

Request for Proposal

Reference No.: 008-2015

Production of a Video Documentary on Mediation process of VAW cases in
Afghanistan



November 12, 2015

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for Production of a Video Documentary on
EVAW Mediation process**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure ***Production of a Video Documentary on EVAW Mediation process*** 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. [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. [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 \(Annex-I –see above link\)](#).

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	Requests for clarification shall be submitted 5 days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: najeeb.rashid@unwomen.org Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>This Email Address is for clarifications ONLY.</u> <u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u>
2.5	Pre-Proposal/Bid Meeting	Date and time: Location: ☐ Not applicable ☐ Mandatory ☒ Optional
3.9	Proposal Security	☐ 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.

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 : November 25, 2015 12:00 AM City and Country: Kabul, Afghanistan (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	Manner of Submission	☒ Personal Delivery/ Courier mail/ Registered Mail ☒ Electronic submission of Proposal
4.1	Address for Proposal Submission	Personal Delivery/ Courier mail/ Registered Mail : UN Women Afghanistan Country Office UNOCA Compound Jalalabad Road Kabul Afghanistan: Electronic submission of Proposal: Dedicated Secure E-mail address: Technical Proposal: registry.unwomen.af@unwomen.org Financial Proposal: registry.unwomen.af@unwomen.org
3.1	Language of the Proposal:	☒ English ☐ French ☐ Spanish
3.4.2	Proposal Currencies	Preferred Currency: ☒ USD If no, please indicate Currency: _____ <i>Proposer may submit proposal in any freely convertible currency</i>

7.4	Performance Security	☐ 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.
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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,

For

Ms. Elzira K. Sagynbaeva

Country Representative

UN Women Afghanistan




Signature: _____

Annex II

Terms of Reference

Terms of Reference for Production of a Video Documentary on ERAW Mediation process.

Deliverables	Under the direct supervision (ERAW Pillar) and support from the UN Women Management and Operation Unit, the Production firm will be required to;
Deliverable 1:	Produce a documentary film on the mediation process of ERAW cases in Afghanistan, with the following specifications: • Prepare a scenario for the production of the documentary and finalize it in consultation with the UN Women program team • The documentary should be minimum of 20 minutes in length, where it should cover, discuss, and compare in adequate detail and clarity the formal and informal methods of mediation and dispute resolution mechanisms in Afghanistan. • The film should display examples of real traditional and formal dispute resolution methods within family, workplace, school, public places, etc. being handled by traditional and professional mediators in Afghanistan, with comparative study of these common practices against the hypothetical mediation norms and standards • Develop the documentary script and storyboard to be used in the film. • Ensure all selected interviewees know their footages are being taken and have agreements from them to use it. With women interviewees a release form is required to be signed. • Interview selected interviewees for the film. These will include actual beneficiaries, local government officials, Implementing Partners and key programme staff of UN Women. • Visit the programme sites and interact with the families and individual women and girls who benefited from available mediation mechanisms. • Perform high quality, High Density (HD) video filming and shoot interviews with the programme’s major beneficiaries and stakeholders. • Consult UN Women in all stages of production (pre-production, production and post-production) • In the comparative study of different formal and informal dispute resolution mechanisms in Afghanistan, the film should picture and compare real cases handled by Jirgas (tribal elders) in rural villages, in families by the family members, at the Ministry of Women’s Affairs (MoWA), at Family Response Units (FRUs), at Family Guidance Centers (FGCs), and at the legal departments.

- There should be views of some disputants (particularly women), whose dispute cases have been handled by informal dispute resolution mechanisms. This should include both positive and negative aspects of these mechanisms.
- There should be views of some disputants (particularly women), whose dispute cases have been handled by formal dispute resolution mechanisms. This should include both positive and negative aspects of these mechanisms.
- A comparison of both formal and informal mediation mechanisms in Afghanistan should proceed, followed by explanation of some theoretical standards and norms in mediation.
- The film should highlight some core aspects of mediation, such as role of the mediator as only facilitator of the process and not a decision-maker, whilst any decisions reached are made by the disputing parties, and not by the mediator(s). It should clearly define and differentiate between roles of a judge and a mediator in resolving dispute cases.
- The film should conclude by summarizing strengths and weaknesses of both formal and informal dispute resolution mechanisms in Afghanistan and ways for improving each.
- Prior to finalization of the film, a delineated draft of the film will be presented to the UN Women for review and possible comments, views, and corrections.
- Present a draft documentary to UN Women for comments about contents.
- The film should be produced in Dari language (commonly used idiolect in Kabul), with subtitles in English language
- A Pashto dubbed version of the film, with subtitles in English language should also be provided to UN Women on DVD format.
- The film should credit its financial support to the UN Women Afghanistan Country Office, displaying the logo of the organization in the beginning.
- The film should disclaim views, opinions, statements, etc. given by individuals, mediators, government/non-government interties, formal/informal mediation bodies, general public, etc. interviewed during the film production as their personal views, which UN Women does not in any form endorse or denounce. UN Women will provide the disclaimer text to the production company to be placed at the beginning of the movie in three (Dari, Pashto, and English) languages.

Deliverable 2:

Telecast the documentary once on each most popular Dari Language (Tolo, 1TV, and Khurshid) TV channels in Kabul, Herat, and Balkh Provinces and one on each most popular Pashto Language (Lemar, Shamshad, and Zhwandoon) television channels in Nangarhar, Kandahar, and Ghazni Provinces. Telecast of the film on these TV Channels should be scheduled in the duration between March 5-15, 2016.

Meanwhile finalized and complete version of the film should be provided to UN Women in Digital Versatile Disc (DVD) format as detailed below:

	- One DVD containing the original documentary in Dari Language with subtitles in English - One DVD containing the original documentary in Pashto Language with subtitles in English
Activities/ Tasks	- Meeting with beneficiaries and stakeholders in capital Kabul and in the field to collect and record data; - Submit a storyboard and script for the documentary to UN Women for approval before filming; - Present draft documentary to UN Women at the end of the field mission and incorporation of comments; - Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories. - Present a complete 20 minutes Dari and 20 minutes Pashtu documentary film version (both subtitled in English), and hand over 2 master copies of each version to UN Women and two extra copies with the extra footage (all raw materials captured during production) for future usage.
Personnel / Qualifications	The media production firm is required to have; - A minimum of five years of proven experience, knowledge, and expertise in preparation of documentary films at a national or international level - Proven record of successfully completing similar assignments for international organizations in Afghanistan and/or other countries (must be able to present samples of completed similar assignments) - Proven ability in delivering quality media products with satisfactory content, and within agreed timelines - Willingness and ability to carry out further editing, modification, dubbing, and insertion of sound and video particles until the film is finalized and approved by the UN Women technical team and the management. - Willingness to travel to provinces of Afghanistan for the purpose of capturing scenes of real dispute resolution mechanisms, interviewing clients, and formal/traditional mediators. 5 and above years of experience working in the same or similar fields - Extensive experience in producing development work related documentaries for international organisations with the aim of reaching both local and international audiences. Knowledge and experience of working with gender equality and women empowerment projects will be an advantage. - Experience in working with UN agencies and other international organizations. - Local knowledge of the all provinces in Afghanistan particularly UN Women areas of interventions. Good understanding of the cultural background and local context. - Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production. - Team management, team coordination and project management skills. - Organisational skills.

	• Communication skills. Language skills (English Pashtu and Dari). • Registration of the company is required. • Additional experience in development communication will be an added advantage.
Roles and responsibilities of the parties	All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the Production firm may come into contact with in the performance of his/her, duties under this assignment shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable. The Production firm will be hired under UN Women terms of contract and supervised by the (EVAW Pillar) solely for the purpose of delivering the above outputs, within the agreed timeframe. UN Women as the Client shall provide necessary support to the Production firm in order to execute the assignment during the duration of the production. These shall include: Access to relevant documents necessary for execution of the duties under this production project The assignment is expected to take 60 days from the date of signing the contract.
Timeframe and location	
Communication and reporting obligations	<i>Communication/reporting obligations of the Supplier.</i> • End of week 2: from the date of signing the contract, the supplier should be able to present a concept note of the documentary to the UN Women. • End of week 3: Script of the film should be ready in two languages, Dari and Pashto and presented to the UN Women • End of Week 5: Rough material, such as interviews, narrations by experts, etc. should be ready and presented to the UN Women for initial review • End of Week 6: A completed and edited version of the film should be ready and presented to the UN Women for the initial revision. Comments of UN Women to be collected for the finalization of the film during the remaining two weeks. • End of Week 8: Two (One Dari and one Pashto) finalized and completed version of the film, completed with the subtitles in English language, edited and revised based on the UN Women's comments and observations should be prepared and made ready for submission to the UN Women on DVD format. • March 5-10, 2016: The product should be telecasted on TV Channels in different provinces of Afghanistan, as described in the ToR.

Annex III

Evaluation Methodology and Criteria

[Select one(1) of the two (2) methods of evaluation (i.e. cumulative analyses method OR lowest priced technically compliant method) and delete the unneeded one]

- 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 [xx] 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 [xx] 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 [xx] 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: [xx points]

Financial proposal: [xx points]

Total number of points: [xx 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 compliance 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 [xx] points):

[Insert the criteria that will be used for evaluation below. The score weights and points obtainable in the evaluation sheet must be filled in for each level of criteria depending on the need or major attributes of technical proposal]

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	xx
1.2	Adverse judgments or awards	xx
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	xx
1.4	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.)	xx
1.5	Quality assurance procedures, warranty	xx
1.6	Relevance of:	
	- Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region	xx
	Work for other UN agencies/ major multilateral/ or bilateral programmes	xxx
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.	xxx
2.2	Management Services – Timeline and deliverables.	xxx
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.	xxx
		xxx

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

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

OR

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 100 points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the total obtainable score of 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.

No point is allocated for the financial proposal in “Lowest-priced technically compliant” method of evaluation. Therefore, the total number of points which a firm/institution can obtain under this method is only 100 (maximum points assigned to technical proposal).

The contract will be awarded to the proposer offering the lowest price having achieved the minimum threshold of 70% of the total obtainable score of 100 points and therefore are determined to be the most responsive proposal.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliance 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):

[Insert the criteria that will be used for evaluation below. The score weights and points obtainable in the evaluation sheet must be filled in for each level of criteria depending on the need or major attributes of technical proposal]

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	xx
1.2	Adverse judgments or awards	xx
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	xx
1.4	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.)	xx
1.5	Quality assurance procedures, warranty	xx
1.6	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects (Five and above years of experience) - Experience on Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	xx
		xxx
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.	xxx
2.2	Management Services – Timeline and deliverables.	xxx
		xxx
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	
		xxx
		[70%] of [xx] pts = [xx] pts needed to pass technical

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

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 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).

- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

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

1.5 Quality assurance procedures, risk and mitigation measures

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

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with 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 goods/services/works undertaken to	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, 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
<u>2.2 Management - timeline, deliverables and reporting</u>
Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR
<u>2.3 Environment-related approach to the service/work required</u>
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
<u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u> 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.
<u>3.2 Gender profile</u> - 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 <i>not</i> 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	

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 (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				

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 Afghanistan
UNOCA Compound Jalalabad Road
Kabul Afghanistan

Date: _____

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

<https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Forms/AllItems.aspx>

Attached as Annex

Annex IX

General Conditions of Contract

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

1. For Services (Available from this link
<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

Attached as Annex

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 Part 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	(inset 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: _____

Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
 - o [Proposal submission form](#) ☐
 - o [Joint Venture Form](#) (if in a joint venture) ☐
 - o [Inner envelope containing technical proposal](#) ☐
 - o [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) ☐
- 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 ☐