

## Request for Proposal

Reference No.: 0003-2018 Re-advertisement

**“Training to female members of Afghanistan High Peace Council (HPC) and women from the communities in peace negotiation, mediation, conflict resolution and best practices of women’s engagement and participation in building peaceful, cohesive and inclusive communities”**

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for “Training to female members of Afghanistan High Peace Council (HPC) and women from the communities in peace negotiation, mediation, conflict resolution and best practices of women’s engagement and participation in building peaceful, cohesive and inclusive communities”

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure “Training to female members of Afghanistan High Peace Council (HPC) and women from the communities in peace negotiation, mediation, conflict resolution and best practices of women’s engagement and participation in building peaceful, cohesive and inclusive communities” 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:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

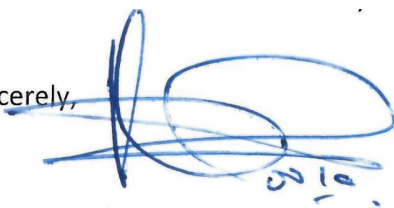
| Cross Ref. to Annex I | Instruction to Proposers                    | Specific Requirements as referenced in Annex I  |
|-----------------------|---|---|
| 4.2                   | <b>Deadline for Submission of Proposals</b> | <p>Date and Time: <b>Wednesday 26 September 2018 1:00 PM (EDT)</b></p> <p>[for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>]</p> <p>City and Country: <b>Kabul Afghansitan</b></p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>  |
| 4.1                   | <b>Manner of Submission</b>                 | <p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>  |
| 4.1                   | <b>Address for Proposal Submission</b>      | <p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:<br/>UN Women<br/>UNOCA Compound Jalalabad Road Kabul Afghanistan:<br/>"NOT TO BE OPENED BY REGISTRY"</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p><b>Technical Proposal:</b> <a href="mailto:technical.af@unowmen.org">technical.af@unowmen.org</a><br/><b>Financial Proposal:</b> <a href="mailto:financial.af@unwomen.org">financial.af@unwomen.org</a></p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p> |
| 3.1                   | <b>Language of the Proposal:</b>            | <p><input checked="" type="checkbox"/> English      <input type="checkbox"/> French      <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>  |
| 3.4.2                 | <b>Proposal Currencies</b>                  | <p>Preferred Currency: <input checked="" type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text"/></p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>   |

|     |  |   |
|-----|--|---|
| 3.5 | <b>Proposal Validity Period</b><br>commencing after the<br>deadline for submission of<br>proposals (see 4.2 above) | 90 days<br><br>If other, please indicate: <input type="text"/> days.  |
| 2.4 | <b>Clarifications of solicitation documents</b>  | Requests for clarification shall be submitted <input type="text" value="8"/> days before the deadline for submission of proposal.<br><br>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>                                 | Requests for clarification should be addressed to the e-mail address: <a href="mailto:procurement.af@unwomen.org">procurement.af@unwomen.org</a><br><br>Clarification emails should include a subject header in the following format:<br><br>"UNW RFP Reference #003-2018, Request for Clarification, Company/Contractor Name"<br><br>Proposers must not communicate with any other personnel of UN Women regarding this RFP.<br><br><b><u>The e-mail address above is for clarifications ONLY.</u></b><br><br><b><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></b> |
| 2.5 | <b>Pre-Proposal/Bid Meeting</b>  | <input checked="" type="checkbox"/> Not applicable<br><br><input type="checkbox"/> Mandatory:<br><br><input type="checkbox"/> Optional:   |

|     |  |   |
|-----|--|---|
| 3.9 | <u>Proposal Security</u>   | <input checked="" type="checkbox"/> Not Required<br><br>Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.   |
| 7.4 | <u>Performance Security</u>  | <input checked="" type="checkbox"/> Not Required<br><br>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 | <b>Waiver &amp; Release of Indemnity (If there is a site visit/inspection)</b> | <input type="checkbox"/> Not Required<br>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.<br><input type="checkbox"/> Required<br>Return this Waiver to UN Women in advance of the site inspection, to the contact below;<br>email to: _____ |

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,



Peterson Magoola  
Deputy Country Representative & OiC  
UN Women Afghanistan.

## ANNEX 2

# TERMS OF REFERENCE (TOR)

---

### 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. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Afghanistan Country Office (ACO) was established in 2002. UN Women's current programmes are restructured to support a programmatic approach through four pillars addressing the Elimination of Violence Against Women (EVAW), Women, Peace and Security Pillar, Women's Economic Empowerment Pillar and Women's Leadership and Governance Pillar.

Based on the latest changes and development, the Afghanistan High Peace Council (HPC) has 65 members, of whom 15 are women. Women's participation in peace processes in Afghanistan remains extremely limited in practical terms; in twenty-three rounds of peace talks between 2005 and 2014, women were at the table on only two occasions. Despite the many challenges still faced by Afghan women in different aspects of life, they have been provided windows of opportunities by the Afghan Government to make very important and significant strides towards realizing their rights. Active participation of women in the Peace Process is one. HPC believes that women's participation is crucial for the success of the reconciliation and achieving a lasting and just peace in the country. It also acknowledges that the Afghan women have always played a constructive and effective role in the society through making efforts to bring about peace and national unity. HPC recently adopted a strategic plan (2017- 2020) called, "Peace and Reconciliation in Afghanistan" whose mission is to build peace in Afghanistan for long-term stability, prosperity, and social cohesion. The HPC Strategic Plan reiterates that "The government of Afghanistan will not compromise achievements of past 16 years in any peace talks; rather it will remain committed to protecting and expanding all gains made for human and women's rights".

In the light of the High Peace Council's all-inclusive policies, and with the realization of the important role of women in the peace efforts throughout the country, and at the request of female members of HPC, a package of high level advanced training on peace negotiation, mediation and conflict resolution is being procured by UN Women to develop the capacity of the mentioned group **in peace negotiations, mediation, conflict resolution as well as sharing best practices of women's engagement and participation in building peaceful, cohesive and inclusive communities.**

### Purpose of the training:

In order to bring real and inclusive peace, and to further boost women's role in the peace process, it is required to enhance professional and technical capacity of the female members of the High Peace Council and active women peace-builders at the communities level to enable them with required skills, knowledge and capacity to effectively influence decision making, participate in negotiations, mediation and conflict resolutions and combat violent extremism. A total of around 30 people will be part of this capacity development programme, around 12 from HPC, and the rest will be women from the communities from different parts of Afghanistan.

This support is based on a Letter of Agreement signed between UN Women and HPC on 12 June 2018. It is seeking to hire an institute or any other professional entity/firm with extensive technical knowledge and experience in areas of conducting peace negotiation, mediation and conflict resolution training. The proposals must technically cover the following areas/topics as part of their training package:

1. Gender and Peace
2. Global legal frameworks on Women, Peace, and Security
3. Conflict Analysis and Prevention
4. Negotiation skills, with focus on women at the Peace Negotiation Table/peace negotiation skills
5. Community Engagement, conflict mediation, and Facilitation
6. Post-Conflict Reconstruction
7. Best practices of women's engagement and participation in building peaceful, cohesive and inclusive communities

#### **The primary objective of the training:**

This project aims to enhance the technical capacity of the mentioned group to enable them to effectively and confidently participate in the complicated and tough peace talks/negotiations with anti-government elements such as Taliban or any other group acting against the government. The participants of the training shall be competent enough to represent the interest of women and influence the peace negotiation agenda and negotiate for the preservation of human rights and women's rights, the gains made towards women's empowerment agenda for the last one and half decade in Afghanistan. The capacity development activities will be based on best practices and will draw on examples from other countries who have a history of successful peace and reconciliation from a gender perspective.

The project should also propose ways in which the participating HPC members and women from provinces to feel encouraged to take leadership roles in creating and sustaining results and development in their areas of work, both as officials and individuals. This will be a pilot project and any lessons learned and/or successful methods/ best practices that proved to be effective will be replicated in other regions/provinces, helping HPC and UN Women to better prepare for the future training of this type. It will be up to the proposers how they will plan the training, how many days, how many series etc with the assertive belief that the proposed approach is sufficient to equip the group with the required, confidence building, negation, mediation and conflict resolution skills. UN Women will evaluate the proposals based on the received proposals and will pick the most qualified proposals both in terms of content, strategy for effective learning and capacity development from the long-term point of view as well as the overall duration of the capacity development package to be offered to the group. It's worth noting that the majority of the participants will be adults and senior officials with years of professional

careers. Therefore, the proposed method of training will need to consider this factor.

### Geographical Coverage

UN Women is looking for national and/or international institutes/firms/entity to carry out the development of training package/manual on the mentioned topics and in consultation with the Executive Secretariat of the HPC to conduct the training. The proposer should also clearly mention the details of planning and logistical arrangements for organizing these sessions. During the training, the logistical arrangement such as lunch, dinner and other arrangements to bring the participants to the training point will need to be covered by the proposers and included in the financial proposal.

### Terms of Reference

Developing the capacity of the female members of HPC and women from the communities in peace negotiations, mediation and conflict resolution to influence the peace process for an inclusive and gender-responsive peace process.

|                                       |  |
|---------------------------------------|--|
| <b>Deliverables</b>                   | <p><i>The firm will develop a comprehensive training manual/package on the aforementioned topics, including a detailed methodology for organizing/delivering the training, engaging the participants, providing translation services to Dari and or Pashto languages, work plan and travel arrangement of the participants (from the provinces). The specific deliverables include:</i></p> <ul style="list-style-type: none"> <li><i>• Training manual / package is developed</i></li> <li><i>• Two five-days trainings are organized/delivered as per the agreed timetable</i></li> <li><i>• A final report detailing the results, recommendations and lessons learned from the training sessions.</i></li> <li><i>• Pre and post training assessments and analysis for participants</i></li> <li><i>• At least five quotes and human-interest stories drawn from the participants of each training for communications purposes.</i></li> </ul>  |
| <b>Activities/<br/>Tasks</b>          | <p><i>Activities include but are not necessarily limited to the following tasks:</i></p> <ul style="list-style-type: none"> <li><i>• Develop training manual / package based on a capacity assessment of the target group to cover the topics mentioned above,</i></li> <li><i>• Organize logistical arrangements for the both training inside or outside Afghanistan (preference will be given to the training inside the country, preferably out of Kabul to allow the participants to focus only on their learnings and be away from their daily official activities and family responsibilities),</i></li> <li><i>• Deliver training for HPC members and women from the communities based on the developed training manual/package,</i></li> <li><i>• Provide a report for every training conducted with clear sections on the achievements, challenges, lessons learned and recommendations for future training, and collective and individual capacity development of the participants,</i></li> <li><i>• A pre and post-training assessment of the participants' capacity.</i></li> </ul> |
| <b>Personnel /<br/>Qualifications</b> | <p><b>QUALIFICATIONS OF THE ORGANIZATION:</b></p> <ul style="list-style-type: none"> <li><i>• Legally constituted organization with a valid registration.</i></li> <li><i>• Minimum 3 years of experience in capacity building and human rights advocacy in Asia and Middle East. region.</i></li> <li><i>• Working experience with United Nations and international organization is an</i></li> </ul>   |



|  |  |
|--|--|
|  | <p><i>advantage.</i></p> <p><b>QUALIFICATIONS OF KEY PERSONNEL:</b></p> <ul style="list-style-type: none"> <li>• <i>Master's degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Conflict Resolution and Peace Studies, including mediation and negotiation or related field;</i></li> <li>• <i>Five years of professional experience in managing capacity building and research projects on gender and human rights aspects of peace and security or peacebuilding, mediation and negotiation and other related fields;</i></li> <li>• <i>Excellent analytical, reporting, presentation skills (attach recent report on the relevant project/study implemented).</i></li> </ul> <p><b>QUALIFICATION OF TRAINERS AND EXPERTS:</b></p> <ul style="list-style-type: none"> <li>• <i>Master's degree or Bachelor's degree in Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Conflict Resolution and Peace Studies, Monitoring and Evaluation or related field.</i></li> <li>• <i>Minimum of 3 years relevant experience in providing training on human rights and gender aspects of peace and security, including conflict resolution, negotiation and mediation.</i></li> </ul> |
| <b>Roles and responsibilities of the parties</b> | <i>UN Women will provide technical advice/support and oversight on the delivery of the services. The Service provider shall provide all the technical expertise as well as organizing services for the successful delivery of the services</i>   |
| <b>Timeframe and location</b>                    | <p><i>The total duration of the Contract is three months from the date of the contract</i></p> <p><i>Location of the training will be determined based on the rational as described in proposals received and mutual agreement between the two parties. Please refer to the domains table above.</i></p>   |
| <b>Communication and reporting obligations</b>   | <i>Under the overall guidance of and in coordination with UN Women's Women, Peace and Security Pillar (WPS), the implementing partner will work closely with the pillar to achieve the project objectives.</i>   |

## ANNEX 3

# EVALUATION METHODOLOGY AND CRITERIA

---

## 1. Preliminary Evaluation

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

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

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

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

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

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

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

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

**Other Formal Requirements:**

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

**2. Cumulative Analysis Methodology:** A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining 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 points

Financial proposal: 300 points

Total number of points: 1000 points

### 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

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

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

### Evaluation of technical proposal:

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

| 1.0 Expertise and Capability of Proposer      |  | Points obtainable |
|---|--|-------------------|
| Expertise of organization submitting proposal |  |                   |
| 1.1   | Organizational Architecture  | 30                |
| 1.2   | Adverse judgments or awards: <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> | 50                |
| 1.3   | General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)  | 40                |
| 1.4   | Relevance of:  | 110               |

|  |   |                          |
|--|---|--------------------------|
|  | <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> </ul> <p>Work for another UN agencies/ major multilateral/ or bilateral programmes</p>  |                          |
|  |   | 230                      |
| <b>2.0 Proposed Work Plan and Approach</b>           |   | <b>Points obtainable</b> |
| Proposed methodology                                 |   |                          |
| 2.1  | Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.   | 200                      |
| 2.2  | Management Services – Timeline and deliverables.  | 50                       |
| 2.3  | <p>Environmental Considerations:</p> <p>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, etc.), either in its business practices or in the goods it manufactures.</p> | 20                       |
|  |   | 270                      |
| <b>3.0 Resource Plan, Key Personnel</b>              |   | <b>Points obtainable</b> |
| Qualification and competencies of proposed personnel |   |                          |
| 3.1  | <p>Composition of the team proposed to provide, and the work tasks (including supervisory)</p> <p>Curriculum vitae of the proposed team that will be involved either full or part time</p>  | 200                      |
|  |   | 700                      |
|  | <b>[70%] of 700 pts = 490 pts needed to pass technical</b>  |                          |

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points for the technical proposal.

## ANNEX 4

# FORMAT OF TECHNICAL PROPOSAL

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

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

Proposer is requested to include a half to 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 reference to any adverse judgment or award.

### 1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR.

### 1.4 Subcontracting

- Subcontracting is not recommended.

### 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 services. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references, including one of the latest partners.

| 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 services.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
  - a) Best Value for money
  - b) Fairness, integrity and transparency
  - c) Effective competition

|  |
|--|
| d) The best interests of UN Women  |
| <p><u>2.2 Management - timeline, deliverables and reporting</u></p> <p>Provide a detailed description of how the management for the requested services will be implemented in regard to the TOR</p>  |
| <p><u>2.3 Environment-related approach to the service/work required</u></p> <p>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.</p>   |
| <p><b>Section 3.0: Resource Plan, Key Personnel</b></p>  |
| <p><u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u></p> <p>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.</p>  |
| <p><u>3.2 Profile on Gender Equality</u></p> <ul style="list-style-type: none"> <li>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.</li> <li>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></li> </ul> |
| <p>Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.</p> <p>Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.</p> <p><b>Substitution</b> of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.</p> <p>Please use the format below, with each CV no more than THREE pages in length.</p>  |

**Sample CV template:** *[Adjust per needs]*

|                               |  |
|-------------------------------|--|
| Name:                         |  |
| Position for this Assignment: |  |
| Nationality:                  |  |



|  |  |   |
|--|--|---|
| Language Skills:   |  |   |
| Educational and other Qualifications   |  |   |
|  |  |   |
| Employment Record: [Insert details of as many other appropriate records as necessary]  |  |   |
| From [Year]: _____ To [Year]: _____  |  |   |
| Employer: _____  |  |   |
| Positions held: _____  |  |   |
|  |  |   |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary] |  |   |
| Period: From - To  | Name of project/organization:                                | Job Title, main project features, and Activities undertaken |
|  |  |   |
|  |  |   |
| References (minimum 3)   | (Name/Title/Organization/Contact Information – Phone; Email) |   |
|  |  |   |

## ANNEX 5

# FORMAT OF FINANCIAL PROPOSAL

---

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

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

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

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

### 1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
  - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.
  - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.
  - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
  - d. An all-inclusive amount for local travel, if applicable.
  - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or

equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

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

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

#### A. Cost Breakdown per Deliverables

|   | Deliverables     | Percentage of Total Price | Price (Lump Sum, All Inclusive) | Delivery time/time period (if applicable) |
|---|------------------|---------------------------|---------------------------------|---|
| 1 | Deliverable 1    |                           |                                 |   |
| 2 | Deliverable 2... |                           |                                 |   |
|   | Total            | 100%                      | USD .....                       |   |

**[OR]**

#### B. Cost Breakdown by Resources

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

| Description      | Quantity  | Number of Unit | Unit Cost (USD) | Total Cost (USD) |
|------------------|-----------|----------------|-----------------|------------------|
| Team Leader      | 1 person  | Day/week/month |                 |                  |
| Team Member      | XX person | Day/week/month |                 |                  |
| Operational cost |           |                |                 |                  |

|  |            |  |  |  |
|--|------------|--|--|--|
| Please detail the following:   |            |  |  |  |
| 1. Estimated return tickets for travel (if any)  | 1 lump sum |  |  |  |
| 2. Accommodation and other expenses away from home (if any)                              | 1 lump sum |  |  |  |
| 3. Local transportation  |            |  |  |  |
| 4. Any relevant overhead costs (report preparation, communication, stationary, etc.)     | 1 lump sum |  |  |  |
|  | 1 lump sum |  |  |  |
| Technical assistance and capability building (training, working group meeting, workshop) | 1 lump sum |  |  |  |
| Publication (seminar/launching of the report, printing, etc.)                            |            |  |  |  |
| TOTAL  |            |  |  |  |

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

### Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
Signature/Stamp of Entity/Date

Name of representative: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## ANNEX 6

# PROPOSAL SUBMISSION FORM

[The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: *[insert UN Women  
Address, City, Country]*

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

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

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

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

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

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

Dated on  day of ,  *[insert date of signing]*

## ANNEX 7

## VOLUNTARY AGREEMENT

---

### Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

**(Name of the Contractor)**

And

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

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

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

On behalf of the contractor:

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

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

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

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

## ANNEX 8

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

---

[Note to Proposers]

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

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

## ANNEX 9

# JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

| JV / Consortium/ Association Information   |  |
|--|--|
| <b>Name of leading</b> partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | <i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>  |
| JV's Party Legal Name:   | <i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i> |
| JV's Party Country of Registration:  | <i>[insert JV's Party country of registration]</i>   |
| JV's Party Year of Registration:   | <i>[insert JV's Part year of registration]</i>   |
| JV's Party Legal Address in Country of Registration:   | <i>[insert JV's Party legal address in country of registration]</i>  |
| <b>Consortium/Association's names of each partner/authorized representative and contact information</b>  |  |
| Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____  | Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____  |
| Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____  | Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____  |



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

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

## ANNEX 12

### SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

| Outer envelope containing the following forms:       |  |
|--|--|
| • Proposal Submission Form                           |  |
| • Joint Venture Form (if a joint venture)            |  |
| • Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| • Proposal Security Form (if required)               |  |
| • Performance Security Form (if required)            |  |
| First inner envelope containing:                     |  |
| • Technical Proposal                                 |  |
| Second inner envelope containing:                    |  |
| • Financial Proposal                                 |  |

For email submissions:

| Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes: |  |
|--|--|
| • Technical Proposal   |  |
| • Proposal Submission form   |  |
| • Joint Venture Form (if a joint venture)  |  |
| • Voluntary Agreement to Promote GE & WE (Voluntary)   |  |
| • Proposal Security Form (if required)   |  |
| • Performance Security Form (if required)  |  |
| Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes: |  |
| • Financial Proposal   |  |
| • Financial Excel Spreadsheet (if required)  |  |

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