

# Request for Proposal

**Reference No.: RFP-ROAP-2015-002 Rev. 01**

Audiovisual communication and public awareness materials to raise awareness on Ending  
Violence against Women (EVAW) in Asia and the Pacific



BB No. 44.

30 April 2015

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for Audiovisual Communication and Public Awareness Materials to raise awareness on Ending Violence against Women (EVAW) in Asia and the Pacific

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure the services of the Design and Production of Audiovisual Communication and Public Awareness Materials to raise awareness on preventing and ending VAW in Asia and the Pacific and reducing acceptance for such violence 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:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. Instructions to Proposers (Annex I) available from this link  
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - iii. Terms of Reference (TOR) (Annex II)
  - iv. Evaluation Methodology and Criteria (Annex III)
  - v. Format of Technical Proposal (Annex IV)
  - vi. Format of Financial Proposal (Annex V)
  - vii. Proposal Submission Form (Annex VI)
  - viii. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex VII)
  - ix. Proposed Model Form of Contract (Annex VIII)
  - x. General Conditions of Contract (Annex IX)
  - xi. Joint Venture/Consortium/Association Information Form (Annex X)
  - xii. Proposal Security Form (Annex XI)
  - xiii. Forms of Performance Security (Annex XII)
  - xiv. Submission Checklist (Annex XIII)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex-I –see above link).

## PROPOSAL INSTRUCTION SHEET (PIS)

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


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

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time : <b>May 13, 2015 12:00 AM</b></p> <p>City and Country: <i>Bangkok, Thailand</i> (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<p>Electronic submission of Proposal:</p> <p>Dedicated Secure E-mail address(s):</p> <p><b>Technical Proposal:</b> <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a></p> <p><b>Financial Proposal:</b> <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a></p>
3.1	Language of the Proposal:	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p>
3.4.2	Proposal Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text"/></p> <p>Proposer may submit proposal in any freely convertible currency</p>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<p>90 days</p> <p>If other, please indicate: <input type="text"/> days.</p>
2.4	Clarifications of solicitation documents	<p>Requests for clarification shall be submitted <input type="text"/> 5 days before the deadline for submission of proposal.</p>

	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: <a href="mailto:alejandro.hita@unwomen.org">alejandro.hita@unwomen.org</a>.</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><b><u>This Email Address is for clarifications ONLY.</u></b></p> <p><b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b></p>
2.5	Pre-Proposal/Bid Meeting	N/A
3.9	Proposal Security	<p><input checked="" type="checkbox"/> Not Required</p> <p>No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.</p>
7.4	Performance Security	<p><input checked="" type="checkbox"/> Not Required</p> <p>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.</p>

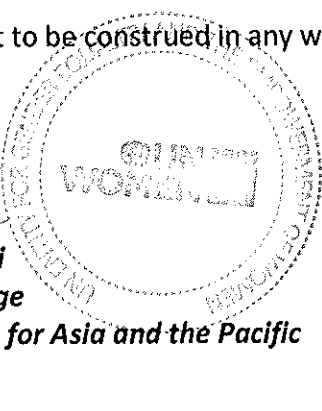
4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



**Deepa Bharathi**  
Officer-in-Charge  
Regional Office for Asia and the Pacific

11/5/15





## Annex II

### Terms of Reference

#### **Audiovisual communication and public awareness materials to raise awareness on Ending Violence against Women (EVAW) in Asia and the Pacific**

United Nations Entity for Gender Equality and Empowerment of Women (UN Women), Regional Office for Asia and the Pacific (ROAP), is inviting interested organisations to submit proposals to create audiovisual communication and public awareness materials to raise awareness on Ending Violence against Women (EVAW) in Asia and the Pacific.

#### **I. Background of the Project**

On 25 February 2008, the United Nations Secretary-General launched the campaign UNITE to End Violence against Women, 2008-2015, with the overall objective of raising public awareness and increasing political will and resources for preventing and responding to violence against women (VAW). The Secretary-General's campaign calls for a strengthening of the work of the UN system and seeks to increase global advocacy and resources for the work on the issue and build partnerships and capacities that address the persistence of gender inequality and VAW.

In 2013, the UN joint programme Partners for Prevention (P4P) launched a ground-breaking study that interviewed more than 10,000 men in six countries in Asia and the Pacific about their use and experiences of violence: "Why do some men use violence against women and how can we prevent it". This unprecedented study provides unique insights around the deep-rooted patriarchal values and men's sense of entitlement and control over women and their bodies that lie at the heart of VAW. It found that the average age of VAW perpetration was earlier than previously thought, with half of men who admitted to perpetrating rape having done so for the first time as teenagers. The study thus confirmed the centrality of working with boys already from a younger age than had previously been understood, in order to effectively challenge the dominant, violent notions linked to being a man and promote new, healthy and respectful notions of masculinity.

An integral part of UNITE's mandate is to increase public awareness and social mobilization to prevent and respond to VAW, UN Women ROAP is now developing through new, innovative strategies for engaging and building critical skills of young people, including through the use of sports, peer education and social media. In that regard, UN Women ROAP is seeking for proposals to create audiovisual communication and public awareness materials to raise awareness on EVAW in Asia and the Pacific, with a particular focus on address harmful masculinities among young man. As such, it links closely with other initiatives such as UN Women HeForShe campaign.

#### **II. Overview of the Project**

The overall goal of this project is to contribute to reduced acceptance of VAW amongst young men and women in Asia and the Pacific. The specific objective of the project is to increase the availability of regional tools, models and creative approaches for youth-focused peer support, outreach and advocacy to prevent

VAW. To meet the above objectives, UN Women ROAP is now rolling out different creative and innovative strategies for the promotion of non-violent notions of masculinity and respectful relationships amongst young people, building skills of young male and female activists to engage in peer support to prevent VAW.

Since the project has a regional scope and it focused on youth, the target audience of the project will be diverse, including audiences related to ongoing UNiTE campaign initiatives nationally and globally, and audiences associated with UNiTE/UN Women EVAW programme strategy including schools, communities and intervention sites. It would make use of a number of channels, including national and regional distribution across the Asia-Pacific region and international media; UN Women, UNiTE, and their affiliates websites, official YouTube and social media channels for global access; and "Male dominated" sport supporters.

### **III. Objective of the Project**

UN Women ROAP is looking to enter into a professional services contract with a media company/advertising agency/media outlet to raise awareness on preventing and ending VAW among various sectors of society, and especially targeting young men and boys, through the design and production of audiovisual communication and public awareness materials.

The organization will create audiovisual communication and public awareness materials, in the form of video, public service announcement (PSA) and graphics, in order to raise awareness on preventing and ending VAW in Asia and the Pacific and reducing acceptance for such violence.

### **IV. Scope of Work**

Under the direct supervision of the Regional Programme Manager, EVAW, in the UN Women ROAP, and in close consultation with the Regional Advocacy Officer, EVAW, the organization will be conduct the following tasks:

- Meet with and discuss the situation of VAW in the region, key messages and parameters of the audiovisual products/PSA/graphics with the UN Women EVAW team;
- Produce a work plan and budget for the project and report to the UN Women EVAW team;
- Conceptualize and design a storyboard/layout for the audiovisual products/PSA/graphics to be produced, in consultation with UN Women EVAW team, especially targeting youths and men across Asia and the Pacific;
- Produce audiovisual communication and public awareness materials that can be adapted for dissemination across the Asia Pacific, including for social media use and public events.

### **V. Expected Outputs (Deliverables)**

The following outputs are expected:

- Finalized and approved key messages, in close consultation with the UN Women EVAW team to discuss the situation of VAW in the region and parameters for the development of the project, and produced work plan and budget for the project; to be submitted by 1 June 2015.

- Conceptualized and designed storyboard/layout for the audiovisual communication and public awareness materials. The storyboard/layout shall be submitted by 15 June 2015.
- Successfully produced audiovisual communication and public awareness materials, including 1-2 min PSA/advocacy video; to be submitted by 15 August 2015.
- Adapted audiovisual communication and public awareness materials for different usages (social media, event opening, poster, teaser...); to be submitted by 1 October 2015.

Regarding the above mentioned outputs, the activities include but are not necessarily limited to the following tasks

- Master copy of each audiovisual communication and public awareness material (video material or PSA in DVD and InDesign/Photoshop format for graphics)
- Master copy of each audiovisual product in MOV or AVI Full HD (1080) format with stereo mix
- Textless, split-track audio (natural sound on one track, voice and music, of any, on the other track) should be submitted
- All footage should be shot Full HD (16:9) 1080i50 or 1080i60; Compression H.264 video at 12000kbps (minimum); AAC Audio at 256kbps
- Raw video footage and interviews on external hard drive
- Project file of the final master sequence (preferably in Final Cut Pro X)
- Short version of the videos created to be use as teasers in social media channels in order to create expectation, if applicable
- Include suitable logos in each audiovisual communication and public awareness material, if applicable
- Transcripts and logs as available
- Paper script of final video
- Music licenses (if applicable)
- Copies of all written appearance releases

#### **VI. Institutional Arrangement**

- The selected institution will report to the Regional Programme Manager, EVAW, in the UN Women ROAP in Bangkok, Thailand. The selected institution will work in close liaison with the Regional Advocacy Officer, EVAW
- Liaison will be on at least a once-a-week basis by telephone or email
- All outputs will be delivered by 15 November 2015

#### **VII. Duration of the Work**

Six months, from the 15<sup>th</sup> May to 15<sup>th</sup> November 2015.

#### **VIII. Duty Station**

Based in Bangkok, Thailand.

#### **IX. Qualifications of the Successful Contractor**

- Media company/advertising agency/media outlet with full access to expertise in latest technologies for video and graphic production, conceptualizing skills, editing and social media outreach;
- Experience in the Asia-Pacific region, preferably on topics related to VAW, gender and/or international development would be an advantage;
- Understanding of the full range of ethical and safety issues associated with the subject matter;
- Experience with producing material/strategies/projects for social norms change;
- Excellent written and verbal communication skills as well as strong analytical skills;
- Fluency in English. Working knowledge of country languages is an advantage;
- Previous experience with the UN system will be an asset;
- The applying organizations must be legally registered;
- Strong integrity and respect for diversity, human rights and gender equality.

#### **X. Scope of Bid Price and Schedule of Payments**

The disbursement of funds will be made as follows:

- a) 25% upon submission of storyboard/layout of audiovisual communication and public awareness materials. Target date: 15<sup>th</sup> June 2015.
- b) 50% upon submission of final audiovisual communication and public awareness materials. Target date: 15<sup>th</sup> August 2015.
- c) 25% upon submission of revised audiovisual communication and public awareness materials. Target date: 1<sup>st</sup> October 2015.



## Annex III

### Evaluation Methodology and Criteria

- Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

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 100 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 100 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 100 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 100 points

Financial proposal: 30 points

Total number of points: 130 points

#### **Evaluation of financial proposal:**

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

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

### Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 100 points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Media company/advertising agency/media outlet with full access to expertise in latest technologies for video and graphic production, conceptualizing skills, editing and social media outreach (Organizational Architecture; General Organizational Capability which is likely to affect performance)	10
1.2	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	5
1.4	Quality assurance procedures, warranty; Legally registered	5
1.5	Relevance of: - Specialized Knowledge <ul style="list-style-type: none"> <li>• Experience in the Asia-Pacific region, preferably on topics related to VAW, gender and/or international development would be an advantage;</li> <li>• Understanding of the full range of ethical and safety issues associated with the subject matter;</li> <li>• Experience with producing material/strategies/projects for social norms change;</li> <li>• Excellent written and verbal communication skills as well as strong analytical skills;</li> <li>• Fluency in English. Working knowledge of country languages is an advantage;</li> <li>• Previous experience with the UN system will be an asset;</li> <li>• The applying organizations must be legally registered;</li> <li>• Strong integrity and respect for diversity, human rights and gender equality.</li> </ul>	10
		40

Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR;	10
2.2	Management Services – Timeline and deliverables.	10
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
		40
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory)  Curriculum vitae of the proposed team that will be involved either full or part time	20
		20
	70% of 100 pts = 70 pts needed to pass technical	100

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 100 points for the technical proposal.

## Annex IV

### Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.

Proposer is requested to include a one page value statement indicating why they are most suitable to carry out the assignment.

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

#### **Section A: 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.

##### 1.2 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.

### 1.3 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.

### 1.4 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.

### 1.5 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 other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide portfolio of past film projects and examples of work available for review
- Provide at least 3 references

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

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

### 2.1 Analysis approach, methodology

- Provide a description of the organization's approach, draft work plan, methodology, and timeline for how the organization will achieve the TOR. Please outline of your proposed strategy for the production of the audio visual communication and public awareness materials to raise awareness on Ending VAW, including timeframe required for the expected activities.
- Provide a brief description of the results that you realistically foresee as a result of implementing this project as per the TOR, outlining a follow-up plan and resources/materials proposed
- A documentation plan to measure the impact and outreach of the audiovisual communication and public awareness materials created.
- Since the project has a regional scope, the supplier is encouraged to create product that can be adapted for dissemination across the Asia Pacific, including for social media use. Positive and empowering messaging are preferred.



- 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

## 2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

## **Section C: 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 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

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

**Substitution** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

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

### **Sample CV template:**

Name:	
Position for this Assignment:	

Nationality:		
Language Skills:		
Educational and other Qualifications		
<b>Employment Record: [Insert details of as many other appropriate records as necessary]</b>		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
<b>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]</b>		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
<b>References (minimum 3)</b>		
(Name/Title/Organization/Contact Information – Phone; Email)		

## Annex V

### 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 overhead and backstopping facilities
  - b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.
  - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
  - d. An all-inclusive amount for local travel, if applicable.
  - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
  - f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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

**NOTE:** In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, 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%	USD .....	

**B. Cost Breakdown by Resources**

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

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			

2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation				
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 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/Fax/Email:



## Annex VI

### **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 Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid 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 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;
- (d) 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;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) 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]*
- (g) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (h) 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;
- (i) 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 the Proposal Submission 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 VII**

**Voluntary Agreement**

**Voluntary Agreement for Promoting Gender Equality in the Workplace**

**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 in UN Women;
- ☐ Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- ☐ Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**

## Annex VIII

### Proposed Model Form of Contract

#### CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN-Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

#### 1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

#### 2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN-Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN-Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

#### 3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

#### 4. PRICE & PAYMENT <sup>1</sup>

(Select one option and delete the other)

##### OPTION 1 (FIXED FEE) <sup>2</sup>

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of *[insert currency & amount in figures and words]*. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	././....
.....	.....	././....

OR

##### OPTION 2 (TIME-BASED CONTRACTS) <sup>3</sup>

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a price not to exceed *[insert currency & amount in figures and words]* ("the Maximum Total Amount"). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex *[insert annex number]* contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee

<sup>1</sup> Advance payments should not be made using this template. Please use the Model Institutional Services Contract or Professional Services Contract for services valued at USD \$30,000 or above or for procurement actions for services valued below USD \$30,000, where the nature of services or terms and conditions are novel or complex. Please note that advance payments should be granted only in exceptional cases, and that they must comply with UN-WOMEN policies and procedures.

<sup>2</sup> This option is to be used for fixed fee contracts. Fixed price contracts should normally be used when it is possible to estimate with reasonable accuracy the costs of the activities which are the subject of the Contract. Compensation for services is usually referred to as the fee. In a fixed fee contract, there are no "rates"; the amount of the fee is fixed.

<sup>3</sup> This option should be used for time and materials contracts. Normally, such contracts should be used where the compensation of the contractor is based on time spent in performing the services, and possibly with reimbursement of expenses incurred by the contractor. Cost reimbursable contracts are not normally used for the provision of services. Instead, where the contractor's compensation is based on time spent in performing the services (and possibly reimbursement of expenses for materials), a time and materials contract should be used; see POM, sec. 11.2.

Schedule for each cost category without the prior written agreement of UN-Women. The Contractor shall submit itemized invoices for the work done every *[insert period of time or milestones]*.

## **5. INVOICES**

The Contractor shall submit to UN-Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

*[Insert address and contact details for submission of invoices].*

## **6. PAYMENT**

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN-Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN-Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:

Bank Address:

Bank ID:

Account No:

Title/name:

UN-Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN-Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN-Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN-Women in connection with a dispute.

## **7. NOTIFICATIONS**

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

**For UN-Women:**

*[Insert Name, Address, Phone and Email]*

**For the Contractor:**

*[Insert Name, Address, Phone and Email]*



**IN WITNESS WHEREOF**, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN-Women:

For and on behalf of the Contractor:

Signature

Name

Title

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ANNEX A**

### **UN-WOMEN GENERAL CONDITIONS OF CONTRACT—CONTRACTS FOR THE PROVISION OF SERVICES**

The General Conditions can be accessed at:

<https://intra.unwomen.org/management/Legal%20Support/Agreement%20Templates/Forms/AllItems.aspx>

## ANNEX B

### TERMS OF REFERENCE

#### General guidelines

1. A TOR is a supplementary contract document which describes the Services to be performed by the Supplier and the results to be achieved. A TOR should not be substituted with solicitation documents and/or the Supplier's proposal/bid, although these documents may be useful in drafting the TOR.
2. The TOR acts as a baseline for resolving questions about the scope of the Services in the Contract. It should be well-drafted to avoid confusion about expected performance, unnecessary disputes or costs, delays or deteriorating relations. The TOR should be:
  - Concise;
  - Specific, clear and unambiguous;
  - Consistent with the provisions of the Contract;
  - Complete and accurate;
  - Achievable; and
  - Measurable and verifiable.
3. The TOR should answer the following questions:
  - What should be done;
  - How it should be done
  - Who will do what;
  - When it should be done;
  - Where it should be done; and
  - How performance will be judged.
4. Below is a template, which should be tailored for the specific needs of the user.

#### **Terms of Reference for [insert Services to be procured]**

<b>Deliverables</b>	<p><i>Aim: define the Deliverables that the Supplier is expected to produce.</i></p> <ul style="list-style-type: none"> <li>• <i>Describe accurately what results the Supplier is expected to produce: these will be the Deliverables.</i></li> <li>• <i>Define the minimum requirements that a Deliverable must meet, in terms of quality and quantity to be acceptable by UN Women, as well as any other applicable requirements and/or standards.</i></li> <li>• <i>Identify the amount of payment to be made for each Deliverable. This will form the basis for and correspond to the "Payment" section of the Contract.</i></li> <li>• <i>Specify that payment is always conditional upon the satisfactory acceptance of the Deliverables by UN Women.</i></li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• <i>Reports: "One capacity assessment report which defines the national capacities needed to develop the protection systems for victims of domestic violence. The report should state capacities at all levels and</i></li> </ul>
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	<p>include a section on the capacities of community-based organizations. The report shall be submitted within five months of the commencement of the Contract"</p> <ul style="list-style-type: none"> <li>• Training sessions: "Four 3-day training sessions for XX number of local government officials of Country X on the implementation of the agreed conclusions of the Commission on the Status of Women, in March, June, September and December of 20XX, in city X,Y, Z and A respectively"</li> <li>• Evaluations: "One evaluation report on the overall performance on the programme on the creation of employment opportunities for women in Country X, the outputs related to inputs and the financial management of the programme, to be delivered within 6 months of the commencement of the Contract. The should be of a presentation quality suitable for internal use, and of an accuracy and reliability suited to be used as a basis for policy and budgeting decisions"</li> </ul>
<b>Activities/Tasks</b>	<p><i>Aim: describe how the Services will be provided by the Supplier.</i>  <i>NOTE: This section can be included if there is flexibility as to how the Services will be provided. If there is no flexibility, then do not include it.</i></p> <ul style="list-style-type: none"> <li>• Describe clearly the activities that the Supplier must perform to achieve each Deliverable.</li> <li>• Use verbs/"action words" to describe the activities (to assess, to identify, to prepare, to conduct, to review etc.).</li> </ul> <p><i>Example: "Activities include but are not necessarily limited to the following tasks: Review existing financial statements and prepare proforma financial statements in compliance with IPSAS."</i></p>
<b>Personnel/Qualifications</b>	<p><i>Aim: name the personnel who are expected to perform the Services and any particular qualifications, experience or expertise they are expected to have.</i></p> <ul style="list-style-type: none"> <li>• Define who within the Supplier's organization will be providing the Services.</li> <li>• If there are key personnel, list them by name and title</li> <li>• If relevant, include a description of the qualifications required, including educational and professional experiences and any other requirements as relevant (e.g. familiarity with certain technological tools, language requirements, etc.).</li> </ul> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Master's degree (or equivalent) in the fields of ....</li> <li>• Advance knowledge of computers and office software packages, experience in handling web-based management systems.</li> <li>• Knowledge of Country XX and country experience required.</li> <li>• Fluency in written and spoken English and Arabic.</li> <li>• X years of professional experience in the fields of ...</li> </ul>
<b>Roles and responsibilities of the parties</b>	<p><i>Aim: describe any specific responsibilities of UN Women and the Supplier.</i></p> <ul style="list-style-type: none"> <li>• Identify any specific assistance, facilities, equipment, personnel, materials or supplies which the Supplier and/or UN Women will provide</li> <li>• Identify any particular arrangements necessary for the performance of the Services, and who will perform those arrangements</li> </ul>

	<i>Example: "UN Women will provide a desk and a desktop computer in Office X. The Supplier shall be required to bring his/her own laptop while traveling on mission."</i>
<b>Timeframe and location</b>	<p><i>Aim: define the time frame for the delivery of the Deliverables.</i></p> <ul style="list-style-type: none"> <li>• <i>Define the total duration of the Contract.</i></li> <li>• <i>Define all relevant schedules, milestones or deadlines, relating to the "Deliverables" section above.</i></li> <li>• <i>This will be the basis for and correspond to the 'Payment' section of the Contract. It will set the dates and timeframe for performance of the Services, the submission of invoices and payment.</i></li> </ul>
<b>Communication and reporting obligations</b>	<p><i>Aim: describe the communication/reporting obligations of the Supplier.</i> <i>NOTE: this will be particularly relevant if the Supplier is performing the Services in phases.</i></p> <ul style="list-style-type: none"> <li>• <i>Identify how UN Women will be informed about the progress of the Services (e.g. X milestones achieved), in order to allow UN Women to monitor the Services.</i></li> <li>• <i>Describe when the Supplier is expected to report (related to the Deliverable milestones), to whom and on what. The reports may cover such aspects as progress made in the provision of the Services, identification of unforeseen issues or areas of concern, delays in the provision of the Services, causes of such delays and proposed measures to correct such causes.</i></li> </ul>



Annex IX

**General Conditions of Contract**

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

For Goods and Services

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-MixedGoodsServices-en.pdf>

## Annex X

### JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM (to be completed and returned with your technical Proposal)

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

Signatures of all partners:

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

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

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

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

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

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

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

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

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

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

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

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

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

**Annex XI**

**Proposal Security Form**

*[copy from this link and insert if required]*

## Annex XII

### **Forms of Performance Security**

*[copy from this [link](#) and insert if required. If Performance Security is required to be provided by the Proposer, please select whether it should be in the form of a First Demand Guarantee or Standby Letter of Credit.]*

## Annex XIII

### Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
  - Proposal submission form ☐
  - Joint Venture Form (if in a joint venture) ☐
  - Performance Security Form (if Required) ☐
  - Inner envelope containing technical proposal ☐
  - Second inner envelope containing Financial Proposal ☐

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
  - Technical Proposal ☐
  - Proposal submission form ☐
  - Joint Venture Form (if in a joint venture) ☐
  - Performance Security Form (if required) ☐
- Financial Proposal PDF sent to E-mail address specified in Invitation Letter ☐

Model Form of contract has been read and understood ☐

General Conditions of Contract have been read, understood and accepted ☐