Request for Proposal

Reference No.: *UKR/2018-006*

Re-advertisement

to support good governance through enhanced capacities of public officials at national, regional and local level for gender responsive policy planning and budgeting in Eastern Ukraine

UN WOMEN

August 1, 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) to supporting good governance through enhanced capacities of public officials at national, regional and local level for gender responsive policy planning and budgeting in Eastern Ukraine

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of the national/international organization/think-thank **to provide technical support in enhancing capacities of national, regional and local authorities in the application of the Gender Responsive Budgeting (GRB) as a tool to improve governance through mainstreaming the gender perspective in the policy planning and budgeting** 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/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. Joint Venture/Consortium/Association Information Form (Annex 9)
   l. Submission Checklist (Annex 10)

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/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939

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: Tuesday 14 August 2018 11:59 PM (EET) [for local time reference, see www.greenwichmeantime.com] City and Country: Kyiv, Ukraine This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	**Manner of Submission**	☐ Personal Delivery/ Courier mail/ Registered Mail ☒ Electronic submission of Proposal
4.1	**Address for Proposal Submission**	☐ Personal Delivery/ Courier mail/ Registered Mail : ☒ Electronic submission of Proposal: **Technical Proposal**: procurement.ukraine@unwomen.org **Financial Proposal**: fin.bids@unwomen.org Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	**Language of the Proposal:**	☒ English
3.4.2	**Proposal Currencies**	Preferred Currency: ☒UAH for national organizations ☒USD for international organizations
3.5	**Proposal Validity Period** commencing after the	90 business days.

	deadline for submission of proposals	
2.4	**Clarifications of solicitation documents**	Requests for clarification shall be submitted 7 bus days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: uliana.bila@unwomen.org Clarification emails should include a subject header in the following format: ***"UNW RFP Reference # UKR/2018-006, Request for Clarification, Company/Contractor Name"*** Proposers must not communicate with any other personnel of UN Women regarding this RFP. **The e-mail address above is for clarifications ONLY.** **IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.**
2.5	**Pre-Proposal/Bid Meeting**	☒ Not applicable
3.9	**Proposal Security**	☒ 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**	☒ 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)**	☒ Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.

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,

Anastasia Divinskaya, 1.08.18

UN Women Country Programme Manager/Head of Office in Ukraine

ANNEX 2

TERMS OF REFERENCE (TOR)

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 work in Ukraine focuses on supporting the government and civil society in advancing gender equality and implementation of the national and international commitments. In line with its Country Strategy for 2018-2022, UN Women covers the following thematic areas: Making gender equality priorities central to national reforms, governance, planning and budgeting; Ending violence against women and girls; and Strengthening implementation of the Women, Peace and Security agenda.

Ukraine has been slowly making progress in implementing its gender equality and women's empowerment commitments. The most significant recent developments are the enactment of important national reforms and the adoption of strategic documents aiming at eliminating gender discrimination and inequalities, such as: the Decentralization reform, the adoption of the National Action Plan (NAP 1325) for Implementation of UN Security Council Resolution 1325 on Women, Peace and Security (WPS) for 2016-2020[1] and its mid-term review; the specific Action Plans of Ministries of Interior and Defence on UNSCR 1325, the National Strategy on Human Rights and the Action Plan (2016-2020), the State Programme on Equal Opportunities (2017-2020)[2] and the localization of the Sustainable Development Goals (SDGs) adopted in September 2017.

Despite the progress in political commitments, Ukraine still faces strong gender inequalities at all levels. Women in the Verhovna Rada represent only 11% of the MPs, 12% of the Cabinet of Ministers and 16% of the executive civil servants at the top level of public administration.[3] Female participation in the labor market in 2017 was 55% against 69% of male participation[4], while the gender wage gap in 2015 was 24%, leading to higher gender gap in pensions of about 30%[5].

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[1] National Action Plan on implementation of UN Security Resolution 1325 on Women, Peace and Security, adopted by Decree № 113 of the Cabinet of Ministers of Ukraine, dated 24 February 2016

[2] The Concept of the Ukraine State Programme on Equal Rights and Opportunities of Women and Men (2018 – 2021): http://www.mlsp.gov.ua/labour/control/uk/publish/article;jsessionid=6862CD38AE3D6FCD652DFF8D4C500A9B.app1?art_id=193466&cat_id=160760

[3] 11% of representation of women MPs in the 2014 elections, represented an increase from the previous 8.6% representation. *Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine*, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine and Report of the UN Country Team in Ukraine presented at the CEDAW 66th session, February 2017, http://un.org.ua/en/information-centre/news/4040-report-of-the-un-country-team-in-ukraine-is-presented-at-the-cedaw-66th-session.

[4] In 2016, female participation was almost half compared to two thirds of male counterparts, UNDP, Human Development Report for Ukraine 2016, data accessed at: http://hdr.undp.org/en/countries/profiles/UKR. Data on 2017 participation rate, take from State Statistics Service of Ukraine, http://www.ukrstat.gov.ua, data accessedon June 24th 2018.

[5] "Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union., page 24, accessible at http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-

Women account for 36.8%, 33% and 17% of the seats in the municipal councils of Donetsk and Luhansk and Zaporizhzhia Oblasts and around 18% are heads of Hromadas and 38% deputy heads.[6] The causes of these gender inequalities lie in the patriatrchal structures, attitudes and social norms, deeply rooted systemic gaps, weak rule of law and access to justice, and low capacities of the institutional mechanisms to advance gender equality.[7] The armed conflict and the economic crisis as of 2014 affected women disproportionally and further exacerbated the existing gender inequalities, expecially in the conflict affected areas of Eastern Ukraine. There are more than 1,604,059 internally displaced persons (539,547 in Donetsk, 213,758 in Luhansk and 99,300 in Zaporizhzhia), out of which 63% are women and children.[8] The deteriorating security, social, economic and political situation in the conflict-affected areas has resulted in multiple discrimination faced by women, in growing level of unemployment of women and their increased burden in terms of childcare, care for the sick, the elderly, the persons with disabilities and other family members.[9] Since the onset of the conflict, the risk of Gender based violence – GBV (including domestic violence), particularly for women and girls IDPs, is on the rise and GBV is being underreported due to stigma, low awareness and capacities of law enforcement officers, and lack of appropriate protection services.[10] The recommendation of the CEDAW Committee to address the specific needs of women experiencing multiple forms of discrimination[11] and the SDG principle of "leaving no one behind" are yet to be implemented in Ukraine's policy and legal reforms.

Critical to reducing gender inequalities and addressing gender-based discrimination is *to reinforce the national machinery and ensure effective coordination and develop a gender mainstreaming strategy that includes gender responsive budgeting (GRB) and that can be applied in all policies/programmes at all levels to address various aspects of womens lives.*[12] At central level, civil servants lack comprehensive training programme on gender mainstreaming and GRB. At regional level, the regional decentralization strategies – especially those in the three Oblasts of Donetsk, Luhansk and Zaporizhzhia - do not include gender equality objectives and outcomes, and gender mainstreaming is not applied in the decentralised local governance. In addition, the existing instruments for participatory local governance and participatory community needs assessment have not been systematically applied and women, especially the most vulnerable, have rarely participated in local decision making.[13] The consequence of the gender blind and not inclusive approach to regional development have led to the limited prioretizaiton of important political and socio-economic and health issues, such as pre-schoool facilties,

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vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine and World Bank Country Gender Assessment for Ukraine, 2016, p.65.

[6] Ibidem, page 24.

[7] "Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union., page 24, accessible at http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine

[8] As of October 2017, Ministry of Social Policy of Ukraine at http://www.msp.gov.ua/news/13919.html

[9] Georgetowen Institute for Women, Peace and Security, Women's Peacebuilding Strategies Amidst Conflict: Lessons from Myanmar and Ukraine, GIWPS, 2018, page.32, available at: https://giwps.georgetown.edu/wp-content/uploads/2017/01/Womens-Peacebuilding-Strategies-Amidst-Conflict-1.pdf

[10] *Ibidem*

[11] Concluding observations of the Committee on the Elimination of Discrimination against Women on the Eighth periodic report of Ukraine, http://un.org.ua/images/CEDAW_C_UKR_CO_8_26058_ENG.doc

[12] *Ibidem*

[13] Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme "Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine" funded by the European Union., page 15, accessible at http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine

social and health services for surivovors of violence, ambulatories etc. which can help reducing vulnerabilities and improving women's lives and the lives of their families. [14]

Still, some recent regional and local initiatives and practices have demonstrated important progresses towards gender equality. In 2017, the Luhansk administration adopted a Local Action Plan on the UN Security Council Resolution 1325 and the Donetsk administration integrated GE objectives in the Youth and Family Social Programme for 2016-2020. At local level, the hromadas of Chmyrivka and Bilokurakhino ATC[15] in the Luhanks Oblast have adopted and allocated funding for two GE programmes addressing gender stereoptypes and gender-based violence. The Kramatorsk City Council adopted and budgeted a local programme on accessibility in 2018 to address infrastructural and communicational barriers women with disabilities faced in accessing public services.[16]

To further support the regional and local governments efforts in addressing gender inequalities, UN Women started implementing projects[17] focusing on gender responsive governance, social cohesion and implementation of WPS commitments in the crisis-affected communities of Donetsk, Luhansk and Zaporizhzhia regions. The projects aim to support the decentralization reform and enhance governance and reconciliation, by strengthening the capacities of national, regional and local authorities on gender mainstreaming and gender budgeting and enabling effective and equal participation of women and men in the regonal and local processes of decision making. It focuses on the continued use of the community mobilization for empowerment in the target Hromadas[18] to support women leaders to act as agents of change and advocate for women's (especially of the most marginalized) specific needs and priorities. The projects will aim at strengthening the capacities of civil servants on gender equality and the practical know-how of the regional and local authorities in translating the identified needs and priorites of women and men in the communities into policy and budget interventions.

In order to achieve these objectives, UN Women intends to select a national/international organization a think/thank with professional knowledge and experience in conducting gender analysis, delivering trainings and mentoring/coaching on gender responsive budgeting (GRB).

II. Scope of Work/Duties and Responsibilities

The overall objective of this RFP is to support enhance capacities of national, regional and local authorities on gender mainstreaming and GRB by developing specific training module on GRB, revising the existing Manual on GRB[19], to deliver

[14] Ibidem.
[15] ATC – Amalgamated Territorial Communities
[16] The decision was approved following the findings of the Vulnerability study and the subsequent advocacy activities conducted by GE advocates, supported by UN Women.
[17] "Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine" funded by the Government of Denmark; "Building democratic, peaceful and gender-equal society in Ukraine" funded by the of Government of Norway'; "EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance" funded by European Union.
[18] The target Hromadas in the frame of the Project "Building democratic, peaceful and gender-equal society in Ukraine" funded by the of Government of Norway' are: Bilenke, Komyshuvakha, Ostrykivka, Komysh-Zoria and Hirsivka in Zaporizhzhia Oblast, Pryvillia, Starobilsk, Rubizhne, Girska and Shulhynka in Luhansk oblast and Novodonetske, Soledar, Olhynka, Volnovakha and Khlibodarivka in Donetsk region. Hromadas under the framework of the project "Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine" funded by the Government of Denmark are: Siverska, Oleksandrivka in Donetsk Oblast and Svatove and Lozno - Oleksandrivska in Luhansk Oblast.

[19] Gender Responsive Budgeting: Analysis of Budget Programmes from Gender Perspective, http://eca.unwomen.org/en/digital-library/publications/2016/05/gender-responsive-budgeting--analysis-of-budget-programmes-from-gender-perspective

trainings and provide on the job coaching to authorities in the selected Hromadas and Oblasts to mainstream gender perspective into local policies, programmes and budgets, based on the identified needs and prioties of women and men in the communities. The below described assignment will be implemented in the framework of the following UN Women projects: "Building democratic, peaceful and gender-equal society in Ukraine" funded by the Government of Norway; "Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine", funded by the Government of Denmark; and "EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance" joint programme.

Under overall guidance of the UN Women Country Programme Manager/Head of Office, direct supervision of a Specific Programme Specialist and working in close cooperation with UN Women projects on "Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine" funded by the Government of Denmark; "Building democratic, peaceful and gender-equal society in Ukraine" funded by the of Government of Norway'; "EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance" funded by European Union, the selected organization/think-tank will implement the following set of tasks:

1. Conduct capacity assessment of selected pool of national, regional and local authorities in three target regions of Eastern Ukraine on budget literacy, gender equality, gender mainstreaming, gender analysis and gender responsive budgeting;
2. Develop comprehensive Training Module on GRB for the national on-line learning platfom in consultation witht the Ministry of Regional Development, Construction, Housing and the Communal Services, Sweden-funded GRB project and NDI;
3. Analyse the budgetary process in three oblasts of Eastern Ukraine and the selected hromadas, in line with the public administration reform, and identify entry process for mainstreaming gender perspective in the budgetary calendar;
4. Develop training modules (basic and advanced) on gender responsive planning and budgeting for regional and local authorities, based on the assessed capacities and needs and conduct training of trainers and overview of the training modules by GRB project and NDI to ensure consistency of the GRB education;
5. Revise the existing Manual on GRB to adapt to the context of Donetsk, Luhansk and Zhaporizhzhia regions;
6. Cooperate with UN Women and support the establishment of new or empowering the existing local gender coordination councils (similar to the councils that have been established by UN Women in 2017[20]);
7. Support the regional and local authorities to identify local programmes (on economic development, urban planning, public infrastructure, communal services-sanitaiton, street lighting, social services, health services etc) and carry out gender budget analysis;
8. Design on the job coaching plan, based on the capacities assessed, trainings carried out and relevant gender analysis of regional/local programmes provided by UN Women;
9. Carry out on the job-coaching for selected representatives from regional and local administrations (based on the on the job-coaching plan) during the whole cycle of policy planning and budgeting in Donetsk, Luhansk and Zhaporizhzhia oblasts to revise existing programmes or localize/develop new initiatives/programmes and allocate budgets which respond to the identified local needs;
10. Hold regular meetings with UN Women partner organization on Community Mobilization for Empowerment and participate in CME meetings with women from local communities to collect information from 'rights holders' on challenges and identified needs and priorities;
11. Deliver trainings on GRB and budget monitoring for mobilized local women leaders in target hromadas where the CME work will be implemented;
12. Support local grassroots organizations to carry out budget watchdog report in 2 Hromadas per Oblast;

[20] LGCCs have been established in Novopskov, Chmyrivka, Troitske and Bilokurakine hromadas (in Luhansk Oblast) and in Cherkaske, Lyman and Mykolayivka hromadas (in Donetsk Oblast).

13. Participate in the regular coordination meetings with the Ministry of Regional Development, Construction and Housing and Communal Services to update on the progress with the project implementation and coordinate the work with the other development partners working on gender equality and decentralization reform;
14. Organize a regional conference for the Eastern Oblasts to share the best practices and lessons learned on GRB in Donetsk, Luhanks and Zhaporizhzhia. The event will be conducted in one of the regions and include up to 100 participants.

III. Assignment Deliverables:

#	Deliverables	Payment amount	Deadline
1.	Submitted draft capacity assessment tool for pool of national, regional and local officials; Outline of the GRB Training Module for the On-line Platform developed; Outline of the training plan and coaching plan of regional and local authorities designed.	10% of the contract amount	**30 September 2018**
2.	Capacity assessment of selected number of civil servants carried out; Methodology for gender analysis of regional, local budgets developed.	15% of the contract amount	**30 November 2018**
3.	Training module on GRB for the On-line platform produced; Assessment of budgetary processes at regional and local level completed; First set of trainings delivered (handouts submitted) for at least 40 representatives from each Oblast (approximately 4-5 persons per Hromada).	15% of the contract amount	**March 2019**
4.	Support to establishment/empowerment of Local Gender Coordination Councils (LGCC) provided; Initial meetings with mobilized local women leaders held and properly documented (agenda, minutes), Programmes for gender budget analysis identified in the 3 Oblasts, based on criteria previously approved by UNWomen; Trainings on GRB to mobilized women leaders delivered.	15% of the contract amount	**May 2019**
5.	Second set of trainings delivered for at least 40 representatives from Donetsk, Luhansk and Zhaporizhzhia; Established dialogue and facilitated consultations between regional and local authorities ('the duty bariers') and women and men community leaders (the 'rights holders')	10% of the contract amount	**September 2019**

	on addressing identified local needs and priorities reflected into selected programmes for analysis in the three Eastern oblasts.		
6.	Gender budget analysis of select programmes carried out; Set of meetings for dialogue with 'rights holders' continued and documented; On the job coaching plan for regional and local authorities accepted and initiated.	15% of the contract amount	**30 March 2020**
7.	On the job coaching delivered and recommendations for amending local programmes adopted.	10% of the contract amount	**30 September 2020**
8.	Gender budget watchdog reports produced in selected Hromadas; Regional GRB conference organized and final report submitted to UN Women	10% of the contract amount	**30 November 2020**

- All the deliverables (reports, summaries, findings, recommendations, etc.) should be provided in English language; (supporting documents, such as training agendas, evaluations, etc. can be submitted in Ukrainian language).

IV. Inputs

- UN Women will provide the Contractor with key background materials, including the GRB Manual, publications etc;
- UN Women will share with the Contractor the list of already identified target 19 Hromadas and additional 20 Hromadas, which will be identified at the latter stage, inclusive of all relevant and currently available information (socio economic profile of the Hromada, economic activities, annual budget, sources of revenues and division of expenditures, main challeges);
- UN Women will share with the Contractor the contacts of the organization / partner for the CME work.

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;
- Officially registered legal entity eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal);
- 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 weighted technical and financial attributes.

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 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 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.

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

Technical proposal: 1000

Financial proposal: 300

Total number of points: 1300

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:

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 1000 points):

1.0 Expertise and Capability of Proposer		**Points obtainable**
Expertise of organization submitting proposal		
1.1	Organizational Architecture - Officially registered legal entity eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal) - The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes	20
1.2	Financial capacity and adverse judgments or awards: - The organization demonstrates strong financial capacity and reliability to deliver the activities described in the TOR - The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.	30
1.3.	Relevance of: - Specialized knowledge - Experience on similar Programmes/Projects on conducting capacity building activities with different types of participants at national and local levels. Reference letters on at least two relevant projects implemented in the past three years.	80
1.4.	General Organizational Capability General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	20
1.5.	Quality assurance procedures and mitigation measures	20
1.6.	Experience of working with international and donor organizations.	**30**
	Total	**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. The task is well understood, properly addressed and correspond to this RFP requirements (especially ToR Annex II), aspects of the task in question are addressed in sufficient details	100
2.2	Efficient and realistic work plan corresponding to the needs/specifics and actions stipulated in the ToR (sequence of activities is realistic and will ensure effective implementation of the work plan in compliance with the ToR time frame)	300
	Total:	**400**
3.0 Resource Plan, Key personnel		**Points obtainable**
Qualification and competencies of proposed personnel		
3.1. Team Leader		
3.1.1	At least an MA degree in economics, social sciences or relevant fields	20
3.1.2.	Minimum of 5 years of professional experience of working on gender mainstreaming and Gender-responsive Budgeting approaches in Europe, including the work with city and regional councils, administrations, with the special focus on building capacities of national and local authorities and civil society representatives	80
3.1.3.	At least 3 years experience of working with international and donor organizations	30
3.1.4.	Fluency in English. Knowledge of Russian/Ukrainian would be an asset.	20
	TOTAL	**150**
3.2. Contractor/s on GRB training (minimum 2)		
3.2.1.	At least a bachelor degree in social sciences or related fields	20
3.2.2.	Experience with providing capacity building trainings in GRB methodology to local women's NGOs, local authorities, civil servants, budget experts etc.	30
3.2.3.	Experience of working with local and regional administrations, city councils and local women's groups, including the work on budget and programme monitoring, evaluation and oversight, supporting advocacy initiatives on gender mainstreaming in the local planning level etc.– not less than 3 years	100
3.2.4.	Experience of working with international and donor organizations – not less than 2 years	30
3.2.5.	Working knowledge of English and fluency in Russian. Knowledge of Ukrainian would be an asset.	20
	TOTAL	**200**

3.3. Accountant		
3.3.1.	Minimum of 2 years' professional experience;	30
3.3.2.	Language Qualifications – Fluency in Russian/Ukrainian	20
	TOTAL	**50**
	TOTAL FOR RESOURCE PLAN	**400**
	TOTAL FOR TECHNICAL PROPOSAL	**1000**
	70% of 1000 pts = 700 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 1000 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 Organizational Architecture • Provide supporting documents on official registration of the organization eligible of the assignment (Organization Charter, license etc.) • 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.
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 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.

1.5 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide references of at least two relevant projects implemented in the past three years.

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to 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.
- 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 (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/
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:	
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

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:** The payment schedule will be linked to the delivery of the outputs specified in the TOR. UN Women will make payments in national currency (Ukrainian Hrivnas) according to UN official rate on the date of payment.

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.

Cost Breakdown by Resources

The proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of services.

Description	Quantity	Number of Unit	Unit Cost USD for international organization and UAH for national	Total Cost USD for international organization and UAH for national
Personnel	**Per person**			
Team Leader	1 person	Day/week/month		
Contractor/s on GRB training (at least 2)	XX person	Day/week/month		
Accountant	1 person	Day/week/month		
Operational cost	**1 lump sum**			
Any relevant overhead costs (communication, stationary, travel, accommodation, translation and printing costs of the training materials etc.)				
Activities costs	**Per item**			

(training, working group) Please provide details – type of event, duration of event, printing of handouts etc.)				
TOTAL				

[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]

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 office in Ukraine, 20 Esplanadna st. Kiev, Ukraine*
Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Proposal Solicitation Documents;
We offer to supply in conformity with the Proposal Solicitation Documents the following services on ***organization to enhance capacities of public officials at national, regional and local legel on Gender Responsive Policy PLanning and Budgeting in Eastern Ukraine*** and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

(b) 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.
(c) 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;
(d) 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;
(e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
(f) 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]
(g) We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
(h) 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;
(i) 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

[Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:

http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract

ANNEX 9

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)	*[insert name, address, telephone/fax or cell number, and the e-mail address]*
JV's Party Legal Name:	*[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)*
JV's Party Country of Registration:	*[insert JV's Party country of registration]*
JV's Party Year of Registration:	*[insert JV's Part year of registration]*
JV's Party Legal Address in Country of Registration:	*[insert JV's Party legal address in country of registration]*
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) : _____

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

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 10

SUBMISSION CHECKLIST

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Joint Venture Form (if a joint venture)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
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 AN LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	