

Request for Proposal

Reference No.: *UKR/2018-012*

to conduct the quantitative and qualitative field survey for the Study on
Understanding Masculinities in the Security sector in Ukraine

September 4, 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) to conduct the quantitative and qualitative field survey for the Study on Understanding Masculinities in the Security Sector in Ukraine

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of the national organization/think-tank/survey research organization **to conduct the quantitative and qualitative field survey for the Study on Understanding Masculinities in the Security Sector in Ukraine** 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 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	<p>Date and Time: Wednesday 19 September 2018 6:00 PM (EET)</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: Kyiv, Ukraine</p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	<p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p>Technical Proposal: procurement.ukraine@unwomen.org</p> <p>Financial Proposal: fin.bids@unwomen.org</p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> UAH
3.5	Proposal Validity Period commencing after the deadline for submission of proposals	90 business days.

2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="7"/> 7 business days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: uliana.bila@unwomen.org</p> <p>Clarification emails should include a subject header in the following format:</p> <p><i>"UNW RFP Reference # UKR/2018-012, Request for Clarification, Company/Contractor Name"</i></p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></p>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required Proposal Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.
7.4	Performance Security	<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> 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,



Olga Osaulenko

Programme Coordinator/Officer-in-Charge, UN Women Ukraine

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 gender equality policies and international commitments on gender equality and the empowerment of women, including the Sustainable Development Goals, Beijing Platform for Action, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and its Optional Protocol, UN Security Council Resolutions on Women, Peace and Security and others.

UN Women Ukraine implements its Country Strategy for 2018-2022, covering 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 faces unprecedented challenges affecting the enjoyment of equal opportunities and rights by women in general, particularly for those facing multiple forms of discrimination. The roots can be found in patriarchal attitudes and stereotypes, but also in systemic gaps which have not been addressed. Among these are the weak rule of law, low capacity of the institutional mechanisms for gender equality, lack of political will and low awareness of gender equality commitments, chronic underinvestment in gender equality, lack of access to data and the inability of policy makers to analyse data to inform policies, reforms, plans and budgets, as well as lack of cross-sectoral coordination and meaningful engagement with civil society.

The conflict and the profound security, social, economic and political crisis of the last three years has deepened the already existing gender inequalities and created new challenges for the protection and realisation of women's rights in Ukraine. The gender-specific aspects of particular concern at present include, but are not limited to: patriarchal culture, entrenched gender stereotypes and discrimination, which have deepened as a result of the armed conflict and place a disproportionately high austerity burden on women and physical risk on men; mounting instances of post-traumatic stress disorder (PTSD) among combatants and ex-combatants and rising domestic violence; discrimination against internally displaced women, girls, men and boys; and limited participation of women in decision-making at all levels, including with regard to community security, recovery, local development and service delivery, reconciliation and peacebuilding.

The 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 conflict has also led to heightened levels of domestic violence due to increased tolerance of violence in society, easier access to weapons and PTSD among former combatants. Survival sex, including by minors, is being reported, further increasing risks to mental, physical and reproductive health. Since the very inception of the conflict, allegations of conflict related sexual violence have regularly surfaced in media reports often presenting unverified facts, contributing to deepening the mistrust, divide

and animosity among local communities. The majority of CRSV cases documented¹ by OHCHR in Ukraine occurred in the context of the deprivation of liberty on both sides of the contact line. In these cases, both men and women detained on conflict-related charges² were subjected to sexual violence to extract confessions or information.

In Ukrainian society, the men are traditionally assigned roles of 'providers', 'protectors' and 'heroes', which have been reinforced by media since 2014. As a result of the conflict and deteriorating economic situation, the ability of men to respond to these societal expectations has decreased in some cases (for example, difficulties in securing employment, injuries and disabilities related to the conflict). This, coupled with stress, has led to an increase in harmful behaviour, such as alcohol consumption, drug addiction, high-risk sexual activities and domestic violence.

The Ukrainian Constitution, policy and legal frameworks guarantee equality for men and women in Ukraine in all sectors. The country localized the Sustainable Development Goals (2017), joined the Beijing Declaration and Platform for Action of the 4th World Conference for Women (1995) and ratified the main international instruments on gender equality and women's rights, including the Convention on Elimination of All Forms of Discrimination against Women (1981). Nevertheless, equality and women's rights have not yet become a priority under the Government's comprehensive reform agenda that, while covering eighteen sectors, does not integrate gender equality perspectives at any level. Efforts to advance gender equality are consistently challenged by patriarchal attitudes and discriminatory stereotypes entrenched in society and reiterated by anti-gender political discourse, the media and society.³

As a crisis response measure, the Government adopted the National Action Plan for Implementation of UNSCR 1325 on Women, Peace and Security for 2016-2020 (NAP 1325)⁴. Since its adoption, security and defence sector actors have made considerable progress towards integration of the Women, Peace and Security (WPS) Agenda in the internal policies and structures. Internal working groups on WPS have been established in the Ministries of Defense (MOD) and Ministry of Internal Affairs (MIA), as well as in the National Guard. The MOD and MIA have also developed WPS sectoral action plans. An Inter-ministerial working group on the Implementation of UNSCR 1325 has been functioning since May 2017 to coordinate the efforts of the security sector to advance integration of the WPS agenda in the sectoral reforms.

To support comprehensive integration of gender equality and the women, peace and security agenda in the security and defense sector, in 2017 UN Women and the Office of the Vice-Prime Minister on European and Euro-Atlantic Integration accomplished a comprehensive Gender Impact Assessment of the Security and Defense Sector⁵ covering the Ministry of Defense and General Staff, the Ministry of Internal Affairs, the National Police, the State Border Guard Services and the National Guard. The key findings of the assessment included:

- Security and defense is one of the most masculine sectors in Ukraine. The number of women in the security and defense agencies remains low, though there has been an increase in the last couple of years (8.5% of service personnel in the armed forces, 5.3% of officers and 9.4% of soldiers and sergeants)⁶. While some combat positions have recently been opened for women, women are still restricted from many combat positions by law and attitudes in the sector. This leads to the placement of women in positions that are not regarded as hazardous.

¹ For other cases documented in HRMMU, which were not reflected in the thematic report see quarterly reports by OHCHR on the human rights situation in Ukraine, which are available here: http://www.ohchr.org/Documents/Countries/UA/ReportCRSV_EN.pdf

² The parties to the conflict most often detained the members of armed forces of the other side or those who were perceived to be otherwise affiliated to the other party of the conflict.

³ Committee on the Elimination of Discrimination against Women, Concluding observations on the eighth periodic report of Ukraine, 9 March 2017, CEDAW/C/UKR/CO/8, para 26, p 8.

⁴ Approved by Decree No. 113-p of the Cabinet of Ministers, dated 24 February 2016.

⁵ The Gender Impact Assessment of Security and Defense Sector in Ukraine, UN Women, September 2017, available at: <http://eca.unwomen.org/en/digital-library/publications/2018/07/gender-impact-assessment-of-the-security-and-defense-sector-in-ukraine-in-2017>

⁶ Ministry of Defense, October 2016.

- Gender equality is not regarded as a part of the reform of the security and defense sector by leaders in the sector and is not mainstreamed in the day-to-day work of these institutions and is not given much consideration at the strategic, operational, and tactical levels.
- There is a limited conceptual understanding of gender equality, discrimination and the root causes of gender inequalities among personnel in the security and defense sector (at all levels). While, some personnel are aware of national and institutional commitments to realize the principle of gender equality, there is little or no internalization of why gender equality is important or why women's equal participation are needed in the sector.
- Gender is not systematically integrated into higher education, capacity-building activities and trainings in the Sector and there is a lack of a unified approach regarding the interpretation of gender policies and definitions among educational institutions and training centers.
- Security sector institutions lack the necessary capacity and expertise to advance gender equality at the strategic, operational, and tactical levels.
- There is a lack of gender-sensitive policies and procedures for recruitment and retention of personnel and there is little or no support for women to build their capacity and leadership. Due to this and gender stereotypes and discrimination in the sector, women are seldom appointed to the highest leadership positions and are much less likely to be promoted than men.
- Discrimination and sexual harassment against women are widespread in the security and defense sector and many don't acknowledge this problem. There is limited understanding of what constitutes discrimination and sexual harassment. As a result, there is no data on the prevalence of discrimination and sexual harassment and no specific mechanisms for reporting of sexual harassment. There are also no data on cases of sexual violence and assault in the security and defense sector.

UN Women works to support the Government, as well as partners with civil society and women facing multiple forms of discrimination, to integrate gender equality and women's human rights commitments into the national reforms, including security sector reform. The project, ***"Gender Equality at the Centre of Reforms, Peace and Security"***, funded by the Government of Sweden, provides support to the national security sector institutions, including the Ministry of Interior, in implementation of UN Security Council Resolution 1325 and the subsequent WPS resolutions. To support the implementation of WPS commitments at regional and local levels and gender-responsive reforms focused on the conflict-affected area and areas with a high number of internally displaced persons (IDPs) in eastern regions, UN Women Ukraine implements the project ***"Building democratic, peaceful and gender-equal society in Ukraine"*** with the financial support of Government of Norway.

Men are in control at the political and public level in Ukraine, particularly in the security and defence sector. However, little research has examined men's views on gender equality, how gender relations are affected by conflict and what pathways to gender equitable attitudes and practices exist or may be possible for men in the current context of Ukraine. UN Women will thus implement a ***"Study on Understanding of Masculinities in the Security Sector"***, which will include a quantitative and qualitative component with technical assistance from the non-governmental organization Promundo.⁷ UN Women will also partner with Ukraine's National Academy of Internal Affairs (NAIA) to conduct the study.

A Technical Advisory Group (TAG) will be created for the conducting of the Masculinity Study in the Security Sector. At the national level, the TAG will be comprised of key government institutions, including but not limited to the Office of the Vice-Prime Minister on EU and Euro-Atlantic Integration and the Commissioner on Gender Equality Policy, Ministries of

⁷Promundo - is a global consortium with members in the United States, Brazil, Portugal, and DRC that collaborate to achieve this mission by conducting cutting-edge research that builds the knowledge base on masculinities and gender equality; developing, evaluating, and scaling up high-impact gender-transformative interventions and programs; and carrying out national and international campaigns and advocacy initiatives to prevent violence and promote gender justice.

Defense and Interior, National Academy of Interior, civil society groups and the other partners, as appropriate. The TAG will: (1) provide general oversight of the process, (2) provide input to the research and questionnaire design, (3) advise on research and survey implementation, (4) ensure local ownership of the data, (5) assist with any local challenges in carrying out the study, and (6) provide input on the results to inform data analysis, interpretation, and dissemination.

UN Women is therefore seeking to contract the services of a national research institution with extensive experience in conducting quantitative and qualitative research, preferably on social and gender issues, to work in close partnership with Promundo and NAIA on the “Study on Understanding of Masculinities in the Security Sector”.

II. Scope of Work/Duties and Responsibilities

Under the overall guidance of the UN Women Representative of UN Women in Ukraine, direct supervision of the Programme Specialists of the above-mentioned projects, the contractor will work jointly with Promundo and NAIA to conduct a mixed-method study aimed at exploring gender and masculinities within the security sector in Ukraine.

The contractor is expected to implement the following set of tasks:

1. Design a **methodology for the assignment** with specific timelines;
2. Participate in the meetings of the **Technical Advisory Group**;
3. Participate in **capacity-assessments and trainings** offered by Promundo such as on conducting research on sensitive topics and issues of gender and masculinities, and trainings for data collectors on international ethical standards;
4. Compliment the trainings provided by Promundo with additional **capacity-building support and trainings** for the NAIA on conducting qualitative and quantitative research throughout the assignment’s duration;
5. Contribute to a **review of literature and data** on existing research and program experiences related to men and masculinities in the security and defense sector in Ukraine;
6. In collaboration with Promundo and NAIA, **develop the study design, methodology and quantitative and qualitative research instruments** (informed by the literature review) and **identify research sample and sites** for a representative household survey. The sampling frame should be created by using a stratified multistage sampling where number of sampling points are drawn proportional to the estimated **size of persons engaged/employed in the security sector**;
7. **Coordinate the programming of handheld tablets with the final survey questionnaire** and all oversight of handheld data collection using the CAPI (Computer Assisted Personal Interview) technique. Preference will be given to applicants with past experience in handheld tablet data collection;
8. Lead the process of seeking approval from a Ukraine – based **Institutional Review Board** (independent research ethics board IRB) or other research ethics board with support from Promundo.
9. **Provide a team of highly skilled/experienced data collectors/ enumerators**, in addition to the participating interviewers from the NAIA, and collaborate with Promundo and NAIA to provide trainings for the interviewers on conducting the quantitative surveys with men and women in the security sector, as well as qualitative research via focus groups and in-depth semi-structured individual interviews; train data collectors on using the e-tablets to conduct the survey;
10. Conduct **questionnaire pre-testing** on a quota-controlled sample of maximum 30 respondents and provide a brief report to UN Women on key findings and potential suggestions for questionnaire improvements/refinement;

11. Carry out the field survey based on the sampling size and stratification, and provide guidance and fieldwork supervision of the data collectors; provide bi-weekly reports during data collection, including monitoring of data collected on tablets and adverse incident reports where applicable;
12. Perform data entry into statistical database (using SPSS or other software for social research) and logical control of the data; working with and increasing the capacities of the NAIA in these processes;
13. Jointly conduct the qualitative research including through focus groups and in-depth semi-structured individual interviews with NAIA;
14. Conduct gender-based analysis of collected data from quantitative and qualitative research and draft a comprehensive analytical report, and provide a set of recommendations; respond to feedback and incorporate changes in the draft report based on the peer-review carried out with NAIA and relevant stakeholders, and with final approval of UN Women and Promundo;
15. Contribute to an advocacy strategy and dissemination plan led by the NAIA for the Ukrainian and English versions of the final report in close consultation with UN Women Ukraine; participate in report launch event;
16. Provide a project report to UN Women including a description of all the activities implemented and a summary of the results achieved, with lessons learned and recommendations.

III. Assignment Deliverables:

#	Deliverables	Payment amount	Deadline
1.	A detailed work plan for all activities to be conducted during the assignment submitted;	10% of the contract amount	12 October 2018
2.	Study methodology (including detailed methodology, sampling frame, report structure) developed;	20% of the contract amount	30 November 2018
3.	Completion of field work and delivery of full datasets;	30% of the contract amount	31 October 2019
4.	Draft analytical report on findings of the study submitted;	30% of the contract amount	30 November 2019
6.	<u>Final project report</u> including description of all the activities implemented and a summary of the results achieved, with lessons learned and recommendations submitted to UN Women.	10% of the contract amount	10 December 2019

- 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 and information; and relevant technical support and advice during the implementation of the tasks.
- UN Women will also provide premises for working meetings in UN Women in Kyiv as required.

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:

$$p = y (\mu/z)$$

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	<u>Organizational Architecture</u> <ul style="list-style-type: none"> 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 	15
1.2	<u>Financial capacity and adverse judgments or awards:</u> <ul style="list-style-type: none"> 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. 	25
1.3	Relevance of: <ul style="list-style-type: none"> Specialized knowledge Experience on similar Programmes/Projects on conducting quantitative and qualitative 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 discrimination, gender-based violence. Previous experience in conducting quantitative field research in Eastern Ukraine is an asset. Reference letters on at least two relevant projects implemented in the past three years.	60
1.4	<u>General Organizational Capability</u> General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	15
1.5	Quality assurance procedures and mitigation measures	15
1.6	Experience of working with international and donor organizations.	20
Total		150

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	200
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)	200
Total		400
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Team Leader/Senior Researcher	
3.1.1	At least an MA degree in statistics, research methods, social science or relevant fields	5
3.1.2	Minimum 5 years of professional experience of supervising/leading at least 3 quantitative household surveys of 1,000 respondents or more	40
3.1.3	At least 3 years experience of working with international and donor organizations	10
3.1.4	Fluency in Ukrainian and English language. Knowledge of Russian would be an asset.	5
Total		60
3.2	Field Work Coordinator	
3.2.1.	At least a bachelor's degree in statistics, research methods, social science or relevant fields	5
3.2.2.	At least 3 years of experience in field management, supervision and coordination, experience in training interviewers, coordinating enumerators and managing field supervision	20
3.2.3.	Fluency in Russian and Ukrainian language. Knowledge of English would be an asset.	5
Total		30
3.3	Data Production Specialist	
3.3.1	At least Bachelor's degree in statistics, mathematics, economic, social sciences or related fields	5

3.3.2.	At least 3 years of experience in data processing and production, questionnaire programming preparing data files, creating data tabulations, data logic control, data processing and statistical analyses.	20
3.3.2	Fluency in Russian and Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
3.4	Gender Expert/Specialist	
3.4.1.	MA degree in gender studies, social and economic studies, development studies or relevant fields;	5
3.4.2	Experience in conducting gender analysis, based on quantitative and qualitative data, experience with complex analysis and cross-tabulations of statistical data proven through at least 2 such analysis performed;	20
3.4.3.	Fluency in Ukrainian and English language. Knowledge of Russian would be an asset.	5
	Total	30
	Total for key personnel	150
	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.

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:

- 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 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					

1.4 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.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

1.6 Experience of working with international and donor organizations

- Describe experience with international and donor organizations;

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
- Provide an 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)

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

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 Hryvnas) 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			
Team Leader	1 person	Day/week/month		
Field Work Coordinator	XX person	Day/week/month		
Data Production Specialist	XX person	Day/week/month		
Gender Expert	XX 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				
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[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: _____

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. Kyiv, 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 **conducting the quantitative and qualitative field survey for the Study on Understanding Masculinities in the Security Sector in 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]*

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: _____

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>

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) : _____

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

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.	