

Request for Quotation (RFQ) for Services

Reference No.: *RFQ/UNW/HAI/19/010*

*Selection d'une firme pour la réalisation d'un guide bonnes pratiques pour
l'assistance légale des cas de violences basées sur le genre*

24/09/2019

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for *Selection d'une firme pour la réalisation d'un guide bonnes pratiques pour l'assistance légale des cas de violences basées sur le genre*.

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Selection d'une firme pour la réalisation d'un guide bonnes pratiques pour l'assistance légale des cas de violences basées sur le genre* as described in the Annex I to this request for quotation.

1. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. [Terms of Reference \(TOR\) \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
 - f. [Model Form of Contract \(Annex 5\)](#)
2. Quotations submitted by email must be limited to a maximum of **4** MB, virus-free or corrupted contents to avoid rejection, and no more than **2** email transmissions.
3. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
4. The following aspects will be considered for the evaluation;
 - i. Suitability of the approach and methodology including firm's capacity to undertake the services.
 - ii. Qualifications and experience of proposed staff/personnel.
5. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.

6. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
7. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
8. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
9. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	Date and Time: October 1, 2019 11:59 AM Port-au-Prince, Haiti (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	☒ Personal Delivery/ Courier mail/ Registered Mail: ☒ Electronic submission of Quotation:
Address for Quotation Submission	☒ Personal Delivery/ Courier mail/ Registered Mail: UN Women 13, Rue Stephen, Musseau, ONU Femmes Port-au-Prince, Haiti Attn : Services des achats ☒ Electronic submission of Quotations: haiti.achat@unwomen.org Quotations should be submitted to the designated address by the date and time of the deadline given.
Language of the Quotation	☐ English ☒ French ☐ Spanish ☒ Other (pls. specify) _____ Creole _____
Quotation Currencies	Any freely convertible currency: _____ <i>HTG</i> _____
Quotation Validity Period commencing after closing date of RFQ	90 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.

Payment Terms	☒ 100% upon completion and satisfactory receipt of service(s) ☐ Others <i>[pls. specify]</i>
Clarifications of solicitation documents	Requests for clarification may be submitted 2 days before the submission date to: haiti.achat@unwomen.org If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it. Clarification requests of this RFQ shall include the following subject header format: “<i>RFQ# Request for Clarification from Vendor Name</i>” Suppliers shall not communicate with any other UN personnel regarding this RFQ. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
Contact for requesting clarifications	Address: haiti.achat@unwomen.org E-mail address dedicated for This purpose : <i>Selection d'une firme pour la réalisation d'un guide bonnes pratiques pour l'assistance légale des cas de violences basées sur le genre</i> Suppliers must not communicate with any other personnel of UN Women regarding this RFQ. UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	☒ E-mail

Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	☒ As per Delivery Schedule attached
Value Added Tax on Proceed Quotation	☐ Must be inclusive of VAT and other applicable indirect taxes ☒ Must be exclusive of VAT and other applicable indirect taxes.
Evaluation Criteria	☒ Technical responsiveness/Full compliance to minimum requirements under Annex I ☒ Lowest price offer ☒ Comprehensiveness of after-sales services ☒ Full acceptance of the PO/Contract General Terms and Conditions ☒ Earliest Delivery / Shortest Lead Time
Type of Contract to be Signed	☒ Purchase Order ☐ Long-Term Agreement ☐ Professional Service Contract ☒ Other Type/s of Contract : Minimis Contract

10. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

11. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link:

http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

12. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Resident Representative- UNWomen

Dédé Ahoefa Ekoué

ANNEX 1

TERMS OF REFERENCE (TOR)

Le projet Rule of Law III est un projet mis en œuvre conjointement par le PNUD, ONU Femmes et la MINUJUSTH. Ce projet est financé par le Programme conjoint pour l'Etat de droit pour appuyer, parmi d'autres thèmes, la transversalité de l'approche Genre dans le travail quotidien de la Police Nationale Haïtienne ; et dans la phase III du projet, il est prévu de mettre en place des mécanismes de prévention de la violence basée sur le genre au niveau des frontières y inclus le travail de la POLIFRONT contre le trafic et la Traite de personnes en zones frontalières.

ONU Femmes propose, dans le cadre des activités considérées dans le ROL III, la rédaction d'un guide de bonnes pratiques pour l'assistance légale des cas de violences basées sur le genre. Il s'agira à la fois de mettre en lumière les difficultés rencontrées dans le suivi des dossiers et de dessiner les pistes de solution sous la forme de bonnes pratiques à retenir dans l'assistance légale de ce type de cas.

Objectifs de la consultation

Cette consultation a pour objectif de réaliser un document de référence des bonnes pratiques pour l'assistance légale des cas de violences basées sur le genre. Ce guide permet de capitaliser l'expérience de ONU Femmes dans l'assistance légale tant en matière civile qu'en matière pénale afin de vulgariser cette expertise en la matière de suivi pour le respect des droits humains en matière de justice en Haïti.

Public ciblé : le guide sera conçu pour être à destination d'un public diversifié :

- Grand public et personnes concernées par les violences basées sur le genre
- Professionnels du droit : avocats, assistants légaux, magistrats, policiers, ...
- Institutions et organisations amenées à accompagner les victimes : organisations de femmes, MCFDF, centre de santé, organisations de droits humains, ...

Le contenu du texte sera développé en français avec un argumentaire juridique assez solide. Des encarts en créole permettront d'aborder de manière synthétique et de façon plus accessible les points essentiels pour le grand public.

Le guide sera construit autour de 3 préoccupations :

- Identifier les différents acteurs impliqués autour du suivi des cas de violences et proposer un mapping général des institutions
- Apporter des informations claires sur le suivi des cas : ressources légales, procédures à suivre, institutions concernées, ...
- Analyser les difficultés rencontrées et esquisser des pistes de solution et des bonnes pratiques

Le contenu du guide sera produit par des experts rémunérés sous forme d'honoraires. Les consultants seront amenés à questionner les membres de l'équipe et à répertorier les éléments principaux ressortissants du

suivi des dossiers. Des entretiens seront également menés avec d'autres acteurs clefs sur la question.

Le guide comportera environ 40 pages et sera publié à au moins 500 exemplaires. Après la publication du document, on organisera une séance de présentation de l'ouvrage au cours de laquelle il invitera tous les acteurs et institutions concernés qui recevront gratuitement un exemplaire. Un débat autour de l'ouvrage sera organisé à l'occasion. Le guide sera par la suite distribué aux partenaires et acteurs.

Méthodologie / Description de tâches

Sous la coordination de la Représentante de ONU Femmes et la supervision directe de la Spécialiste de Programme, le (la) consultant (e) travaillera en étroite collaboration avec l'équipe d'ONU Femmes et ses partenaires institutionnels et la société civile en vue de :

- Réviser la documentation existante liée à l'objet de la consultation
- Mener les enquêtes et organiser les rencontres nécessaires pour compiler les informations nécessaires à la rédaction du guide qui comportera environ 40 pages
- Organisation d'une séance de présentation de l'ouvrage au cours de laquelle tous les acteurs et institutions concernés recevront gratuitement un exemplaire :
 - Proposer la liste des invités
 - Elaborer l'agenda de la rencontre
 - Elaborer le contenu synthétique relatif à l'ouvrage.

Livrables attendus

- Le guide qui comportera environ 40 pages
- La production d'au moins 500 exemplaires après validation
- Organisation et tenue d'une séance de présentation de l'ouvrage au cours de laquelle tous les acteurs et institutions concernés recevront gratuitement un exemplaire.

A noter que les couts de production du guide sont à la charge d'ONU Femmes.

Période de consultation

Il s'agit d'un contrat s'étalant sur un mois ½ devant prendre fin le 15 novembre 2019 au plus tard.

Modalité de paiement

Le paiement se fera par tranche d'allocation négociée sur la base d'un chronogramme de travail dûment justifié. La libération de la tranche suivante est liée à la fourniture de tous les rapports d'étape requis. Aussi, il faut noter qu'il n'y aura ni ajustement des coûts ni ajout de jours liés aux fluctuations du marché ou à une sous-estimation du travail et qui seraient survenus après la conclusion du contrat.

Qualifications recherchées

- **Compétences Académiques**
 - Expérience en sciences sociales, Droit, ou domaine connexe
 - Expérience le domaine des droits de la personne y inclus protection et migration irrégulière ou des thématiques liées à l'inclusion
 - Expertise avérée en lien avec le genre et les droits des femmes et une connaissance approfondie de la problématique égalité femme/homme en Haïti
 - Avoir une bonne connaissance du développement axée sur l'approche des droits des femmes ;
 - Excellente maîtrise du français et du créole ;
 - Excellente maîtrise des outils informatiques (Word, Excel, PowerPoint).
 - Bonne capacité rédactionnelle en français.
- **Compétences de base et technique**
 - Faire preuve d'intégrité et agir conformément aux valeurs et normes de ONU Femmes ;
 - Promouvoir la vision, la mission et les objectifs stratégiques de ONU Femmes ;
 - Flexibilité, adaptabilité, capacité à travailler de manière autonome ;
 - Connaissance du Système des Nations Unies ;
 - Ethique professionnelle, respect de la confidentialité et de la réserve nécessaires à l'exercice de la mission.

Composition du dossier et mode de présentation de l'offre de soumission et de paiement

Les soumissionnaires intéressé/es devront présenter un dossier composé des pièces suivantes démontrant leurs qualifications :

- **Composition de l'offre technique :**
 - Une lettre de motivation et d'expression d'intérêt et de disponibilité dûment exprimés ;
 - Un CV de l'équipe proposée avec références détaillées des expériences en rapport avec les TdRs ;
 - Une présentation de la compréhension du mandat ;
 - Une présentation de la méthodologie détaillée envisagée pour fournir les livrables.
 - L'échéancier relatif au mandat.

- Critères d'Évaluation Technique

La commission technique évaluera, pour chaque soumissionnaire, son aptitude à exercer la consultation de façon satisfaisante. L'évaluation sera fondée sur les critères d'évaluation énoncés plus-bas.

Sur demande du rapporteur, avec l'accord de la commission, les candidat-e-s devront fournir par écrit, dans le délai imparti, tous les renseignements complémentaires éventuellement nécessaires jugés utiles. Ces renseignements ne doivent en rien modifier l'offre de base.

La commission d'évaluation des offres techniques, fera l'analyse de conformité et comparera les offres techniques sur la base des critères ci-dessous définis :

Critères	Note maximale
Expérience d'au moins 5 ans dans la rédaction de documents/ouvrages	20

Expertise avérée en lien avec le genre et les droits de la personne, plus particulièrement les droits des femmes et une connaissance approfondie de la problématique égalité femme/homme en Haïti ;	10
Maîtrise des deux langues suivantes : Français et Créole	10
Avoir une bonne connaissance du développement axée sur l'approche des droits des femmes ;	10
Avoir une expérience démontrée en élaboration de documents/guides	20
Bonne capacité d'analyse et de rédaction, preuve de rigueur	10

Offre financière

L'offre financière doit indiquer le coût global de la consultation, avec une description détaillée de toutes les charges y afférentes incluant la logistique des séances de formation, la mobilisation des participants-tes et prévoir leurs frais de déplacements.

- Analyses des offres financières

Seules les propositions sélectionnées, ayant reçu une note supérieure ou égale à 70 points après analyse des offres techniques seront prises en compte pour l'ouverture et l'analyse des offres financières. Les offres financières ne devront pas porter de signes indicatifs du soumissionnaire.

- Corrections des erreurs

Lorsqu'il y a une incohérence entre le prix unitaire et le prix total obtenu en multipliant le prix unitaire par la quantité, le prix unitaire cité fera foi, à moins que la commission d'évaluation estime qu'il s'agit d'une erreur grossière de virgule dans le prix unitaire auquel cas le prix total tel qu'il est présenté fera foi et le prix unitaire sera corrigé.

- Présentation des propositions

Les candidats doivent soumettre leurs offres dans une enveloppe contenant : la proposition Financière et la Proposition Technique. Les deux offres doivent être présentées dans des enveloppes différentes, scellées et sous pli fermé.

Les offres qui ne respecteront pas ces dispositions seront automatiquement éliminées.

Option de soumission

Toutes les soumissions doivent se faire dans le système. Toutefois, l'offre technique et financière doivent être déposés à la même date par email : haiti.achat@unwomen.org

Option 1 : Par courrier

Adresse 13, Rue Stephen, Musseau, Pétion-Ville HT6140.

Si ce mode de soumission est choisi, les dossiers de candidatures devront être envoyés sous Pli fermé et la seule mention sur l'enveloppe externe devra être : UNW – HTI et la mention « **à compléter avec le titre** »

Option 2 : Par courrier électronique

Adresse email : haiti.achat@unwomen.org avec comme objet « **à compléter avec le titre** ».

Si ce mode de soumission est choisi, seulement les deux offres (technique et financière) doivent être envoyées comme deux fichiers séparés. Toutefois, les offres financières devront être codées et seul(e)s les firmes/Universités ou les centres de formation dont les offres passeront l'étape technique seront contacté(e)s pour qu'ils envoient le code pour ouvrir leurs offres financières. En cas de non-respect de ces instructions, ONU Femmes ne pourra en aucun cas être tenu responsable si la proposition est égarée ou si elle est ouverte prématurément.

Date limite de la soumission de la proposition

Les propositions devront être envoyées au plus tard le 01 Octobre 2019 à 23h59, heure locale

Toutes propositions reçues après la date et l'heure indiquées ne seront pas considérées.

Aucune proposition ne peut être modifiée après la date et l'heure fixées pour la remise des propositions.

MINIMUM REQUIREMENT

UN Women Minimum Requirement	Offerors Response
Team composition	
<u>Project Manager</u> <i>[include minimum qualification criteria against which the CVs for each of the proposed team members will be evaluated]</i>	☐ Yes (<i>Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template"</i>) ☐ No
<u>Project team members</u>	☐ Yes (<i>Provide curriculum vita using the format available in Annex 2, Section C "Sample CV template"</i>) ☐ No
<u>Subcontractors (if any):</u> The offeror shall not sub-contract > 50% of the work.	☐ Yes (<i>Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities</i>) ☐ No
Relevant Experience of the Firm	
<i>[add details of the experience information relevant for the TOR requirements]</i>	☐ Yes (<i>Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 "Relevant Experience"</i>) ☐ No

	☐ Yes (<i>Include examples of case studies as an Annex to your bid submission form</i>) ☐ No
Reference	
<i>[Minimum three client references that include the name of the contact person, title and contact information]</i>	☐ Yes, a minimum of three (3) references available <i>Fill in below:</i> 1. – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> 2. – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> 3. – <i>Employer's name (company/entity):</i> – <i>Nature of contract (service for xxx):</i> – <i>Contract #:</i> – <i>Contract start and end date:</i> – <i>Contract value:</i> – <i>Contact person: (email, phone and name)</i> ☐ No, a minimum of three (3) references are not available.

ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: *[insert solicitation reference no.]*

Title: *[Insert Title]*

Deadline Date/Local time: *[insert date and time with time zone indicator of deadline]*

Please complete (A), (B), or (C) and return to *[insert email of procurement mailbox or practitioner and/or postal mailbox and/or fax number]* **by** *[insert deadline date/time/time zone]*.

(A) We intend to submit our proposal by: _____ (date/time)	Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____
(B) We may submit our proposal and will confirm our intent by: _____ (date/time)	Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____
(C) We do not intend to submit a proposal for the following reason(s):	☐ Our current workload does not permit us to take on additional work at this time ☐ We do not have the required expertise ☐ There is insufficient time to prepare a proper submission in response to this solicitation ☐ Our funds or other resources are insufficient to carry out the work required ☐ We choose not to participate due to a conflict of interest involving: _____ ☐ Other (please specify): _____ Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

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

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **[Title of Services]** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Technical Information

Section A: Expertise and Capability of Supplier

1.1 The organization

- Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.
- Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Financial capacity: Include latest Audited Financial Statement duly certified by a public accountant
- Provide certificate(s) for any accreditation of processes, policy (e.g. ISO).
- Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in.

1.2 Adverse judgments or awards

- The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment;
- The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

1.3 Subcontracting and partnerships

- Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal.
- Explain any partnerships that are planned for the implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included.

1.4 Relevance of Specialized Knowledge and Experience on Similar Projects

- Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations.
- References and/or samples of work must be provided upon request

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the Supplier's approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR.
- Explain your organization's understanding of UN Women's needs for the services or works.
- 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

Section C: Resource Plan, Key Personnel

3.1 Composition of the team proposed to provide, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each.

3.2 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier's organization, women in leadership positions, and percentage of women shareholders.
- Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women's core mandate.

Provide Curriculum vitae of the proposed team that will be involved either full time or part time (if applicable or as per the TOR)

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

No substitution of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

Sample CV template: **(Adjust according to needs)**

CV's may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

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)		

Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier 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 Quotation 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.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2...		
	Total	100%	USD

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

End of Annex 2

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

[GCCs for Services](#)

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

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

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 (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ 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, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ 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: ____/____/____

DD

MM

YYYY

ANNEX 5

MODEL FORM OF CONTRACT

[The procurement practitioner should select the applicable model that will be signed by contractor below. Please copy and paste the final version of applicable contract model, because the links are internally accessible only and outside vendors cannot access them.]

-  [Model Institutional Service Contract - Under 30,000 Value](#)
-  [Model Professional Service Contract - Over 30,000 Value](#)
-  [UN Women Long Term Agreement \(LTA\)](#)
-  [Model Contract for Goods](#)