Request for Proposal

Reference No.: GEO30RFP326

Promotion of and support for gender equality measures among the private sector in Georgia

18 March 2019

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for the promotion of and support for gender equality measures among the private sector in Georgia

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure 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.

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 to Promote Gender Equality and Women's Empowerment (Annex 7)
    i. UN Women Model Forms of Contract (Annex 8)
    j. General Conditions of Contract (Annex 8)
    k. Joint Venture/Consortium/Association Information Form (Annex 9)
    l. Submission Checklist (Annex 10)

2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex I)

PROPOSAL INSTRUCTION SHEET (PIS)

3. Detailed Instruction governing below listed summary of the "instructions to proposers" are available in the Annex I ("Instruction to Proposers") accessible from this link: http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	**Deadline for Submission of Proposals**	Date and Time: Monday 15 April 2019 10:00 AM (Tbilisi Time) [for local time reference, see **www.greenwichmeantime.com**] City and Country: *Tbilisi, Georgia* This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	**Manner of Submission**	☐ Personal Delivery/ Courier mail/ Registered Mail ☒ Electronic submission of Proposal
4.1	**Address for Proposal Submission**	☒ Electronic submission of Proposal: Dedicated Secure E-mail address(s): **Technical Proposal:** geo.procurement@unwomen.org **Financial Proposal:** geo.finoffers@unwomen.org Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	**Language of the Proposal:**	☒ English ☐ French ☐ Spanish ☐ Other (pls. specify) _____
3.4.2	**Proposal Currencies**	Preferred Currency: ☐USD If no, please indicate Currency: GEL *Proposer may submit proposal in any freely convertible currency*

3.5	**Proposal Validity Period** commencing after the deadline for submission of proposals (see 4.2 above)	90 days If other, please indicate: _____ days.
2.4	**Clarifications of solicitation documents**	Requests for clarification shall be submitted 7 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.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: geo.clarifications@unwomen.org Clarification emails should include a subject header in the following format: "UNW RFP Reference #, Request for Clarification, Company/Contractor Name" Proposers must not communicate with any other personnel of UN Women regarding this RFP. **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.**
2.5	**Pre-Proposal/Bid Meeting**	☒ Not applicable ☐ Mandatory: ☐ Optional:
3.9	Proposal Security	☐ Required Amount: Form: See Annex XI

		☒ 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	Performance Security	☐ Required ☒ Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	**Waiver & Release of Indemnity (If there is a site visit/inspection)**	☒ Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required. ☐ Required Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____

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,

Erika Kvapilova
Country Representative

ANNEX 2

TERMS OF REFERENCE (TOR)

Promotion of and support for gender equality measures among the private sector in Georgia

Geographic coverage: Georgia

Duration: 18 months, throughout 1 May 2019 – 14 October 2020

Background

UN Women is grounded in the vision of equality enshrined in the Charter of the United Nations. UN Women 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. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in supporting national priorities and efforts, building effective partnerships with civil society and other relevant actors.

Enhancing women's possibilities to create and expand sustainable businesses is essential to the achievement of the 2030 Agenda for Sustainable Development. It is increasingly clear that without the engagement of the private sector in promoting women's empowerment within and outside the workplace, gender equality cannot be achieved.

In Georgia, only 51% of women are reportedly employed compared to 64% of men.[1] There is little to no gap between male and female educational attainment, highlighting the disproportionate challenges faced by young women transitioning from education to work. The gender wage gap is clear: In 2017 the average monthly nominal salary equaled 770 GEL for women, and 1 197 GEL for men.[2] Gender inequalities are most acute in the rural areas. Gender stereotypes, unequal division of unpaid agricultural and domestic work and a lack of gender-responsive services and programmes limit women's abilities to acquire new skills, develop agricultural or other businesses and earn sustainable income.[3] Female entrepreneurs face challenges with access to finance, information, training, access to networks for business purposes as well as reconciling business and family concerns.

Within this context, with the support of the Norwegian Ministry for Foreign Affairs, UN Women is implementing the 3-year project "A Joint Action for Women's Economic Empowerment in Georgia (JAWE)". The project seeks to enhance the private sector's role in promoting women's economic empowerment in Georgia, while also directly supporting women, including women entrepreneurs, with capacity development. The overall goal is that women, particularly the poorest and most excluded, are economically empowered and benefit from development in Georgia.

[1] GEOSTAT, *Woman and Man in Georgia: Statistical Publication,* 2018, pp. 49, available online at: http://geostat.ge/gender/doc/W&M%20ENG-2018.pdf
[2] Ibid, p. 60.
[3] ACT, *Gender Assessment of Agriculture and Local Development Systems*, UN Women, SCO, ADA, Tbilisi, April 2016.

To enhance the private sector's role in women's empowerment, UN Women's JAWE project outreaches to and supports companies to implement gender-responsive measures through the tool of Women's Empowerment Principles (WEPs), the set of seven principles for empowering women at the workplace, marketplace and community. The WEPs are:

- Establish high-level corporate leadership for gender equality;
- Treat all women and men fairly at work – respect and support human rights and nondiscrimination;
- Ensure the health, safety and well-being 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

To date, more than 2,200 business leaders globally have committed to implement the WEPs. In Georgia, 26 companies in Georgia have committed to the implementation of the WEPs.

For a company to join the WEPs movement, it needs to have at least 10 staff members. Once a company's CEO has decided to sign onto the WEPs in Georgia, UN Women helps the company to assess its status vis-à-vis gender equality, and to develop a WEPs Action Plan with clear targets and activities. After the WEPs Action Plan is ready, UN Women, with its partners, follows up on the Action Plan implementation. In addition, UN Women provides continuous support to companies through training them on gender equality topics and organizing advocacy and dialogue events for private sector audiences.

Although the number of WEPs companies in Georgia during the JAWE project has been increasing, there is a need to further expand the WEPs movement to ensure more women benefit from companies' efforts and to ensure that the companies that join the WEPs are supported to make women's empowerment reality.

The UN Women Georgia Country Office is now looking for a business association in Georgia to support the realization of this vision. The specific objective of the Contractor's work is to:

- Increase the number of companies that first sign onto, and then implement the WEPs in both short and long-term.

The key quantitative targets for the Contractor to achieve during the 18-month assignment are:

- At least 20 new companies in Georgia sign onto and implement the WEPs in Georgia;
- As part of their WEPs implementation, at least 15 WEPs companies revise their internal policies to make them more gender-responsive;[4]
- As part of their WEPs implementation, the WEPs companies provide new direct support[5] to at least 200 women (in total) within the workplace, marketplace and/or community, including
    - Trainings for at least 100 women entrepreneurs for them to move up the value chain;
    - Scholarships or grants for at least 15 women;
    - Mentorships for at least 15 women;

[4] UN Women needs to be provided with copies of the revised policies.
[5] By new support, it is meant that the company should implement new activities for women's benefit after joining the WEPs.

  - Internships for at least 20 women, including survivors of domestic violence and/or women aspiring to work in male-dominated professions; and
  - Daycare services for women workers' children.
- One legislative, policy and/or regulatory initiative derived from WEPs work that promotes gender equality and increases women's economic participation developed in close consultation with UN Women, submitted and lobbied for.
-

Each company should be supported to decide on their own priority Women's Empowerment Principles and be supported to devise their own actions in a participatory manner, with the support of the Contractor. Some companies may decide to focus only on certain Principles instead of implementing all seven.

Throughout the assignment, the Contractor will need to coordinate closely with UN Women and other key stakeholders involved in the UN Women project, including one or more women's business associations that also promote the WEPs in Georgia.

Scope of the work:

Under the overall guidance of UN Women Country Representative/Deputy Country Representative in Georgia and under the direct supervision of the UN Women Programme Specialist, as well as in close cooperation with the Programme Analyst, the selected Contractor will be responsible for the following tasks:

- In collaboration with UN Women, develop a detailed implementation plan for the work, including indicators and monitoring tools to be used for monitoring and assessing the progress;

- With the support of UN Women consultant/trainings and desk review of available documentation on the WEPs (in English), develop internal capacity of the Contractor in the WEPs;

  Note: UN Women will offer capacity building to at least two members of the Contractor on the WEPs through a Training of Trainers, tentatively in April 2019. The training will take place in Tbilisi and will be free-of-charge.

- Identify companies (each with at least 10 staff members) that could sign onto the WEPs;

- Outreach to companies to introduce the WEPs to them through info sessions, meetings, one-to-one communication and other methods and identify at least 20 companies for joining the WEPs movement in Georgia.[6]

- Support gender gaps' analysis at the 20 newly identified WEPs companies, as well as their WEPs Action Plan development and revision of internal policies.

  Note: UN Women will provide initial coaching to the Contractor for the conduct of gender gaps' analysis and WEPs Action Plan development in at least three first WEPs signee companies identified by the Contractor.

[6] Joining the WEPs movement in Georgia means that the company needs to sign the CEO Statement of Support for the WEPs, develop a WEPs Action Plan and implement the developed WEPs Action Plan.

- Support the signing of at least 20 businesses into the WEPs online and their adoption of WEPs Action Plans;

- Based on consultations with companies, develop a practical WEPs tool under one of the Principles (for example, a checklist for gender-responsive recruitment);

- Test the draft WEPs tool with at least 5 companies, and after addressing the inputs, provide 1-day trainings for representatives of at least 15 companies to roll it out;

- Follow up on the implementation of the WEPs Action Plans and support the implementation of the WEPs at least 20 companies. The follow-up and support will ensure the WEPs companies implement the WEPs, and as part of the implementation, a) at least 15 WEPs companies revise their internal policies; and b) the WEPs companies provide new support to at least 200 women. The support provided by the Contractor to the WEPs companies will include

    - Provision of advice for the WEPs companies' revision of internal policies and practices (to ensure at least 15 companies make their policies more gender-responsive);
    - Assisting the WEPs companies to design and provide new scholarships, mentorships, internships or grants for women;
    - Helping the WEPs companies to design and roll out new women's training or other capacity development programmes;
    - Assisting the WEPs companies to develop placement programmes for women in vulnerable situations (e.g. women survivors of violence);
    - Supporting the WEPs companies to analyze and adjust their products/services so that they better respond to women's needs;
    - Supporting the WEPs companies to collect and analyze sex-disaggregated data, for example, on employee satisfaction;
    - Assisting the WEPs companies to design and start provision of daycare services; and/or
    - Facilitating public-private partnerships between WEPs companies and government stakeholders for women's empowerment; and/or
    - Linking the WEPs companies to relevant civil society organizations, women suppliers or other relevant stakeholders.

  Note: The WEPs signee companies in Georgia will also get access to UN Women's other WEPs support activities in 2019-2020, such as relevant training and/or experience sharing and advocacy events.

- In close consultation with the WEPs companies, and in close cooperation with UN Women develop at least one legislative, policy and/or regulatory initiative stemming from WEPs that promotes gender equality and increases women's economic participation, as well as submit and strategically lobby it to the relevant government stakeholders; and

- Develop, in consultation with companies, a sustainability plan for the Contractor's further work in supporting women's economic empowerment through the WEPs.

Outputs/Deliverables:

The selected Contractor is expected to produce the following deliverables:

	Deliverable	Specifications	Timeframe
1.	Inception report	In English, including • Detailed implementation plan with activities and the timeline • Monitoring plan, including the proposed indicators • Strategies for outreaching to companies with information on the WEPs • Initial list of companies that will be outreached	15 May 2019
2.	Progress report 1 and concept note for a WEPs tool	In English, including • Details on the implemented activities, including the WEPs outreach activities • Based on initial consultations with private sector stakeholders, a concept note for a practical tool for WEPs companies	30 June 2019
3.	Progress report 2 and WEPs tool	In English, including • Details on the implemented activities, including the 10 first companies that will sign and adopt WEPs Action Plans in 2019 • Details on the development and testing process of the draft WEPs tool with at least 5 companies • Tool for WEPs companies incorporating the inputs received from the test companies In English and Georgian • 5 draft WEPs Action Plans	30 September 2019
4.	Progress report 3 and WEPs tool training report	In English, including • Details on the implemented activities, including evidence that the 10 identified companies have signed onto the WEPs online • Information on the 10 additional companies that will sign and adopt the WEPs Action Plans by March 2020 • Details on the 1-day trainings provided to at least 15 companies on the use of the developed WEPs tool In English and Georgian • 10 finalized WEPs Action Plans	2 December 2019
5.	Progress report 4 and legislative, policy and/or regulatory initiative	In English, including • Details on the implemented activities, including evidence that all together 20 identified companies have signed onto the WEPs online since the assignment started • At least one legislative, policy and/or regulatory initiative to promote gender equality and increase women's economic participation through the WEPs • Plan for the submission and/or lobbying of the initiative	30 March 2020

		In English and Georgian • 10 more finalized WEPs Action Plans	
6.	Progress report 5 and sustainability plan	In English, including • Details on the implemented activities, including the implemented submission and lobbying activities regarding the legislative, policy and/or regulatory initiative • Sustainability plan for the Contractor's work in supporting women's economic empowerment, including through the WEPs	30 June 2020
7.	Final report	In English, including • Details of all implemented activities during the assignment, as well as assessment of the results • Details on the implementation of the WEPs Action Plan by the 20 companies in Georgia that joined the WEPs with relevant contact details • Details on how the WEPs companies have, as part of their WEPs implementation, directly supported at least 200 women • At least 20 high-resolution photographs of the implemented activities In Georgian • Policies revised by at least 15 WEPs companies to make them more gender-responsive	30 September 2020

Timeframe:

18 months, throughout 15 April 2019 – 14 October 2020

Qualifications of the Contractor:

The Contractor engaged to undertake the assignment must fulfil the following requirements;

- Officially registered legal entity in Georgia;
- Has a proven network of at least 50 companies in Georgia;
- Has at least 5 years of experience in working with private sector in Georgia;
- Has at least 3 years of proven experience in technical support/business consulting to the private sector; and
- Previous experience working with international organizations will be considered an asset.

Qualifications of the Team:

The Contractor is requested to include in the proposal the team composition with recent CVs. At the minimum, the team should include a team leader and two team members.

Qualifications of the team leader:

- Master's degree (or equivalent) in Gender Studies, Business Management, Law, Economics or a related field.
- At least 5 years of proven experience in designing and implementing technical support/business consulting services targeting private sector companies;
- At least 2 years of managerial and leadership experience in assignments that involve coordinating and implementation of multiple tasks involving different stakeholders and clients;
- Demonstrated knowledge of women's empowerment and gender equality issues in Georgia, especially in relation to the labour market;
- Previous experience in working on Corporate Social Responsibility issues is an asset.
- Previous experience in working with UN agencies or other international organizations is an asset; and
- Language qualifications: Fluency in English; Fluency in Georgian.

Qualifications of team members:

- Bachelor's degree (or equivalent) in Gender Studies, Business Management, Law, Economics or a related field;
- At least 2 years of proven experience in designing and implementing technical support/business consulting services targeting private sector companies;
- At least one of the team members needs to have demonstrated knowledge of women's empowerment and gender equality issues;
- Previous experience in working on Corporate Social Responsibility issues is an asset; and
- Language qualifications: Fluency in English; Fluency in Georgian.

ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

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

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

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

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

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

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

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

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

Other Formal Requirements:

- Offers are signed by an authorized party, including Power of Attorney if stipulated;
- The offer is submitted as per the instructions to proposers: 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

Financial proposal: 300

Total number of points: 1000

Evaluation of financial proposal:

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

A formula is as follows:

$p = y (\mu/z)$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

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

1.0 Expertise and Capability of Proposer Expertise of organization submitting proposal		**Points obtainable**
1.1	*Organizational Architecture* Officially registered legal entity in Georgia;	20
1.2	Has a proven network of at least 50 companies in Georgia;	40
1.3	Has at least 5 years of experience in working with private sector in Georgia;	40
1.4	Has at least 3 years of proven experience in technical support/business consulting to the private sector;	40
1.5	Previous experience working with international organizations will be considered an asset.	40
	Subscore	180
2.0 Proposed Work Plan and Approach Proposed methodology		**Points obtainable**
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	100
2.2	Management Services – Timeline and deliverables.	80

2.3	Environmental Considerations: Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	10
Subscore		190
3.0 Resource Plan, Key Personnel Qualifications of Personnel		**Points obtainable**
3.1 Qualifications of team leader:		
3.1.1	Master's degree (or equivalent) in Gender Studies, Business Management, Law, Economics or a related field.	30
3.1.2	At least 5 years of proven experience in designing and implementing technical support/business consulting services targeting private sector companies;	30
3.1.3	At least 2 years of managerial and leadership experience in assignments that involve coordinating and implementation of multiple tasks involving different stakeholders and clients;	30
3.1.4	Demonstrated knowledge of women's empowerment and gender equality issues in Georgia, especially in relation to the labour market;	30
3.1.5	Previous experience in working on Corporate Social Responsibility issues is an asset.	20
3.1.6	Previous experience in working with UN agencies or other international organizations is an asset;	20
3.1.7	Language qualifications: Fluency in English; Fluency in Georgian.	20
Subscore 3.1		180
3.2 Qualifications of team member:		
3.2.1	Bachelor's degree (or equivalent) in Gender Studies, Business Management, Law, Economics or a related field;	30
3.2.2	At least 2 years of proven experience in designing and implementing technical support/business consulting services targeting private sector companies;	40
3.2.3	At least one of the team members needs to have demonstrated knowledge of women's empowerment and gender equality issues;	40
3.2.4	Previous experience in working on Corporate Social Responsibility issues is an asset;	20
3.2.5	Language qualifications: Fluency in English; Fluency in Georgian.	20
Subscore 3.2		150

Subscore		330
	TOTAL	700

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 490 points (70%) of the obtainable score of 700 points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

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

Proposer is requested to include a half 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
Organizational Architecture • Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue. • Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.
Adverse judgments or awards • Include reference to any adverse judgment or award.
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.

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.

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.

Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

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

Section 2.0: Proposed Work Plan and Approach

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

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

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
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.
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:	
Citizenship:	
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 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(s) – please ensure coverage of all target municipalities	XX person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any) 2. Accommodation and other expenses away from home (if any) 3. Local transportation 4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	 1 lump sum 1 lump sum 1lump sum 1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

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

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

_____
(Name of Organization)

_____
Signature/Stamp of Entity/Date

Name of representative: _____

Address: _____

_____

_____

Telephone: _____

Email: _____

ANNEX 6

PROPOSAL SUBMISSION FORM

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

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

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

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

Signed: _____ *[insert signature of person whose name and capacity are shown]*
In the capacity of _____ *[insert legal capacity of person signing this form]*
Name: _____ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of proposer]*
Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEX 7

VOLUNTARY AGREEMENT

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

(Name of the Contractor)

And

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

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

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

On behalf of the contractor:

Name : _____, Title : _____

Address : _____

Signature : _____

Date: _____

ANNEX 8

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

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

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

ANNEX 9

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

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

Consortium/Association Agreement	Attached are copies of original documents of: *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 *(Eligible Bidders)*. ☐ JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

Signatures of all partners/authorized representatives:

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

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

ANNEX 10

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.	