

Request for Quotation (RFQ) for

**Organizing workshops on Women, Peace and Security for leadership and Members of Political Parties and National Level in Yangon, Shan and Kachin States/ Creating Profile of Women Leaders in Political Parties which can participate in the National and State-based Peace Conferences/Dialogues
July – November 2017**

Reference No. : RFQ-MMR-2017-004

22 June 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for organizing workshops on Women, Peace and Security for leadership and Members of Political Parties and National Level in Yangon, Shan and Kachin States/ Creating Profile of Women Leaders in Political Parties which can participate in the National and State-based Peace Conferences/Dialogues July – November 2017

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of 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 \(TOR\) \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
[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 a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. The following aspects will be considered for the evaluation;
 - i. Suitability of the approach and methodology including firm's capacity to undertake the services.
 - ii. Qualifications and experience of proposed staff/personnel.
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 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: July 5, 2017 5:00 PM</p> <p><i>Bangkok, Thailand</i> (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 type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Electronic submission of Quotations: procurement.bangkok@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"/> Other (pls. specify) _____</p>
Quotation Currencies	MMK
Quotation Validity Period commencing after closing date of RFQ	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Payment Terms	<p><input type="checkbox"/> 100% upon completion and satisfactory receipt of service(s)</p> <p><input checked="" type="checkbox"/> Others 30% upon submission the first deliverable, 30% upon submission the second deliverable, 20% upon submission the third deliverable and 20% upon the submission of the last deliverable (Please refer to the TOR)</p>
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 3 days before the submission date to: nutnita.limpanonda@unwomen.org with copy to procurement.bangkok@unwomen.org</p> <p>If the clarification email is different from the submission email address, please 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.</p> <p>Clarification requests of this RFQ shall include the following subject header</p>

	<p>format: “RFQ# Request for Clarification from <i>Vendor Name</i>”</p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p>
Contact for requesting clarifications	<p>E-mail address dedicated for this purpose: nutnita.limpanonda@unwomen.org with copy to procurement.bangkok@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input type="checkbox"/> Postal Mail</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> UN Women Website</p> <p><input type="checkbox"/> Other <i>[pls. specify]</i></p>
<p>Expected Delivery Date and Time.</p> <p>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR</p>	<p><input type="checkbox"/> <i>[indicate number]</i> days from the issuance of the purchase order</p> <p><input checked="" type="checkbox"/> As per Service Delivery Schedule attached</p> <p>Time : 12:00 Noon</p> <p>Time Zone of Reference : Bangkok, Thailand</p>
Value Added Tax on Proceed Quotation	<p><input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes</p> <p><i>[This must be reconciled with the Incoterms 2010 required by the RFQ noting that VAT exception status varies from one country to another]</i></p>
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I</p> <p><input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel</p> <p><input checked="" type="checkbox"/> Lowest price offer</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services being requested]</i></p>

	<input type="checkbox"/> Earliest Delivery / Shortest Lead Time <i>[This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies)]</i> <input type="checkbox"/> Others <i>[pls. specify]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <i>[If LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc. The LTA will be signed for a minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation, continuing needs and budget availability]</i> <input checked="" type="checkbox"/> Other Type/s of Contract Institutional Service 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,

UN Women Myanmar Project Office

ANNEX 1

TERMS OF REFERENCE (TOR)

Organizing workshops on Women, Peace and Security for leadership and Members of Political Parties and National Level in Yangon, Shan and Kachin States/ Creating Profile of Women Leaders in Political Parties which can participate in the National and State-based Peace Conferences/Dialogues July – November 2017

1. 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.

Placing women's rights at the center of all its efforts, UN Women will lead and coordinate the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Office in Myanmar focusses on Gender responsive Governance, Peace and Development with a significant component of its work on the peace process and longer term peace building. This includes gender equality and women's rights perspectives in research, policy advocacy and capacity building on a spectrum of women, peace and security issues such as: the international human rights architecture on women, peace and security; the national architecture and process on the same; mediation, civilian ceasefire monitoring; federalism; a women's agenda for peace; inclusion of women and their priorities in all aspects of the peace process and ensuring implementation of the 30% quota for women's representation in the national and statepeace dialogues; governance, security and justice sector reform and economic recovery.

Against this background UN Women, Myanmar seeks the professional services of a Myanmar based institution to organize 4 workshops on Women, Peace and Security for the leadership and Members of Political Parties and National Level, Yangon, Shan and Kachin States and to create a Profile of Women Leaders in Political Parties whi can participate in the National and State-based Peace Conferences/Dialogues.

2. OBJECTIVES

The objective of the assignment is to solicit community perspectives for gendered impacts of conflict and the contribution of women to peace processes, raise awareness of and foster political perceptivity of township governments.

3. SCOPE OF WORK

The service provider will work under the overall supervision of Head, UN Women Myanmar and the direct supervision of the National Project Coordinator on Women, Peace and Development to ensure following tasks are successfully undertaken :

- (a) Organize two workshops over one and a half days on enhancing understanding on the gender dimensions of peace and conflict and the inclusion of women in all aspects of Myanmar's peace process, within the framework of UNSCR 1325 and related resolutions – one in Kachin State and the other in Shan State by end July 2017. Participants will be the leadership and members of political parties with a total of about 60 men and women participants for each workshop from Kachin and Shan States.
- (b) Organize two workshops over 2 and a half days on Gender and Federalism by end September 2017. Both workshops will be in Yangon. Participants will be the national and state leadership and members of political parties with a total of about 30 men and women participants for each workshop.
- (c) Work with political parties to create profiles of women from political parties who can be nominated to participate in the national and state level peace dialogues, so as to ensure implementation of the 30% quota for women's representation and ensure that women influence the peace deliberations and outcomes.

The selected institution is expected to provide the best service quality to ensure the planning, logistical, administrative arrangements for the 4 workshops and the creation of profiles of women from political parties who can be nominated to participate in the national and state level peace dialogues.

4. DELIVERABLES, ACTIVITIES, EXPECTED DELIVERY DATES AND PAYMENT SCHEDULE

Expected Deliverables	Activities/Taks	Expected delivery date (tentative)	Payment (% of total contract)
<ul style="list-style-type: none"> • Concept Note, • Meeting Schedule, Agenda • Estimated budget for 4 workshops • List of Participants 	<p>In consultation with UN Women Myanmar Office and government partners,</p> <ul style="list-style-type: none"> ▪ Schedule 4 workshops – (a) 2 workshops in Kachin and Shan states (b) 2 worshops in Yangon ▪ Fine tune the concept note developed by UN Women for all 4 workshops – (a) 2 workshops in Kachin and Shan states (b) 2 worshops in Yangon ▪ Fine tune the agenda and for 4 workshops – (a) 2 workshops in Kachin and Shan states (b) 2 worshops in Yangon ▪ Estimate budgets tailoring them to the target participants ▪ Identify workshop participants in 	15 July 2017	30%

Expected Deliverables	Activities/Taks	Expected delivery date (tentative)	Payment (% of total contract)
	consultation with UN Women Myanmar Office		
<ul style="list-style-type: none"> • The name and details of selected venues and accommodations • Invitations to participants with contact details • Signed participant list and the proof of perdiem received by participants (signed passport copies with amount received) • Travel stubs including boarding passes, official receipts for reimbursement • Electronic meeting materials • Photographs of the events • Pre and post evaluation forms 	<p>Prepare all arrangements for the 4 workshops in Kachin, Shan and Yangon</p> <ul style="list-style-type: none"> ▪ Procure meeting venues and accommodation for participants ▪ Send out invitations to all participants and confirm participation ▪ Provide cash distribution for reimbursement of travel expenses and perdiem to participants by using UN Harmonized Rate ▪ Organise logistics at conference: <ul style="list-style-type: none"> ○ Manage registration process and prepare a list of attendee taking signatures of all attendees for all days of workshop ○ Prepare name tags for all participants and resource persons ○ Take photos during the conferences ○ Prepare both printing/electronic meeting materials and distribute to participants (master document will be provided by UN Women) ○ Ensure stationery for the workshops ○ Consolidate full contact details of participants ▪ Prepare pre and post evaluation forms for each workshop, administer them and analyze them and include results in the reports ▪ Provide consecutive interpreters 	Between July - September 2017 (linked to each workshop date)	30%

Expected Deliverables	Activities/Taks	Expected delivery date (tentative)	Payment (% of total contract)
	<p>from English to Burmese with the necessary equipments.</p> <ul style="list-style-type: none"> Co-facilitate the workshops with UN Women 		
<p>Brief reports (narrative and financial) on each workshop including attendance sheet and contact details of participants, expenditure reports, and post workshop evaluation analysis</p> <p>Final workshop report (narrative and financial), including supporting documents</p>	<ul style="list-style-type: none"> Prepare brief report (narrative and financial) on each workshop - (a) 2 workshops in Kachin and Shan states (b) 2 workshops in Yangon including attendance sheet, contact details of participants, expenditure report. Weave the pre and post workshop evaluation analysis into the narrative reports. <p>Prepare final workshop reports (narrative and financial) incorporating comments/ input from UN Women</p>	<p>2 August 2017</p> <p>-(2) workshop reports of Shan and Kachin State</p> <p>2 October 2017</p> <p>-(2) workshop reports of Yangon Workshop</p> <p>4 August 2017</p> <p>-(2) final workshop reports of Shan and Kachin States</p> <p>6 October 2017</p> <p>-(2) final workshop reports of Yangon</p>	20%
<p>Profile of women leaders from political parties who can participate in national and state peace conferences/dialogues</p>	<ul style="list-style-type: none"> Work with political parties to develop a transparent modality/criterion for nominating women from political parties who can participate in national and 	<p>1 November 2017</p>	20%

Expected Deliverables	Activities/Taks	Expected delivery date (tentative)	Payment (% of total contract)
	<p>state peace conferences/dialogues</p> <ul style="list-style-type: none"> ▪ Create a profile template ▪ Solicit information and create the profiles ▪ Package the profiles bilingually (English/Myanmar) for advocacy to ensure that these women are represented in the national and state peace conferences/dialogues 		

5. REQUIRED QUALIFICATIONS:

- A Registered organization based in Myanmar
- Minimum 3 years work experience with political parties on peace, rule of law and democratic governance, including gender and at least 2 years active engagement with the current peace process in Myanmar.
- Team leader/Focal Point with minimum 3 years proven experiences in organizing, facilitating and arranging seminar/workshops
- Experience of working on women's empowerment in Myanmar is an advantage
- Experience of working with multi-national organizations, inter-governmental organizations, and the United Nations Agencies is an advantage
- Proficiency in English, Burmese

6. **TIME FRAME:** The total duration of the engagement is for a period of 5 months

7. ROLES AND RESPONSIBILITIES OF THE PARTIES

UN Women will develop the original concept note, provide technical expertise to the workshop, commission organization of workshop to service provider, oversee implementation by service provider, review deliverables and make payment

The contracted service provider will undertake activities and produce the deliverables outlined in No. 3 matrix on DELIVERABLES, ACTIVITIES AND EXPECTED DELIVERY DATES.

8. LOCATION:

The 4 workshops will take place in Shan, Kayin States and Yangon (1-Shan, 1- Kachin and 2- Yangon).

9. EVALUATION CRITERIA:

An institutional contract will be awarded to service provider that meets the minimum qualifications and provides the lowest-priced technically compliant/responsive offer.

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

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

To: UN Women Myanmar Project Office
Yangon, Myanmar

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following ***[Title of Services]*** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED 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 ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

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: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference 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.

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

1.3 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

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.

A. Cost Breakdown by Resources

Description	Quantity	Number of Unit	Unit Cost (MMK)	Total Cost (MMK)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost, please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation	1 lump sum			
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

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

Cost to be proposed by service provider

<p>Transportation :</p> <ul style="list-style-type: none"> - Transportation for service provider personnels to travel to 2 townships in Shan and Kachin State, Myanmar to organize the workshops - Transportation costs of participants (60 participants for Shan State and 60 participants for Kachin State, 30 participants each for Yangon workops) - Transportation for National Resource persons (2 National Resource Persons for each workshop for Shan and Kachin States and Yangon)
<p>Facilitation fee :</p> <p>Service fee for the co-design, co-facilitation and logistic support for the one workshop in Shan, one workshop in Kachin and two workshops in Yangon.</p>
<p>Meeting Package and Accommodation :</p> <p>Service Provider needs to propose budget for meeting venue and accommodation at temples, community conference hall or budget hotels for their personnel, and participants of Shan State, Kachin and Yangon at Budget Hotel with space capacity for each specific workshop according to the participants. Facilitation team needs to propose budget for meeting venue, meeting package and accomodation for all participants attending the workshops in Shan, Kachin and Yangon.</p>
<p>Meals :</p> <p>Meals for service provider personnels and participants of 4 workshops. Service provider is required to budget for meal cost payable to participants if meeting package is not fully covered.</p> <p>Service provider is required to budget for payment of Daily Subsistence Allowance(DSA) for participants and resource persons attending the workshop in 4 workshops (1- Shan,1- Kachin and 2- Yangon).</p>
<p>Materials and equipment :</p> <p>Materials and equipment will be used for 4 workshops in (1- Shan, 1- Kachin and 2-Yangon). Master copy of materials and equipment used for (1- Shan, 1- Kachin and 2-Yangon).</p>
<p>Interpretation :</p> <p>Service provider is required to budget for consecutive interpretation cost and with other necessary equipments (without translation booth) during 4 workhops in (1-Shan, 1- Kachin and 2- Yangon).</p>
<p>Others : please specify in price quotation</p>

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:

[GCCs for Services](#)

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

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

_____ (Name of the Contractor)

And

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

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

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

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____

Signature: _____

Date: ____/____/____

DD

MM

YYYY

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

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

1. CONTRACT DOCUMENTS

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

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

2. SCOPE

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

3. DURATION

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

4. PRICE & PAYMENT ¹

¹ Advance payments should not be made using this template. Please use the Model Institutional Services Contract or Professional Services Contract for services valued at USD \$30,000 or above or for procurement actions for

(Select one option and delete the other)

OPTION 1 (FIXED FEE) ²

(Delete title immediately above after selecting option)

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

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

OR

OPTION 2 (TIME-BASED CONTRACTS) ³

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [*insert currency & amount in figures and words*] (“the Maximum Total Amount”). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [*insert annex number*] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every [*insert period of time or milestones*].

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

services valued below USD \$30,000, where the nature of services or terms and conditions are novel or complex. Please note that advance payments should be granted only in exceptional cases, and that they must comply with UN Women policies and procedures.

² This option is to be used for fixed fee contracts. Fixed price contracts should normally be used when it is possible to estimate with reasonable accuracy the costs of the activities which are the subject of the Contract. Compensation for services is usually referred to as the fee. In a fixed fee contract, there are no “rates”; the amount of the fee is fixed.

³ This option should be used for time and materials contracts. Normally, such contracts should be used where the compensation of the contractor is based on time spent in performing the services, and possibly with reimbursement of expenses incurred by the contractor. Cost reimbursable contracts are not normally used for the provision of services. Instead, where the contractor’s compensation is based on time spent in performing the services (and possibly reimbursement of expenses for materials), a time and materials contract should be used; see POM, sec. 11.2.

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