

# Request for Proposal

**Reference No.:** RFP/2018/UNW/004

*[Event Management Company]*





09/09/2018

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for *Event Management Company*.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure event management company 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 I) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
  - c. Terms of Reference (TOR) (Annex 2)
  - d. Evaluation Methodology and Criteria (Annex 3)
  - e. Format of Technical Proposal (Annex 4)
  - f. Format of Financial Proposal (Annex 5)
  - g. Proposal Submission Form (Annex 6)
  - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
  - i. UN Women Model Forms of Contract (Annex 8)
  - j. General Conditions of Contract (Annex 8)
  - k. Joint Venture/Consortium/Association Information Form (Annex 9)
  - l. Submission Checklist (Annex 12)
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)



## PROPOSAL INSTRUCTION SHEET (PIS)

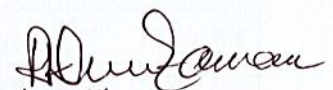
4. Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link:

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: Thursday 20 September 2018 12:00 AM (EDT) [for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> ] City and Country: [Dhaka, Bangladesh] This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Road-113, House-11A(CES), Dhaka-1212 <input checked="" type="checkbox"/> Electronic submission of Proposal: Bangladesh Country Office Procurement <BCO.procurement@unwomen.org> Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input checked="" type="checkbox"/> BDT If no, please indicate Currency: <input type="text" value="BDT"/>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	Choose an item. If other, please indicate: <input type="text" value="120"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="2"/> days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in

		such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	<p>Requests for clarification should be addressed to the e-mail address: <b>Bangladesh Country Office Procurement BCO.procurement@unwomen.org</b> by 12<sup>th</sup> September 2018.</p> <p>Clarification emails should include a subject header in the following format:  “UNW RFP Reference #, Request for Clarification, Company/Contractor Name”</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.  <u><b>The e-mail address above is for clarifications ONLY.</b></u>  <u><b>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</b></u></p>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<input checked="" type="checkbox"/> Not applicable

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

Yours sincerely,



Reshma Khan Zaman  
Operations Manager  
UN Women Bangladesh



## ANNEX 2

### TERMS OF REFERENCE (TOR)

The key objective of this assignment is to organize HeForShe events with UN agencies, External stakeholders, and media; and a national event at the end in order to bring all the stakeholders together with their pledges. An event management agency will be recruited for this purpose, that will carry out the specific tasks as outlined below.

#### TERMS OF REFERENCE (TOR) for Event Management of HeForShe

<b>Title</b>	Event management Service for HeForShe Events
<b>Location</b>	Dhaka, Bangladesh
<b>Expected date of Accomplishment</b>	1 <sup>st</sup> October -December 31 <sup>st</sup> , 2018
<b>Application Deadline</b>	September 20 <sup>th</sup> , 2018

#### 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 supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programmes and services needed to implement these standards. It stands behind women's equal participation in all aspects of life, focusing on five priority areas; increasing women's leadership and participation; ending violence against women; engaging women in all aspects of peace and security processes; enhancing women's economic empowerment; and making gender equality central to national development planning and budgeting. UN Women also coordinates and promotes the UN system's work in advancing gender equality.

An initiative to achieve gender equality titled HeForShe is at the core of UN Women's work whereby men are encouraged to become gender advocates and champion women's empowerment and ending violence against women. HeForShe champions globally advocate for these issues and pledge to carry out their responsibilities based on this role. The HeForShe campaign intends to mobilize men and boys globally to stand up and take action for the achievement of gender equality. The formation and participation of strong partners are central to the success of the campaign and as such, HeForShe will work closely with, support and encourage, UN Agencies, academia, media and private sector within Bangladesh to build strategies and work collaboratively to achieve the objectives of the campaign. HeForShe will seek to enhance and promote all partner strategies and activities that contribute to the goal of gender equality.

In Bangladesh, HeForShe was first initiated in the year 2016 at national level, whereby thought leaders, politicians, media personalities, etc were invited and pursued to be HeForShe champions. This year, UN Women BCO plans to take up the initiative to the UN agencies, private sector, academia and in the media, with a view to taking up HeForShe champions' pledges at national level.

#### OBJECTIVE OF THE ASSIGNMENT



The key objective of this assignment is to organize events with UN agencies, External stakeholders, and media; and a national event at the end in order to bring all the stakeholders together with their pledges. An event management agency will be recruited for this purpose, that will carry out the specific tasks as outlined below.

#### **SPECIFIC TASK FOR THE EVENT MANAGEMENT COMPANY**

In consultation with respective unit, the successful contractor will be required to deliver the following services:

##### *Before the event:*

- In close consultation with UN Women, design each event individually, come up with unique and creative concepts to introduce HeForShe to the stakeholders
- In consultation with UN Women, prepare the primary list of stakeholders under each of these categories (Private sector, academia, media); set up appointments for pre-event meetings after getting approval from UN Women
- Meeting space reservations, including set-up and layout from the following United Nations Department for Safety and Security (UNDSS) cleared venues:
  - Bangabandhu International Conference Center (BICC)
  - Pan Pacific Sonargaon
  - five-star hotel (upon further discussion with the respective unit of UN Women)
- Design and development of
  - Invitation cards with envelopes and e-invitations: Size, text and color to be approved by UN Women
  - Information handouts on HeForShe
  - Event banner, X Banner, festoon: Size, text and color to be approved by UN Women
  - Production of 500 HeForShe badges (samples will be provided)
  - Prepare and maintain a database of guests and participants (Name, Contact details with Mobile No. and Email address) in consultation with UN Women
  - Ensure timely distribution and receipt of invitation cards to the guests, at least 10 days before the event.
  - At least a day before the event, the contractor has to review in detail and confirm the following things to UN Women:
    - Overall set up, both in & outside of the hall
    - AV equipment
    - Food menu
    - Security

##### *During the event:*

- Manage catering numbers effectively, maximizing value and minimizing wastage during the event
- Audiovisual coordination including projectors, projection screens, microphones, sound system.
- Registration service at the venue including collection of business cards from the guests
- Directional signage for guests
- Effective documentation/Note taking by at least 2 persons
- Ensure availability of translation booth and sufficient number of translation equipment (at least 50) with 1 or 2 professional interpreters (Bangla – English) during the event
- Produce a 'Press release' for print and electronic media to be approved by UN Women

##### *After the event:*



- All notes collected-as soon as the event closes
- One final report on delivered services and highlights from the event-within 4 working days
- Photography and videography services of the events
- One single itemized invoice for all services-within 2 working days
- Atleast 3 talk shows with media houses and 5 print media stories

#### **CONTRACT SUPERVISION**

UN Women Bangladesh has overall management of the work of the contractor. Under the overall supervision and direct consultation with the UN Women team, the contractor is expected to deliver quality outputs.

#### **DELIVERABLES**

The event management company are required to deliver the following:

Deliverable	Timeframe
Organize HeForShe events:	
Private Sector 50 (venue, coffee and snacks)	October
University Students 200 (coffee and snacks)	October
Media 30 (Venue, coffee and snacks)	October/November
National Event 200-300 (Venue, Lunch, coffee and snacks)	November/December
*Confirm participants for each of these events *Confirm and design layout of venue, including placement of communications collaterals, food and other logistics *Providing multi Media/Screen/PA/sound system/photography/videography	
<b>Reporting</b> All notes and a detailed report after the event	Within four working days of each event

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE EVENT MANAGEMENT COMPANY:**

The media firm will be required to have;

- 5-10 years relevant expertise of planning and implementing similar events at scale. Demonstrated capacity and expertise to execute the activities, including availability of equipment, contacts and experience of undertaking similar assignments.
- Concrete organizational structure
- 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.
- Extensive experience in managing events for Ministerial level, UN organizations/for development organizations with the aim of reaching both local and international audiences.
- Experience in working with international organizations and /or international donor and NGOs might be preferred.
- Well-developed design and plan for executing the event. This includes the approach to event management, the timeline from appointment to the event, critical milestones, dependencies, lines of communications etc.



- Relevant work experience and qualifications of key personnel / senior staff to conduct the proposed project; and the proposed management and team structure.
- A well developed, detailed, budget for the services of the Vendor relevant to event management, such as venue, catering, AV equipment, security, etc. Value for money will be an important consideration in the evaluation of the proposed budget, and therefore Vendors are strongly encouraged to provide as much detail in their proposal as they can.
- For details of evaluation method, please check Annex 3
- For details of technical proposal, please check Annex 4
- For details of Financial proposal, please check Annex 5

#### **DURATION OF THE ASSIGNMENT:**

15 October to 31 December 2018

#### **COPYRIGHTS**

UN Women will reserve the copyright of all produced materials and should be permitted to use them without a time limit.

#### **TERMS OF PAYMENT**

100% payment after satisfactory completion of private sector engagement event

100% payment after satisfactory completion of university students' engagement event

100% payment after satisfactory completion of media engagement event

100% payment after satisfactory completion of national event

#### **EVALUATION METHOD**

Quotations will be evaluated based on technical (70%) and financial (30%) competency.

#### **SUBMISSION OF QUOTATION**

Interested companies should submit a quotation in response to the TOR, which should be as per the following instruction:

- Courier/Email by 20 September 2018
- Quotation with breakdown of different budget lines
- Company profile and samples of relevant products/ projects in the last 3 years (Name of Project/ Clients, Project size/ amount in BDT, Project Duration)

#### **ESTIMATED BUDGET: TBC**

### **ANNEX 3**



# EVALUATION METHODOLOGY AND CRITERIA

## 1. Preliminary Evaluation

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

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

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

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

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

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

**Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN



Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and recommends signing up to the Womes Empowerment Principles.

**Other Formal Requirements:**

- Offers are signed by an authorized party, including Power of Attorney if stipulated;
- The offer is submitted as per the instructions to proposer's ref: 4.1 and detailed in the Proposal Insturction Sheet above;
- The offer is valid;
- The offer is complete and eligible.

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [100] points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the total obtainable score of [100] 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 [100] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

No point is allocated for the financial proposal in "*Lowest-priced technically compliant*" method of evaluation. Therefore, the total number of points which a firm/institution can obtain under this method is only [100] (maximum points assigned to technical proposal).

The contract will be awarded to the proposer offering the lowest price having achieved the minimum threshold of [70%] of the total obtainable score of [100] points and therefore are determined to be the most responsive proposal.

Technical Points-70(700)

Financial Points-30(300)

**Evaluation of technical proposal:**

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation document. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 100 (1000 points):

1.0 Expertise and Capability of Proposer	Points obtainable
Expertise of organization submitting proposal	



1.1	Organizational Architecture	10
1.2	Adverse judgments or awards <i>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.</i> <i>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</i>	5
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	5
1.5	Quality assurance procedures	5
1.6	Relevance of: - Specialized Knowledge - 5-10 years relevant expertise of planning and implementing similar events at scale. Demonstrated capacity and expertise to execute the activities, including availability of equipment, contacts and experience of undertaking similar assignments Extensive experience in managing events for Ministerial level, UN organizations/for development organizations with the aim of reaching both local and international audiences. Experience in working with international organizations and /or international donor and NGOs might be preferred.	10
		45
<b>2.0 Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
<b>Proposed methodology</b>		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR Well-developed design and plan for executing the event. This includes the approach to event management, the timeline from appointment to the event, critical milestones, dependencies, lines of communications etc.	4
2.2	Management Services – Timeline and deliverables.	3
2.3	Environmental Considerations: Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission,	3



	etc.), either in its business practices or in the goods it manufactures.	
		10
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide, and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time Relevant work experience and qualifications of key personnel / senior staff to conduct the proposed project; and the proposed management and team structure.	15
		70
	[70%] of [100] pts =70 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 [100] 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

**Background:** Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.

**Financial capacity:** The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

*[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]*

##### 1.2 Adverse judgments or awards



Include atleast 3 references to any adverse judgment or award, with whom reference check will be done.

### 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, especially working with the media, private sector and students. 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 Subcontracting

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

### 1.5 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. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

### 1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.

Describe the experience of the organization performing similar goods/services/works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.

Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to undertaking the goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

## **Section 2.0: Proposed Work Plan and Approach**

### 2.1 Analysis approach, methodology

Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.

Explain the organization's understanding of UN Women's needs for the goods/services/works.

Identify any gaps/overlaps in UN Women's coverage based on the information provided.

Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:

- Best Value for money
- Fairness, integrity and transparency
- Effective competition



<b>d) The best interests of UN Women</b>
<b>2.2 Management - timeline, deliverables and reporting</b> Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR
<b>2.3 Environment-related approach to the service/work required</b> Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
<b>Section 3.0: Resource Plan, Key Personnel</b>
<b>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</b> 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.
<b>3.2 Profile on Gender Equality</b> 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 <i>not</i> 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 <u>Women Empowerment Principles</u> (if more than 10 employees) <a href="http://weprinciples.org/Site/PrincipleOverview">http://weprinciples.org/Site/PrincipleOverview</a> ; 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 <u>here</u> : <a href="http://weprinciples.org/Site/CompaniesLeadingTheWay/">http://weprinciples.org/Site/CompaniesLeadingTheWay/</a> 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. <i>Substitution</i> of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract. Please use the format below, with each CV no more than THREE pages in length.

**Sample CV template:**

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary] From [Year]: _____ To [Year]: _____ Employer: _____ Positions held: _____	
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff	



capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## ANNEX 5

### FORMAT OF FINANCIAL PROPOSAL

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out-of-pocket expenses should be listed separately.

In case of an equipment component to the service provided, the financial proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.

b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.

c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.

d. An all-inclusive amount for local travel, if applicable.

e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.



- f. Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women's core mandate. In the case that both companies are women-owned or have women in the majority, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

**A. Cost Breakdown per Deliverables**

	<b>Deliverables</b>	<b>Percentage of Total Price</b>	<b>Price (Lump Sum, All Inclusive)</b>	<b>Delivery time/time period (if applicable)</b>
1	Deliverable 1: <b>successful completion of private sector engagement event</b>	100%	As per offer	After completion of event
2	Deliverable 2: <b>successful completion of university students' engagement event</b>	100%	As per offer	After completion of event
3	Deliverable 3: <b>successful completion of Media engagement event</b>	100%	As per offer	After completion of event
4	Deliverable 4: <b>successful completion of National event</b>	100%	As per offer	After completion of event
	<b>Total</b>	100%		

**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: [Road 113, House 11A, Gulshan 2, Dhaka, Bangladesh]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following [Title of event management] and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of [ ] days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ [insert the nationality of the proposer, including that of all parties that comprise the proposer]
- (h) We have no conflict of interest in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: \_\_\_\_\_ [insert signature of person whose name and capacity are shown]

In the capacity of \_\_\_\_\_ [insert legal capacity of person signing this form]

Name: \_\_\_\_\_ [insert complete name of person signing the Proposal Submission Form]

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ [insert complete name of proposer]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

### ANNEX 7



## VOLUNTARY AGREEMENT

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**Voluntary Agreement to Promote Gender Equality and Women's Empowerment  
Between  
(Name of the Contractor)  
And**

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

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

- ☐ Acknowledge values & principles of gender equality and women's empowerment;
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name : \_\_\_\_\_, Title : \_\_\_\_\_

Address : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

### ANNEX 8

## UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

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[Note to Proposers]



UN Women forms of contracts and General Conditions can be accessed at:  
<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

## ANNEX 12 SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

<b>Outer envelope containing the following forms:</b>	
Proposal Submission Form	
<b>First inner envelope containing:</b>	
Technical Proposal	
<b>Second inner envelope containing:</b>	
Financial Proposal	

For email submissions:

<b>Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:</b>	
Technical Proposal	
Proposal Submission form	
Voluntary Agreement to Promote GE & WE (Voluntary)	
<b>Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:</b>	
Financial Proposal	
Financial Excel Spreadsheet (if required)	

<b>Please check-off to confirm the below:</b>	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	



