

Request for Proposal

Reference No.: UNW/2018/RFP/013

*[Procurement of Service to Organize Short film development competition
on Ending Violence Against Women]*



20 September 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for: **Organize Short film development competition on Ending Violence Against Women**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Organize Short film development competition on Ending Violence Against Women** 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.

1. 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)
2. 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)

3. 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	Deadline for Submission of Proposals	Date and Time: Thursday 04 October 2018 4:30 PM (EDT) [for local time reference, see www.greenwichmeantime.com] City and Country: <i>Dhaka, Bangladesh</i> This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Courier mail
4.1	Address for Proposal Submission	<input checked="" type="checkbox"/> Courier mail: UN Women Bangladesh Country Office House# CES (A), 11A, Road # 113, Gushan-2, Dhaka <input checked="" type="checkbox"/> Electronic submission of Proposal: Technical Proposal: Bangladesh Country Office Procurement < BCO.procurement@unwomen.org > Financial Proposal: Bangladesh Country Office Procurement < BCO.procurement@unwomen.org >
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> BDT If no, please indicate Currency: <input type="text"/> <i>Proposer may submit proposal in any freely convertible currency</i>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<i>Choose an item.</i> If other, please indicate: <input type="text" value="120"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="02"/> days before the deadline for submission of proposal on 20 th September 2018.

		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.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: Bangladesh Country Office Procurement <BCO.procurement@unwomen.org> Clarification emails should include a subject header in the following format: "UNW RFP Reference #, Request for Clarification, Company/Contractor Name" Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>The e-mail address above is for clarifications ONLY.</u> <u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable

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

Your's sincerely,



UN Women Bangladesh
Procurement Section
Bangladesh Country Office

ANNEX 2

TERMS OF REFERENCE (TOR)

Title:	Procurement of Service to Organize Short film development competition on Ending Violence Against Women
Location:	Dhaka
Type of contract:	Procurement
Languages Required:	English and Bangla
Application deadline:	
Duration of assignment:	October - December 2018

I. Project Background

Combating Gender Based Violence in Bangladesh (CGBV) project recognizes that prevention of violence requires sustained and comprehensive action at individual, family, organizational and societal levels. The project will focus on primary prevention, stopping violence before it occurs, as it is a strategic approach to ending violence against women and girls. The project aims to generate knowledge and evidence to create evidence-based prevention interventions. The project details are given herewith.

CGBV initiative will create a holistic framework of integrated and mutually reinforcing interventions to address the underlying causes of violence against women and girls; improve their access to educational and economic opportunities; and promote their equal status in the society. Simultaneously, CGBV will enhance the capacity of civil society to design, implement and sustain primary prevention of gendered violence.

The project also builds on the knowledge, lessons learnt, experience and partnerships that UN Women in Bangladesh has gained by supporting small scale violence prevention projects since 2011. As part of its P4P programme, a project titled, Safe School and Safe Community (SSSC) was implemented in 80 Higher Secondary schools of 4 districts on sexual harassment prevention from 2014-16. SSSC built the capacity of the schools to comply with the High Court Directive to prevent sexual harassment. UN Women is also working with 4 universities to prevent sexual harassment through student campaigns, building institutional capacities of universities & the University Grants Commission and advocacy, through its Building Capacity to Prevent Violence Against Women (BCPVAW) project. Career, Capital, Confidence (3C) is another UN Women project that supports improvement of workers' safety inside the factory and in community spaces.

During the last three years, UN Women's work with universities, schools, young people and workplaces has helped develop models for prevention of VAW on campus, universities and at

Project Details

Program Area: Ending Violence Against Women

Implementation period: April 2018-September 2022

Duration of the Project: 4.5 years

Funding Organization: Department of Foreign Affairs and Trade, Canada

community level. All the learning was used to develop the CGBV project. Accordingly, CGVB will engage and capacitate local stakeholders and high-level leadership of key institutions such as local government, civil society organizations, women's organizations, educational institutions and workplaces. This will foster ownership and buy-in of key local stakeholders, as well as sustainability.

II. Initiative Background

One of the key strategies of the project is engaging men and boys to inform, create awareness and transform traditional patriarchy. Social structures in Bangladesh are still primarily led by men, and men are at the forefront of decision making about the lives of girls and women including their marriage, work choices and access to resources. Since violence against women is driven by power and gender inequalities, it is essential to work with power holders to gain support for shifting power structures.

The Bangladesh Bureau of Statistics' (BBS) second national survey of violence against women found that 73 percent of ever-married women have experienced some form of violence from spouses in their lifetime. A 2011 survey carried out by the Bangladesh National Human Rights Commission (BNHRC) found that 63 percent of married women agreed that women can be beaten by their husbands, or family members, for disobedience or when their behavior is considered to bring dishonor to the husband or the family¹. A UN study of 2400 men in urban and rural communities in Bangladesh found that the most common motivation expressed by men for sexual violence was the belief that sex is men's entitlement (77 percent of urban and 81 percent of rural men).

"A good marriage means a loving, caring, devoted and dedicated wife who can always put the husband's family interest on top of anything else ... If I am angry, I prefer to teach her an instant lesson. Although I sometimes feel bad about my conduct, it's not a big deal. If she disobeys, she must be punished. That is not wrong at all." Man, from Bangladesh²

About half of the men who said they had used violence against women said they did not have any concerns about their behavior. Only about 15 percent (urban) and 25 percent (rural) reported any fear of repercussion.³ Another study in Bangladesh shows that controlling behavior of men is considered a sign of masculinity and is associated with higher life satisfaction, but inter personal violence is associated with lower life satisfaction.⁴ The study highlights the need for including men to transform the widely-held views of masculinity and to create gender equitable relations.

The active engagement of men and boys is thus integral in redefining gender roles and interpersonal relationships based upon equality and respect. Men also need to be involved as community leaders, employers and managers, or education faculty with accountability to

¹ National Human Rights Commission 2011: Perceptions, Attitudes and Understanding of Violence against Women

² Men's Attitudes and Practices Regarding Gender and Violence Against Women in Bangladesh: Partners for Prevention, 2013

³ Men's Attitudes and Practices Regarding Gender and Violence Against Women in Bangladesh: Partners for Prevention, 2013

⁴ Kathryn M. Yount, Stephanie S. Miedema, Chris C. Martin, AliceAnn Crandall, Ruchira T. Naved, "Men's Coercive Control, Partner Violence Perpetration, and Life Satisfaction in Bangladesh"; Springer Science+Business Media New York 2011

ensure that services and facilities are effective and safe for women as well as men. Masculinity, currently understood as an immutable superior position of men in society, needs to be recast and CGVB will support dialogues at family, community and societal levels to stimulate the change process.

As part of this strategy and mobilization, CGVB aims to create mass awareness among Bangladeshi men of what sexual harassment is, the impact it has on women, and why this behavior must stop. Young men are identified as the key target, with social media as the core media channel. Because young men listen to other young men, the development of highly shareable user-generated content is the key. Also, Facebook has a very high penetration in Bangladesh. As of June 2017, there were 73 million internet users in Bangladesh. 29 million of these users are registered Facebook users in Bangladesh, according to the latest findings of Bangladesh Telecommunication Regulatory Commission (BTRC). Bangladesh Open Source Network (BDOSN) General Secretary Munir Hasan says at least 25% of these 600,000 regular Facebook users are "highly active".

UN Women wants to arrange a short film making competition for young men across Bangladesh, based on its past success with short film competition for 16 days activism in 2017.

III. Objective:

CGVB wants to engage young men aged 15-29 to talk with their female friends and family about sexual harassment and other forms of VAW, then make a short film to explain to their peers why it must stop. The competition outreach will take 3 main forms:

- A robust social media strategy via Facebook and YouTube
- A touring Roadshow, visiting schools, universities and youth groups in project areas and major metros to discuss men and boys' engagement to prevent VAW
- The Short Film Competition and Awards, with subsequent mass media coverage.

IV. Scope of Work:

Under the overall guidance and supervision of the Programme Analyst -EVAW, the service provider will undertake the following tasks:

1. Set methodology and workplan for the entire assignment
2. Create necessary information platforms (public announcements, social media platforms creation, outreach & management, ATL & BTL activation)
3. Identify network/association/platforms of young film makers (relevant film clubs, university departments, networks)
4. Identify media partners and manage media for announcement of the final film making competition and other activities
5. Organize initial story development competition and select film makers for grooming
6. Arrange capacity building camps for selected film makers with technical experts
7. Provide technical support to individual teams as per need
8. Form a panel of juries
9. Organize final competition and award ceremony
10. Development of pertinent merchandising and giveaways

V. Duration of Work:

The assignment will commence upon signing the contract and accomplished by 10 December 2018.

VI. Supervision and performance evaluation:

The consultant firm will be directly supervised by UN Women Programme Analyst, Ending Violence Against Women (EVAW).

VII. Expected deliverables

	Deliverables	Deadlines
1	Methodology developed, communication materials and merchandising developed, social media page created, potential platforms of film makers identified	Within 7 days of signing the contract
2	Story making competition organized	Within six weeks of signing the contract
3	Camps with technical experts organized for selected film makers	Within 10 Week of signing the contract
4	Final competition organized	Within 14 Weeks of signing the contract
5	Provide a brief report on the assignment	15 Dec 2018

VIII. Fund transfer modality:

Respective deliverables and documents will be reviewed by UN Women before processing any payment. Payment schedule is as following:

- 30% of contract amount after receiving reports on story making competition
- 30% after receiving Report on camps
- 40% after receiving final report

IX. Reporting Obligations:

- Submission of reports mentioned under expected deliverables
 - Submission of final programmatic and financial report

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 UNGIM, 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;*
- *Bid security (format, amount and duration) are included, if requested;*
- *The offer is submitted as per the instructions to proposer's 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

Financial proposal: 300

Total number of points: 1000

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

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

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Profile	50
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	100
1.5	Quality assurance procedures	50
1.6	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for another UN agencies/ major multilateral/ or bilateral programmes	100
		300
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	200
2.2	Management Services – Timeline and deliverables.	100
		300
3.0 Resource Plan, Key Personnel		Points obtainable
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	100
		700
[70%] of 700 pts = 490 pts needed to pass technical		

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

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

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

Proposer is requested to include a [one] page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
---------------------------------	--

Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- 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]

1.3 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.

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 Detail (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

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

Section 3.0: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: <http://weprinciples.org/Site/CompaniesLeadingTheWay/>
-

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. **Substitution** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template: [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	Deadlines
1	Methodology developed, communication materials and merchandising developed, social media page created, potential platforms of film makers identified	30%	Within 7 days of signing the contract
2	Story making competition organized		Within six weeks of signing the contract
3	Camps with technical experts organized for selected film makers	30%	Within 10 Week of signing the contract
4	Final competition organized	40%	Within 14 Weeks of signing the contract
5	Provide a brief report on the assignment		15 Dec 2018

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

To: UN Women Bangladesh Office
Road-113, House-11A(CES)

Date:

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

[Hard Copy attached]

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.	

