

## **Request for Proposal**

**Reference No.: *TUR – 2019 -01***

**Research Study for Measuring and Understanding  
Perceptions of Men on Child, Early and Forced Marriages in  
Turkey**

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for Research Study for Measuring and Understanding Perceptions of Men on Child, Early and Forced Marriages in Turkey**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *research services* 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 1](#)) available from this link:  
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - 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. Proposed Model Form of Contract (Annex 8)
  - j. General Conditions of Contract (Annex 9)
  - k. Waiver & Release of Indemnity Form (Annex 12)
  - l. Submission Checklist (Annex 13)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

## ANNEX 1

### PROPOSAL INSTRUCTION SHEET (PIS)

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

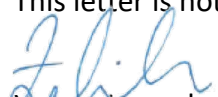
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	<p>Date and Time: <b>Friday 29 March 2019 11:59 PM</b> (EDT)</p> <p>[for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>]</p> <p>City and Country: Ankara, Turkey</p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	<b>Manner of Submission</b>	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	<b>Address for Proposal Submission</b>	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail :</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p> <p>Technical Proposal: <a href="mailto:technicalbids.turkey@unwomen.org">technicalbids.turkey@unwomen.org</a></p> <p>Financial Proposal: <a href="mailto:financialbids.turkey@unwomen.org">financialbids.turkey@unwomen.org</a></p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	<b>Language of the Proposal:</b>	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
3.4.2	<b>Proposal Currencies</b>	<p>Preferred Currency: <input type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text" value="Turkish Lira"/></p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>

3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	90 days  If other, please indicate: <input type="text"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.  UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: <a href="mailto:turkey.procurement@unwomen.org">turkey.procurement@unwomen.org</a>  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.  <b><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></b>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<input checked="" type="checkbox"/> Not applicable  <input type="checkbox"/> Mandatory:  <input type="checkbox"/> Optional:
3.9	<b>Proposal Security</b>	<input checked="" type="checkbox"/> Not Required  Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights

		to request a Performance Security from the successful bidder at any stage.
7.4	<b>Performance Security</b>	<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	<b>Waiver &amp; Release of Indemnity (If there is a site visit/inspection)</b>	<input checked="" type="checkbox"/> Not Required  No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.

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.

  
Yours sincerely,

**Zeliha Ünalı,**

**Programmes Manager and Country Director a.i.**

## TERMS OF REFERENCE (TOR)

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### ***Research Study for Measuring and Understanding Perceptions of Men on Child, Early and Forced Marriages in Turkey (CEFM)***

*under the UN Women Work Plan in the UN Joint Programme “Prevention of Child, Early and Forced Marriages in Turkey”*

**Location:** Several Provinces in Turkey

**Application Deadline:** 29.03.2019

**Primary Category:**

**Duration:** Till the end of November 2019

#### **Background:**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Child, early and forced marriage (CEFM) is a violation of child rights and women's rights, a form of gender-based violence (GBV) and an obstacle to achieve the Sustainable Development Goals (SDGs), including achievement of gender equality and empowering all women and girls. CEFM are defined respectively as both formal marriages and informal unions, in which at least one of the parties is a child (child marriage); marriages involving a person aged below 18, in countries where the age of majority is attained earlier and / or upon marriage (early marriage); and a marriage which occurs without the full and free consent of one or both of the parties and/or where one or both of the parties is/are unable to end or leave the marriage. CEFM is considered a child and women's right violation and a form of violence against children, youth and women. In terms of the consequences, too, CEFM practices are serious threats to the rights of the child and women, deteriorating their prospects in being free from violence, health, education, and employment life. Child protection, elimination of violence against women and girls (EVAWG) and youth empowerment are the main strategic perspectives in designing prevention and response policies.

The UN aims to address the root causes of violence against women and girls (VAWG), and harmful practices such as CEFM, through increasing collective work on prevention, and by responding to the needs of victims and survivors through facilitating provision of coordinated and multi-sectoral services. Based on the multi-dimensional character of CEFM and acknowledging the need for a multi-sectoral approach for prevention, the UN agencies in Turkey are committed to work in close collaboration with each other, the Government of Turkey, as well as civil society organizations active in the related sectors to carry out coordinated and complementary interventions, in line with the 'gender equality and women's empowerment' chapter of the UN Development Cooperation Strategy (UNDCS) for Turkey covering 2016-2020.

CEFM Prevention Programme activities will include institutional strengthening, to ensure that relevant authorities have the necessary technical capacity to prevent and respond to CEFM effectively; evidence generation to guide advocacy and programmatic actions; awareness-raising to inform communities on the harmful consequences of CEFM and constituency-building with local change-agents, such as civil society, religious leaders, men and women, and boys and girls at all levels to promote a culture of respect of children's and women's rights.

The UN recognizes CEFM as a critical issue in times of crisis as well as in times of stability. Hence, humanitarian efforts and development programming are believed to be harmonized and complementary to eliminate CEFM and promote empowerment of girls. To best reflect this approach, Prevention of Child, Early and Forced Marriage in Turkey programme will cover refugee communities as well as host communities as target groups and will aim to illustrate how humanitarian and development efforts can be complementary to serve the practical and strategic needs of women and girls from both communities.

UN Joint Programme for Prevention of CEFM targets to achieve two main outcomes:

- An enabling environment, to end CEFM by strengthening child protection and VAWG prevention and support system, is in place;
- Favourable social norms and attitudes towards ending CEFM are increased at national and community levels.

The programme will be implemented on three interrelated levels: 1) At national level, through engagement of policymakers to close gaps in the policy and legal frameworks; support to evidence-based advocacy and planning; support for national coordination and leadership; and communication strategy; the analysis of data; the completion of studies on CEFM to increase understanding of the factors driving the phenomenon; and the establishment of a database to inform stakeholders' programming; 2) Province-wide (across targeted provinces) through technical assistance to local policy makers and service providers and 3) Province/community-based (12 targeted provinces) through community-based interventions that will focus on raising awareness on CEFM among key duty bearers and rights holders and promoting changes in negative social norms that sustain and perpetuate CEFM and gender inequality.

UN Women, in cooperation with participating UN Agencies, will contribute to the achievement of the following outputs:

1. Enhanced local and national mechanisms (including CSO networks) for more effective identification, prevention, response and monitoring mechanisms of CEFM;
2. Children and women at risk of CEFM and victims and survivors of CEFM have better access to protection, prevention and response mechanisms as well as specialized services in line with the standards set in national legislation and the Istanbul Convention;
3. Increased public awareness on legal, health, social, psychological and economic consequences of CEFM.

Within the context of the third outcome of creating public awareness and community mobilization, UN Women has set to conduct a research which will reveal the attitudes and beliefs of men in different roles and from different communities towards CEFM and the opportunities for creating behavior change and facilitating men's engagement for eliminating CEFM and for pushing gender equality agenda forward.

Accepted in 2011, of the Istanbul Convention's Article 12 (4) requires states parties to "encourage all members of society, especially men and boys to contribute actively to preventing all forms of violence against women". As a part of community mobilization activities, UN Women integrates gender transformative activities aiming to increase men engagement in different localities regarding the target of elimination of violence against women; UNFPA consider male involvement as a central plank in sexual and reproductive health and rights programming and currently UN agencies altogether collaborate on He-for-She campaign to create transformative reflexivity through communication campaigning.

Since the 1995 Beijing Platform for Action and especially with the rise of Gender and Development (GAD) approach, "men engagement" and "gender transformative action" have entered in the common check list of vital components of the interventions seeking to contribute to gender equality and women's empowerment<sup>1</sup>. GAD approach acknowledged the importance of conceptualizing gender as a relational term, manhood and masculinities are being in constant co-constitution alongside their counter terms womanhood and femininities, those identities being multiple, complex, inter-sectional, and changeable. Hence, some men and masculinities could be or become agents of change contributing transformation of the existing gender inequalities and the gender equality agenda could win powerful supporters among men.

Men in roles of fathers, husbands, kin, boys and adolescents, community leaders, and service providers, occupy important roles in CEFM practice as decision makers, facilitators, gate keepers, and sometimes victims. Anecdotal evidence from years- long struggle with CEFM at community level shows that men can act as effective challengers and change agents regarding CEFM practices. Previous interventions have proved that the fathers may be and empowering actors for their daughters, if addressed with awareness raising campaigns or trainings; or shop owning men in wedding industry may act as agents calling for behavior change when their Chambers (TESK- Confederation of Turkish Tradesmen and Craftsmen) calls forth positive action.

As is seen in the positive evidence from the field<sup>2</sup>, masculinities, defining diverse sets of social practices enabling one to feel, act and be recognized as a man, are not fixed and static categories nor are they in each case and always antagonistic to the cause of gender equality. Men can be agents of gender equitable change, as well. Men are also in the area of interest for gender-sensitive research or research for gender equality, for their lives are organized according to the principles, and they are active agents, of the patriarchal system as well as women: As a social system, patriarchy regulates the lives and identities of men and this system can be fully captured only if construction of the experiences of men and masculinities are addressed as research subjects. Meanwhile, masculinity is a fragmented identity, based on power differences and hierarchies between men. Manhood or masculinity distributes different groups of men into positions of social power differences and thus rank them hierarchically, eventually creating negative consequences for the rights, opportunities and well-being of those at the lower ranks. In that respect, gender order works to the detriment of diverse groups of men, as well as women. Meanwhile, men and masculinities could progress into more gender equitable identities in general, through time and positive political or development action. Furthermore, even at a given time and society context, one certain form

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<sup>1</sup> Men Engage Alliance& UN Women (2014) Men, Masculinities, and Changing Power: A Discussion Paper on Engaging Men in Gender Equality From Beijing 1995 to 2015.

<sup>2</sup> See for more cases, Michau, L., Horn, J., Bank, A., Dutt, M., & Zimmerman, C. (2015). Prevention of violence against women and girls: lessons from practice. *The Lancet*, 385(9978), 1672-1684.



of masculinity is actually flexible enough to accommodate positive and negative attitudes and practices regarding issues of gender equality, depending on the circumstance, roles, ages ...etc (Connell 2005; Hearn 2004<sup>3</sup>). Those two qualities of masculinity, namely it's being fragmented in itself creating power hierarchies between men and being flexible and changeable, enables conceptualization of transformative masculinities, men identities which are aligned with the cause of gender equality. Based on this perspective, the interventions aiming men-engagement for gender equality are classified among gender-transformative approaches, as they set out to facilitate a critical reflection of individuals, groups and communities on their own gender identities.

## Objectives:

This study shall aim to be a research on perception and attitudes and reveal the main patterns in the construction of masculine identities that feed harmful perceptions and attitudes towards women and specifically those sustaining male agency in CEFM practices. To that end, a multi-method perception study will be conducted to understand the men's attitudes and perceptions towards those harmful practices at Turkey level and the specific patterns determining the experience of high-prevalence and high-risk localities in quantitative terms. Having done this, UN Women, together with UNFPA, will be able to adjust its national level communication activities and local level community-based activities for promoting transformative masculinities and furthering men engagement in gender equality agenda, and thus support behavior change to eliminate CEFM practices. This research will be conducted in overall Turkey in survey component and in 9 provinces (Adana, Ağrı, Gaziantep, İstanbul, İzmir, Kars, Mardin, Niğde, and Şanlıurfa) in quantitative component, and be structured around the below focus points:

- (1) Turkey level quantitative profile of perceptions and attitudes of men towards CEFM practices;
- (2) Differences and similarities across the communities and localities regarding CEFM practices and their underlying dynamics within the context of construction of negative masculinities and possibilities for transformative masculinities;
- (3) Trends of change and continuity across different generations of men with a focus on the masculinities of young men and their attitudes towards CEFM;
- (4) Public versus private space attitudes of men towards CEFM (to be examined in the examples of men in fatherhood roles and of men in community roles and of craftsmen and tradesmen)

## Scope of work:

CEFM is a harmful practice than solely being a form of violence against women. It is a type of violence and violation of women's rights but also a harmful practice paving the way of lifelong and various types of violence and inequality for the individual woman and a structural factor of gender inequality. Therefore, CEFM needs to be understood as an intersecting form of violation of women's rights (right to choose marital partner, education, occupational formation and employment, sexual and reproductive health, equality in family, being free from violence in the family and others). Those violations appear

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<sup>3</sup> Connell, R. W. (2005). *Masculinities*. Polity.

Hearn, J. (2004). From hegemonic masculinity to the hegemony of men. *Feminist theory*, 5(1), 49-72.

together and/or trigger one another. Therefore, CEFM is a complex and critical patriarchal practice which produces and reproduces gender inequality, powerlessness of and violence against women. That complex and intersectional character of CEFM practices render it difficult as a subject of research for some reasons.

CEFM is often considered as a prescription of tradition, religion or family honor; thus as approved or tolerated by customary and religious law or community norms although rendered unlawful by the statutory authority. This dual understanding (legally banned, socially approved) could inhibit getting accurate answers from men in the survey. That is why quantitative component of the survey will be as important as the survey. Furthermore, women could be included among respondent groups as to validate or cross-examine the male answers.

CEFM practices may have varying root causes and characteristics in different communities. CEFM may be taking place as a peer marriage, upon kidnapping or as kin marriage or for bride price due to poverty; age differences between spouses may vary and so are the resultant marriage and household types. Hence, the research needs to be designed to acknowledge those differences, tailor the research practice to diversity and variations along communities, localities, and status differences -based on economic condition, citizenship, and others.

There are different roles through which men involve in CEFM practices (fathers, family member or kin, community leaders, service providers, politicians) and different positions and attitudes could also be the case (victims, challengers or perpetrators). Those differences need to be addressed in grouping men into respondent groups and the hypotheses need to be formulated according to the possible positions they could take on CEFM.

This research will explore *men's perception and attitude on CEFM practices*. As such, it will problematize individual, family and community norms on marriage and women's, girls', child and youth agency over marriage decisions and their relation with construction of masculinities. It is critical to reveal as well as at national level, in certain social contexts and communities, the connections between construction of negative masculinities and VAW, and CEFM as a form of VAW. The main question, here, is which men, based on which roles, social positions, and norms of masculinity, support CEFM practices and which others (may potentially) contest those practices and on what conditions.

As the respondents and informants, men (and women as a verification group) from different age groups, public and familial roles and communities and socio-economic groups will be covered. They will include young men and boys (ages between 15 and 24), adult men with marriage age children, adult men with different education levels and occupations, adult men with community leadership positions. The research will categorically cover, besides all others, the issues of fatherhood roles and the nexus of CEFM practices and private masculinities; public masculinities in the example of attitudes of the male tradesmen and craftsmen; and trends of social change in masculinities as they reflected in young men's gender identities and attitudes towards CEFM:

Types, formative dynamics and elements of toxic and transformative masculinities based on				
Groups of Men (Respondents)	Patriarchy & Masculinities	Roles and Relational Contexts	Comparative Axes and Possible Variations to be Reported	Data Collection Method

1. Men with fatherhood roles and familial norms	Private patriarchy and masculinities	Family and kinship roles and relations	Variations across communities, education and socio-economic groups and generations	Survey and Focus Group Discussion
2. Young men and trends of change and continuity & familial and peer group norms	Private and public patriarchy and masculinities	Family roles and relations & Peer relations	Variations across communities, education and socio-economic groups and generations	Survey, focus group discussions, and in-depth interviews – if deemed beneficial
3. Community leaders (imams and/or muhktars, others) and community norms	Public patriarchy and masculinities	Community relations	Variations across communities	Interviews
4. Men in public/community roles (tradesmen and craftsmen) and public norms	Public patriarchy and masculinities	Public and community relations	Variations across communities	Survey and Interviews if deemed beneficial

As summarized in the above table, this research will traverse the divides between public-private roles, and familial-community-society level dynamics and the issue of generational change in taking shaping of the masculinities and associated male attitudes towards CEFM practices.

Research will employ a mix method research and combine quantitative (survey) and qualitative (focus groups discussions and individual interviews) data collection methods. Survey, focus groups and individual interviews will be used as data collection methods. **Survey will be designed to be conducted and be representative with its findings at Turkey level and sampling will be accordingly made.** Survey component will be designed to measure strength and extent of the norms of masculinity feeding VAW and CEFM practices. As such, it will establish a quantitative baseline for community mobilization policies and activities aiming to combat VAW and CEFM through male engagement. Interviews and focus group discussions will focus on the high-prevalence and high risk localities and will produce qualitative data and insights on the male attitudes and masculinities at those localities that feed and sustain or challenge CEFM practices. Focus group discussions will be used to better reveal the collective level/social norms on ways of being (proper) men that trigger and maintain CEFM and their rigidity and paths of transformation. FGDs will be held with the groups of men and boys from high-risk, high-prevalence communities and with women women from the same communities if deemed beneficial. Individual interviews will be made with critical agents like community leaders.

Most vulnerable localities in the programme implementation area will be identified through desk-research and initial stage strategic interviews (with community leaders, public service providers or researchers). Those groups will include, but not be limited to, Roma people, Syrian refugees, migratory populations, and seasonal agriculture workers.

Research questions will tentatively include<sup>4</sup> for each group of men (and women if needed),

<sup>4</sup> These are research questions and not survey or interview questions. They simply describe around which issues the research will administer investigations. Therefore they will be translated into survey and interview questions at data collection phase.

- (1) What is the level of knowledge of different groups of men (men with different education levels; men from different age groups; men with private and public roles) on the legal status of CEFM and their negative consequences for victims;
- (2) What are (how strong are) the perceptions and attitudes of different groups of men on child, early and forced marriages;
- (3) What are (how strong are) the perceptions and attitudes of different group of men's on ideal marriage age for women and men and what are the justifications;
  - a) Reasons related with sexuality,
  - b) Reasons related with economic rationality,
  - c) Reasons related with tradition and social expectations,
  - d) Reasons related with religious norms,
  - e) Harmony in marriage
  - f) Reasons related with personal development (psychological, educational/occupational, physical)
- (4) What is the acceptable age difference between men and women in marriage?
- (5) What are (how strong are) the perceptions and attitudes of different group of men on ideal and acceptable marriage arrangements for women and men (arranged by family; arranged and consented by women/men, arranged without consent of men/women; chosen with consent of family; chosen without consent of family) and why;
- (6) What are the legitimate reasons for men/women to refuse family decisions/arrangements for marriage?
  - a) Not loving the proposed spouse,
  - b) Education,
  - c) Early age,
  - d) Lack of individual economic independence or capacity to lead an independent household,
  - e) Perceived threat of violence,
  - f) Continuing roles and responsibilities in the parental household,
  - g) Migration to metropolis / out of the hometown ...
- (7) (if you had one) Would you accept or wish to marry your daughter earlier than the age 18? Under which conditions?
- (8) Whose say is it to decide on the marriage age and partner? Do the decision makers take into consideration possible negative consequences of early and forced marriages including health risks? Whose ideas and guidance do they follow the most considering marriage behavior?
- (9) Is it (or to what extent and on what conditions) acceptable to end CEFM marriages for men and women?
- (10) What would be their reactions to different cases around them?
- (11) Is it acceptable for them to get married to a woman from culturally-ethnically or locally different communities?
- (12) Is girl/bride abduction prevalent in their communities? How are the cases being handled (dealt in the family, consequential marriages are prevalent or cases are taken to court ... others) How would they handle such a case?

- (13) What is expected most from the wife in marriage?
- (14) What is the ideal age of being a father? Why?
- (15) What is most important in being a good father?
- a) Having a good earning power,
  - b) Educating and guidance capacity,
  - c) Setting a good example in the family
  - d) Setting a good example in the community/society,
  - e) Spending time together
- (16) Do they think (and how far they think) the norms about marriage age and type is changing?
- (17) Do men have to get married to comply with social expectations at a certain age? Are there exceptions to this rule of marriage age?
- (18) In what ways they think they can contribute to behavior change regarding CEFM practices?
- (19) Do men with similar public identities (professionals or craftsmen and artisans) have any awareness and sensitivity about CEFM and its negative consequences, including health and psycho-social, parenting-related problems?
- (20) Have they ever testified any negative health consequences of early marriages in their families or close community?
- (21) Do women and men (boys and girls) live the consequences of early marriages differently, in terms of health, education, work, violence, and family life and how?
- (22) Do they think that the early marriage increase likelihood of domestic violence against women?
- (23) Do they approve the early marriages considering the difficulties of early age parenting and its negative impacts over children?
- (24) Do they think it is their social responsibility to warn would-be perpetrators and stand against acts of CEFM?
- (25) (Have they ever/) Would they take leading roles in combating CEFM as a negative social practice?
- (26) What measures and attitudes do they think as relevant and effective to take and who do they think have the primary responsibility for them?

Final report will include a part summarizing the political and institutional environment impacting attitudes of men towards VAW and CEFM practices. As far as it is the case, based on the data, reflections of the political and institutional environment on male attitudes will be highlighted.

This research process will be subjected to quality assurance review by an advisory board including academicians and UN Women and UNFPA programme management team members.

### **Activities and Deliverables:**

Following are the phases and outputs of the research process:

TASK	Deliverables	REVIEW AND APPROVAL PROCESS	CALENDAR
<b>Detailed work plan</b> (HR, calendar, workflow, detailed budget)	Work plan	Work plan will be reviewed and approved by the advisory board	April 2019
Preparation of <b>inception report</b> including, -Desk study on political and institutional environment and most vulnerable groups on the basis of CEFM -Review of the existing survey formats on men attitudes on VAW -Methodology for research process, including methods of reaching the target group, sampling strategy, groups of men –and women- identified for interview and focus group discussions, ethical and safety issues -Revised work plan	Inception report	Inception report will be reviewed and approved by the advisory board	April 2019
<b>Piloting</b> (this process will include hiring and training of the field staff)		Presentation to and integration of the feedback from the advisory board	May 2019
<b>Mid-term reporting</b> after piloting	Mid-term report	Presentation to and integration of the feedback from the advisory board	May 2019
<b>Field research</b> (completion of the surveys, the interviews and focus group discussions)		Presentation for the advisory board	June to the mid of August 2019
<b>Data analysis</b> and submission of a <b>draft final report</b>	Draft research report	Draft final report will be reviewed by the advisory board	Mid-September 2019
<b>Final report</b>	Final report	Presentation for the advisory board	October 2019
<b>Presentation of the findings in a national conference</b>			November 2019

## ANNEX 3

# EVALUATION METHODOLOGY AND CRITERIA

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## 1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements:

- Submitting companies are not included among United Nations suspended companies;
- 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 PIS 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 490 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 490 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 490 of the obtainable score of 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points (“maximum number of points”) which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 points

### Evaluation of financial proposal:

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

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

### Evaluation of technical proposal:

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

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	20
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> <li>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</li> <li>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</li> </ul>	30
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	30



1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	20
1.5	Quality assurance procedures, warranty	50
1.6	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge on male/masculinity studies and gender equality</li> <li>- Experience on Similar Programme / Projects</li> <li>- 2 years of Experience on the similar projects</li> <li>- Work for other UN agencies/ major multilateral/ or bilateral programmes</li> </ul>	150
		<b>300</b>
<b>2.0 Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	150
2.2	Management Services – Timeline and deliverables.	100
		<b>250</b>
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory)  Curriculum vitae of the proposed team that will be involved either full or part time	150
		<b>150</b>
[70%] of [xx] pts = [xx] pts needed to pass technical		<b>700</b>

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **490** 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 memberships in relevant networks and platforms.
- 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 and **a letter from a former customer stating that a former project of a similar financial size has been finalized by the company successfully.**

### 1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

### 1.3 General Organizational Capability

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

### 1.4 Subcontracting

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

### 1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

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

- Detail any specialized knowledge on male/masculinity studies and gender equality 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 other 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 the undertaken to 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 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

## **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:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
<p>Employment Record: [Insert details of as many other appropriate records as necessary]</p> <p>From [Year]: _____ To [Year]: _____</p> <p>Employer: _____</p> <p>Positions held: _____</p>		
<p>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]</p>		
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

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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.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

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. Work plan			
2	Deliverable 2. Inception report			
3	Deliverable 3. Piloting report			
4	Deliverable 4. Mid-term report			
5	Deliverable 5. Field Research			
6	Deliverable 6. Draft research report			
7	Deliverable 7. Final report			
	Total	100%	USD .....	

## B. Cost Breakdown by Resources

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

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation				
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

## 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 **Research Study for Measuring and Understanding Perceptions of Men on Child, Early and Forced Marriages in Turkey (CEFM)** 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 **90** 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

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UN Women General Conditions can be accessed at:

[http://www.unwomen.org/-  
/media/headquarters/attachments/sections/about%20us/procurement/unwomen-general-conditions-  
of-contract-services-en.pdf?la=en&vs=5729](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/unwomen-general-conditions-of-contract-services-en.pdf?la=en&vs=5729)

Model form of Contract:

[http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-  
women-model-professional-service-contract-en.pdf?la=en&vs=400](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/unwomen-model-professional-service-contract-en.pdf?la=en&vs=400)

## ANNEX 9

### SECURITY INSTRUMENTS

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The Proposal and Performance Security Forms can be accessed by the proposer by following the below link.

<http://www2.unwomen.org/~media/commoncontent/procurement/un-women-procurementrfp-security-instruments-en.docx>

## ANNEX 10

### RELEASE AND WAIVER OF LIABILITY<sup>5</sup>

This Release and Waiver of Liability (the “Release”) is executed by NAME: [ ] (the “Visitor”) in favor of the United Nations Entity for Gender Equality and the Empowerment of Women (“UN Women”), a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, and its officials, representatives, staff and agents. In consideration of being granted access to the property located at [insert address] (the “Site”), the Visitor acknowledges, agrees and represent the below:

1. The Visitor acknowledges that the Site is a dangerous environment and safety hazards may be present despite safety precautions taken, and accessing the Site involves risks of injury, illness, death, and/or damage to his/her property.
2. The Visitor assumes full responsibility for any risks of personal injury, illness, death, and/or damage to his/her property arising from or in any way connected to his/her access to the Site.
3. THE VISITOR UNDERSTANDS THAT THIS RELEASE DISCHARGES UN WOMEN FROM ANY AND ALL LIABILITY, CLAIMS, AND DEMANDS OF WHATEVER KIND OR NATURE WITH RESPECT TO ANY PERSONAL INJURY, ILLNESS, DEATH, AND/OR DAMAGE TO HIS/HER PROPERTY ARISING FROM OR IN ANY WAY CONNECTED TO VISITOR’S ACCESS TO THE SITE, WHETHER CAUSED BY THE NEGLIGENCE OF UN WOMEN OR ITS OFFICIALS, REPRESENTATIVES, STAFF OR AGENT OR OTHERWISE. VISITOR ALSO UNDERSTANDS THAT UN WOMEN DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

I hereby attest that I have read and, intending to be legally bound, agree to the above on the date indicated below.

Name: \_\_\_\_\_

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

#### Emergency Contact

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ SIGNATURE DATE [DD/MM/YY]

<sup>5</sup> *The use of this form is for when a contractor or potential contractor is performing a site visit in connection to an ongoing solicitation or request for information or expression of interest.*

#### HOW TO USE IT:

- All fields must be filled in and the bottom section of the form completed with a signature to be valid.
- Once complete and signed by the vendor, forward a copy by email to the focal point or case manager within procurement or to [procurement@unwomen.org](mailto:procurement@unwomen.org) with the subject of the email clearly stating the appropriate solicitation (RFP, ITB, RFQ) or Expression of Interest reference number.
- The procurement practitioner shall keep this form on-file for future auditing records.]

## ANNEX 11

### SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

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

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