

# Request for Proposal

**Reference No.:** UNW/2019/003

Provide technical assistance to support design of primary prevention interventions to eliminate violence against women





08/08/19

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for "Provide technical assistance to support design of primary prevention interventions to eliminate violence against women"**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure "Provide technical assistance to support design of primary prevention interventions to eliminate violence against women" 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. Submission Checklist (Annex 12)
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:

4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: Wednesday 04 September 2019 4:00 PM (EDT) [for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> ] City and Country: Dhaka, Bangladesh
4.1	<b>Manner of Submission</b>	At E-Procurement system
4.1	<b>Address for Proposal Submission</b>	<b>Technical Proposal:</b> <a href="mailto:BCO.procurement@unwomen.org">BCO.procurement@unwomen.org</a> <b>Financial Proposal:</b> <a href="mailto:BCO.procurement@unwomen.org">BCO.procurement@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
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="checkbox"/> USD
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	Choose an item. If other, please indicate: <input type="text" value="120"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="07"/> 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 at E-Procurement System  Clarification emails should include a subject header in the following format:



		<p>"UNW RFP Reference #, Request for Clarification, Company/Contractor Name"</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><b><u>The e-mail address above is for clarifications ONLY.</u></b></p> <p><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></p>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable

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,

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Operations Manager  
Reshma Khan Zaman  
UN Women Bangladesh Office

## ANNEX 2

### Terms of Reference for

**"Support the design of primary prevention interventions to eliminate violence against women"**

(Combating Gender Based Violence Project)

**Objective:** To seek technical partner to develop and adapt evidence-based VAW prevention interventions, with a specific focus on measuring impact and generating knowledge.

#### BACKGROUND

##### 1. UN Women Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

##### 2. Assignment Background:

Violence against women and girls (VAWG) is one of the most widespread violation of human rights worldwide, globally affecting around one in three women in her lifetime. Regional evidence suggests that a similar ratio applies in the Asia-Pacific region. Forms of VAWG may vary, and there are variations across sites, however, current available data indicates that South East Asia is the region with the highest prevalence rates of intimate partner violence (IPV) - 37% and second highest rate of IPV and non-partner sexual violence combined – 40%. The Western Pacific Region had 25% and 28% respectively, though some countries in the Pacific have rates of up to 69%.

Much of the VAWG policies and programmes have focused on responding to violence and mitigating its impact after the violence has occurred. More attention, efforts and funding need to focus on preventing violence from occurring in the first place through **primary prevention** – early prevention. A growing body of prevention practice and evidence demonstrate that it is possible to prevent VAWG. The focus of prevention is to address the root causes of VAW, the broader factors and harmful social norms that contribute to and perpetuate VAWG. Negative and harmful notions of masculinities and social norms that accept violence need to be challenged and must be replaced by norms promoting gender equality,



respect and non-violence. Interventions that challenge social norms that confer an inferior status on women, enhance women's and girls' self-esteem and confidence and compel a review of masculinities are needed, building skills of young women and men to shift both attitudes and practices toward more healthy and equitable relationships. **Prevention** is the most cost-effective strategy with potential medium to longer-term and inter-generational payoffs. Prevention implies savings by comparison to the high costs of recurrent VAWG, including to the health care system, police and judiciary services, child and welfare sectors, to businesses, national economies and the whole society.<sup>1</sup>

UN Women has committed to deepening investments in approaches and evidence-building to prevent VAWG and support social norms change. Across Asia and the Pacific, countries are designing and implementing a range of initiatives at community and national levels focused on prevention of VAWG. The purpose of this assignment is to provide high quality technical and advisory assistance to a range of countries in this region focused on advancing quality prevention programming and evidence analysis.

#### Project Details

Program Area: Ending Violence Against Women

Implementation period: April 2018-September 2022

Duration of the Project: 4.5 years

Funding Organization: Department of Foreign Affairs and Trade, Canada

Implementing partner: UN Women Bangladesh

Project Locations: Bogra, Patuakhali, Comilla

The Combating Gender Based Violence (CGBV) Project, funded by Global Affairs Canada, intends to create a holistic framework of integrated and mutually reinforcing interventions to address the underlying causes of violence against women and girls, improve their access to educational and economic opportunities, and promote their equal status in society. CGBV will enhance the capacity of civil society to design, implement and sustain primary prevention of gendered violence, while also strengthening government mechanisms and strategies identified under Bangladesh's 7th Five Year Plan and the National Women

Development Policy. The project will generate evidence to build knowledge on prevention strategies. The CGBV will engage and capacitate local stakeholders and high-level leadership of key institutions such as local government, civil society organizations, women's organizations, education institutions and workplaces.

Leveraging UN Women's triple mandate—normative support, coordination, and operational activities—the CGBV Project will support work with partners across the national, district and community levels. Its strategies will collectively contribute to the three project outcomes, namely to i) strengthen national and local laws and policies to prevent violence against women are strengthened, if needed, and implemented; ii) promote favorable social norms, attitudes and behaviors to prevent violence against women and enhance women's economic empowerment; where iii) Policy and programmes are increasingly informed by an expanded knowledge base on effective approaches to prevention of violence against women.

<sup>1</sup> Chung, D., Zufferey, C., and Powell, A. (2012). Preventing violence against women in the workplace. Australia: Victorian Health Promotion Foundation.



### Scope of work:

This assignment contributes to strengthening the capacities of UN Women Bangladesh and its partners to achieve results for all above-mentioned project outcomes. As part of this Terms of Reference, the international technical partner has three main objectives:

- (1) Support UN Women Bangladesh to develop various behaviour-change and skills-building training curricula/modules to roll-out social norm and behaviour-change interventions for effective primary VAW prevention in community, family and university settings;
- (2) Provide technical support to, and build capacities of, trainers and programme managers from UN Women Responsible Parties (i.e. NGO, research and government partners) to be able to effectively implement and monitor the behaviour-change and skills-building trainings on VAW prevention; and
- (3) Produce knowledge products based on documented learning and analyses on what worked in primary VAW prevention through the CGBV project implementation.

#### A. Main responsibilities to provide technical assistance to support the Combating Gender-Based Violence project in Bangladesh:

- **Develop a localised primary prevention plan to transform harmful gender norms and practices that increase risk for VAW** – The technical partner will develop a plan to identify the effective VAW prevention behaviour-change approaches and curricula for family, community and university for the Bangladeshi context. UN Women will provide available reports as appropriate, and the technical partner is expected to compare known effective approaches and curricula for family and community-based (ex: SASA, Tearfund's Transforming Masculinities, Stepping Stones, Sammanit Jeevan, SASA Faith, Programme H, Creating Futures, etc.) and university/campus-based VAW prevention (ex: Bring in the Bystander, Mentors in Violence Prevention, Green Dot, etc.), and conduct an analysis to recommend which ones to adapt to Bangladesh's context. The plan should be based on the global knowledge pool on what works, especially in primary VAW prevention, and on an analysis of VAW scope and issues in Bangladesh's context. It should include 3 main interventions:
  - **Community-Mobilisation** – a training program and approach to organise and build skills of community leaders to conduct awareness raising and behaviour change activities to transform harmful social norms and implement VAW prevention activities in villages (ex: hold dialogues with community influencers/faith-based leader/government representatives; organise advocacy activities during 16-Days of Activism; involve youth leaders; educate



community members re: gender equality and VAW prevention; raise awareness on VAW laws and services available; etc.);

- Family-based Interventions – a social norm and behaviour-change intervention that promotes respectful and harmonious relationships in the family that support gender equality and women’s empowerment through dialogues or group circles with husbands and wives (joint and separate), and other family members (ex: mother-in-laws) to prevent VAW in the household; and
  - University-based Interventions – an awareness and empowerment programme to support a whole-of-school approach and build capacities of university authorities, teachers and students to address sexual harassment and other forms of violence against women and girls in universities. The curriculum should have various modules such as skills on bystander actions, assertiveness and self-empowerment for female students, organising male athletes as change agents, to name a few examples.
- **Develop and implement a capacity building plan for the CGBV responsible parties (i.e. an NGO assigned to support the community and family-based interventions; and the University of Cumilla, which will implement the university-based interventions) to roll-out and monitor the VAW prevention approach and trainings** – All the trainings will be conducted by UN Women Responsible Parties, thus the technical partner shall outline the training, coaching, learning sessions, and monitoring activities needed to build the capacities of UN Women partners to be able to: (a) roll-out the VAW prevention behaviour-change training curricula, (b) monitor & evaluate achievement of the training objectives, and (c) implement effective VAW prevention strategies in the project sites. The plan should be based on the recommended training and support needed by the local implementers to effectively conduct the adapted curricula, and it should detail which activities can be done remotely or online, and which ones will require face-to-face trainings.
  - **Develop three (3) localised social norm/behaviour-change curricula and modules for effective primary VAW prevention in community, family and university settings adapted from globally evaluated training curricula** – Informed by the strategy, the technical partner shall develop the VAW prevention curricula for CGBV’s community, family and university-based interventions in consultation with UN Women and its Responsible Parties. The curricula should include clear learning objectives and tools to measure their achievement, content sessions with clear process/activities/instructions, and facilitators’ manual and guides. Wherever possible, the technical partner is also expected to reach out and connect with the originators of the chosen evaluated training curricula (ex: Raising Voice for SASA! or Promundo for Programme H, etc.), and to adapt the training curricula following the guiding principles from leading practitioners in VAW prevention and documented learning from similar adaptations<sup>2</sup>.

<sup>2</sup> Example of available resource at: [http://raisingvoices.org/wp-content/uploads/2013/02/6.CombinedCUSPCasestudies.FINAL\\_.pdf](http://raisingvoices.org/wp-content/uploads/2013/02/6.CombinedCUSPCasestudies.FINAL_.pdf)



- **Provide regular technical assistance and strategic advice to UN Women Bangladesh and its responsible parties to implement and monitor the VAW prevention interventions** – The technical partner shall provide strategic inputs to UN Women Bangladesh and its partners to implement and monitor VAW prevention strategies (ex: provide technical inputs on project documents/advocacy strategy/partner trainings/mid-term evaluation; give strategic advice and inputs to UN Women and partners through email, online meetings, webinars; etc.).
- **Support generation of knowledge to create evidence-based learning and develop knowledge products on what works to prevent violence against women in Bangladesh.** – The technical partner shall document learning and analyses on what worked in primary VAW prevention through the CGBV project implementation, and design and produce up to four (4) knowledge products during the assignment period. The form and content of the knowledge products will be decided on in consultation with UN Women and partners.

**B. Specific Tasks and Deliverables**

Specific tasks	Deliverables	Target Date	% of Payment
1. Develop localised primary prevention plan based on global evidence to inform adaptation of VAW prevention approaches and curricula to Bangladesh's context for community, family and university settings	VAW Prevention Plan with rationale for selected approaches and curricula	6 September 2019	40 % of total Contract amount
2. Develop a capacity building plan for the 2 CGBV responsible parties (i.e. an NGO assigned to support the community and family-based intervention; and the University of Cumilla, for the university-based interventions)	Capacity building plan for CGBV responsible parties in Bangladesh with implementation timeframe	6 September 2019	
3. Develop a university-based VAW prevention curricula for university authorities, teachers and students (ex: adapted from Bring in the Bystander,	University-based Training Curricula containing skills development for bystander action, and other social empowerment skills (assertiveness, student	6 September 2019	



Mentors in Violence Prevention (MVP), Green Dot, or others as needed)	organising, men peer education, etc.) to address SH and other forms of VAW in universities		
4. Implement capacity building plan for University of Cumilla (Training of Trainers)	Documentation and report of the training workshop conducted	31 October 2019	
5. Develop one VAW prevention module for community mobilisation in partnership with UN Women RP	VAW prevention module for community mobilization adapted to Bangladesh context and CGBV project objectives	15 December 2019	30 % of total Contract amount
6. Develop one VAW prevention module for family-based intervention in partnership with UN Women RP	VAW prevention modules for family-based intervention adapted to Bangladesh context and CGBV project objectives	15 December 2019	
7. Implement coaching and learning sessions as part of the capacity building plan for the 2 CGBV responsible parties (i. to roll-out and monitor the VAW prevention approach and trainings	Documentation and report of all the coaching, learning sessions, and monitoring activities conducted.	28 February 2020	20 % of total Contract amount
8. Implement capacity building plan for CGBV NGO partner responsible for rolling out community and family-based intervention trainings (Training of Trainers)	Documentation and report of the training workshop conducted.	30 September 2020	
9. Provide regular technical assistance and strategic advice to UN Women Bangladesh and its responsible parties to implement and monitor the prevention interventions;	Documentation and report of the technical support provided to UN Women Bangladesh Office including Skype calls, emails, inputs to project documents.	15 December 2021	



ex: inputs on project documents, advocacy, partner trainings, on the mid-term evaluation, etc.			20 % of total Contract amount
10. Develop knowledge products on what works to prevent VAW in Bangladesh, which includes best practices and evaluated models for prevention adaptation.	Four (4) Knowledge products developed	15 December 2021	

### 3. Communication and reporting obligations

The contractor will be supervised by the EVAW Programme Specialist;

#### Minimum requirements

##### a) QUALIFICATIONS OF THE ORGANIZATION:

- o Legally constituted organization with a valid registration.
- o Women's rights organization with core work is in the field of women's rights, gender equality, and the elimination of violence against women and/or sexual and gender-based violence, especially in primary preventions.

##### b) QUALIFICATIONS OF KEY PERSONNEL:

#### The team leader should have:

- o Master's degree in the field of international development, gender studies, social work or other related area
- o A minimum of 7 years of relevant experience in project/programme development and implementation with strong technical expertise in preventing violence against women and social norms change.
- o Demonstrated experience in developing, supporting, adapting and piloting evidence-based programming on prevention of violence; experience working on VAW in Bangladesh or other South Asian countries is strongly preferred.
- o Demonstrated experience in designing, conducting and evaluating training programmes and other capacity development interventions.
- o Demonstrated experience in monitoring, evaluation and research related to VAWG and primary prevention of VAWG.
- o Expert knowledge about gender equality and the empowerment of women and violence against women.
- o Strong research and writing skills, with strong analytical skills.
- o Experience working with UN Women or other UN agencies is a distinctive advantage.
- o Excellent command of English.

#### The team member(s) should have:



- Master's degree in the field of international development, gender studies, social science, health, education, or other related area.
- A minimum of 5 years in in project/programme development and implementation with strong technical expertise in violence against women.
- Experience working on prevention of violence against women and girls projects is an advantage.
- Strong research and writing skills.

#### 4. Roles and responsibilities of the parties

UN Women will provide technical guidance where possible. The Supplier shall be required to bear all the related costs and work independently to successfully provide high quality deliverables as required by this TOR.

### 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 UNGIM, 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;*
- *Bid security (format, amount and duration) are included, if requested;*
- *The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal Instruction Sheet above;*
- *The offer is valid;*
- *The offer is complete and eligible.*

**2. Lowest-Price Technically Compliant Methodology:** The *lowest-priced technically compliant proposal* is selected based on a point system method with a minimum pass threshold and lowest price.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the total obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.



No point is allocated for the financial proposal in “Lowest-priced technically compliant” method of evaluation. Therefore, the total number of points which a firm/institution can obtain under this method is only [ 700] (maximum points assigned to technical proposal).

The contract will be awarded to the proposer offering the lowest price having achieved the minimum threshold of [70%] of the total obtainable score of [700] points and therefore are determined to be the most responsive 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 document. 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):

<b>1.0 Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
<b>Expertise of organization submitting proposal</b>		
1.1	Organizational Architecture	100
1.2	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	100
1.3	Quality assurance procedures, warranty	50
1.6	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> </ul> Work for other UN agencies/ major multilateral/ or bilateral programmes	100
		350
<b>2.0 Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
<b>Proposed methodology</b>		
2.1	Analysis Approach, Methodology- including Proposer’s understanding of UN Women’s work; adherence to procurement principles and TOR.	200
2.2	Management Services – Timeline and deliverables.	50
		250
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
<b>Qualification and competencies of proposed personnel</b>		
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory)  Curriculum vitae of the proposed team that will be involved either full or part time	100



		100
	[70%] of [xx] pts = [xx] pts needed to pass technical	700

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

## ANNEX 4 FORMAT OF TECHNICAL PROPOSAL

**Technical Proposals not submitted in this format may be rejected.**

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

Proposer is requested to include a *[one/half/quarter]* page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

### Section 1.0: Expertise and Capability of Proposer

#### 1.1 Organizational Architecture

- **Background:** Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and 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.



*[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]*

#### **1.2 Adverse judgments or awards**

- Include reference to any adverse judgment or award.

#### **1.3 General Organizational Capability**

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

#### **1.4 Subcontracting**

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

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

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

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

- Detail any specialized knowledge 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 Detail (Name, Phone Email)
1-					
2-					
3-					

### **Section 2.0: Proposed Work Plan and Approach**

#### **2.1 Analysis approach, methodology**

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



- a) Best Value for money
- b) Fairness, integrity and transparency
- c) Effective competition
- d) The best interests of UN Women

#### 2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

### Section 3.0: Resource Plan, Key Personnel

#### 3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

#### 3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. **Substitution** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

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

#### Sample CV template: *[Adjust per needs]*

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



Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## ANNEX 5

### FORMAT OF FINANCIAL PROPOSAL

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out-of-pocket expenses should be listed separately.

In case of an equipment component to the service provided, the financial proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

**1. A summary of the price in words and figures**

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

- a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.

- b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.



- c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
- d. An all-inclusive amount for local travel, if applicable.
- e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
- f. Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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

**A. Cost Breakdown per Deliverables**

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	VAW Prevention Plan with rationale for selected approaches and curricula			6 September 2019
2	Capacity building plan for CGBV responsible parties in Bangladesh with implementation timeframe			6 September 2019
	University-based Training Curricula containing skills development for bystander action, and other social empowerment skills (assertiveness, student organising, men peer education, etc.) to address SH and other forms of VAW in universities			6 September 2019



Documentation and report of the training workshop conducted			31 October 2019
VAW prevention module for community mobilization adapted to Bangladesh context and CGBV project objectives			15 December 2019
VAW prevention modules for family-based intervention adapted to Bangladesh context and CGBV project objectives			15 December 2019
Documentation and report of the training workshop conducted.			28 February 2020
Documentation and report of all the coaching, learning sessions, and monitoring activities conducted.			30 September 2019
Documentation and report of the technical support provided to UN Women Bangladesh Office including Skype calls, emails, inputs to project documents.			15 December 2021
Four (4) Knowledge products developed			15 December 2021
<b>Total</b>	<b>100%</b>	<b>USD .....</b>	

### 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*

Date: *[insert date of Proposal Submission]*

*Address, City, Country]*

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

### [Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:  
<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

## ANNEX 12

# SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• Proposal Submission Form	
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	
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:
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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.	