

Request for Proposal

Reference No.: RFP-ROAP-2015-003

Firm to conduct final Evaluation of the programme “Leveraging Technical Tools, Evidence and Community Engagement to Advance the Implementation of Laws and Provision of Services to Women Experiencing Violence in South-East Asia (2013–2015)”

03 July 2015

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Final Evaluation of the programme “Leveraging Technical Tools, Evidence and Community Engagement to Advance the Implementation of Laws and Provision of Services to Women Experiencing Violence in South-East Asia (2013–2015)”

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure a Firm to conduct a **Final Evaluation of the programme “Leveraging Technical Tools, Evidence and Community Engagement to Advance the Implementation of Laws and Provision of Services to Women Experiencing Violence in South-East Asia (2013–2015)”** 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 \(Annex I\)](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. [Proposals: Methodology and Criteria for Evaluation \(Annex III\)](#)
 - 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. [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 : <i>August 5, 2015 12:00 AM</i></p> <p>City and Country: <i>Bangkok, Thailand</i> (for local time reference, see www.greenwichmeantime.com)</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>Technical Proposal: procurement.bangkok@unwomen.org</p> <p>Financial Proposal: procurement.bangkok@unwomen.org</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><i>Proposer may submit proposal in any freely convertible currency</i></p>
3.5	Proposal Validity Period commencing after the	<p>Other, please indicate below</p> <p>If other, please indicate: <input type="text" value="70"/> days.</p>

	deadline for submission of proposals (see 4.2 above)	
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: Vantanee.arunotai@unwomen.org</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>This Email Address is for clarifications ONLY.</u></p> <p><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></p>
2.5	Pre-Proposal/Bid Meeting	<p>Date and time:</p> <p>Location:</p> <p><input checked="" type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Mandatory</p> <p><input type="checkbox"/> Optional</p>
3.9	Proposal Security	<p><input type="checkbox"/> Required</p> <p>Form: See Annex XI</p> <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	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required <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 (annex entitled: Proposals: Methodology and Criteria for evaluation).
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Roberta Clarke

Director, UN Women Regional Office for Asia and the Pacific

Annex II

Terms of Reference

TERMS OF REFERENCE

Final Evaluation of the programme “Leveraging Technical Tools, Evidence and Community Engagement to Advance the Implementation of Laws and Provision of Services to Women Experiencing Violence in South-East Asia (2013–2015)”

Background and overall context

In spite of concerted global, regional and national efforts, violence against women and girls (VAWG) continues to undermine the human rights of women, hampering gender equality and overall development. An expression of unequal gender power relations and men’s domination and control over women, VAWG is both a manifestation of gender discrimination and inequality and a tool with which such discrimination is perpetuated.

Regional evidence suggests that VAWG remains widespread throughout Asia and the Pacific, though with significant variations across sites: a 2013 study that interviewed more than 10,000 men across nine sites in six countries in the region found that overall, around half admitted to using physical or sexual violence against an intimate partner, ranging from 25-80% across sites.¹ In almost all sites, the majority of men who admitted to perpetrating rape faced no legal consequences and many did not even report feelings of guilt, suggesting that such violence remains largely tolerated and normalized.

The Asia-Pacific region has seen significant progress in the area of policy and legal reform in recent years, with, for example, at least 30 out of 39 countries in the region having dedicated laws in place to criminalize VAWG². Brand new Action Plans on VAWG have also been drafted in recent years, for instance in Lao PDR, and at the end of 2014, plans were consolidated to have an ASEAN-wide Action Plan on EVAWG. However, a number of gaps remain, along with a limited implementation of existing legislation and lack of overall

¹ *Why Do Some Men Use Violence Against Women and How Can We Prevent It? Quantitative Findings from the United Nations Multi-country Study on Men and Violence in Asia and the Pacific*. UNDP, UNFPA, UN Women and UNV, Bangkok, (2013): Available at <http://www.partners4prevention.org/un-multi-country-study-launch>

² UN Women internal mapping (2015): Unpublished

accountability for or evaluation of such implementation. Key challenges include inadequate resources for implementing existing laws and policies, capacity gaps amongst sectoral staff, limited coordination and referral mechanisms with which to respond to VAWG, as well as limited availability of regulations and protocols establishing lines of ministerial responsibility. In addition, attitudes and perceptions towards VAWG remain tolerant, with such violence often perceived as a private matter rather than being recognized as a crime or a human rights violation.

In addition to being a gross violation of human rights with serious implications on women's physical and psychological health, VAWG also carries tremendous costs, from greater health care and legal expenses to losses in productivity. These costs are borne at all levels, from the individual and the household to the wider community and society at large. For instance, a study in Viet Nam found that the total direct and indirect costs of domestic violence accounted for around 1.4% of GDP, with total productivity losses and potential opportunity costs associated with such violence representing as much as 3% of GDP.³

In June 2013, UN Women ROAP and the Government of Australia signed a cost-sharing agreement for implementing a Regional Programme on EVAW, entitled "Leveraging Technical Tools, Evidence and Community Engagement to Advance the Implementation of Laws and Provision of Services to Women Experiencing Violence in South-East Asia". Through a variety of consultations, the priority countries being covered by the programme were identified as Lao PDR, Viet Nam, Indonesia and Timor-Leste. The programme has as its main goal to advance the implementation of laws and provision of services to women and girls experiencing violence in these countries, using a two-tiered approach that includes both strategies to enhance evidence and government capacity to monitor and assess resource requirements for the delivery of services at the national level, as well as local interventions to support positive social norm change at the community level, including through the pilot-testing a number of new and innovative approaches for working with communities.

The programme was formulated in close consultation with the involved countries, and an Inception Workshop was held in November 2013 to consolidate the country-specific plans and focus areas. Programme partnerships at the national level include both Governmental partners (such as Ministries) and Civil Society Organizations / NGOs, while at the regional level, UN Women has partnered with international research institutions, especially to provide technical guidance on the components pertaining to 1) monitoring and evaluating the implementation of national laws and action plans on EVAWG, as well as on 2) assessing resource requirements for implementation of multi-sectoral support services for VAWG survivors.

The total programme budget is AUD 1,847,034.

³ Government of Viet Nam and United Nations (2010). National Study on Domestic Violence against Women in Viet Nam. Ha Noi.

The expected Outcomes of this programme are:

1. Enhanced accountability mechanisms for the implementation of laws and provision of services to women and girls experiencing violence in South-East Asia;
2. Increased government commitment to enhance resources for gender-responsive multisectoral action plans on EVAWG in South-East Asia;
3. Increased community leadership and social mobilization to reject and prevent VAWG in selected communities in South-East Asia; and
4. Increased use of knowledge, evidence and good practices by key stakeholders to influence government policies, programmes and strategies to EVAWG in South-East Asia.

The expected Outputs of the programme are:

1. Government entities and CSOs in Indonesia and Timor-Leste have enhanced capacity to monitor and evaluate the implementation of national laws and action plans on EVAWG;
2. Government entities in Indonesia, Lao PDR and Timor-Leste have increased evidence and capacity on resource requirements for implementation of multi-sectoral support services for VAWG survivors;
3. Government entities and CSOs in Lao PDR and Viet Nam have increased capacity to develop and implement locally-adapted tools for social mobilization to reject and prevent VAWG;
4. Government entities and CSOs in South-East Asia have enhanced access to knowledge and evidence on effective strategies to prevent and respond to VAWG.

1. Purpose, Objectives and Scope of Evaluation

The UN Women Regional Office for Asia and the Pacific (ROAP) is seeking an Evaluations Firm for the Final Evaluation of its 2.5 year programme “Leveraging Technical Tools, Evidence and Community Engagement to Advance the Implementation of Laws and Provision of Services to Women Experiencing Violence in South-East Asia”. This Final Evaluation will focus on evaluating the programme in its entirety, however, with a specific, in-depth focus on a selection of two countries under the programme (justification for focussing on two countries in is provided below under heading 3, *Objectives and Scope of Evaluation*). Given the relatively short timeframe of the programme, the evaluation will predominantly focus on assessing the achievement of the programme Outputs.

The purpose of this evaluation is to:

- Assess progress achieved or being made towards the achievement of the expected outputs and overall performance of this programme;
- Determine whether the programme has been contributing towards achieving the stated programme outcomes, and explain why/why not;
- Provide forward-looking recommendations on how to build on the achievements of the programme and ensure that is sustained by the relevant stakeholders;
- Determine if there are any particular processes and partnerships that have contributed to the achievement of the programme outputs; and

- Document lessons learned, success stories and good practices in order to maximize the experiences gained. The evaluation should take into consideration the programme duration, existing resources and political environmental constraints.

Objectives:

More specifically, the evaluation will assess relevance, effectiveness, efficiency and sustainability of the programme. The objectives of the evaluation will be to assess:

- Relevance, including planning, design, implementation and coherence of the programme vis-à-vis the specific country contexts, and their development needs in the area of EVAW.
- Effectiveness, i.e. examining factors contributing to the achievement of the results in time. The evaluation should also look at the level of ownership among the stakeholders in the programme, and identify lessons learned.
- Efficiency, which covers e.g. whether resources have been allocated and used strategically, and whether the programme was managed, monitored and documented in an efficient way.
- Sustainability to the continuation of the results of the programme post-implementation. Suggestions for future interventions under new programmes can be made.

The primary users/beneficiaries of the evaluation will be the Government partners in all four countries, the Women's Unions in Lao PDR and Viet Nam, as well as UN Women and the Donor, i.e. the Australian Government. Secondary users will be other relevant development partners, women's organizations and feminist movements, as well as research institutions/academia.

Scope:

The geographical scope of this evaluation will be four countries (Lao PDR, Viet Nam, Indonesia and Timor-Leste). The evaluation will specifically focus on two out of the four countries as sample countries, in terms of field visits, in the interest of cost-effectiveness. It is recommended that the countries selected for in-depth focus be Lao PDR and Timor-Leste because all outputs are covered in the interventions in these countries (whereas in Viet Nam, for example, the programme is only supporting concrete interventions under one outcome). Also, some innovative approaches and new areas of work have been tested in these countries, which also make them good candidates for a deeper focus. In order to render the evaluation as cost-effective as possible, it is therefore suggested that the field visits and the data collection take place in these countries. It is proposed that the other two countries would be evaluated remotely.

Evaluation Key Questions

It is anticipated that the evaluation seeks to answer the following questions. Please note that the specific questions to be answered will be finalized and agreed with the selected Evaluation Firm:

Relevance and strategic fit:

- a. To what extent and in which way has the programme been relevant to the collective priorities of gender-based violence practitioners in South-East Asia?
- b. To what extent does the programme respond to the needs and priorities as regards EVAW in the target countries, including as regards stated policy priorities of the concerned Governments?
- c. Has the programme contributed to building the broader knowledge base and capacity in South East Asia in relation to the outputs?
- d. Were the expected programme outputs relevant and realistic to the situation and needs on the ground?
- e. Has the programme been able to adapt to changing contexts and situation on the ground?

Validity of programme design:

- a. Were the Outputs of the programme clear, realistic and likely to be achieved within the established time schedule and with the allocated resources (including human resources)?
- b. Assess whether the programme design was logical and coherent in a) taking into account the roles, capacities and commitment of stakeholders and b) in realistically achieving the planned outputs.
- c. Were the planned programme activities relevant and realistic to the situation and needs on the ground? Where the problems and needs adequately analysed?
- d. How appropriate and useful are the indicators described in the programme document for monitoring and measuring results? If necessary, how should they be modified to be more useful? Are the means of verifications for the indicators appropriate?
- e. To what extent were external factors identified and assumptions identified at the time of design?
- f. Were the time frame for programme implementation and the sequencing of activities logical and realistic?
- g. Were the programme designed in a flexible way to respond to changes / needs that could occurs during the implementation?

Effectiveness:

- a. Assess the achievements of the programme against planned outputs and activities. What were the quantity and quality of outputs produced?
- b. Which components of the programme had the greatest achievements? What have been the supporting factors? How can the programme build or expand on these achievements?
- c. In which areas does the programme have the least achievements? What have been the constraining factors and why? How can they be overcome?
- d. Did the programme develop and build capacities of partners on planning for activities?

- e. What alternative strategies would have been more effective in achieving its expected results?
- f. How did outputs and outcomes contribute to the UN Women's strategic objectives, mainstreamed strategies and EVAW agenda?
- g. How have stakeholders been involved in programme implementation? How effective has the programme been in establishing ownership?
- h. Assess the effectiveness of the activities implemented by partner institutions and their contribution to the outcomes of the programme. Assess the lessons learned from these partnerships and the possibilities to replicate them.
- i. How did factors outside of the control of the programme affect programme implementation and programme objectives and how did the programme deal with these external factors? How realistic were the critical assumptions identified by the programme?

Efficiency:

- a. Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve results? Have resources been used efficiently?
- b. Have programme funds and activities been delivered in a timely manner?
- c. Assess managerial and work efficiency. Were management capacities adequate?
- d. Has relevant international gender expertise been sought? Has the programme been implemented using a Human Rights based-approach?
- e. How effectively did the programme management team monitor programme performance and results?

Sustainability:

- Assess to what extent a phase-out strategy has been defined and what steps have been taken to ensure programme sustainability?
- Are the programme results, achievements and benefits likely to be durable? Are results anchored in national institutions and can they be maintained at the end of the programme?
- Can the programme approach or results be replicated or scaled up by national partners? What would support their replication and scaling up?
- Assess what aspects/factors of the programme that are likely to ensure sustainability of the programme objectives.
- Can the programme results or strategies be replicated or elaborated into a new Regional Programme which would build on the same methodologies? If so, what specific recommendations can be provided for such a programme?

2. Methods, Processes and Timeframe

Methodology

The evaluation will be a transparent and participatory process involving relevant UN Women stakeholders and partners at the global, regional, and country levels. The evaluation will be based on gender and human rights principles, as defined in the UN Women Evaluation Policy. The evaluation methodology will employ mixed methods for data collection.

The evaluation will have two levels of analysis and validation of information:

Level 1

A desk review of information sources, such as, but not limited to: programme documentation, work plans, roles and responsibilities, partnership agreements, progress reports, meeting minutes, mission reports, monitoring reports, technical products developed, data collected, and any important correspondence between key parties.

Level 2

In-depth analysis of the programme both by qualitative and quantitative data collection. This will involve visits to two of the countries (Lao PDR and Timor-Leste), and will employ a number of evaluation methods ranging from document reviews, interviews, focus group discussions, surveys, observations.

Evaluation process and timeframe:

The evaluation will look at the progress made towards the results and communicate lessons learned and any forward-looking recommendations for similar programmes to management, so that the evaluation can serve to inform future programmes of UN Women and those of the partners. The evaluation will also help the Donor to gauge which areas will be worth investing in in the future. The entire process will take place over a period of six months (estimated period: November 2015 – April 2016), in which collection of field data should be completed over a period of one month from the start of data collection.

The evaluation should include the following steps:

Step 1:

Inception meeting, desk review of key programme documents (e.g. programme documentation, contracts, agreements, progress reports, monitoring reports, etc.), and key stakeholder interviews to understand the scope of the evaluation.

The Evaluation Firm will attend an inception meeting where orientation on programme objectives will be offered, as well as on progress made. At this stage of the evaluation, the evaluator will have the chance

to speak with UN Women staff, as well as with selected stakeholder representatives. The Evaluation Firm will be given key programme documentation for review. *N.B AK and Yumiko: This may have to be done virtually due to budget constraints

Step 2:

Submission of Inception Report and finalization of methodology and evaluation design based on UN Women's feedback.

The Inception Report should include final evaluation questions, identified stakeholders for interviews and discussions, and present the methodology of the evaluation. This will be finalized in agreement with UN Women.

Step 3:

Data collection (mixed-methods)

Interviews and focus group discussions should focus on how stakeholders view the programme. Data from programme staff, documentation and stakeholder interviews and group discussions are used to determine plausibility of the programme model, i.e. to the extent it is properly implemented, sufficiently developed, and activities appropriate, to reasonably predict that the programme is contributing to the stated results, with a particular emphasis on output level results. . This data collection will include both in-country, face-to-face and/or virtual (telephone, video conferencing) interviews.

Step 4:

Data analysis

Collected data should be analysed, and the Analysis Framework should be clearly explained in the report.

Step 5:

Sharing of preliminary findings and presentation of draft report with UN Women.

The Evaluation Firm will share preliminary findings and recommendations with UN Women at the end of the field visit and interviews with stakeholders. The evaluator will draft the report and present the initial report to a group with representatives from UN Women and key stakeholders.

Step 6:

Draw conclusions and make recommendations (analysis and report writing)

The Evaluation Firm makes conclusions and recommendations. Conclusions and recommendations are drawn from the data. The evaluator is encouraged to guard against validity threats, such as personal bias.

Step 7:

Draft Report

The Evaluation team finalizes a draft report. The report structure should follow UNEG's evaluation report guidance. UN Women will review the report as part of quality assurance and will share it with the reference group for their feedback.

Step 8:

Finalization of the Report

The Evaluation Team will present the draft report to stakeholders in a validation meeting. Recommendations will be drafted for Management Response.

Step 9:

Dissemination of Report, and plan for steps of how to use the findings

UN Women will develop a dissemination and utilization plan following the finalization of the Evaluation Report.

Evaluation Schedule (preliminary – TBC with selected firm) – PLEASE SEE NEXT PAGE

Activities		July 2015	Aug 2015	Sep 2015	Oct 2015	Nov. 2015	Dec. 2015	Jan 2016	Feb 2016	March 2016
1.	TOR finalized and advertised									
2.	Selection of firm and procurement process									
3.	Inception meeting, desk review and preparation of inception report: 10 days									
4.	Development of evaluation methodology and preparation of inception report – 10 days									
5.	Inception review by UN Women and reference group – 10 days									
6.	Data collection – 1 week per country, i.e. 4 weeks, spread out over 2 months, with travel to Lao PDR and Timor Leste									
7.	Preliminary findings to UN Women – 3 days									
8.	1 st Drafting of the Report – 10 days									
9.	Review 1 st draft report by UN Women – 5 days									
10.	2 nd draft report and review by UN Women – 5 days									
11.	Final draft and review by reference group – 10 days									
12.	Facilitate a validation workshop with stakeholders (including agreeing with recommendations) – 3 days with preparations									
13.	Finalization and submission of final report – 10 days									
14.	Report dissemination and follow up action to address the recommendations									

3. Deliverables

- **Inception Report**

The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should also include an evaluation matrix, proposed schedule of tasks, activities and deliverables. The inception report should also contain a description of the country visits. UN Women guidance on inception reports is available.

- **Preliminary Findings**

The Evaluation Firm shall share initial findings and recommendations with the UN Women programme team prior to the stakeholders' consultation.

- **Draft Reports**

Report structure should follow UNEG evaluation report guidance.

- **Presentations of draft report**

A presentation should be prepared for UN Women on the draft report.

- **Final Report**

The final report will follow UN Women's Report Guidance, and be submitted in hard and in soft copy.

All process should be guided by UNEG's guidance on human rights and gender equality in evaluation:

<http://uneval.org/document/detail/1616>

4. Management Arrangement

The Evaluation Firm will work in close collaboration and in close consultation with UN Women staff and management structure as per the table below:

Actors and accountability	Roles and Responsibilities
Commissioner of Evaluation - Regional Director of UN Women	<ul style="list-style-type: none"> • Safeguard of the independence of the evaluation exercise and ensure quality of the evaluation • Prepare a management response to the evaluation
Evaluation Task Manager - Programme Analyst	<ul style="list-style-type: none"> • Provide inputs from the programme perspective

	<ul style="list-style-type: none"> • Participate in the review of the evaluation methodology • Observe the evaluation process • Facilitate the process by providing available documents, data and contacts
Regional Evaluation Specialist	<ul style="list-style-type: none"> • Support the UN Women Programme Team on all stages of evaluation management, in terms of technical evaluation issues
Reference Group - Selected national partners	<ul style="list-style-type: none"> • Participate in various steps of the evaluation management process, such as inception meeting and commenting on draft reports
Evaluation Team Leader	<ul style="list-style-type: none"> • Lead and conduct the evaluation, and be responsible for the relevant deliverables • Communicate with UN Women whenever needed • Oversee field visits and data collection
Evaluation Team Member/-s	<ul style="list-style-type: none"> • Conduct the evaluation, and be responsible for the relevant deliverables • Communicate with UN Women whenever needed • Conduct field visits and data collection

5. Required Profile of Firm

Institution must have staff with:

- At least Master's Degrees in social sciences, economics, development studies or related fields, with demonstrable strong research experience;
- Extensive experience in conducting programme evaluations: 10 years for team leaders, with at least 5 years of exposure to work on gender, and at least 3 years' of working experience in evaluation for the team member/s, with demonstrable experience of work on evaluating gender-related programmes;
- Experience with gender-responsive evaluations is a requirement, as well as experience in leading evaluations of a budget of over 1 million USD;
- Fluency in English, with the ability to produce well written reports demonstrating analytical ability and communication skills. Proven ability to undertake self-directed research.
- Facilitation skills and ability to manage diversity of views in different cultural contexts is a requirement;
- Excellent understanding and commitment to UN Women's mandate is a requirement;
- Previous experience of working with the UN, with experience of the Asia-Pacific Region is a distinct advantage;
- Display of integrity, by modeling the UN's values and ethical standards;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability are required.

6. Evaluation Ethics

Evaluations in the UN will be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and by the UNEG 'Ethical Guidelines for Evaluation'. These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation. Evaluators are also required to be guided by UN Women's Handbook on Gender-Responsive Evaluations throughout the process.

Annex III

Proposals: Methodology and Criteria for Evaluation

1. **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 70 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 70 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 70 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: 70

Financial proposal: 30

Total number of points: 100

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 70 points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1		

	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	5
1.2	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
1.3	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Projects - Experience on Evaluations in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	10
		20
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.	5
2.3	Substantial knowledge	10
		25
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	25
		25
	70% of 70 pts = 49 pts needed to pass technical score	70

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 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 half page value statement indicating why they are most suitable to carry out the assignment.

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

Section A: Expertise and Capability of Proposer

1.1 General Organizational Capability and 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.
- 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, financial stability, etc.).
- Include a description of past and present experience 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 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.

1.2 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.

1.3 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 works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (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, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.
- UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

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

2.3 Substantial knowledge

- Please provide a detailed description of the firm's substantial knowledge and experience of working on gender issues, as well as outlining work on gender-responsive evaluations and/or Human Rights based evaluation approaches.

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.

Provide Curriculum vitae of the proposed personnel that will be involved, as well as the estimated time allocated for each on the project.

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

Annex 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 2. Accommodation and other expenses away from home 3. Local transportation 4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 1 lump sum 1 lump sum 1 lump sum			
... etc				
TOTAL				

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
5/F UN Building
Rajdamnern Nok Avenue
10200 Bangkok
Thailand

Date: 03 July 2015

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

