

**Request for Proposal**

**Reference No.: *UKR/2018-011, re-advertisement***

**to raise awareness on gender-based violence among women and men in conflict-affected areas of Donetsk, Luhansk and Zaporizhzhia regions**

September 3, 2018

Dear Sir/Madam,

**Subject:** **Request for Proposal (RFP) to raise awareness on gender-based violence among women and men in conflict-affected areas of Donetsk, Luhansk and Zaporizhzhia regions**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of the national organization/think-thank/survey research organization **to raise awareness on gender-based violence among women and men in conflict-affected areas of Donetsk, Luhansk and Zaporizhzhia regions** 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:
3. This letter (and the included Proposal Instruction Sheet (PIS)
4. Instructions to Proposers [(Annex 1)](http://www.unwomen.org/~/media/commoncontent/procurement/rfp-instructions-en.pdf) 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>
5. Terms of Reference (TOR) (Annex 2)
6. Evaluation Methodology and Criteria (Annex 3)
7. Format of Technical Proposal (Annex 4)
8. Format of Financial Proposal (Annex 5)
9. Proposal Submission Form (Annex 6)
10. Voluntary Agreement for to Promote Gender Equality and Women’s Empowerment (Annex 7)
11. UN Women Model Forms of Contract and General Conditions of Contract (Annex 8)
12. Joint Venture/Consortium/Association Information Form (Annex 9)
13. Submission Checklist (Annex 10)
14. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939) (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>

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| --- | --- | --- |
| **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: Friday 14 September 2018 6:00 PM (EEST)  [for local time reference, see [**www.greenwichmeantime.com**](http://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** | Electronic submission of Proposal |
| 4.1 | **Address for Proposal Submission** | Electronic submission of Proposal:  [**Technical Proposal**](#_Format_of_Technical): [procurement.ukraine@unwomen.org](mailto:procurement.ukraine@unwomen.org)  [**Financial Proposal**](#_Evaluation_Methodology_and_1):[fin.bids@unwomen.org](mailto: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 |
| 3.5 | **Proposal Validity Period** commencing after the deadline for submission of proposals | days. |
| 2.4 | **Clarifications of solicitation documents** | Requests for clarification shall be submitted  business 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](mailto:uliana.bila@unwomen.org)  Clarification emails should include a subject header in the following format:  ***“UNW RFP Reference # UKR/2018-011, 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. |

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

Yours sincerely,

Anastasia Divinskaya,

Representative of UN Women in Ukraine

**ANNEX 2**

# TERMS OF REFERENCE (TOR)

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.

Within its Country Strategy for 2018-2022 and as part of international commitments on gender equality and the empowerment of women, UN Women work in Ukraine is focused on 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.

The Ukrainian legislation guarantees equality for men and women in Ukraine in all sectors. However, despite the political commitments, structural barriers to gender equality have not been addressed and gender-based discrimination remains widespread in Ukraine. Moreover, the ongoing armed conflict in Ukraine, which started back in 2014, has created new challenges in advancing gender equality and enjoyment of women’s human rights.

Gender-based violence remains one of the most pervasive and persistent forms of discrimination and violation of human rights in Ukraine. According to the most recent surveys, 1.1 million women aged 15-49 in Ukraine suffer from physical and sexual violence annually[[1]](#footnote-2). High concentration of military and armed groups – coupled with a proliferation of weapons, weak law enforcement and impunity – has increased the risk of gender-based violence (GBV) for people living along the “contact line”, particularly women, adolescent girls and young men. The 2015 UNFPA Survey[[2]](#footnote-3) on GBV in the Conflict Setting confirmed the increased vulnerability of women to various forms of violence during the conflict; 90.6% of rape survivors and 73.5% of domestic violence survivors are women. According to the UNDP’s Assessment of Security and Justice in Ukraine (2017)[[3]](#footnote-4), which was conducted in Luhansk, Donetsk and Zhytomyr regions, one third of women do not feel safe in their own homes at night, and two thirds do not feel safe in their community at night.

The Law Enforcement Reform implemented by the Government of Ukraine aims to make systems more transparent and improve the protection of human rights and community security. Based on the Training Needs Assessment conducted by UN Women in 2017[[4]](#footnote-5), 60% of police officers from Donetsk and 84% from Luhansk have never completed training on GBV and sexual violence. Survivors of violence do not always seek protection from the law enforcement authorities or turn to specialized medical and psychological assistance due to low awareness of the services availability, inaccessibility of service providers at the local level, or low credibility of specialists in these institutions, fears of possible retaliation from perpetrators and anticipation of stigmatizing by the community[[5]](#footnote-6). The UN Women Survey on attitudes towards GBV in Donetsk and Luhansk regions (2017) revealed that 45% of respondents did not trust the police.

Patriarchal attitudes, gender norms and stereotypes are deeply rooted in general in country as well, as are widely spread in the conflict-affected regions of Donetsk, Luhansk and Zaporizhzhia. Media often reproduce the gender stereotypes, that contributes to discriminatory and victim blaming attitudes in the society. The UN Women survey[[6]](#footnote-7) on attitudes towards violence revealed that 25% of women and 39% of men in Donetsk and Luhansk oblasts believe that rape never occurs between the spouses. 60% of respondents think that women’s behaviour and clothing can provoke violence; and 44.5% think that women are sometimes beaten because of their own fault.

As a part of its Country Strategy and in order to contribute to prevention and response to gender-based violence and violence against women in Donetsk, Luhansk and Zaporizhzhia regions of Eastern Ukraine, UN Women has recently launched two projects “Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women’s Empowerment in Ukraine” and “Building democratic, peaceful and gender-equal society in Ukraine”, funded by the Governments of Denmark and Norway respectively. In partnership with UNDP, FAO and UNFPA, UN Women prepares to launch the joint programme on “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance”, funded by the European Union. All projects have a strong focus on raising awareness and building solidarity for elimination of gender-based violence. The projects will also promote gender-responsive community security in conflict-affected areas of Eastern Ukraine through strengthening the capacities of law enforcement officials and women’s community groups to develop and implement GBV prevention and response, as well as to mobilize women and girls, men and boys in favour of respectful relationships and gender equality and safety in public spaces.

To contribute to the change of attitudes towards gender-based violence and violence against women in Donetsk and Luhansk oblasts of Eastern Ukraine, during 2016-2018 UN Women in partnership with UNDP and with financial support from the European Union conducted *Violence Has no Excuse* campaign. The objective of the campaign was to increase awareness on Gender-Based Violence in target 20 conflict-affected communities through sensitizing women, men, boys and girls about GBV prevention and response; promoting trust in the police; and addressing victim-blaming attitudes to violence survivors and contributing to promote gender-sensitive reporting.

UN Women intends to continue implementation of *Violence Has no Excuse* campaign with the aim to reach and sensitize men and women, including the most vulnerable, in conflict-affected communities on the forms of GBV, available services for survivors, promote unacceptance of violence and encourage survivors to seek assistance. The awareness-raising campaign will contribute to: raising knowledge of women and men in the communities of different forms of violence and their ability to identify violence, reducing the level of acceptance of violence, increasing knowledge on available services for survivors of violence, increasing trust to police.

With this purpose, UN Women seeks to hire a national Media/PR Organization/Company experienced in, but not limited to, socially oriented production and advertisement to develop and implement awareness-raising campaign.

1. **Scope of Work / Duties and Responsibilities**

**Main objective:** to reach and sensitize men and women, including the most vulnerable, in conflict-affected communities on the forms of GBV, available services for survivors, promote unacceptance of violence and encourage survivors to seek assistance.

**Target groups:**

* Women and men, residents of the three regions, internally displaced who are socially active;
* Women and men who are survivors of violence;
* Women and men from vulnerable groups such as older, single-headed households, conflict-affected, persons with disabilities etc;
* Demobilized combatants and their families;
* Young boys and girls in target communities;
* Law-enforcement and security officials, representatives of organizations / institutions, state services, leaders of local civic unions;
* Regional service providers (social services);
* Regional and local self-government in the regions and target communities;
* Silent majority / bystanders within the communities who witness violence but do not act.

**Under overall guidance of a UN Women Programme Specialist and under direct supervision of UN Women Communications Specialist, the selected Company will implement the following tasks:**

**TASK 1. Develop the Strategy of the communication and awareness raising campaign.**

The Strategy shall be informed by:

* existing surveys and researches on GBV, including UNFPA Survey on Masculinity[[7]](#footnote-8), UN Women Baseline survey on attitudes to GBV[[8]](#footnote-9), UNFPA Study on Gender-based violence in the conflict-affected regions of Ukraine[[9]](#footnote-10).
* At least 3 regional and a number of community based (the exact number to be defined by the company) focus group discussions, which have to be conducted by the Company, with target groups, including local authorities, women’s grassroots organizations, gender equality advocates, community groups to develop messages, tools and channels to deliver them.

**Deliverable 1.** Submit awareness raising campaign strategy, including concept note, implementation plan, media mix, creative messages, target groups, communication channels, techniques and tools to deliver the messages, risks and mitigation measures, team roles and responsibilities, monitoring and evaluation plan of strategy implementation.

**TASK 2. Develop awareness-raising products, including audio-visual, printed materials, and other creative content for awareness raising campaign, conduct community-level activities, art and sports-based events.**

**Deliverable 2.1.** Submit 1)at least 5 creative ideas for one video and one radio public service announcement (PSA) of max.30-60 seconds, 2) final script, story board and implementation plan to produce one video/PSA and one radio/PSA, 3) develop the media-plan including estimation on reach and frequency of PSAs for airing the videos/radio/ PSAs on local TV/radio channels.

*At least five creative ideas must be developed, one will be selected for the final video and radio PSAs. The content of the final script should be discussed and reviewed with the gender equality experts during Focus Group discussion and the recommendations on the content/messages for improving the product (experts’ participation will be supported by UN Women) shall be addressed. Also, the Company shall advise on which broadcast period is relevant for the target audience e.g. morning broadcast, evening news broadcast etc.*

**Deliverable 2.2.** Develop and submit social media campaign with the view of the UN Women values, goals and objective; develop social media campaign plan and design content and provide the tracking of the useful data and metrics.The campaign will be implemented by UN Women Ukraine using the existing social media platforms (Facebook/Twitter/Youtube).

**Deliverable 2.3.** Produce one video public service announcement on gender-based violence of a duration of maximum 30-60 seconds for local TV channels.

The video shall meet the following criteria:

1. The video is expected to be 30-60 seconds long.
2. The script will be written by the Company in English and Ukrainian and approved by UN Women.
3. High image quality, a meticulous editing, a coherent text, graphic and mixing will be used in the video.
4. Meticulous editing will be performed to incorporate all corrections made by UN Women.
5. The video will be narrated (in Ukrainian) and shall include music.
6. The video must be accompanied with subtitles – one version with English subtitles, and one version – with Ukrainian subtitles, adapted to be appropriate for people with hearing disabilities.
7. Supporting operational documents will be provided and should include operational program implementation plan with established deadlines and schedule of trips to the regions for shooting the videos; information on partners involved.
8. All logistical aspects, including travel, photo coverage etc. are responsibility of the Contractor. UN Women team will facilitate the contact with respective communities.
9. The standard used for the video shall be in High Definition (HD) or High Definition Video (HDV) format.
10. The master copies of video should be submitted in WMV 9 format.
11. 3 master copies of the video camera disc with the content in DVD format (DVD CAMs) and 10 DVDs will be delivered to UN Women.
12. The video will be produced in Ukrainian for voice acting. Two versions with English and Ukrainian subtitles will be included. One master copy of video should be in Ukrainian, and two others – with English/Ukrainian subtitles as described in point 6 above.

The final version of the video will be approved by UN Women.

**Deliverable 2.4** Produce one radio public service announcement on gender-based violence of a duration of maximum 30-60 seconds each for local radio channels.

The radio PSA shall meet the following criteria:

1. The PSA is expected to be 30-60 seconds long.
2. The script will be written by the Company in English and Ukrainian and approved by UN Women.
3. A meticulous editing, a coherent text and mixing will be used in the PSA.
4. Meticulous editing will be performed to incorporate all corrections made by UN Women.
5. The PSA will be narrated (in Ukrainian) and shall include music.
6. Supporting operational documents will be provided and should include operational program implementation plan with established deadlines; information on partners involved.
7. All logistical aspects, including travel, are responsibility of the Contractor. UN Women team will facilitate the contact with respective communities.
8. The final product must be presented under the formats used by radio stations.
9. Master copies of the designated format and number will be delivered to UN Women.
10. An editable copy of the radio PSA must be provided for further usage by UN Women.
11. The PSA will be produced in Ukrainian for voice acting.
12. The PSA should be editable and changeable by timing (the one-minute PSA should be broken into two pieces of 30 seconds. Once the 60 second PSA is broadcasted, a short 30 second version of the PSA may be used to deliver the same message once people are familiar with the announcement).

The final version of the radio PSA will be approved by UN Women.

**Deliverable 2.5.** Submit 1) design of a minimum of 2 types of posters, 1 type of infographics, other hand out materials and creative content, in the format ready for printing.

The Company shall advise on the most efficient for the targeted audience content, based on conducted focus groups. The concept of the materials and other creative content is subject to discussion and approval with the UN Women programme and communications teams.

**Deliverable 2.6** Conduct at least 15 community-level activities in the selected target communities in 3 regions to convey campaign messages to women and men, who are not easily reached by the media, e.g. those living in rural areas, communities close to the contact line.

*These activities should engage opinion leaders, men and boys, local media, CSOs, women’s and youth groups, vulnerable women and men. The community-level activities may include, but are not limited to, community meetings, locally-organized community events and initiatives.*

*Campaigning at the community level can be an effective way to influence individuals and their institutions because it can help frame the problem as a community-wide one that is the community’s responsibility, rather than individual women’s problems. It directly engages members of the community, impacts their day-to-day lives within the community, and personalizes the issue by encouraging people to become “agents of change”, or part of the solution. Furthermore, involving a large cross-section of the community in the campaign can make it attractive and safe for individuals to give up “old” behavior patterns and adopt new ideas.*

**Deliverable 2.7** Conduct at least 6 art- and sport-based events in selected settlements in 3 regions, including but not limited to: races against violence, murals, theater performances on the topics of feminism, gender equality and women’s rights.[[10]](#footnote-11)

**TASK 3. Air produced video and radio PSA and 3 already developed PSAs[[11]](#footnote-12) in frame of *Violence Has no Excuse* campaign on local TV and radio channels (in Donetsk, Luhansk and Zaporizhzhia regions).**

**Deliverable 3.** Air the produced video and radio PSAs and 3 already developed on local (Donetsk, Luhansk and Zaporizhzhia regions) TV and radio channels at least once a day for at least eight months, during January-November 2019.

**TASK 4.** **Submit the final report of the awareness-raising campaign implementation.**

The final report shall be submitted in English and shall include:

* The frequency, reach and duration period of video and radio PSAs airing;
* Detailed results and analytics of the media monitoring that must be systematically collected and conducted during the whole period of service, including printed, online (blogs, forums, social networks etc.) and broadcast media with the reference to the project activities (including tracking the number of times the project and its activities were mentioned on various platforms) to inform the project of the number of beneficiaries by target group that were reached by the projects’ messages, general coverage, how the activities were perceived by the beneficiaries (if possible – by target group, men and women etc. and by content type, region) and provide other relevant data and insights that are normally included as part of the media monitoring analytics to evaluate the efforts and progress made by the projects’ activities;
* Visualization of the analytical data presented in the report (graphics) to demonstrate the patterns in the reach, perception, engagement etc.

The selected Company is expected to strictly comply with the UN Women and donors’ (Norway, Denmark, EU) branding guidelines (use of logo, disclaimer, copyright etc).

1. **Tasks, deliverables and deadlines:**

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| --- | --- | --- | --- |
| **Tasks** | **Deliverables** | **Payment amount** | **Deadline** |
| **TASK 1. Develop the Strategy of the awareness raising campaign.** | **Deliverable 1.** Submit strategy of the communication and awareness raising campaign, including concept note, implementation plan, media mix, creative messages, target groups, communication channels, techniques and tools to deliver the messages, risks and mitigation measures, team roles and responsibilities, monitoring and evaluation plan of strategy implementation. | 10% of the contract amount | 15 October 2018 |
| **TASK 2. Develop awareness-raising products, including audio-visual, printed materials, and other creative content for awareness raising campaign, conduct community-level activities, art and sports-based events.** | **Deliverable 2.1.** Submit 1) at least 5 creative ideas for the one video and one radio/PSA of max.30-60 seconds, 2) final script, story board and implementation plan to produce one video/PSA and one radio/PSA, 3) developed the media-plan including estimation on reach and frequency of PSAs for airing the videos/radio/ PSAs on local TV/radio channels. | 15% of the contract amount | 15 November 2018 |
| **Deliverable 2.2.** Develop social media campaign with the view of the UN Women values, goals and objective; develop social media campaign plan and design content and providing the tracking of the useful data and metrics. |
| **Deliverable 2.3.** Produce one video PSA on gender-based violence of a duration of maximum 30-60 seconds for local TV channels according to the specified requirements. | 25% of the contract amount | 5 December 2018 |
| **Deliverable 2.4.** Produce one radio public PSA on gender-based violence of a duration of maximum 30-60 seconds each for local radio channels according to the specified requirements. |
| **Deliverable 2.5.** Submit 1) design of minimum 2 types of posters, 1 type of infographics, other hand out materials and creative content, in the format ready for printing. |
| **Deliverable 2.6.** Conduct at least 15 community-level activities in the selected target communities in 3 regions to convey campaign messages to women and men, who are not easily reached by the media, e.g. those living in rural areas, communities close to the contact line. | 30% of the contract amount | 30 April 2019 |
| **Deliverable 2.7.** Conduct at least 6 art- and sport-based events in selected settlements in 3 regions, including but not limited to: races against violence, murals, theater performances on the topics of feminism, gender equality and women’s rights. | 20% of the contract amount | 30 November 2019 |
| **TASK 3. Air produced video and radio PSA and 3 already available video PSAs on local TV and radio channels (in Donetsk, Luhansk and Zaporizhzhia regions).** | **Deliverable 3.** Air the produced video and radio PSAs and 3 already developed on local (Donetsk, Luhansk and Zaporizhzhia regions) TV and radio channels at least once a day for at least eight months, during January-November 2019. |
| **TASK 4. Submit the final report of the awareness-raising campaign implementation.** | **Deliverable 4.** Submit the final report of the awareness-raising campaign implementation. |

1. **Inputs**

* UN Women will provide the Contractor with key messages for the content and video/ PSA and background materials, including the GBV guidelines for media; project related materials; GBV perception survey report, Joint project communication and visibility plan, UN women and donors’ branding guidelines.
* UN Women will provide the Contractor with relevant technical support and advice during the development of the products.
* UN Women will support the Contractor and share the contacts of partners to organize the gender experts’ focus group discussion to discuss and review the content of the final script for PSA.
* UN Women will guide the Contractor on visibility of the projects and of the donors.

1. **Warranties, Consent and Intellectual Property**
2. The Contractor represents and warrants that it has not, and undertakes that it shall not, infringe any third party intellectual property rights in performing any activities pursuant to the Contract. The Contractor represents and warrants that that he/she shall perform the activities pursuant to the UN Women Video Policy and Guidelines including obtaining written consent when required, including from survivors of violence and from the legal guardian/s of children under 18 years of age.[[12]](#footnote-13)
3. The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UN Women, its officials, employees, Contractors, agents or other representatives from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses arising out the Contractor’s violations of the representations and warranties above.
4. The indemnity set forth, above, shall not apply to:
5. A claim of infringement resulting from the Contractor’s compliance with specific written instructions by UN Women directing a change in the specifications for the Deliverables or directing a manner of performance of the Contract not normally used by the Contractor; or
6. A claim of infringement resulting from additions to or changes in any Deliverables furnished under the Contract if UN Women or another party acting under the direction of UN Women made the changes.
7. UN Women shall advise the Contractor about any such suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Contractor shall have sole control of the defence of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defence of the privileges and immunities of UN Women or any matter relating thereto, for which only UN Women itself is authorized to assert and maintain. UN Women shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.
8. In the event the use by UN Women of any Deliverables provided to UN Women by the Contractor, in whole or in part, in any suit or proceeding, is for any reason enjoined, temporarily or permanently, or is found to infringe any patent, copyright, trademark or other intellectual property right, or in the event of a settlement, is enjoined, limited or otherwise interfered with, then the Contractor, at its sole cost and expense, shall, promptly, either:
9. procure for UN Women the unrestricted right to continue using such Deliverables provided to UN Women;
10. replace or modify the Deliverables provided to UN Women, or part thereof, with the equivalent or better product, or part thereof, that is non-infringing; or,
11. refund to UN Women the full price paid by UN Women for the right to have or use such Deliverables, or part thereof.

UN Women confirms that the whole of the copyright present, future or contingent whatsoever and all other right, title and interest in and to the Deliverables shall be vested in the Contractor throughout the world in accordance with all applicable copyright laws. The Contractor further acknowledges and agrees that UN Women shall have the unconditional non-exclusive and perpetual right to make use of the Deliverables including but not limited to the entire take of all video footage from the Assignment in such manner as UN Women shall in its sole discretion think fit including without limitation the right to include the Deliverables on its own website and/or in any other public relations materials used to promote UN Women. UN Women may re-edit the Deliverables or any part thereof as convenient for its own exploitation of the Deliverables in any medium. UN Women may provide the Deliverables to other UN agencies and the media at no cost and may apply a Creative Commons Attribution-NonCommercial-NoDeriv 2.0 Generic license to the Deliverables.

1. **REQUIREMENTS**

***Key competencies, technical background and experience required:***

* Officially registered legal entity as per Ukraine’s regulations;
* At least 5 years of experience in communications and advertising sector, including producing public service announcements, advocacy/awareness raising or media campaigns, or commercial advertisement, preferably beyond regional level; experience in developing campaigns on gender, social justice issues and GBV is an advantage;
* Demonstrable capacity to produce high quality multimedia products (provide at least 3 links to similar videos, produced by the bidder);
* Proven record of previous PSAs broadcasted on national and local TV channels;
* Previous experience in working with international organizations in communications and advertising;
* Possesses technical and human resources for successful implementation of the assignment:
* The Company is expected to assign a special team dedicated for the assignments;
* The team shall compose of a task manager / producer, senior expert / director / gender equality & media expert / other technical and support staff.

***Requirements to task manager / producer:***

* Education: degree in PR, media management, marketing or related field;
* Knowledge of the context: understanding of the political, economic and social situation in Ukraine; knowledge and/or previous experience in working with gender issues will be an asset;
* Work experience: at least 3 years of experience in the oversight of the production of public service announcements or commercial advertisement;
* Language qualifications: Ukrainian. Knowledge of English will be considered as an asset.

***Requirements to senior expert / director:***

* Education: degree in performing arts or related field;
* Knowledge of the context; knowledge and/or previous experience in working with gender issues will be an asset;
* Work experience: at least 3 years of experience in the oversight of the production of public service announcements or commercial advertisement;
* At least 3 years of experience in working with multi-stakeholders – governments, civil society, CSOs and UN/multilateral/bilateral organizations;
* Language qualifications: Ukrainian. Knowledge of English will be considered as an asset.

***Requirements to gender equality and media expert:***

* Education: degree in public relations, gender studies, social and economic studies, development studies or related;
* Sound understanding of gender equality concerns and women’s rights situation in Ukraine with the special focus on conflict-affected regions;
* Work experience: at least 3 years of experience of working on gender sensitive reporting and production, raising awareness on gender equality and women’s rights among media representatives;
* Language qualifications: Ukrainian. Knowledge of English will be considered as an asset.

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

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

Technical proposal: 700

Financial proposal: 300

Total number of points: 1000

**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 (μ/z)

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

**Evaluation of technical proposal:**

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

|  |  |  |
| --- | --- | --- |
| **1.0 Expertise and Capability of Proposer** | | **Points obtainable** |
| Expertise of organization submitting proposal | |
| 1.1 | Organizational Architecture   * Officially registered legal entity in Ukraine 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 | 25 |
| 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. | 35 |
| 1.3 | General Organizational Capability  General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support) | 25 |
| 1.4 | Quality assurance procedures and mitigation measures | 25 |
| 1.5 | Relevance of Specialized Knowledge:   * At least 5 years of experience in communications and advertising sector, including producing public service announcements, advocacy/awareness raising or media campaigns, or commercial advertisement, preferably beyond regional level. Demonstrable capacity to produce high quality multimedia products (provide at least 3 links to similar videos, produced by the bidder). Proven record of previous PSAs broadcasted on national and local TV channels. Experience in developing campaigns on gender, social justice issues and GBV is an advantage. * Knowledge of the context: understanding of the political, economic and social situation in Ukraine. * Possesses technical and human resources for successful implementation of the assignment: The Company has assigned a special team dedicated for the assignments; The team is composed of a task manager / producer, senior expert / director and gender equality & media expert. * Reference letters on at least two relevant projects implemented in the past three years. |  |
| 70 |
| 1.6 | Previous experience in working with international organizations in communications and advertising | 30 |
| **Total** | | **210** |
| **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, aspects of the task in question are addressed in sufficient details | 150 |
| 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) | 150 |
|  | **Total** | **300** |
| **3.0 Resource Plan, Key Personnel** | | **Points obtainable** |
| Qualification and competencies of proposed personnel | |
| **3.1** | **Task manager / producer** |  |
| 3.1.1 | At least a Bachelor’s degree in PR, media management, marketing or related field | 10 |
| 3.1.2 | Minimum 3 years of experience in the oversight of the production of public service announcements or commercial advertisement | 30 |
| 3.1.3 | Knowledge and/or previous experience in working with gender issues will be an asset | 20 |
| 3.1.4 | Fluency in Ukrainian language. Knowledge of English will be considered as an asset | 10 |
|  | **Total** | **70** |
| **3.2** | **Senior expert / director** |  |
| 3.2.1. | At least a Bachelor’s degree in performing arts or related field | 5 |
| 3.2.2. | At least 3 years of experience in the oversight of the production of public service announcements or commercial advertisement | 10 |
| 3.2.3. | At least 3 years of experience in working with multi-stakeholders – governments, civil society, CSOs and UN/multilateral/bilateral organizations | 10 |
| 3.1.4. | knowledge and/or previous experience in working with gender issues will be an asset | 10 |
| 3.1.5. | Fluency in Ukrainian language. Knowledge of English would be an asset. | 5 |
|  | **Total** | **40** |
| **3.3** | **Gender equality and media expert** |  |
| 3.3.1 | At least a Bachelor’s degree in public relations, gender studies, social and economic studies, development studies or in the related fields | 10 |
| 3.3.2. | At least 3 years of experience of working on gender sensitive reporting and production, raising awareness on gender equality and women’s rights among media representatives. | 10 |
| 3.3.3 | Sound understanding of gender equality and women’s rights situation in Ukraine with the special focus on conflict-affected regions | 10 |
| 3.3.4 | Fluency in Ukrainian language. Knowledge of English would be an asset. | 10 |
|  | **Total** | **40** |
| **3.4** | **Other staff (sound technician, video technician, others), total** | **40** |
|  | **Total for key personnel** | **190** |
|  | **TOTAL FOR TECHNICAL PROPOSAL** | **700** |
|  | [70%] **of** [700] **pts =** [490] **pts needed to pass technical** |  |

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the

obtainable score of 700 points for the technical proposal.

**ANNEX 4**

**FORMAT OF TECHNICAL PROPOSAL**

**Technical Proposals not submitted in this format may be rejected.**

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

Proposer is requested to include a 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. |
| 1.2 Financial capacity and adverse judgments or awards   * 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. * Include reference to any adverse judgment or award. |
| 1.3 General Organizational Capability   * Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). * Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in. * Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously. |
| 1.4 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   * Describe experience on similar Programmes/Projects on conducting quantitative household surveys in Ukraine. Previous experience on conducting household surveys on public perceptions and attitudes of people in communities; Previous experience in conducting field researches related to gender equality, gender based discriminaton, gender-based violence. Previous experience in conducting quantitative field research in Eastern Ukraine is an asset. * Detail any specialized knowledge that may be applied to performance of the TOR. * 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 |  |  |  |  |  | |
| 1.6 Experience of working with international and donor organizations   * Describe experience with international and donor organizations; * Experience with other UN organizations/ major multilateral / bilateral programmes is highly desirable. |
| **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](http://www.weprinciples.org/Site/Companies/1) (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://www.empowerwomen.org/business-hub): <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 3.4.1of 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

1. **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.

1. **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 UAH** | **Total Cost UAH** |
| **Personnel** | **Per person** |  |  |  |
| Task manager / producer | 1 person | Day/week/month |  |  |
| Senior expert / director | XX person | Day/week/month |  |  |
| Gender equality and media expert | XX person | Day/week/month |  |  |
| Other personnel | XX person | Day/week/month |  |  |
| **Operational cost** | **1 lump sum** |  |  |  |
| Printing, stationary, translation and communication costs |  |  |  |  |
| Travel of personnel, including tickets/per diem, if any |  |  |  |  |
| **Activities costs** | **Per item** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL CONTRACT AMOUNT |  |  |  |  |

*[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:

1. 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 ***raising awareness on gender-based violence among women and men in conflict-affected areas of Donetsk, Luhansk and Zaporizhzhia regions*** and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

1. 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.
2. 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;
3. Our proposal shall be valid for a period of **[90]** 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;
4. If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
5. 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]*
6. We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
7. 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;
8. 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](http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment](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;

  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**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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. |  |

1. Economic costs of violence against women in Ukraine, UNFPA, 2017, available at: <http://ukraine.unfpa.org/en/publications/economic-costs-violence-against-women-ukraine-0> [↑](#footnote-ref-2)
2. Gender-based violence in the conflict-affected regions of Ukraine, UNFPA (2015), available at: <https://reliefweb.int/sites/reliefweb.int/files/resources/gbv_study_2015_final_eng.pdf> [↑](#footnote-ref-3)
3. Security and Justice in Ukraine, Report on Findings. UNDP, 2017, available at: <https://www.ua.undp.org/content/dam/ukraine/docs/DG/CBA-III/Security%20and%20Justice%20FINAL-ENG.pdf> [↑](#footnote-ref-4)
4. The Assessment covered 43 (15 female and 28 male) district and patrol police officers, as well as crime prevention specialists from the Donetsk and Luhansk police units, UN Women 2017. [↑](#footnote-ref-5)
5. Masculinity Today: Men’s Attitudes to Gender Stereotypes and Violence Against Women, UNFPA, Kyiv, 2018, available at: <http://ukraine.unfpa.org/sites/default/files/pub-pdf/Masculinity%20Today%20Men%27s_Report.pdf> [↑](#footnote-ref-6)
6. UN Women Baseline survey on attitudes to GBV. Results, February 2017. The survey was conducted in hromadas of government-controlled areas of Donetsk and Luhansk oblasts in Ukraine. [↑](#footnote-ref-7)
7. Masculinity Today: Men’s Attitudes to Gender Stereotypes and Violence Against Women, UNFPA, Kyiv, 2018, available at: <http://ukraine.unfpa.org/sites/default/files/pub-pdf/Masculinity%20Today%20Men%27s_Report.pdf> [↑](#footnote-ref-8)
8. UN Women Baseline survey on attitudes to GBV. Results, February 2017. The survey was conducted in hromadas of government-controlled areas of Donetsk and Luhansk oblasts in Ukraine. The new perception survey by UN Women will be completed by the beginning of 2019. The results of both surveys will be shared with the Company. [↑](#footnote-ref-9)
9. Gender-based violence in the conflict-affected regions of Ukraine, UNFPA (2015), available at: <https://reliefweb.int/sites/reliefweb.int/files/resources/gbv_study_2015_final_eng.pdf> [↑](#footnote-ref-10)
10. The company may engage professional and amateur theater troops from different regions of Ukraine and bring them in Eastern Ukraine [↑](#footnote-ref-11)
11. See at: <https://www.youtube.com/watch?v=jgIzjANG5Ns&feature=youtu.be>

    <https://www.youtube.com/watch?v=BDAvvH9xL2Q&feature=youtu.be>

    <https://www.youtube.com/watch?v=ADjbBj98_KM> [↑](#footnote-ref-12)
12. For a model UN Women consent form, see Annex 1 of the UN Women Photo Policy and Guidelines. [↑](#footnote-ref-13)