

Request for Proposal

Reference No.: **GEO-00085544-01**

The Access to Justice for Internally Displaced and Ethnic Minority Women

3 July, 2015

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for a local non - governmental organization to conduct final study on the access to justice for internally displaced and ethnic minority women /UN Women WEPD II

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *services to conduct the Final Study on the Access to Justice for Internally Displaced and Ethnic Minority Women* as described in this Request for Proposal and its related annexes. UN Women now invites 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 \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) 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. [Submission Checklist \(Annex X\)](#)
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	Date and Time : <i>July 20, 2015 6:00 PM</i> City and Country: <i>Tbilisi, Georgia</i> This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	Electronic submission of Proposal: Dedicated Secure E-mail address(s): Technical Proposal: geo.procurement@unwomen.org Financial Proposal: nino.darchiashvili@unwomen.org
3.1	Language of the Proposal:	<input type="checkbox"/> English <input checked="" type="checkbox"/> Georgian
3.4.2	Proposal Currencies	Currency: <input checked="" type="checkbox"/> GEL
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	90 days

2.4	Clarifications of solicitation documents	N/A
	Contact address for requesting clarifications on the solicitation documents	N/A
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required 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.
7.4	Performance Security	<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.

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

Yours sincerely,

Erika Kvapilova

Country Representative

Annex II

Terms of Reference

For a Local Non - Governmental Organization to Conduct Final Study on the Access to Justice for Internally Displaced and Ethnic Minority Women /UN Women WEPD II

Background

UN Women has been implementing a project “Women for Equality, Peace and Development in Georgia” (WEPD) since 2010 with the support of the Government of Norway. The aim of the project is to support the efforts and strengthen the capacities of Internally Displaced Persons (IDPs), conflict-affected and ethnic minority women’s groups, other partners from civil society, and government to advance gender equality and women’s human rights in Georgia. The overarching goal of the project is to support the realization of gender equality and the reduction of feminized poverty through addressing women’s social, economic, and political needs, with particular focus on IDPs, and conflict-affected and ethnic minority women’s groups. Towards this end, the project works at the three interdependent and mutually reinforcing levels:

- At national policy level, to ensure that strategies, policies, plans and budgets are in line with CEDAW and UN SC Resolution on Women, Peace and Security (1325, et. al);
- At the level of national institutions, towards strengthening capacities to deliver better information and services for IDPs, conflict-affected and ethnic minority women; and
- At the grassroots level, by supporting IDPs, conflict affected and ethnic minority women’s groups and communities to organize and participate actively and effectively in influencing policies and decisions that affect their lives.

The project is implemented in the following target locations: Tbilisi, Kvemo Kartli, Shida Kartli, Imereti and Samegrelo regions of Georgia where there is a high number of IDPs and ethnic minorities as well as conflict affected individuals. Within the WEPD project I phase since April, 2010 project has been providing significant legal assistance and protection to internally displaced population especially women by establishing five legal clinics on the basis of the Ministry of Internally Displaced Persons from the Occupied Territories, Accommodation and Refugees (MIDPOTAR) of Georgia. The five legal clinics were established in Tbilisi central office and in four regional branches of the MIDPOTAR in Rustavi, Gori, Kutaisi and Zugdidi. One of the biggest achievements of the project was the handing over of the Tbilisi-based legal clinic from the WEPD project to the Ministry. MIDPOTAR integrated the Tbilisi-based legal clinic into the Ministry and the legal clinic’s lawyer was contracted by the Ministry as a staff member. In the WEPD II phase for the period of 2013-2015 project continues to support the functioning of remained four legal clinics in the target regions.

Since 2010, the legal clinics, have provided individual consultations to over 20,628 IDPs and and collective consultations to about 38,073. Out of the total number of claims received by the legal clinics, approximately 66% were women and 34% men. Lawyers of legal clinics conduct outreach visits to IDP compact settlements on a monthly basis following their work plans, where they consult IDPs on the spot. Since 2010 visits to 2,257 compact settlements have been conducted where 38,073 IDPs received legal advice and consultation. Lawyers of legal clinics provide upon necessity Court representation of beneficiaries, which is a unique service existing within the Ministry. Since 2010 Court representation was provided to 851 persons (approximately 65% women).

The most commonly addressed problems by the legal clinics are the following: IDP Accommodation/housing issues - 58.2%; IDP status related issues - 18.4%; Issues related to access to information and referral systems - 13.2%; Court representation and establishment of legal facts - 10.2%.

Additionally WEPD project launched a legal clinic in Kvemo Kartli region, Marneuli Municipality. Georgia is populated with different ethnic minority groups, especially in Kvemo Kartli region. In minority communities, where traditional forms of gender roles prevail, the cultural and religious traditions and family responsibilities may increase women's social exclusion and low level of literacy. WEPD project intends to target ethnic minority women and proposes the actions to address the inequality, discrimination, lack of participation and human rights violation of ethnic minority persons and especially women and young girls. Project extended the legal aid clinic service to Marneuli municipality of Kvemo Kartli region to serve and work with ethnic minority and local deprived groups of women. In order to support the ethnic minority women's legal protection and access to justice issues WEPD project in cooperation with Public Defender's Office of Georgia (PDO) and in August, 2013 jointly established the legal clinic in Marneuli PDO's office in Kvemo Kartli region. The legal clinic's lawyer, together with the lawyer's assistant provide free of charge consultations and legal advice to ethnic minority women in order to enhance women's access to justice and address the women's human rights abuses. Lawyer working for the legal clinic is also engaged in follow up legal actions (including court representation of the claimants as deemed necessary).

Since August 2013, Marneuli legal clinic lawyer and lawyer's assistant have provided individual consultations to 691 beneficiaries (290, i.e. 42% women). Additionally, 134 visits were made to different villages reaching 2208 residents of Marneuli municipality. The legal clinic provided court representation to 28 vulnerable ethnic minority representatives in the Kvemo Kartli region.

The most commonly addressed problems by the legal clinic of Marneuli are the following: Eligibility for social assistance programme - 55,3%; Inheritance issues - 16,7%; Tax issues - 10,4%; Real estate registration issues - 12,4%; Family law affairs (divorce, alimony) - 5,2%.

As the project is specifically focused on providing access to justice to IDP and ethnic minority women throughout already and newly established legal clinics, it is planned to assess impact being made by the project to enable IDPs and ethnic minority women to claim and enjoy their rights and reach the project expected results. Therefore, project will conduct the final study before closing the project II phase on the access to justice for IDP and ethnic minority women in target regions in order to assess the work implemented by the especially established legal clinics for increased legal protection of IDP and ethnic minority women and their family members. UN Women intends to select a local nongovernmental

organization to conduct the final study on the access to justice for IDP and ethnic minority women in Kvemo Kartli, Shida Kartli, Imereti and Samegrelo regions of Georgia and compare the results of the similar baseline study “Access to Justice for Internally Displaced and National Minority Women” conducted in the beginning of the phase II of the WEPD project in October-November 2013 by the Institute of Social Studies and Analysis¹ (ISSA).

The results of both studies will be used to analyse and measure changes made as a contribution of the project’s work. The final study is expected to generate important evidence that will allow the project to document the process of change and provide clear evidence on the project’s contribution and impact to the conditions of IDPs and ethnic minority women.

Scope of the work:

Under the direct supervision of UN Women WEPD project team, a selected non-governmental organization will conduct the final study on the access to justice for internally displaced and ethnic minority women. More specifically the selected organization will be responsible to:

- Elaborate and submit a detailed work plan and final study methodology including the suggested approach and tools for data collection and analysis, timeframe and tips how to handle the ethical and culturally sensitive issues of the assignment with the guidance and in close cooperation with UN Women team ;
- Elaborate, discuss and finalize the data collection guidelines (qualitative and/or quantitative questioners) to be used with the key informants/interviewees in all target regions including IDP and ethnic minority women to measure the project established legal clinics’ contribution to the legal conditions and access to justice of the beneficiaries;
- Collect the information from the civil servants from MIDPOTAR in Tbilisi central and its regional branches in Rustavi, Gori, Kutaisi and Zugdidi and PDO Tbilisi central office and its field office in Marneuli of Kvemo Kartli region in order to identify and collect the information about legal clinics’ work and provide data for the end line study findings; Plan and conduct the final study on access to justice for IDP and ethnic minority women and young girls in a participatory manner in the identified target locations in Kvemo Kartli, Shida Kartli, Imereti and Samegrelo regions mainly in the locations where 5 legal clinics (four for IDPs in Kutaisi, Gori, Zugdidi and Rustavi and one for ethnic minority women in Marneuli) have been established and are functioning on a daily basis;
- Conducting the data collection in line with the elaborated study methodology, including desk review stage, field visits, small scale-survey, interviews of IDP and ethnic minority women and young girls in the areas of their settlement such as IDP Collective Living Centers, cottages and private accommodations and Marneuli city and villages populated by Azerbaijani and Armenian population;
- Analyzing data, identifying the key findings and developing final draft report on the end line final study on the access to justice of IDP and ethnic minority women;
- Collect success stories from the legal clinics’ practice and cases;

¹ The study is available at <http://georgia.unwomen.org/en/digital-library/publications/2013/10/access-to-justice-for-internally> ; [http://issa-georgia.com/sites/issa/files/docs/Access to Justice for Internally Displaced and National Minority Women EN G.pdf](http://issa-georgia.com/sites/issa/files/docs/Access%20to%20Justice%20for%20Internally%20Displaced%20and%20National%20Minority%20Women%20EN%20G.pdf)

- Submit the preliminary final study findings to UN Women for feedback and review; Finalize findings based on results of the feedback.
- Submitting the narrative final baseline study report in Georgian and in English on access to justice for IDP and ethnic minority women and young girls describing all work undertaken during the given assignment. The report should highlight the applied methodology for data collection and analysis, identified key findings, and conclusions.

Outputs/Deliverables:

The results of the final study will be presented within final report, and in any other supporting documents such as annexes, questioners, or other related materials. The organization will produce the following deliverables:

- Detailed work plan and final study methodology describing the main approaches, strategies, data collection methods, data analysis and selection process of the participants in following target sites of the project: Kvemo Kartli, Shida Kartli, Imereti and Samegrelo regions mainly in the locations where 5 legal clinics (four for IDPs and one for ethnic minority women) have been established ;
- Elaborated and finalized data collection instruments (qualitative and quantitative questioners) to be used with the key informants/interviewees in all target regions including IDP and ethnic minority women
- Preliminary study findings are submitted to UN Women for feedback and review;
- Submitted final study report to UN Women on the access to justice of IDP and ethnic minority women including summary, description of the methodology, key findings, and conclusions in Georgian and in English languages.

The overall structure of the final study report (not less than 20 pages) will be as follows:

- A. Executive Summary (minimum 2 pages)
- B. Introduction, problem description and objectives of the study
- C. Description of the study methodology
- D. Data analysis and key findings of the study
- E. Key conclusions
- F. Annexes (e.g. list of interviewers, questionnaires, etc.)

All the materials are to be submitted to UN Women in English and in Georgian, in electronic form (MS environment) and one hard copy.

Timeframe:

It is expected that the organization shall begin work by the end of August, 2015, with the main stages of the assessment conducted between September-October 2015, and finalized by mid of November 2015. The organization will liaise at all times with WEPD project analyst and UN Women National Programme Officer who will provide advice, guidance and technical support as appropriate.

Inputs/Resources on behalf of UN Women

UN Women team will provide the contractor with the available information and materials for the fulfillment of tasks, especially information on the project and its achievements (statistics from legal clinics), produced knowledge products and tools, as well as contact information of the WEPD project implementing partners, and other relevant information upon request.

Requirements to Companies/Organizations:

The qualifications that make the Offeror eligible for this assignment are:

- Be an officially registered legal entity as per Georgia's regulation; the organization with proven technical knowledge and successful development and implementation of activities/projects/programmes, baseline, endline and needs assessment studies in the field of human rights, women's rights, gender equality and ethnic minority issues and other related fields.
- General Organisational Capability (minimum staffing and structure of the organization) which is likely to affect implementation: organization can demonstrate that has already developed and implemented initiatives targeting ethnic minority and internally displaced persons or any other vulnerable groups citizens and needs assessment studies, baseline, endline studies or surveys similar to the one requested in ToR implemented in the past. Having solid experience in implementing the similar projects (list of projects/programmes, including those similar under this ToR, undertaken)
- Having established quality insurance procedures
- Experience of elaborating and conducting the baseline, endline or/and needs assessment quantitative and qualitative studies applying specially developed tailored made methodology with the special focus on needs assessment and situational analysis of vulnerable excluded groups and especially ethnic minority and displaced citizens similar to described in the ToR; (evidences have to be provided)
- Minimum 6 years of working experience with donor/international and/or national governmental and civil society organisations including organizations those working in regions populated by ethnic minorities in Georgia
- 6 years of Proven experience of having working experience with internally displaced, ethnic minority groups especially with the women and demonstrated experience of conducting qualitative and quantitative research studies in the field of access to justice, legal protection and human rights;

Qualified coordinator (team leader) with:

- Advanced degree in Social sciences, law, public administration, sociology or similar field, or equivalent working experience in the sector
- At least 6-year experience in designing, implementing and evaluating the projects/programmes, preparing and conducting the baseline, endline and needs assessment studies, surveys and analytical reports including policy recommendations targeting various excluded groups with the special focus on internally displaced and ethnic minority issues
- 6 years of good managerial and leadership skills, abilities to plan, coordinate and implement the multiple tasks involving different stakeholders and parties; ability to translate strategic thinking and innovative ideas into practical operations and actions

- At least 6 years of working experience with international and donor organizations
- Sound knowledge of the legal, and social protection issues of internally displaced and ethnic minority population in Georgia
- Language qualifications: Fluency in Georgian (Knowledge of English language will be considered as an asset).

Qualified staff (team member) with:

- Relevant university degree
- Experience in field work with IDP and ethnic minority population in cities and regions of Georgia; knowledge of the needs of IDP and ethnic minority issues in Georgia with the special focus on women;
- Experience with international and donor organizations;
- Relevant field work experience with excluded groups with the special focus on regions of Georgia including needs assessment, baseline/endline studies, mapping and data collection methods, facilitating developing the analytical reports and other related activities
- Language qualifications: Fluency in Georgian

Annex III

Evaluation Methodology and Criteria

Cumulative Analysis Methodology: A proposal will be 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 700 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 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.

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

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 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

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

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

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Be an officially registered legal entity as per Georgia's regulation; The organization with proven technical knowledge and successful development and implementation of activities/projects/programmes, baseline, endline and needs assessment studies in the field of human rights, women's rights, gender equality and ethnic minority issues and other related fields.	45
1.2	General Organisational Capability (minimum staffing and structure of the organization) which is likely to affect implementation: organization can demonstrate that has already developed and implemented initiatives targeting ethnic minority and internally displaced persons or any other vulnerable groups citizens and needs assessment studies, baseline, endline studies or surveys similar to the one requested in ToR implemented in the past. Having solid experience in implementing the similar projects (list of projects/programmes, including those similar under this ToR, undertaken)	45
1.3	Having established quality insurance procedures	20
1.4	Experience of elaborating and conducting the baseline, endline or/and needs assessment quantitative and qualitative studies applying specially developed tailor-made methodology with the special focus on needs assessment and situational analysis of vulnerable excluded groups and especially ethnic minority and displaced citizens similar described in the ToR; (evidences have to be provided)	30
1.5	Minimum 6 years of working experience with donor/international and/or national governmental and civil society organisations including organizations working in regions populated by ethnic minorities in Georgia	30
1.6	6 years of proven experience of working with internally displaced, ethnic minority groups especially with the women and demonstrated experience of	40

	conducting qualitative and quantitative research studies in the field of access to justice, legal protection and human rights	
		210
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	The task is well understood, properly addressed and corresponds to the ToR	35
2.2	Aspects of the task are addressed in sufficient details	35
2.3	Efficient and realistic work plan corresponding to the needs/specifics stipulated in the TOR (sequence of activities is realistic and will ensure effective implementation of the work plan, plan is falling in indicated under the ToR time frames)	130
2.4	The proposed technical proposal, methodology and work plan are relevant and directly targeting the assignment under this ToR, the timeline, persons responsible for the implementation and available resources/budget	80
		280
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Coordinator/Team Leader	
	Advanced degree in Social sciences, law, public administration, sociology or similar field, or equivalent working experience in the sector	30
	At least 6-year experience in designing, implementing and evaluating the projects/programmes, preparing and conducting the baseline, endline and needs assessment studies, surveys and analytical reports including policy recommendations targeting various excluded groups with the special focus on internally displaced and ethnic minority issues	40
	6 years of good managerial and leadership skills, abilities to plan, coordinate and implement the multiple tasks involving different stakeholders and parties; ability to translate strategic thinking and innovative ideas into practical operations and actions	30
	At least 6 years of working experience with international and donor organizations	10
	Sound knowledge of the legal, and social protection issues of internally displaced and ethnic minority population in Georgia	10
	Language qualifications: Fluency in Georgian (Knowledge of English will be considered as an asset).	10
	Sub-Score	130

3.2	Team Member/Staff	
	University degree in Social sciences, law, public administration, sociology or similar field	20
	Experience in field work with IDP and ethnic minority population in cities and regions of Georgia; knowledge of the needs of IDP and ethnic minority issues in Georgia with the special focus on women	40
	Experience with international and donor organizations	5
	Relevant field work experience with excluded groups with the special focus on regions of Georgia including needs assessment, baseline/endline studies, mapping and data collection methods, facilitating developing the analytical reports and other related activities	10
	Language qualifications: Fluency in Georgian	5
	Sub-Score	80
TOTAL SCORE		210
	70% of 700 pts = 490 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 IV

Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted to separate email address.

Proposer is requested to include a brief 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 Be an officially registered legal entity as per Georgia's regulation; The organization with proven technical knowledge and successful development and implementation of activities/projects/programmes, baseline, endline and needs assessment studies in the field of human rights, women's rights, gender equality and ethnic minority issues and other related fields.

1.2 General Organisational Capability (minimum staffing and structure of the organization) which is likely to affect implementation: organization can demonstrate that has already developed and implemented initiatives targeting ethnic minority and internally displaced persons or any other vulnerable groups citizens and needs assessment studies, baseline, endline studies or surveys similar to the one requested in ToR implemented in the past. Having solid experience in implementing the similar projects (list of projects/programmes, including those similar under this ToR, undertaken)

1.3 Having established quality insurance procedures: 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.

1.4 Experience of elaborating and conducting the baseline, endline or/and needs assessment quantitative and qualitative studies applying specially developed tailor- made methodology with the

special focus on needs assessment and situational analysis of vulnerable excluded groups and especially ethnic minority and displaced citizens similar described in the ToR; (evidences have to be provided)

1.5 Minimum 6 years of working experience with donor/international and/or national governmental and civil society organisations including organizations those working in regions populated by ethnic minorities in Georgia

1.6 6 years of proven experience of having working experience with internally displaced, ethnic minority groups especially with the women and demonstrated experience of conducting qualitative and quantitative research studies in the field of access to justice, legal protection and human rights

Section B: Proposed Work Plan and Approach

2.1 The task is well understood, properly addressed and correspond to the ToR

2.2 Aspects of the task are addressed in sufficient details

2.3 Efficient and realistic work plan corresponding to the needs/specifics stipulated in the TOR (sequence of activities is realistic and will ensure effective implementation of the work plan, plan is falling in indicated under the ToR time frames)

2.4 The proposed technical proposal, methodology and work plan are relevant and directly targeting the assignment under this ToR, the timeline, persons responsible for the implementation and available resources/budget

Section C: Resource Plan, Key Personnel

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

The composition of the team should be as follows: Qualified Coordinator/Team Leader and Qualified Staff/Team Member. The detailed requirements for the Team Leader and the Team Member are described in the Terms of Reference above.

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.

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

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%	GEL	

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 (GEL)	Total Cost (GEL)
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			
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: UN Women Georgia Country Office
3 Kavsadze Street, Tbilisi 0179, Georgia

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 services]** 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) 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]*
- (f) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (g) 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;
- (h) 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



Model Institutional
Service Contract.docx

Annex IX

General Conditions of Contract



GENERAL
CONDITIONS FOR SEI

Annex X

Submission Checklist

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
 - [Technical Proposal](#) _____ ☐
 - [Proposal submission form](#) _____ ☐
- [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](#) _____ ☐