

Request for Proposal

Reference No.: *TUR – 2019 -01*

for Provision of Services for Developing and Delivering Gender Awareness Trainings for Fenerbahce Sports Club

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for *Provision of Services for Developing and Delivering Gender Awareness Trainings for Fenerbahce Sports Club*

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *Provision of Services for Developing and Delivering Gender Awareness Trainings for Fenerbahce Sports Club* 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 10)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

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	Deadline for Submission of Proposals	Date and Time: Tuesday 19 March 2019 12:00 AM (EDT) [for local time reference, see www.greenwichmeantime.com] City and Country: <i>Ankara, Turkey</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"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	<input checked="" type="checkbox"/> Electronic submission of Proposal: Technical Proposal: <i>turkey.procurement@unwomen.org</i> Financial Proposal: <i>infoturkey@unwomen.org</i> Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English
3.4.2	Proposal Currencies	Preferred currency TRY
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	90 days

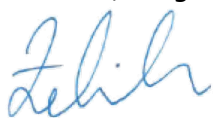
2.4	<p>Clarifications of solicitation documents</p>	<p>Requests for clarification shall be submitted 4 days before the deadline for submission of proposal.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
	<p>Contact address for requesting clarifications on the solicitation documents</p>	<p>Requests for clarification should be addressed to the e-mail address: turkey.procurement@unwomen.org.</p> <p>Clarification emails should include a subject header in the following format:</p> <p>“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.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></p>
2.5	<p>Pre-Proposal/Bid Meeting</p>	<p><input checked="" type="checkbox"/> Not applicable</p>
3.9	<p><u>Proposal Security</u></p>	<p><input checked="" type="checkbox"/> Not Required</p> <p>Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights</p>

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

Zeliha Ünalı, Programmes Manager and Country Director a.i.



ANNEX 2

TERMS OF REFERENCE (TOR)

UN Women is the UN organization dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide. 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: (1) increasing women's leadership and participation; (2) ending violence against women; (3) engaging women in all aspects of peace and security processes; (4) enhancing women's economic empowerment; and (5) making gender equality central to national development planning and budgeting.

HeForShe Initiative

HeForShe is the global movement initiated by UN Women inviting men and people of all genders to stand in solidarity with the women to create a bold, visible, and united force for gender equality. Since its launch in 2015, the movement has now more than 1.3 billion men and women declaring their support from gender equality across the world. HeForShe aims to enable men to identify with the issues of gender equality and to recognize the crucial role that they can play to end the global inequality faced by women and girls, both in their own lives, and at more structural levels in their communities. The HeForShe campaign offers an innovative approach to achieving gender equality that recognizes men and boys as partners for women's rights and acknowledges the ways in which they also benefit from gender equality. For more information, visit <http://www.heforshe.org/en>.

HeForShe is an important tool for engaging men and boys in gender equality and UN Women in Turkey considers male engagement as a cross cutting topic under all the programmatic areas such as Refugee Response, Elimination of Child, Early and Forced Marriage and Elimination of Violence against Women.

In 2015, UN Women launched the HeForShe solidarity movement for gender equality in Turkey, with the participation of the government, private sector, civil society, academics and the media. In 2018, Fenerbahçe Sports Club joined forces with UN Women under the HeForShe movement to advance gender equality and women's empowerment in sports. As a result of this unique collaboration, Fenerbahçe aims to set an example globally by becoming an inclusive and gender-responsive sports club which supports women's empowerment and pioneering a number of initiatives in the sports community through the "Equal Together" movement until the end of 2019.

Scope of work and Specifications

Gender awareness trainings are planned to be organized within the wider framework of supporting Fenerbahçe Sports Club to become a gender responsive and inclusive sports club. The contractor is expected to develop the content of the trainings as well as delivering them. Based on the

preliminary/rapid needs assesment of the beneficiary and the project partners UN Women identified three types of targeted trainings:

1. **Training of Trainers for Gender Awareness Raising Seminars**
30 – 40 people will be identified by Fenerbahçe Sport Club to be the trainers. This group will serve as internal pool of trainers to sustain the continuity of gender awareness trainings within the Club.
2. **Gender Awareness Workshops**
This training will target the sports people and the technical staff.
3. **Change Pioneers/Envoys Trainings**
Change Pioneers trainings will be provided to the role model charavters within the Sports Club to advocate for gender equality whereas Change Envoys trainings will target people who have interest in gender equiliaty issues and who would like to mainstream gender equality in their works.

There will be also gender analysis of the Fenerbahçe Sports Club from which the contractor may benefit for development of training contents and the criteria for identification of participants.

TASK 1. Providing Training of Trainers (ToT) for Gender Awareness Raising Seminars

Deliverable 1.1. To develop the content of the ToT for Gender Awareness Raising Seminars

- *Identification of areas to be included in the trainings based on the priorities of the sports club in consultation with the beneficiary and the partners including UN Women,*
- *Conducting a rapid assessment of the topics to be covered under the training in consultation with UN Women and the project partners,*
- *Preparation and design of the seminar materials,*
- *Preparation and design of the trainer's manual.*

Deliverable 1.2. Delivery of the Training of Trainers for Gender Awareness Raising Seminars

- *Delivering the pilot ToT,*
- *Making the relevant changes in the materials based on the results of the evaluation of pilot ToT,*
- *Receiving inputs from UN Women and project partners for the revised materials,*
- *Delivering the ToT,*
- *Reporting on the results of the ToT.*

** The ToT is expected to be delivered to up to 40 people identified by Fenerbahçe Sports Club based on the criteria developed by the contractor and UN Women and project partners.*

Deliverable 1.3. Supervisory Support to Gender Awareness Raising Seminars

- *Developing the methods of the supervisory support by the contractor with the inputs received from UN Women and the project partners,*
- *Reporting of the supervision results.*

** 15 supervisions are expected to be provided by the contractor and the groups to which the internal trainers of Fenerbahçe Sports Club will provide trainings will be identified in consultation with the Club.*

TASK 2. Providing Gender Awareness Workshops for Sports People and Technical staff of Fenerbahçe Sports Club

Deliverable 2.1. To develop the content of the Gender Awareness Workshops

- Rapid needs assessment for content development,
- Preparation and design of the presentation.

Deliverable 2.2. Delivery of Gender Awareness Workshops

- Testing the training materials at a pilot session,
- Revision of the training materials based on the feedback from the pilot session,
- Preparation of a timetable of the trainings in agreement with Fenerbahçe Sports Club, UN Women and the project partners,
- Evaluation and reporting of workshops' results.

*12 workshops are planned within this framework

TASK 3. Providing Change Pioneers/Envoys Trainings

Deliverable 3.1. To develop the content of the Change Pioneers/Envoys Trainings

- Rapid needs assessment for content development,
- Production of digital content such as videos as a learning tool,
- Preparation and design of the materials of Change Pioneers and Change Envoys trainings,
- Preparation and design of the guidebook for Change Pioneers/ Envoys.

*The trainings will be provided for role model people such as coaches, trainers etc. and other voluntary people

Deliverable 3.2. To conduct the Change Pioneers/Envoys Trainings

- Conducting the Change Envoys training,
- Revising the the Change Envoys training and making the necessary amendments based on the evaluation results,
- Conducting the Change Pioneers training,
- Conducting the evaluation of the Change Pioneers training and making the necessary amendments based on the evaluation of the results,
- Reporting on the results of the trainings.

*One Change Pioneers and one Change Envoys training is planned to be held.

TASK 1. Providing Training of Trainers (ToT) for Gender Awareness Raising Seminars	
Deliverable 1.1. To develop the content of the ToT for Gender Awareness Raising Seminars	
Deliverable 1.1.1	Seminar Materials
Deliverable 1.2. Delivery of the Training of Trainers for Gender Awareness Raising Seminars	
Deliverable 1.2.1	Delivering the ToT
Deliverable 1.2.2	Report on Training Results
Deliverable 1.3. Supervisory Support to Gender Awareness Raising Seminars	
Deliverable 1.3.1	Supervisory Support Service to Fenerbahçe Sports Club
Deliverable 1.3.2	Report on Supervisors' Results

<i>TASK 2. Providing Gender Awareness Workshops for Sports People and Technical staff of Fenerbahçe Sports Club</i>	
<i>Deliverable 2.1. To develop the content of the Gender Awareness Workshops</i>	
<i>Deliverable 2.1.1</i>	<i>Training Materials</i>
<i>Deliverable 2.2. Delivery of Gender Awareness Workshops</i>	
<i>Deliverable 2.2.1</i>	<i>Delivering the Workshops</i>
<i>Deliverable 2.2.2</i>	<i>Report on Workshops' Results</i>
<i>TASK 3. Providing Change Pioneers/Envoys Trainings</i>	
<i>Deliverable 3.1. To develop the content of the Change Pioneers/Envoys Trainings</i>	
<i>Deliverable 3.1.1</i>	<i>Training Materials</i>
<i>Deliverable 3.2. To conduct the Change Pioneers/Envoys Trainings</i>	
<i>Deliverable 3.2.1</i>	<i>Delivering the Change Envoys Training</i>
<i>Deliverable 3.2.2</i>	<i>Delivering the Change Pioneers Training</i>
<i>Deliverable 3.2.3</i>	<i>Report on the Trainings' Results</i>

Responsibilities of UN Women and the Company

- a. UN Women shall provide detailed project information and guidance to the Company to enable them to understand the Deliverables required.
- b. The company shall abide by the UN Women terms and conditions.
- c. Each deliverable will be developed in consultation with UN Women and project partners.
- d. Finalization of the works will be upon approval of UN Women.
- e. UN Women, project partners and the beneficiary will provide the necessary information requested by the company for the content development and facilitate the relevant processes for accessing the information.
- f. UN Women has been engaging a consultant for conducting the gender analysis of Fenerbahçe Sports Club. The company may benefit from the results of this analysis for the content development of different types of trainings and the identification of the criteria for the participants of these trainings although both processes will go on in parallel periods.
- g. Fenerbahçe Sports Club will facilitate the selection of training participants based on the criteria provided by the company.
- h. The organization, logistical and administrative arrangements of the trainings will be handled by UN Women.
- i. The company will be responsible for the publishing of the materials developed for the trainings.
- j. All deliverables should be approved before publishing and dissemination by UN Women.

Duty Station

The assigned company may work in its duty station for the content development. Meetings, briefings, trainings and workshops are expected to take place in Istanbul. Companies outside Istanbul can attend the meetings and briefings remotely. For delivering the workshops and trainings the company staff is expected to travel. The company is responsible to cover its own travel from the duty station to the training and workshop venues.

Duration of the Assignment

The contract is expected to start by the end of March until the end of the year. A detailed delivery plan will be developed by the Company in consultation with UN Women and project partners.

Payment Terms and Conditions

Quarterly payments will be done to the company as per the deliverables submitted fully and approved by UN Women within that particular quarter.

Qualifications or Specialized Knowledge/Experience Required

- Officially registered legal entity as per Republic of Turkey's regulations,
- Minimum 5 years of experience in developing training materials,
- Minimum 5 years of experience in conducting trainings in the field of gender equality,
- Experience in male engagement and experience in working with men on gender equality is a strong asset,
- Previous experience working with international organizations in a similar setting is a strong asset.

Language of the Deliverables

All deliverables will be submitted in Turkish. The language of the trainings, workshops and seminars will also be Turkish.

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 70 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 70 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 70 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: 70 points

Financial proposal: 30 points

Total number of points: 100points

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 70 points):

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture and General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	5
		5 pts
1.2	<u>Relevance of Specialized Knowledge and Experience on Similar Projects</u>	10 pts
	▪ Minimum 5 years of experience in developing training materials,	
	▪ Minimum 5 years of experience in conducting trainings in the field of gender equality,	10 pts
	▪ Experience in male engagement and experience in working with men on gender equality is a strong asset,	10 pts
	▪ Previous experience working with international organizations in a similar setting is a strong asset.	5 pts
		35 pts
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.	10 pts
2.2	Management Services – Timeline and deliverables.	10 pts
		20 pts
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	10 pts
		10 pts
	70% of 70 pts = 49 pts needed to pass technical	70 pts

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 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* 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 and General Organisational Capability

- 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.
- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.
- 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.

1.2 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 country.
- Describe the experience of the organization performing similar services for developing training materials, conducting of trainings in the field of gender equality,
- Describe the experience of the organization for male engagement in the field of gender equality,
- Previous experience working with international organizations in a similar setting is highly desirable.

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the 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/):
<http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

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

Sample CV template:

Name:		
Position for this Assignment:		
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.

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 as explained in the below table.

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 which is TRY. 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

<i>TASK 1. Providing Training of Trainers (ToT) for Gender Awareness Raising Seminars – 1 ToT</i>		<i>Lump-Sum</i>	<i>Price</i>	<i>Per</i>	<i>Lump-Sum</i>	<i>Price</i>	<i>Per</i>
		<i>Item*</i>			<i>Deliverable</i>		
<i>Deliverable 1.1. To develop the content of the ToT for Gender Awareness Raising Seminars</i>							
<i>Deliverable 1.1.1</i>	<i>Seminar Materials</i>						
<i>Deliverable 1.2. Delivery of the Training of Trainers for Gender Awareness Raising Seminars</i>							
<i>Deliverable 1.2.1</i>	<i>Delivering the ToT</i>						
<i>Deliverable 1.2.2</i>	<i>Report on Training Results</i>						

Deliverable 1.3. Supervisory Support to Gender Awareness Raising Seminars – 15 Supervisions			
Deliverable 1.3.1	Supervisory Support Service to Fenerbahçe Sports Club		
Deliverable 1.3.2	Report on Supervisions' Results		
Lump sum Travel Cost for Task 1			
Lump sum Staff Cost for Task 1			
TOTAL COST for TASK 1			
TASK 2. Providing Gender Awareness Workshops for Sports People and Technical staff of Fenerbahçe Sports Club – 12 Workshops			
Deliverable 2.1. To develop the content of the Gender Awareness Workshops			
Deliverable 2.1.1	Training Materials		
Deliverable 2.2. Delivery of Gender Awareness Workshops			
Deliverable 2.2.1	Delivering the Workshops		
Deliverable 2.2.2	Report on Workshops' Results		
Lump sum Travel Cost for Task 2			
Lump sum Staff Cost for Task 2			
TOTAL COST for TASK 2			
TASK 3. Providing Change Pioneers/Envoys Trainings			
Deliverable 3.1. To develop the content of the Change Pioneers/Envoys Trainings – 2 trainings			
Deliverable 3.1.1	Training Materials		
Deliverable 3.2. To conduct the Change Pioneers/Envoys Trainings			
Deliverable 3.2.1	Delivering the Change Envoys Training		
Deliverable 3.2.2	Delivering the Change Pioneers Training		
Deliverable 3.2.3	Report on the Trainings' Results		
Lump sum Travel Cost for Task 3			
Lump sum Staff Cost for Task 3			
TOTAL COST for TASK 3			

***Item price should indicate the lump sum amount for one training whereas deliverable price should indicate the amount per the number of total trainings planned under that specific deliverable.**

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative: _____

Address: _____

Telephone: _____

Email: _____

ANNEX 6

PROPOSAL SUBMISSION FORM

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

To: *UN Women Turkey Office*
Park Oran Ofis Oran Mah.
Turan Gunes Bulvari No:180
Ankara/Turkey

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]*

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	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<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>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

Consortium/Association Agreement	<p>Attached are copies of original documents of: <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>
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Signatures of all partners/authorized representatives:

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

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

ANNEX 10

SUBMISSION CHECKLIST

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	