

# Request for Proposal

Reference No.: **GEO30RFP397**

Developing the Country Gender Profile of Georgia and the Issue Briefs on  
Gender Statistics

June 18, 2019

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for Developing the Country Gender Profile of Georgia and the Issue Briefs on Gender Statistics**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure the services for the development of the *Country Gender Profile of Georgia and the Issue Briefs on Gender Statistics* as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - a. This letter (and the included Proposal Instruction Sheet (PIS)
  - b. Instructions to Proposers ([Annex I](#)) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
  - c. Terms of Reference (TOR) (Annex 2)
  - d. Evaluation Methodology and Criteria (Annex 3)
  - e. Format of Technical Proposal (Annex 4)
  - f. Format of Financial Proposal (Annex 5)
  - g. Proposal Submission Form (Annex 6)
  - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
  - i. UN Women Model Forms of Contract (Annex 8)
  - j. General Conditions of Contract (Annex 8)
  - k. Joint Venture/Consortium/Association Information Form (Annex 9)
  - l. Submission Checklist (Annex 10)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

## PROPOSAL INSTRUCTION SHEET (PIS)

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

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: Tuesday 02 July 2019 6:00 PM (Tbilisi Time) [for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> ] City and Country: Tbilisi, Georgia This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	<input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Address, City, Country: “NOT TO BE OPENED BY REGISTRY” <input checked="" type="checkbox"/> Electronic submission of Proposal: <b>Technical Proposal:</b> <a href="mailto:geo.procurement@unwomen.org">geo.procurement@unwomen.org</a> <b>Financial Proposal:</b> <a href="mailto:geo.finoffers@unwomen.org">geo.finoffers@unwomen.org</a> Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other (pls. specify) _____
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="checkbox"/> USD If no, please indicate Currency: <input type="text" value="GEL"/> <i>Proposer may submit proposal in any freely convertible currency</i>

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="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.
	<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:geo.clarifications@unwomen.org">geo.clarifications@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>The e-mail address above is for clarifications ONLY.</u></b>  <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	<a href="#">Proposal Security</a>	<input type="checkbox"/> Required Amount Form: See Annex XI <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 Proposal Security from the successful proposer at any stage.
7.4	<a href="#">Performance Security</a>	<input type="checkbox"/> Required <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. <input type="checkbox"/> Required Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____

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

Yours sincerely,

**Erika Kvapilova**  
**Country Representative**

## TERMS OF REFERENCE (TOR)

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### Developing the Country Gender Profile of Georgia and the Issue Briefs on Gender Statistics

**Geographic coverage:** Georgia

**Duration:** 4.5 months, throughout 15 July 2019 – 6 December 2019

**Background:**

United Nations Entity for Gender Equality and the Empowerment of Women (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. As part of the UN-wide investment in supporting UN Member States to translate global human rights norms and standards into national policies, actions and results, UN Women's Strategic Plan (2018-2021) commits to increased national-level knowledge and strengthened national systems to monitor international, regional and national commitment to gender equality and women's empowerment (GEWE).

The adoption of the 2030 Agenda for Sustainable Development requires accelerated efforts of the UN Member States to measure progress towards the Agenda's accompanying Sustainable Goals (SDGs) and targets. Measuring progress towards gender equality and women's empowerment (GEWE) is seen as central for achieving of all 17 SDGs.

In 2016 the Government of Georgia (GoG) has embarked as, one of the first, on the process of nationalization/ localization of SDGs. The GoG and key stakeholders have identified through nation-wide participatory process priority SDG targets and indicators that represent a combination of global and local/ national targets (100) and indicators (215). Of the 54 gender-related global indicators,<sup>1</sup> 30 have been fully transposed, 9 were considered either not relevant or not considered for absence of data, and the remaining 18 global gender-related indicators have been adapted to the local context. Already in 2016, in the first voluntary national reporting on progress towards SDGs (VNR), availability of high-quality data has been identified as key challenge. Lack of regular disaggregated data collection, application of international methodology for data collection, and lack of national capacities for data analysis have been pinpointed as main barriers.

To address these challenges and to strengthen national capacities, several UN Agencies and other development partners have been providing technical support to the National Statistical Office (GEOSTAT),

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<sup>1</sup>UN Women (2018), Turning promises into action: Gender equality in the 2030 Agenda for Sustainable Development <http://www.unwomen.org/en/digital-library/publications/2018/2/gender-equality-in-the-2030-agenda-for-sustainable-development-2018>

and other parts of the National Statistical System. UN Women has been systematically working with GEOSTAT and selected line ministries since 2014 to improve the capacities for production and dissemination of sex-disaggregated data, published bi-annually in GEOSTAT's "Women and Men in Georgia"; In December 2018, with UN Women support GEOSTAT also launched an on-line Gender Data Portal available at: <http://gender.geostat.ge/index.php?lang=en>. This Gender Data Portal provides up to date gender quantitative data, covering several sectors, and linked to nationalized SDG gender-related indicators. In addition, to ensure a wide dissemination and use of data, UN Women has been supporting user-producer dialogues that inform different stakeholders and contribute to evidence-based advocacy and / or policy making. In 2017 UN Women supported the nation-wide Study on Violence Against Women (2017) that provided a baseline data for 11 SDG nationalized indicators. In 2019, UN Women has also rendered technical support for calculation of gender wage gap that informs SDG5 and SDG8 targets and carried out the gender assessment of the National Statistical System to identify the gaps in data and capacities, that further informs technical support to national partners to enhance production and utilization of gender data.

While there has been some improvement of quantitative sex-disaggregated gender statistics, *a comprehensive in-depth analysis on the status of men and women based on both, quantitative and qualitative data is missing*. Hence, UN Women Country Offices (COs) are required by the UN Women Strategic Plan 2018-2021 develop Country Gender Profiles (CGPs), that would serve different purposes, including strengthening national understanding and data on the advancement of national, regional and international commitments to GEWE; support national (SDG, CEDAW, UPR, etc.) monitoring process; inform national planning and budget allocations; and contribute to the new cycles of the UN Sustainable Development Cooperation Frameworks (UNSDCFs) and preparation of the Common Country Analysis (CCA).

As stated, the improvement of gender statistics is not necessarily reflected on increased public awareness of gender data. Furthermore, the policy practitioners and activists often fail to understand and use the available evidence on gender equality. Hence, based on the data included in the CGP report UN Women plans to develop the targeted issue briefs – one-pagers that focus on specific thematic areas of gender equality (e. g. the Gender Pay Gap, the Prevalence of the Gender-based Violence) and provide the short description of the exiting data combined with the infographics and other data visualization techniques for easy comprehension.

In this context, UN Women is hiring a company, think-tank, academic institution or the civil society organization specialized in quantitative and qualitative gender analysis to conduct an in-depth gender assessment report to inform on the state of gender equality within the country and develop the targeted issue briefs on gender equality.

The **first stage** of the assignment will involve undertaking a desk review, resulting in an Issue Paper (20 pages maximum), which will survey existing gender analysis, country reports, and identify and analyze the recently released gender disaggregated data in close partnership with GEOSTAT. The Issue Paper will set the baseline and reference point to be further developed into the CGP. The **second stage** of the assignment will lead to the development of the CGP based on the Issue Paper. CGP will contain not only up-to-date sex disaggregated data and analysis from the Issue Paper, but also findings and recommendations from the qualitative part of the research (interviews; focus groups) and suggest

practical recommendations for acceleration of Gender Equality and Women's Empowerment (GEWE) for different stakeholders and development partners.

*A nuanced qualitative analysis will be the core of the CGP*, which will set it apart from other reports on the status of men and women that the GEOSTAT, the government, Public Defender's Office, development partners, CSOs or other national partners may have produced, because it will provide:

- In-depth analysis of political, economic and social situation in the country framed against international GEWE norms, standards and commitments (including the 2030 agenda and SDGs, the Convention on the Elimination of all forms of Discrimination against Women (CEDAW), the Beijing Declaration and the Platform of Action (PFA) and the outcome documents of its 25<sup>th</sup> anniversary review);
- Analysis of priority policies and their impact on men and women both at macro and micro level;
- Analysis of specific GEWE policies, the institutional and legal mechanisms, their implementation, bottlenecks, accelerators and impact, specifically on marginalized and socially excluded groups;
- Analysis of the National Gender Equality Machinery (NGEM) and other national actors (line ministries, CSOs, the private sector, trade unions, academia etc.) and their role in shaping GEWE policies;

The issue briefs will be the last part of the analysis and they will be derived from the final CGP contents.

#### **Scope of the work:**

Overall the Country Gender Equality Profile will assist in integrating and mainstreaming gender concerns for maximum impact on gender equality and key development priorities as defined in relevant national strategies and plans and international agreements.

The *objective* of this call is to undertake an in-depth, action oriented (recommendations for various stakeholders) gender assessment of Georgia, consisting of three steps, in particular:

- an *Issue Paper (max 20 pages)* which will survey existing gender analyses, country reports, and most recently released gender disaggregated data. The Issue Paper will serve as a basis for CGP;
- a full-fledged CGP (max 50 pages plus annexes), with 3 pages (max) of the executive summary.
- Up to 10 issue briefs, one and two pagers on thematic areas identified in consultation with UN Women;

The suggested methodology, format and content of Issue Paper that and consequent CGP, which will be refined and finalized as part of the selected Contractor's deliverables is as follows:

#### **a) Methodology**

The methodology should combine desk review, analysis of the quantitative data (resulting in the Issue Paper), expanded with qualitative analysis - focus group discussions / meetings with relevant stakeholders, interviews and a consultative workshop (resulting in the final CGP). More specifically, to deliver on the expected output, the Contractor supported by relevant UN Women staff will:

- Draft and finalize the proposed CGP methodology and outline content (including an outline of the Issue Paper) in consultation with the CGP reference group consisting of UN Women, selected Gender Theme Group (GTG) members, GEOSTAT, Gender Equality Council (parliament), the Interagency Commission for GEWE, VAW and DV (PM's Office), Gender Equality Department of the Public Defender's Office and relevant experts from the ministries / parts of the National Statistical System;



- Collect and review gender disaggregated statistical data and gender assessment/analysis conducted by development partners, governmental and public institutions, universities, independent experts and civil society organizations, including those recommended by members of GTG;
- Review development partners interventions (key UN and donor funded projects) and their contribution to the closing of identified gender gaps, including research reports, and sector analysis;
- Review gender policies and strategic plans of the sectors and identify their contribution to gender equality (in close consultations with the findings and outcomes of UN MAPs mission);
- Develop the final draft of Issue Paper that will serve as the foundation for the CGP;
- Based on the loopholes / data needs identified through Issue Paper conduct in-depth interviews with identified members of key Government departments and institutions, development partners and other key stakeholders, including civil society organizations and universities, aiming to identify gender disparities, challenges, opportunities and good practices;
- In consultations with UN Women organize focus groups with key stakeholder's groups including, but not limited to the representatives of CSOs, associations of rural women, women entrepreneurs, community leaders and women – the beneficiaries of UN Women social mobilization initiative, with strong emphasis on Leave No One Behind (LNOB) principle;
- Conduct a workshop to discuss with relevant stakeholders the preliminary findings of CGP and its recommendations and integrate comments into final draft of CGP;
- Finalize the CGP and submit it to UN Women;
- In cooperation with UN Women Identify the thematic areas of up to ten one and/or two-pager issue briefs and develop them;
- Carry out any other work-related tasks identify through the process, agreed upon with UN Women;

***b) Suggested format and content of CGP***

CGP should be a document of 50 pages maximum plus annexes, detailing all above-mentioned information with all official statistics disaggregated by sex. This document should contain an analysis of the current situation, gaps, challenges, opportunities, and recommended actions, and contain an executive summary 3 pages maximum, which will present the statistics disaggregated by sex on the gender situation in Georgia. The content should be formulated (and refined as part of the Contractor's deliverables following consultations with the key stakeholders) along these lines:

**EXECUTIVE SUMMARY**

**a. CONTEXT AND PURPOSE**

- i. Country Context (*note: with strong focus on commitments to GEWE under various international conventions, treaties and national strategies and plans*)
- ii. Purpose of the Country Gender Profile (*note: based on UN Women guidance*)
- iii. Methodology (*note: refined by the Contractor and agreed upon with UN Women and key stakeholders*)
- iv. Structure of the Country Gender Profile

**b. THE STATE OF GENDER EQUALITY IN GEORGIA (*note: based on existing quantitative and qualitative evidence available in Georgia with the special focus on the SDG gender indicators, BPfA +25 national review and CEDAW and UPR related processes*)**

- i. Women, environment and agriculture
- ii. Women in power and decision-making

- iii. The girl child
- iv. Women and the economy
- v. Women, poverty and social exclusion
- vi. Violence against women
- vii. Education and training of women
- viii. Women and health
- ix. Women and the media
- x. Women and armed conflict

c. POLICY, INSTITUTIONAL AND LEGAL FRAMEWORKS regarding GEWE

- i. Policy Environment
- ii. Institutional Framework
- iii. Legal Framework
- iv. Key Stakeholders and Strategic Partnerships

d. CLOSING THE GENDER GAP

- i. Implementation of BfPA+25 national review gaps, opportunities and examples of good practice (*note*: reflecting 12 critical areas of BPfA, and reflecting the most recent governmental, PDO and CSO reports related to the implementation of international commitments to GEWE, identify gaps, opportunities and highlighting good practice examples, including from the private sector);

f. RECOMMENDATIONS (*note*: per diverse stakeholders, with special focus on actions to be led/ supported by UN system and its strategic partners)

g. CONCLUSIONS

**Activities, Outputs / Deliverables:**

Under the direct supervision of the Country Representative and/or Deputy Country Representative of UN Women Georgia Country Office, in consultation with the relevant technical staff, the Data and Statistics Adviser in the UN Women ECA Regional Office, the Contractor will be responsible for the following deliverables:

Activity	Output/ deliverable	Date/ deadline for submission of deliverable
1. Draft and finalize the proposed CGP methodology and outline / content (including an outline of the Issue Paper) in consultation with the CGP reference group consisting of UN Women, selected Gender Theme Group (GTG) members, GEOSTAT, Gender Equality Council (parliament), the Interagency Commission for GEWE, VAW and DV (PM's Office), Gender Equality Department of the Public Defender's Office and relevant	1. Draft and final detailed methodology and content / outline of Issue Paper;	31 July 2019
	2. Draft and final detailed methodology and content / outline of CGP;	
	3. Consultation meeting held with CGP reference group around Issue Paper and CGP methodologies;	

experts from the ministries / parts of the National Statistical System		
2. Collect and review gender disaggregated statistical data and gender assessment/analysis conducted by development partners, governmental and public institutions, universities, independent experts and civil society organizations, including those recommended by members of GTG;	4. Draft version of the Issue Paper submitted to UN Women for review and comments;	19 August 2019
3. Review development partners interventions (key UN and donor funded projects) and their contribution to the closing of identified gender gaps, including research reports, and sector analysis;		
4. Review gender policies and strategic plans of the sectors and identify their contribution to gender equality (in close consultations with the findings and outcomes of UN MAPs mission);		
5. Develop the final draft of Issue Paper that will serve as the foundation for the CGP;	5. Final version of the Issue paper incorporating UN Women inputs submitted to UN Women;	30 August 2019
6. Based on the loopholes / data needs identified through Issue Paper conduct in-depth interviews with identified members of key Government departments and institutions, development partners and other key stakeholders, including civil society organizations and universities, aiming to identify gender disparities, challenges, opportunities and good practices;	6. Collect necessary data through qualitative research methods	20 September 2019
7. In consultations with UN Women organize focus groups with key stakeholder's groups including, but not limited to the representatives of CSOs, associations of rural women, women entrepreneurs, community leaders and women – the beneficiaries of UN		

Women social mobilization initiative, with strong emphasis on Leave No One Behind (LNOB) principle;		
8. Conduct a workshop to discuss with the reference group the preliminary findings of CGP and its recommendations and integrate comments into final draft of CGP	7. Half-day workshop to validate the findings of Issue Paper and qualitative research leading to the draft recommendations of the CGP conducted	30 September 2019
	8. Draft CGP submitted to UN Women for review and comments	14 October 2019
9. Finalize the CGP and submit it to UN Women;	9. Final CGP submitted to UN Women	31 October 2019
10. In cooperation with UN Women Identify the thematic areas / focus of up to ten one and/or two-pager issue briefs and develop them;	10. Identify thematic areas / focus of up to ten one and/or two-pager issue briefs	8 November 2019
	11. Develop up to ten one and/or two-pager issue briefs (including its visuals – info-graphs, charts/tables) in close consultation with UN Women	29 November 2019

#### **Timeframe:**

4.5 months, throughout 15 July 2019 – 6 December 2019

#### **Qualifications of the Contractor:**

The Contractor is requested to include in the proposal the organization CV.

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

- Must be an officially registered legal entity in Georgia.
- Has at least 5 years of proven experience in conducting studies utilizing quantitative and qualitative research methods;
- Has at least 3 years of previous experience in working on gender equality research and/or country development assessment from the gender perspective;
- Previous experience in working with UN agencies will be considered as an advantage;

#### **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:**

- Advanced University degree (Masters as minimum, PhD is an advantage) in Social Sciences;
- At least five years of experience as a social researcher in Georgia;
- At least two years of experience working on gender issues;
- Proven experience of writing academic papers, research reports;
- Profound knowledge of quantitative and qualitative research methods;
- Fluency in Georgian and very good spoken and written knowledge of English is must.

**Qualifications of team members:**

- At least Bachelor's degree in social sciences (Master's is an advantage);
- At least three years of experience as a social researcher in Georgia;
- Proven experience working on gender issues;
- Proven experience of writing academic papers, research reports;
- Good knowledge of quantitative and/or qualitative research methods (Note: one team member can be specialized on quantitative research and the other on qualitative and desk review);
- Fluency in Georgian and very good spoken and written knowledge of English is must.

## 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 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 [Women's 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

$\mu$  = 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	<u>Organizational Architecture</u> Officially registered legal entity in Georgia	25
1.2	Has at least 5 years of proven experience in conducting studies utilizing quantitative and qualitative research methods	90
1.3	At least 3 years of previous experience in working on gender equality research and/or country development assessment from the gender perspective	75
1.4	At least one year of previous experience in working with UN agencies will be considered as an advantage	20
Subscore		210
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Approach and Methodology, including the Proposer's understanding of UN Women's work, adherence to procurement principles and the TOR	170



2.2	Management of the services – demonstrated capacity to meet the timeline and deliverables	90
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	270
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
<u>3.1 Qualification of team leader:</u>		
3.1.1	Advanced University degree (Masters as minimum, PhD is an advantage) in Social Sciences	10
3.1.2	At least five years of experience as a social researcher in Georgia	30
3.1.3	At least two years of experience working on gender issues	20
3.1.4	Proven experience of writing academic papers, research reports	20
3.1.5	Profound knowledge of quantitative and qualitative research methods	20
3.1.6	Language qualifications: Fluency in English; Fluency in Georgian	20
<b>Subscore 3.1</b>		<b>120</b>
<u>3.2 Qualification of team member:</u>		
3.2.1	At least Bachelor's degree in social sciences (Master's is an advantage)	10
3.2.2	At least three years of experience as a social researcher in Georgia	20
3.2.3	Proven experience working on gender issues; proven experience of writing academic papers, research reports	25
3.2.4	Good knowledge of quantitative and/or qualitative research methods ( <i>Note: one team member can be specialized on quantitative research and the other on qualitative and desk review</i> )	25
3.2.5	Language qualifications: Fluency in English; Fluency in Georgian.	20
<b>Subscore 3.2</b>		<b>100</b>
	<b>TOTAL</b>	<b>700</b>

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
<u>Management - timeline, deliverables and reporting</u> <ul style="list-style-type: none"> <li>• Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR</li> </ul>
<u>Environment-related approach to the service/work required</u> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Section 3.0: Resource Plan, Key Personnel</b>
<u>Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u>  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.
<u>Profile on Gender Equality</u> <ul style="list-style-type: none"> <li>• 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 <i>not</i> 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.</li> <li>• Proposers are also invited to: (1) become a signatory to the <u>Women Empowerment Principles</u> (if more than 10 employees) <a href="http://weprinciples.org/Site/PrincipleOverview">http://weprinciples.org/Site/PrincipleOverview</a> ; 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 <u>here</u>: <a href="http://weprinciples.org/Site/CompaniesLeadingTheWay/">http://weprinciples.org/Site/CompaniesLeadingTheWay/</a></li> </ul>
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.  <b>Substitution</b> 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.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women's core mandate. In the case that both companies are women-owned or have women in the majority, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

#### A. Cost Breakdown per Deliverables

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

*And*

#### 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			
	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

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

<p><b>Consortium/Association Agreement</b></p>	<p>Attached are copies of original documents of:  <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
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Signatures of all partners/authorized representatives:

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX 10

# SUBMISSION CHECKLIST

For 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.	