

Request for Proposal
Reference No.: *RFP/2018/UNW/002*
For a "Research partner"

20/06/18

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for “Research partner for An appropriate services providing agency to do the scoping study and collect baseline information, develop M&E plan, undertake mid-term review, support documentation and analyze evidences generated through this intervention. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) “plans to procure services 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.

1. 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 I) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
 - 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. UN Women Model Forms of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 8)
 - k. Submission Checklist (Annex 12)
2. 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)

PROPOSAL INSTRUCTION SHEET (PIS)

| Cross Ref. to Annex I | Instruction to Proposers | Specific Requirements as referenced in Annex I |
|-----------------------|---|---|
| 4.2 | Deadline for Submission of Proposals | Date and Time: Sunday 08 July 2018 4:00 PM (EDT) City and Country: Dhaka, Bangladesh This is an absolute deadline. Any proposal received after this date and time will be disqualified. |
| 4.1 | Manner of Submission | <input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail |
| 4.1 | Address for Proposal Submission | <input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women |

| | | |
|-------|--|---|
| | | Road-113, House-11A, Gulshan-2,Dhaka-1212 Technical Proposal: Separately Financial Proposal: Separately Proposals should be submitted to the designated address by the date and time of the deadline given. |
| 3.1 | Language of the Proposal: | <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish |
| 3.4.2 | Proposal Currencies | Preferred Currency: <input checked="" type="checkbox"/> If no, please indicate Currency: <input type="text" value="BDT"/> <i>Proposer may submit proposal in any freely convertible currency</i> |
| 3.5 | Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above) | If other, please indicate: <input type="text" value="90"/> days. |
| 2.4 | Clarifications of solicitation documents | Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal. 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. |
| | Contact address for requesting clarifications on the solicitation documents | Requests for clarification should be addressed to the e-mail address: Bangladesh Country Office Procurement <BCO.procurement@unwomen.org> Clarification emails should include a subject header in the following format: "UNW RFP Reference #, Request for Clarification, Company/Contractor Name" Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>The e-mail address above is for clarifications ONLY.</u> <u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u> |
| 2.5 | Pre-Proposal/Bid Meeting | <input checked="" type="checkbox"/> Optional: 2nd July at At UN Women Country Office on 11:00 am (Interested bidders only) |
| 3.9 | Proposal Security | <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 | <u>Performance Security</u> | Not Required |
| 3.2 | Waiver & Release of Indemnity (If there is a site visit/inspection) | <input checked="" type="checkbox"/> Not Required |

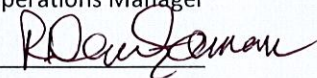
3. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
4. This letter is not to be construed in any way as an offer to contract with your organization.

Sincerely your's

Reshma Khan Zaman

Operations Manager

Signature



ANNEX 2

TERMS OF REFERENCE (TOR)

| | |
|---|--|
| Title | Research partner for the CGBV project |
| Project locations: | Selected locations at Dhaka, Comilla, Bogra and Patuakhali |
| Type of Contract: | Procurement of services |
| Expected Date of accomplishment: | 30 April 2021 |

I. Background

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

UN Women is working in Bangladesh to prevent violence against women and girls through addressing structural causes and social norm changes. The Combating Gender Based Violence in Bangladesh (CGBV) project- supported by the Government of Canada - recognizes that prevention of violence requires sustained and comprehensive action at individual, family, organizations and societal levels. Evidence-based interventions that challenge existing norms that confer an inferior status to women, enhance women's and girls' self-esteem and confidence, and compel a review of masculinities are needed. Individual and community level based activities need to be supported by an enabling environment where women's rights are respected whether at home or in public. The project will focus on primary prevention, stopping violence before it occurs, as it is a strategic approach to ending violence against women and girls.

The CGBV initiative will create a holistic framework of integrated and mutually reinforcing interventions to address the underlying causes of violence against women and girls, improve their access to educational and economic opportunities, and promote their equal status in the society. CGBV will enhance the capacity of civil society to design, implement and sustain primary prevention of gendered violence, while also strengthening government mechanisms and strategies identified under Bangladesh's 7th Five Year Plan and the National Women Development Policy. The project will generate knowledge and evidence to build evidence and knowledge on prevention of violence and inform evidence-based prevention interventions. CGBV results will accelerate the progress on Agenda 2030 and the attainment of the Sustainable Development Goals (SDG), which underscore the critical role of women's empowerment and gender equity in sustainable development. The CGBV initiative is planned under the framework of the UN Women Bangladesh's 2017-2020 Strategic plan, of which one of the pillars is on addressing the links between economic empowerment and preventing violence against women.

In this regard, UN Women will look for an appropriate service providing agency to do the scoping study and collect baseline information, develop M&E plan, undertake mid-term review, support documentation and analyze evidences generated through this intervention.

II. CGBV Project:

The CGBV project will be implemented in three districts in different parts of the country. The project is developed based on UN Women Bangladesh's recent work on violence prevention in the country. The project will involve a holistic range of prevention strategies to intervene at family level, public space and work places. It will work with

local government institution, education institutions and private sector workplaces such as factories on preventing sexual harassment at their premises. Advocacy at the policy level for enactment and implementation of favorable law, policies and strategies is another priority area for this proposed project. The project will also strengthen the knowledge base and evidences on effective strategies to prevent violence in Bangladesh and it will closely work with government, civil society, autonomous and private sector stakeholders.

Goal: Women and girls, including the most marginalized, are free of violence at home, at work and in public spaces.

Outcomes:

1. National and local laws and policies to prevent violence against women are strengthened, if needed, and implemented.
2. Favorable social norms, attitudes and behaviors are promoted to prevent violence against women and enhance women's economic empowerment.
3. Policy and programming is increasingly informed by an expanded knowledge base on effective approaches to prevention of violence against women.

III. Objectives of the assignment

The key objectives of this assignment, through hiring an appropriate service providing agency, are as follows:

- To do the scoping study of the proposed activities in project areas including the collection of baseline information based on the key findings of the scoping study
- To develop a comprehensive M&E plan for the project; and to conduct mid-term review
- To develop plan for evidence collection on regular basis and to support the production of evidence based advocacy materials.

IV. Scope of Work

The scoping study will support and inform the development of a results-oriented and evidence-based Monitoring & Evaluation Plan (M&E Plan) for the CGBV project. It will focus on baseline data collection for the set of indicators as per the Results Framework of the project. It will enable a more detailed and data-driven understanding of the situation at the beginning of the project. It will also assist to identify effective tools and approaches to measure project indicators, for further expansion and development in the M&E plan.

The main task of the service providing agency includes the following activities but not limited to:

1. Conduct a scoping study to validate appropriateness of the proposed activities and suggest any changes. The study will also pin down exact project locations (specific geographic location, neighborhood/community, factories, education institutions), identify reference population and any marginalized segment (i.e. people with disabilities, indigenous population, Dalits, lower caste population, occupational minorities, persons with different sexual orientations, transgendered population, persons with HIV) along with chalking out specific strategies to address their needs connecting to this project to ensure the value of "living no one behind". Scoping study will examine and involve stakeholders at selected upazillas of Bogra, Comilla and Patuakhali districts and selected sectors at Dhaka.
2. Collect baseline information for the identified areas (selected upazillas of Bogra, Comilla and Patuakhali districts and selected sectors at Dhaka) as identified in the results framework of the project.
3. Examine proposed monitoring indicators and suggest any modification/addition. Assist to identify effective tools and approaches to measure project indicators, for further expansion and development in the M&E plan.
4. Mid Term review of the project to capture emerging lessons, stories of change, and inform planning for year two
5. Facilitate the articulation of results, lessons learned, recommendations for future work and stories of change to inform future programming and for evidence based advocacy.

UN Women will not provide any capacity building support to the selected contractor. Providing aforementioned services are the sole responsibility of the contractor. The service providing agency, will be responsible for

delivering high quality data and analysis according to the expectation, and agreement with UN Women, and within a timeframe defined by the ToR.

V. Duration of the work

The assignment will commence upon signing the contract and expected to be accomplished by 30 April 2021 with submission of final report.

VI. Expected Deliverables

| # | Deliverables | Deadlines |
|----|---|--|
| 1. | Inception report on the assignment (including a work plan for surveys conduction) | Within one week of signing the contract (Second week of July 2018) |
| 2. | Draft questionnaires and field plan | 3 rd week of July 2018 |
| 3. | Draft Scoping study report | 15 August 2018 |
| 4. | Draft baseline information | 31 August 2018 |
| 5. | Final report of scoping study and baseline study | 15 September 2018 |
| 6. | Expanded M&E plan and effective tools to measure project indicators | 15 October |
| 7. | Report on the Midterm review on the implementation progress | December 2020 |
| 8. | Report on the post Mid-term review event of Learning dissemination sessions for identifying next steps for sustainability | 31 March 2021 |

VII. Fund transfer modality:

Respective deliverables and documents will be reviewed by UN Women before processing any payment. Payment schedule is as following:

- 50% of contract amount after receiving reports of baseline, scoping study, monitoring plan & tools
- 30% after receiving Report on Mid-term review and case studies
- 20% after receiving Report on learning dissemination workshop

VIII. Reporting Obligations:

- Submission of reports mentioned under expected deliverables and quarterly report
- Case study documentations (during scoping study and baseline information gathering)
- Submission of final programmatic and financial report

ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Womes Empowerment Principles](#).

Other Formal Requirements:

- *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 Proposal Instruction Sheet above;*
- *The offer is valid;*
- *The offer is complete and eligible.*

Evaluation of 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:

2. Lowest-Price Technically Compliant Methodology: The *lowest-priced technically compliant proposal* is selected based on a point system method with a minimum pass threshold and lowest price.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [1000] points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the total obtainable score of [1000] points prior to any price proposal being opened and compared. 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 [1000] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

No point is allocated for the financial proposal in “*Lowest-priced technically compliant*” method of evaluation. Therefore, the total number of points which a firm/institution can obtain under this method is only [700] (maximum points assigned to technical proposal).

The contract will be awarded to the proposer offering the lowest price having achieved the minimum threshold of [70%] of the total obtainable score of [1000] points and therefore are determined to be the most responsive 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 document. 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 and Capability of Proposer | | Points obtainable |
|--|---|-------------------|
| Expertise of organization submitting proposal | | |
| 1.1 | General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support) | 50 |
| 1.2 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.) | 50 |
| 1.3 | Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for another UN agencies/ major multilateral/ or bilateral programmes | 100 |
| | | 200 |
| 2.0 Proposed Work Plan and Approach | | Points obtainable |
| Proposed methodology | | |
| 2.1 | Analysis Approach, Methodology- including Proposer’s understanding of UN Women’s work, adherence to procurement principles and TOR. | 100 |
| 2.2 | Management Services – Timeline and deliverables. | 200 |
| | | 300 |
| 3.0 Resource Plan, Key Personnel | | Points obtainable |
| Qualification and competencies of proposed personnel | | |
| 3.1 | Composition of the team proposed to provide, and the work tasks (including supervisory) | 150 |

| | | |
|-----|--|-----|
| | Curriculum vitae of the proposed team that will be involved either full or part time | |
| 3.2 | Profile of gender equality | 50 |
| | | 200 |
| | [70%] of [xx] pts = [xx] pts needed to pass technical | 700 |

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 *[one]* 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 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.
- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year 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.
- 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.

1.2 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.

1.3 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 goods/services/works. Experience with another 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 Details (Name, Phone, Email) |
|---------|--------|----------------|---------------------------------|--|--|
| 1- | | | | | |
| 2- | | | | | |

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- 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 goods/services/works.
- 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 goods/services/works will be implemented in regard to the TOR

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 *not* 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: (1) become a signatory to the [Women Empowerment Principles](http://weprinciples.org/Site/PrincipleOverview) (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here: http://weprinciples.org/Site/CompaniesLeadingTheWay/](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.

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 | Percentage of Total Price | Price (Lump Sum, All Inclusive) | Delivery time/time period (if applicable) |
|---|------------------|---------------------------|---------------------------------|---|
| 1 | Deliverable 1 | | | |
| 2 | Deliverable 2... | | | |
| | 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: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Proposal Submission]*

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 *[Title of goods/services/works]* 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

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

Hard Copy attached by:

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. | |