs, audio, video or other recordings as per scope of work will also be handed over to UN Women. All data and reports generated because of this assignment are the property of UN Women and may not be replicated without prior permission.

ACTIVITIES/TASKS:

- I. Collect available secondary data regarding Public Transport in Port Moresby, NCD (Management & Operation of PMVs/Taxis, approved routes etc.)
- II. Develop
 - Research Methodology/Survey Tools
 - Implementation Plan Human resource – personnel to be engaged
- III. Conduct interviews of 10% (i.e. 60% females & 40 % males) of the population in selected suburb in NCD (including settlements that live along or within classified streets) to compile sex and age disaggregated data on.
 - Origin & destinations of commuters /passengers using PMV/Taxi services and walking distance from residence to local bus stop;
 - Perception about urban public transport adequacy, service quality, fare structure, affordability etc.
 - Experience of crime and harassment when accessing public transport

Note: There are roughly 9 listed suburbs (2011 Census) which are small with approximately 6000 people
- IV. Undertake survey of existing transport services and infrastructure in Port Moresby, NCD. This should include;
 - Survey of public transport routes network within the city, its spatial coverage, quality and distribution of PMVs and Taxis within each designated route.
 - Assessment of key transport infrastructural development including bus stops and feeder systems.
 - Interview 20% of PMV operator's, drivers and crews along the 25 designated routes on their perspective in terms of their service, cost and revenue.
- V. Conduct interviews with key transport partners and other relevant government departments and agencies for Institutional assessment including but not limited to licensing, road safety, revenue recollection systems and regulations in National Capital District (NCD). These include

Independent Consumer Competitive Council (ICCC), Road Traffic Authority (RTA), National Capital District Commission (NCDC), Ginigoda Foundation and the PMV association. Other stakeholders may also be identified during the research design process.

VI. Prepare;

- A narrative report highlighting key findings, recommendations and proposed design and present to key transport partners
- PowerPoint presentation summarizing the findings and recommendations and proposal design of a gender sensitive public transportation -presented to transport partners.

VII. Submit Final Report on Public Transport through a gender lense

- Incorporate all comments and concerns on draft final report
- Propose an upgraded Public Transport System for Port Moresby through a Gender lens.
- Submit Report & Soft and hard copies of all data collected and compiled to UN Women

TIMEFRAME/LOCATION:

This engagement is for a period of 4 months with UN Women PNG Country Office. The contractor shall begin study and other tasks as soon as contract is signed.

DELIVERABLES	ACTIVITIES /TASK	TIMEFRAME	PAYMENT (%)
<p>1. Inception Report:</p> <p>This report will update original proposed research methodology, criteria for geographical focus, survey and mapping tools to be used, implementation plan and human resources -based on consultations with UN Women, RTA and NCDC.</p>	<p>a) Collect available secondary data regarding Public Transport in Port Moresby, NCD (Desk Review)</p> <p>b) Develop;</p> <p>i. Research Methodology/Survey Tools</p> <p>ii. Implementation Plan</p> <p>iii. Human resource – personnel to be engaged</p>	<p>To be submitted after 15 days (2 weeks) of signing contract</p>	<p>30% on approval of inception report</p>

<p>2. Interim report;</p> <p>This is the Narrative Progress Report that will highlight progress of work to date with key issues/challenges if any.</p>	<p>a) Conduct interviews of 10% (60% females & 40 % males) of the population in each suburb in NCD (including settlements that live along or within classified streets) to compile sex and age disaggregated data on;</p> <p>i. Origin & destinations of commuters /passengers using PMV/Taxi services and walking distance from residence to local bus-stop;</p>	<p>After 60 days from signing of contract</p>	<p>10 % upon approval of interim report</p>
<p>3. Draft report</p> <p>This should contain Chapters 1 to 4 of the Gender and Transport Study Draft Report as outlined;</p> <p>a) Draft Report Chapter 1: Analysis of user's mobility and accessibility including sex and age disaggregated data of walking, accessing 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.</p> <p>b) Draft Report 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.</p> <p>c) Draft Report Chapter 3: Analysis of Institutional assessment including licensing, road safety, revenue recollection systems and regulations in National Capital District (NCD).</p>	<p>ii. Perception about urban public transport adequacy, service quality, fare structure, affordability and other issues described in item 3 (a) of Deliverables section above.</p> <p>Note: <i>This should ensure mobility needs of persons living with disabilities, especially women and girls are considered and reported against in this study.</i></p> <p>b) Undertake survey of existing transport services and infrastructure in Port Moresby, NCD. This should include;</p> <p>i. Survey of public transport routes network within the city, its spatial coverage, quality and distribution</p>	<p>After 90 days from signing of contract</p>	<p>25% on approval of Draft Final Report</p>

<p>d) Draft Report 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 with cost estimate, considering the user's mobility needs, the existing public transportation services/ infrastructure, and the institutional framework.</p>	<p>of PMVs and Taxis within each designated route.</p> <p>ii. Assessment of key transport infrastructural development including bus stops and feeder systems.</p> <p>iii. Interview 20% of PMV and Taxi operator's, drivers and crews along designated routes on their perspective in terms of their service, cost and revenue.</p> <p>c) Conduct interviews with key transport partners for Institutional assessment including licensing, road safety, revenue recollection systems and regulations in National Capital District (NCD).</p>		
<p>4. Presentation of Key findings, recommendations and proposed design in narrative and power point format to UN Women and key transport partners (RTA, NCDC, PMV Association, Ginigoda Foundation & ICCG).</p> <p>The design will include a logframe and theory of change framework.</p>	<p>a) Prepare;</p> <p>i. A narrative report highlighting key findings, recommendations and proposed design and present to key transport partners</p> <p>ii. PowerPoint presentation summarizing the findings and recommendations and proposal design of a gender sensitive public transportation -</p>	<p>Two weeks before contract end date</p>	<p>10 % upon delivery of presentation to UN Women & partners highlighting key findings, recommendations and proposed design</p>

	presented to transport partners.		
5. Final Report - Public Transport through a gender lense Report: a) Electronic copy of the report in printable format including all the chapters mentioned above, with infographics and appropriate illustrations (no printing required). b) Soft and hard copies of all data collected and compiled during surveys (survey forms and questionnaires) as per scope of work should also be handed over to UN Women	i. Incorporate all comments and concerns on draft final report ii. Propose an upgraded Public Transport System for Port Moresby through a Gender lens. iii. Submit Report & Soft and hard copies of all data collected and compiled to UN Women	To be submitted a week before the end of actual contract agreement after incorporating all comments and concerns on draft final report.	25% on approval from UN Women of the Final Report submitted.

TEAM COMPOSITION

A) Lead Researcher;

Education:

- Minimum of Master's degree in Transport Planning/Engineering) or Development / Gender Studies, social sciences or relevant field
- **Experience;**
- Minimum 10 years' experience in implementing qualitative and quantitative research, particularly in the field of transport & gender
- Minimum of 10 years' experience working on transport and/or gender.
- Demonstrated competence in designing and implementing transport research with a gender perspective at a comparable scale.
- Experience analyzing complex qualitative and quantitative data and demonstrated competence in producing analytic knowledge products
- Experience working with multi-stakeholder organizations: local government, CSOs, Donors & Key development partners
- Demonstrated experience in training, managing and guiding local teams;
- Experience working in developing or hardships environment

B) Multi-disciplinary Project team members;

Education;

- Minimum of Bachelor or equivalent degree in transport/urban planning, gender studies, public health or relevant field experience

Experience;

- Minimum 1 researcher expert on transportation planning and 1 researcher expert on gender-sensitive data analysis, both with minimum of 3 years of relevant experience
- Experience carrying out research on transport related issues and /or gender and transport in the Pacific
- Experience in collecting complex sensitive qualitative data of Focus Group discussions and In-depth Interviews
- Previous experience on PNG and or the Pacific Region and hardship countries is an asset

Language;

- Fluency in oral and written English language is required
- Enumerators required to speak Tok Pisin

ROLES AND RESPONSIBILITIES OF THE PARTIES

UN Women will provide technical guidance where possible. The Contractor shall be required to bear all the related costs for transport, security and allowances, etc. and work independently to successfully achieve the end results.

COMMUNICATION AND REPORTING OBLIGATIONS

- The contractor will report to UN Women Safe Public Transport Programme Specialist and work closely with the UN Women PNG Safe Cities Project Team in delivering the Port Moresby Gender and Transport Study.

METHODOLOGY/WORKPLAN

Applicants should clearly articulate how they will undertake the research in their proposals, including:

- Organizational structure
- Outline of general organizational capability
- Whether any subcontracting will take place
- Quality assurance procedures, risks and mitigation measures
- Any specialized knowledge and experience on similar projects
- Approach and methodology to be employed
- Inputs and indicative budget
- Management timeline, deliverables and reporting
- Composition of staff on the project
- The gender profile of the organization

ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements.

- Submitting companies are not included among United Nations suspended companies;
- Offers are signed by an authorized party, including Power of Attorney if stipulated;
- The offer is submitted as per the instructions to proposers' ref: 4.1 and detailed in the PIS above;
- The offer is valid;
- The offer is complete and eligible.

2. Cumulative Analysis Methodology: A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals;

- 1) The **technical proposal** will be evaluated with a minimum pass requirement of **70%** of the obtainable **700** points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **700** points prior to any price proposal being opened and compared.
- 2) The **financial proposal** will be opened only for those entities whose technical proposal achieved the minimum technical threshold of **70%** of the obtainable score of **700** points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points ("maximum number of points") which a firm/institution may obtain for its proposal is as follows:

Technical proposal: **700**

Financial proposal: **300**

Total number of points: **1,000**

Evaluation of financial proposal:

300 points will be allocated based on financial proposal. In this methodology, 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.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of **700** points):

1.0 Expertise of Team Organisation		Points obtainable
1.1	Organization and Staff reputation (competence /reliability)	25
1.2	General Organizational Capability which is likely to affect implementation (i.e. size of the firm and extent to which any work would be subcontracted, strength of management support, for instance financial capacity and project management controls)	30
1.4	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge (quantitative and qualitative research methods, data collection and analysis etc.) - Experience on Similar research projects in the region 	45

	<ul style="list-style-type: none"> - Relevant years of Experience on Projects in the Region - Experience working on Transport and or gender equality and women's empowerment related research - Work for other UN agencies/ major multilateral/ or bilateral programmes 	
		100
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Clarity of Research Proposal: Is the proposal clear and well drafted? Have the important aspects of task been addressed in sufficient detail?	80
2.2	<p>Sound Research Methodology: To what extend does the research plan outline how primary and secondary data will be collected and analysed? The proposal does provide substantial detail on;</p> <ul style="list-style-type: none"> - Research Design (Clearly defines study type, research question, hypotheses, variables, and data collection methods) - Sampling Plan and study population (description of study areas, populations and procedures for their selection) - Instrumentation (clear plan on how to gather data, when to gather data, where to gather data & how to analyze data) - Data Gathering Technique (description of the tools and methods used to collect information, and identification of variables etc. - Data analysis (description of data processing and analyzing procedures; <p>Methodological approach to include clear logical framework and sequence of activities.</p>	200
2.3	Does the firm clearly outline an understanding of gender equality and women's rights issues? Has the firm integrated a gender equality and women's empowerment approach throughout the study proposal?	30
2.4	Firms presence or understanding of country context and how national capacities will engaged for data collection.	120
2.5	Does the workplan clearly articulate how the proposed study can be delivered within given timeframe?	70
		500
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		

3.1	<p>Composition of the team proposed and the work tasks for each team member (including supervisory roles)</p> <p>Curriculum vitae of the proposed team that will be involved either full or part time. Should include relevant;</p> <ul style="list-style-type: none"> - Academic qualification - Track record/competence/experience in conducting research. - Research Integrity 	50
3.2	Does the proposal include a monitoring and evaluation plan? Are indicators specific, measurable, achievable, relevant and timebound?	25
3.3	Is the reporting framework to UN Women and government authorities clear?	25
		100
70% of 700 pts = 490 pts needed to pass technical		

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70 %** of the obtainable score of **700** points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.

Proposer is requested to include a *half* page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant years of experience and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).

- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar services. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to undertaking the goods/services/works	Reference Contact Detail (Name, Phone Email)
1-					
2-					
3-					

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Clearly articulate the envisioned results and provide logical framework for the Study.
- Provide clear monitoring framework for this study.
- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the service.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- 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
2.2 Management - timeline, deliverables and reporting • Provide a detailed description of how the management for the requested services will be implemented in regard to the TOR
2.3 Environment-related approach to the service/work required • Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
Section 3.0: Resource Plan, Key Personnel
3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory) Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.
3.2 Profile on Gender Equality • Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will <i>not</i> be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment. • Proposers are also invited to sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in the workplace. Good practices of gender-responsive companies can be found <u>here</u> : http://weprinciples.org/Site/CompaniesLeadingTheWay/
Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract. Please use the format below, with each CV no more than THREE pages in length .

Sample CV template:

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)	

ANNEX 5

FORMAT OF FINANCIAL PROPOSAL

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer 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 proposal 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.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.
 - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.
 - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
 - d. An all-inclusive amount for local travel, if applicable.
 - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or

equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women's core mandate. In the case that both companies are women-owned or have women in the majority, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

A. Cost Breakdown per Deliverables

	Deliverables	% of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1: Inception Report	30%		To be submitted after 15 days (2 weeks) of signing contract
2	Deliverable 2: Interim report	10%		Within 60 days from signing of contract
3	Deliverable 3: Draft Report	25%		Within 90 days from signing of contract
4	Deliverable 4: Presentation of Key findings, recommendations and proposed design	10%		Two weeks before contract end date
5	Deliverable 5: Final Report - Public Transport through a gender lense Report	25%		To be submitted a week before the end of actual contract agreement after incorporating all comments and concerns on draft final report.
	Total	100%	USD	

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative: _____

Address: _____

Telephone: _____

Email: _____

ANNEX 6

PROPOSAL SUBMISSION FORM

[The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: *UN Women*
Level 4, United Church Building
Douglas Street, Port Moresby
P O Box 1041, Port Moresby.NCD
Papua New Guinea

Date: 12th July 2017

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *Gender and Transport Study services* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing this form]*

Name: _____ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of proposer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEX 7

VOLUNTARY AGREEMENT

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 **(Name of the Contractor)** (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- ☐ 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;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ 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: _____

ANNEX 8

PROPOSED MODEL FORM OF CONTRACT



Model Professional Service Contract - Over 50,000 Value

ANNEX 9

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contracts can be accessed by the proposer by clicking on the below link.

- For Services, available from this link:
<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

ANNEX 10

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

<p>Consortium/Association Agreement</p>	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
--	--

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

ANNEX 11

RELEASE AND WAIVER OF LIABILITY

[The use of this form is for when a contractor or potential contractor is performing a site visit in connection to an ongoing solicitation or request for information or expression of interest.]

HOW TO USE IT:

- *All fields must be filled in and the bottom section of the form completed with a signature to be valid.*
- *Once complete and signed by the vendor, forward a copy by email to the focal point or case manager within procurement or to procurement@unwomen.org with the subject of the email clearly stating the appropriate solicitation (RFP, ITB, RFQ) or Expression of Interest reference number.*
- *The procurement practitioner shall keep this form on-file for future auditing records.]*

This Release and Waiver of Liability (the “Release”) is executed by NAME: [] (the “Visitor”) in favor of the United Nations Entity for Gender Equality and the Empowerment of Women (“UN Women”), a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, and its officials, representatives, staff and agents. In consideration of being granted access to the property located at [insert address] (the “Site”), the Visitor acknowledges, agrees and represent the below:

1. The Visitor acknowledges that the Site is a dangerous environment and safety hazards may be present despite safety precautions taken, and accessing the Site involves risks of injury, illness, death, and/or damage to his/her property.
2. The Visitor assumes full responsibility for any risks of personal injury, illness, death, and/or damage to his/her property arising from or in any way connected to his/her access to the Site.
3. THE VISITOR UNDERSTANDS THAT THIS RELEASE DISCHARGES UN WOMEN FROM ANY AND ALL LIABILITY, CLAIMS, AND DEMANDS OF WHATEVER KIND OR NATURE WITH RESPECT TO ANY PERSONAL INJURY, ILLNESS, DEATH, AND/OR DAMAGE TO HIS/HER PROPERTY ARISING FROM OR IN ANY WAY CONNECTED TO VISITOR'S ACCESS TO THE SITE, WHETHER CAUSED BY THE NEGLIGENCE OF UN WOMEN OR ITS OFFICIALS, REPRESENTATIVES, STAFF OR AGENT OR OTHERWISE. VISITOR ALSO UNDERSTANDS THAT UN WOMEN DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

I hereby attest that I have read and, intending to be legally bound, agree to the above on the date indicated below.

Name: _____

Address: _____

Emergency Contact

Name: _____

Relationship to you: _____

Phone Number: _____

Email address: _____

Signature: _____ Date: [DD]/[MM]/[YYYY]

ANNEX 12

SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
• Financial Excel Spreadsheet (if required)	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	