

Request for Proposal

Reference No.: 10000000000000000000

TECHNICAL PARTIAL BIDDING DOCUMENT AND BIDDING FORM



11/3/2019

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Technical Partner for **Innovators against GBV Competition**. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Technical Partner for **Innovators against GBV Competition** 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. Submission Checklist (Annex 12)
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)

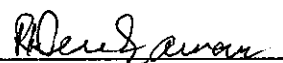
PROPOSAL INSTRUCTION SHEET (PIS)

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time: Tuesday 26 March 2019 4:00 PM (EDT)</p> <p>City and Country: <i>Dhaka, Bangladesh</i></p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail
4.1	Address for Proposal Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Road-43, House-39, Gulshan-2 Dhaka-1212</p> <p><u>Technical Proposal</u> <u>Financial Proposal</u></p> <p><i>Note : In Separate Envelope</i></p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<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	Proposal Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> BDT</p> <p>If no, please indicate Currency: _____</p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<p>120 days</p> <p>If other, please indicate: _____ days.</p>
2.4	Clarifications of solicitation documents	<p>Requests for clarification shall be submitted _____⁰⁵ days before the deadline for submission of proposal.</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.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address <i>Bangladesh Country Office Procurement BCO.procurement@unwomen.org on 17th March 2019</i> 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. 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	Applicable On 17 th March at UN Women Country Office by 10:00 am

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

Yours sincerely,



Reshma Khan Zaman
Operations Manager
UN Women, Bangladesh

ANNEX 2

TERMS OF REFERENCE (TOR)

Title:	Technical Partner for Innovators against GBV Competition
Location:	Bangladesh, Dhaka
Type of contract:	Professional Service Contract
Languages Required:	English and Bangla
Application deadline:	26 March 2019
Duration of assignment:	March 2019 to November 2019

Background

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, among other issues, works for the elimination of discrimination against women and girls; empowerment of women; and achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

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

Implementing partner: UN Women Bangladesh

Project Locations: Bogra, Patuakhali, Comilla

More recently, UN Women has launched a new project -Combating Gender Based Violence in Bangladesh (CGBV) – Project, funded by Global Affairs Canada. This initiative intends to 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 society. CGBV will enhance the capacity of civil society to design, implement and sustain primary prevention of gendered violence, while also

strengthening government mechanisms and strategies identified under Bangladesh’s 7th Five Year Plan and the National Women Development Policy. The project will generate evidence to build knowledge on prevention strategies. The CGVB will engage and capacitate local stakeholders and high-level leadership of key institutions such as local government, civil society organizations, women’s organizations, education institutions and workplaces.

In line with the UN Women’s Global Innovation Strategy. And under the theme of International Women’ Day 2019, “Think equal, build smart, innovate for change”, UN Women intends to focus on innovative ways in which we can advance gender equality and the empowerment of women,

particularly in the areas of social protection systems, access to public services and sustainable infrastructure. This itself is grounded on the 2030 Sustainable Development Goals, founded on the principle of 'leaving no one behind' call for transformative shifts, integrated approaches, and innovative solutions to overcome the structural barriers to sustainable development. It is also one of the same strategies of CGBV project which wants to empower the most marginalized women. This is also because innovation and technology provide unprecedented opportunities to reach those who are the most likely to be left behind. Therefore, UN Women has prioritized innovation technology as one of the “drivers of change” within its new draft Strategic Plan, 2018 – 2021¹.

For UN Women, partnerships are key to accelerate industry-wide change and to remove the barriers to the advancement of women and girls in innovation, technology and entrepreneurship. The UN Women’s Global innovation strategy focuses on:

- Building market awareness, investment and industry-wide actions to grow an innovation market that advances gender equality and empowerment of women and girls. UN Women is launching a Global Innovation Coalition for Change to drive industry-wide action;
- Developing tools and methodologies with industry partners to take a gender-responsive approach to innovation;
- Promoting women as innovators and entrepreneurs; and
- Investing in innovations and technologies that meet the needs of women.

One of the key focus of UN Women’s innovation work is also Promoting **innovations created by women for women**. Innovating for gender equality requires a rethink in the way problems are defined, the way priorities are identified, who is engaged, how they are engaged, the way in which solutions are delivered, and the ways we learn. Since women best understand the challenges they face in their daily lives and the barriers they experience about gender equality, they are in the best position to define innovative solutions.

Innovators against GBV Competition

Considering the above, UN Women intends to open a competition for young women innovators to provide them with an opportunity to unleash their potential and their creativity to find innovative solutions to advance gender equality and women’s empowerment. Under the theme, “Think equal, build smart, innovate for change”, UN Women is seeking innovators with groundbreaking ideas and solutions to empower women, especially within the area of social protection, access to public service and sustainable infrastructure. The key objective is to support female-led innovations to find new solutions to advance gender equality.

The winners of the competition will have an opportunity to see their ideas and solutions becoming a reality since they will receive seeds funding to properly develop their ideas. The

¹ <http://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2017/makinginnovationandtechnologyworkforwomencompressed.pdf?la=en&vs=3025>

selected candidates will also participate in an Ideathon workshop where they will be supported by experts in properly developing a prototype of their ideas.

The winners of the competition will be nominated as 'Champions for Change'. Globally, UN Women built a strong network of external champions to identify innovative solutions for gender equality. Around the world, more than 250 champions for change are part of the UN Women's Empowerment.org platform. The Champion for Change Programme enables 'ordinary-extraordinary' women and men to identify local challenges in their communities, receive capacity building and coaching and then work with the Empower Women team to conceptualize innovative solutions by devising technology, creating a new approach, finding a better way of delivering public services, identifying ways of working with communities, or generating a management technique. More specifically, the ideas presented should focus on finding solutions to advance gender equality and women's empowerment. The objective of the competition is to advance women as change-makers and leading voices in innovation. Main areas of focus are listed below:

- Addressing and responding to violence against women and girls, especially in terms of accessing to public services, social protection and sexual harassment in universities, workplace and public space
- Transforming social gender norms and promotion of women's rights
- Promote women's economic and social empowerment
- Build and scale the #MeToo Movement

Tentative Methodology

The core competition will target young women from Bangladesh, within 18 and 35 years old. A call for pitches will be launched with an academic partner (a local education institute) and announced in occasion of International Women's Day March 10, 2019. Interested participants will explaining the challenge that they intend to address, the specific focus and the development of process and scalability of the idea its impact and sustainability by April 30, 2019 to UN Women/partner through online application. The pitches will be reviewed by a jury composed of a variety of experts and the technical partner; and 10 candidates will be selected during May 2019. The selected will then participate in 2-days Ideathon, arranged by the technical partner, in 1st week of June 2019 where they will be trained on design thinking, gender, innovation and participatory approaches. The methodology of the Ideathon is human centered design. Human-centered design is a creative approach to problem solving and is about building solutions that can be tested through an iterative approach. At the end of the Ideathon, initial prototypes will be developed by the candidates over a period of 1 month. A jury of experts will select the top 3 innovative ideas from presentation from the 10 participants. The award will be for incubation supports of 3 various amounts over an incubation period of 3 months by October 2019 and a formal launch of the model/app/initiative during 16 days of Activism 2019 in November-December 2019. Only the top three winners will be able to receive funds for the final phase. The top candidates will receive mentoring support throughout the whole process by selected women's innovators in Bangladesh who have been proven to bring positive change in gender equality and women's empowerment.

The average time for the Women's Innovators Competition is 5-6 months, starting in March 2019 and concluding in November 2019.

In the light of above, UN Women is looking for a partner to support its work in organizing the women's innovation competition.

Objective

In the light of above, UN Women is seeking a technical partner to manage the entire process of management of applications, selection, grooming, arrangement of Ideathon; final launch of initiatives and other logistics, based on UN Women EVAW Programme agenda. They will have to work in conjunction with our academic partner. They will also develop and sustain the business incubation for the young women in to develop their solutions that will be sustainable, resilient and cost-effective

Young women often cannot go for start-up because of lack of innovation and ability as well as courage to take the risk along with other co-founding factors. This incubating support will help young women to prepare innovative solution to help the women and girls to combat gender-based violence and other inequities; while planning for business and facilitate their start-up. Through this support these young women are expected not only grow as entrepreneurs and bring change in their status also contribute to the empowerment for other youth in their community.

This assignment will be commissioned to organize and manage this Innovators' Award, with the target of female social entrepreneurs and innovators in student community, youth-based CSO's, academia and local community.

Scope of Work (as mentioned above):

Under the overall guidance and supervision of the Programme Specialist, Ending Violence against Women (EVAW), the service provider/technical partner will undertake the following tasks:

- Set methodology and workplan for the entire assignment. This will include:
 - Management of
 - Sorting and final selection of 10 pitches from the applicant pool in April-May 2019
 - 2-days non-residential Ideathon for 10 teams and grooming sessions in June 2019;
 - A judging & award ceremony for the incubation support transfer for 1 day in July-August 2019 for 50 people in a venue where there are proper conference facilities are provided and
 - The launch of the 3 final initiatives in November/December 2019 for 50 people in a youth-centric public place.

This also entitles all supporting logistics, participation, guest invitation; food & beverage, administration, rapporteur-interpreter, video and photography documentation, and security and multimedia management.

More specifically,

- Create necessary information or student platforms (public announcements, social media platforms creation, outreach & management) to build up the hype and ensure engagement of participants/students.
 - Identify local media partners and manage media for announcement of the events; candidate profiles and other activities
 - Printing and production of branded materials and pertinent documents;
- Management of Academic Partner, once on board with the technical partnership
 - Participation of Senior Faculty members in panels of juries, at each stage; and student volunteers in activation
 - Presence in all forms of branded materials and media activations
 - Payment of Honorarium of faculty members and volunteers' fees
- Selection and management of:
 - Mentor & Resource Person;
 - Jury members at primary and final selection
- Candidate selection and management;
 - To provide tailor support to for durable improvement with added service.
 - To assist in assessing the business opportunity and market risk and challenges by innovators themselves considering the creative process.
 - To educate on both government and local entrepreneurship legal and compliance issues.
 - To internalize on gender and social norms and issues, in conjunction with UN Women
 - The partner should consider the life-cycle approach to Incubation and deliver the following services:

Stage	Timeframe	Services
Pre-Incubation Stage: Relates to the overall activities needed to support the potential innovator in developing her solution, business model and business plan, to boost the chances to arrive to an effective start-up creation	2 months for 10 candidates	<ul style="list-style-type: none"> • Idea formulation • Idea assessment • Market validation of the idea • Innovation assessment • Defining the core idea • Defining the business model

Incubation Stage/After-Care: Support given to the entrepreneur from the startup to the expansion phase.	4 months for 3 final candidates	<ul style="list-style-type: none"> • Access to finance – incubation support from UN Women • Legal and administrative support • Support to selection of physical facilities • Access to knowledge and technology, including technology transfer and adoption. • Mentoring, coaching and advising • Access to relevant networks • Assistance with business basics, HR and marketing
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- Transfer incubation support maximum of 15000 USD (1,261,050 BDT on 5 March 2019) to 3 winners (max.5000USD/winner) immediately after the final award giveaway for the prototype development by cash or check. This fund will not be utilized for any other purpose or activities. Therefore, the financial proposal must account for this amount for the winners, regardless of other activities.
- Overall Security, as per UNDSS standard.

Duration of Work:

The assignment will commence upon signing the contract and accomplished by 30 November 2019.

Supervision and performance evaluation:

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

Expected deliverables

	Deliverables	Deadlines
1	Methodology developed, workplan and timeframe, communication materials and merchandising developed, potential platforms/groups/jury/mentors identified and submitted in a work plan	Within 1 week of signing the contract
2	Production, Venues and other key elements in the above methodology organized	Within 2 weeks of signing the contract

3	Selection of pitches organized for selection of 10 finalists Ideathon Activation organized	June 2019
4	Award Ceremony	By July 15, 2019
5	Launch of 3 solutions	By Nov 25-30 2019
6	Provide a report on the assignment	5 Dec 2019

Fund transfer modality:

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

- 40% of contract amount after submitting Deliverable 1 to 3.
- 60% of contract amount after submitting all Deliverables 4 to 6

Reporting Obligations:

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

Skills and Experience of the Technical Partner

The assignment is expected to be carried out by one single organization- the expert organization can form a team to carry out the commission, however the contract will be made with the organization and overall responsibilities for the service will be upon the expert. The consultant needs to be independent in terms of using office spaces, equipment, utility and other logistics. UN Women facilities may not be available unless specified.

Expected skills and experiences of the evaluation expert is mentioned below-

1. At least 6 years' experience in business incubation and acceleration, especially in development and social empowerment;
 - a. Knowledge of gender equality and violence against women;
 - b. Sound knowledge on production and marketing value chain of diversified social enterprises, social impact initiatives, start-ups, public/private partnerships etc., and aiding the transition from supported to self-sustaining status
 - c. Proven experience to work with youth in developing micro-small enterprises and facilitating business incubation
 - d. Experience in the design and implementation of business plans
2. Knowledge and familiarity with Bangladeshi institutional and government system & policy for start-ups and social enterprises, focusing on females;
 - a. Experienced in handling policy matters of government related to different business
 - b. Clear understanding about the rural/local business policy, practice, scope and trend for women

- c. Demonstrated successful and sustainable business model support at grassroots level for the most marginalized
- d. Linkage with markets and financial institutions
3. Experience in conducting workshops and Ideathon with youth;
4. Experience in planning and facilitating similar mid to long term activation for similar initiatives along with youth mobilization and outreach
5. Previous professional experience with development agencies and the United Nations would be considered an asset.

Women-led organisation are particularly encouraged to apply for this service.

Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UN Women
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Evaluation

Applications will be evaluated based on the cumulative analysis.

Technical Qualification (100 points) weight; [70%]

Financial Proposal (100 points) weight; [30%]

Only the candidates who have attained a minimum of 70% of total points will be considered as technically-qualified candidates who may be contacted for validation interview.

Financial/Price Proposal evaluation:

- The total number of points allocated for the price component is 100, based on the tentative methodology and work plan.
- The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

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

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

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

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

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

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

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

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

Other Formal Requirements:

Offers are signed by an authorized party, including Power of Attorney if stipulated;

The offer is submitted as per the instructions to proposer's ref: 4.1 and detailed in the Proposal 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

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 Architecture	100
1.2	Quality assurance procedures, warranty	50
1.3	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region 	50

	Work for another UN agencies/ major multilateral/ or bilateral programmes	
		200
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 Preference will be given to women-led team/organizations	200
		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/half/quarter]* 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
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> • 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. <i>[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]</i>
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> • Include reference to any adverse judgment or award.
<p><u>1.3 General Organizational Capability</u></p> <ul style="list-style-type: none"> • 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.
<p><u>1.5 Quality assurance procedures, risk and mitigation measures</u></p> <ul style="list-style-type: none"> • 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.
<p><u>1.6 Relevance of Specialized Knowledge and Experience on Similar Projects</u></p> <ul style="list-style-type: none"> • Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region. • Describe the experience of the organization performing similar goods/services/works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable. • Provide at least 3 references

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

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
 - 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

2.3 Environment-related approach to the service/work required

- 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.

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	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	BDT	

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

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

Will Attached the hard copy

ANNEX 9

Copy of Contract will be 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.	