Request for Quotation (RFQ) for Translation Services (Document and Simultaneous Translation)

Reference No.: RFQ-ROAP-2016-003
Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for Translation Services (Document and Simultaneous Translation)

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of Translation Services (Document and Simultaneous Translation) as described in the Annex I to this request for quotation.

2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
   a. This Invitation letter and Quotation Instruction Sheet (QIS)
   b. Terms of Reference (TOR) (Annex 1)
   c. Quotation Submission Form and Quotation Format (Annex 2)
   d. UN Women General Conditions of Contract (Annex 3)
   e. Voluntary Agreement (Annex 4)
   f. Model Form of Contract (Annex 5)

3. Quotations submitted by email must be limited to a maximum of 10 MB, virus-free or corrupted contents to avoid rejection, and no more than 3 email transmissions.

4. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.

5. The following aspects will be considered for the evaluation;
   i. Suitability of the approach and methodology including firm’s capacity to undertake the services.
   ii. Qualifications and experience of proposed staff/personnel.

6. It is UN Women’s intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.

7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either
women-owned or has a majority women employed. This is in support of UN Women’s core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.

8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.

9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.

10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.
## QUOTATION INSTRUCTION SHEET (QIS)

<table>
<thead>
<tr>
<th>Instruction to Suppliers</th>
<th>Specific Requirements</th>
</tr>
</thead>
</table>
| **Deadline for Submission of Quotation**                     | **Date and Time**: February 15, 2016 5:00 PM  
*Bangkok, Thailand (GMT +07:00)* for local time reference, see [www.greenwichmeantime.com](http://www.greenwichmeantime.com)  
This is an absolute deadline, Quotation received after this date and time will be disqualified.                                                                 |
| **Method of Submission**                                      | ☒ Electronic submission of Quotation                                                                                                                                                                                  |
| **Address for Quotation Submission**                          | ☐ Electronic submission of Quotations: procurement.bangkok@unwomen.org  
Quotations should be submitted to the designated address by the date and time of the deadline given.                                                                                                                   |
| **Language of the Quotation**                                | ☒ English  
☐ French  
☐ Spanish  
☐ Other (pls. specify) ________________________                                                                                                                                                               |
| **Quotation Currencies**                                     | Any freely convertible currency: THB                                                                                                                                                                                    |
| **Quotation Validity Period commencing after closing date of RFQ** | 90 days  
UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.                                                                 |
| **Payment Terms**                                             | ☒ 100% upon completion and satisfactory receipt of service(s)  
☐ Others *(pls. specify)*                                                                                                                                                                                               |
| **Clarifications of solicitation documents**                  | Requests for clarification may be submitted 3 days before the submission date to: procurement.bangkok@unwomen.org  
If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it. |
Clarification requests of this RFQ shall include the following subject header format: “RFQ# Request for Clarification from Vendor Name”

Proposers shall not communicate with any other UN personnel regarding this RFQ.

Contact for requesting clarifications

E-mail address dedicated for this purpose: widchayarad.sinthuwong@unwomen.org with copy to procurement.bangkok@unwomen.org

Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.

UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.

Responses to clarification requests will be binding on all Suppliers and will be distributed via:

- ☒ E-mail
- ☒ UN Women Website
- ☐ Postal Mail
- ☐ Other [pls. specify]

Expected Delivery Date and Time.
Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR

- ☒ As per Service Delivery Schedule attached

Value Added Tax on Proceed Quotation

- ☒ Must be inclusive of VAT and other applicable indirect taxes
- ☐ Must be exclusive of VAT and other applicable indirect taxes

Evaluation Criteria

- ☒ Technical responsiveness/Full compliance to minimum requirements under Annex I
- ☒ Qualifications and experience of proposed staff/personnel
- ☒ Lowest price offer
- ☒ Comprehensiveness of after-sales services
11. UN Women’s vendor protest procedure provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This link provides further details regarding UN Women’s vendor protest procedures.

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

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

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

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

Yours sincerely,

Procurement Unit

UN Women Regional Office for Asia and the Pacific
1. **BACKGROUND**

Since 1994, UN Women has worked with government and civil society partners towards gender equality and women’s empowerment through promotion of women’s human rights and non-discrimination. These include:

I. Ending Violence against Women  
II. Promoting women’s participation in decision-making processes  
III. Promoting accountability to commitments on advancing gender equality  
IV. Improving women’s access to justice  
V. Disaster preparedness and response that mainstreams gender  
VI. Women’s Economic Empowerment

2. **OBJECTIVES**

In light of the above, UN Women would like to contract a company to translate reports and other relevant materials for meeting related to Thailand activities. The objective of this consultancy is to hire a qualified translation company to provide translation services (English to Thai and vice versa) for UN Women Thailand.

3. **DELIVERABLES**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>No. of Unit</th>
<th>Timeframe (Tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Translation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English to Thai</td>
<td>850 pages</td>
<td>March – December 2016</td>
</tr>
<tr>
<td>Thai to English</td>
<td>850 pages</td>
<td>March – December 2016</td>
</tr>
<tr>
<td><strong>Simultaneous Translation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English – Thai – English (1 day)</td>
<td>5 Events</td>
<td>March – December 2016</td>
</tr>
<tr>
<td>English – Thai – English (0.5 day)</td>
<td>5 Events</td>
<td>March – December 2016</td>
</tr>
<tr>
<td>Translation booth</td>
<td>5 Events</td>
<td>March – December 2016</td>
</tr>
<tr>
<td>Headset (100 sets/ Event)</td>
<td>5 Events</td>
<td>March – December 2016</td>
</tr>
<tr>
<td><strong>Translation of report from Thai to English</strong></td>
<td>30 pages</td>
<td>15 March 2016</td>
</tr>
<tr>
<td>Teeranat Foundation Progress Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Translation of Evaluation from Thai to English</strong></td>
<td>80 pages</td>
<td>15 March 2016</td>
</tr>
<tr>
<td>the Capacity Development Training Workshop on Effective use of CEDAW and Strengthen Monitoring Skills to Address WHRs”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **SCOPE OF SERVICES (TASKS/ACTIVITIES)**
• Review the documents to be translated.
• Translate Documents (English to Thai; Thai to English) ensuring i) efficient, timeliness and qualitative translation ii) the usage of proper terminology (English and Thai) based on the nature of documents, accuracy in language and structure iii) confidentiality of translated materials.
• Simultaneous translation (with translation booth, headset and necessary system/equipment) at UN Women events and workshops according to UN Women needs.
• The translator is expected to perform terminology research to ensure the accuracy and appropriateness of all translations. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to UN Women.

5. MINIMUM REQUIREMENT

• A registered organization, Business Company, non-governmental organization and academic institution with requisite experience and background.
• The translators must have:
  - Minimum 5 years of experience in translation services including document translation, consecutive translation, and simultaneous translation with certification for official documents used at Consular Department, Ministry of Foreign Affairs, and embassies.
  - Experience in providing translation services for multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage.
  - Familiar with legal terminology, women human’s rights issues, access to justice in formal in and informal justice systems and CEDAW compliant legislation. More importantly, the translators must be gender-sensitive and be able to translate sensitive issues in appropriate language.
• Evidences on past achievement and work portfolio.

<table>
<thead>
<tr>
<th>UN Women Minimum Requirement</th>
<th>Offerors Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TEAM COMPOSITION</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Translators</strong></td>
<td></td>
</tr>
<tr>
<td>• Minimum 5 years of experience in translation services including document translation, consecutive translation, and simultaneous translation with certification for official documents used at Consular Department, Ministry of Foreign Affairs, and embassies.</td>
<td>□ Yes <em>(Provide curriculum vita using the format available in Annex 2, Section C “Sample CV template”)</em> □ No</td>
</tr>
<tr>
<td>• Experience in providing translation services for multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage.</td>
<td></td>
</tr>
<tr>
<td>• Familiar with legal terminology, women human’s rights issues, access to justice in formal in and informal justice systems and CEDAW compliant legislation. More importantly, the translators must be gender-sensitive and be able to translate sensitive issues in appropriate language.</td>
<td></td>
</tr>
<tr>
<td><strong>Subcontractors (if any):</strong></td>
<td>□ Yes <em>(Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities)</em> □ No</td>
</tr>
<tr>
<td>The offeror shall not sub-contract &gt; 50% of the work.</td>
<td></td>
</tr>
</tbody>
</table>
# RELEVANT EXPERIENCE OF THE FIRM

- A registered organization, Business Company, non-governmental organization and academic institution with requisite experience and background.
- The translators must have:
  - Minimum 5 years of experience in translation services including document translation, consecutive translation, and simultaneous translation with certification for official documents used at Consular Department, Ministry of Foreign Affairs, and embassies
  - Experience in providing translation services for multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage

☐ Yes *(Provide details of all the previous and on-going assignment in Annex 2, Section A, 1.1 “Relevant Experience”)*  
☐ No

- Familiar with legal terminology, women human’s rights issues, access to justice in formal in and informal justice systems and CEDAW compliant legislation. More importantly, the translators must be gender-sensitive and be able to translate sensitive issues in appropriate language.

☐ Yes *(Include examples of case studies as an Annex to your bid submission form)*  
☐ No

# REFERENCES

[Minimum three client references that include the name of the contact person, title and contact information]

☐ Yes, a minimum of three (3) references available

*Fill in below:*

1.  
   - Employer’s name (company/entity):  
   - Nature of contract (service for xxx):  
   - Contract #:  
   - Contract start and end date:  
   - Contract value:  
   - Contact person: (email, phone and name)

2.  
   - Employer’s name (company/entity):  
   - Nature of contract (service for xxx):  
   - Contract #:  
   - Contract start and end date:  
   - Contract value:
6. ROLES AND RESPONSIBILITIES OF THE PARTIES

- Contracted agency: as described under section Scope of Services (Tasks/ Activities)
- UN Women ROAP to provide background documents for translation such as court cases, court judgments and legal documents.

7. Evaluation Method
Quotations will be evaluated based on UN Women Lowest-Price Technically Compliant methodology. The contract will be awarded to the supplier who meet the requirements, provide the most competent translators and provide the lowest price.

8. Evaluation Criteria
The quotation is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria mentioned under the Qualifications section.

9. Communication and reporting obligations
The selected service provider will work under supervision of the Country Programme Coordinator (Thailand) will ensure compliance with the Terms of Reference and progress being made as per the agreed work schedule.

10. Timeframe and location
March – December 2016 (Tentatively) Duration of the contract is 10 months.

Location: Home-based

11. Submission of Quotation
Interested companies should submit a quotation in response to the TOR, which should include the following to procurement.bangkok@unwomen.org by 15 February 2016; 5:00 PM Bangkok Time.

- Cover letter stating how to meet the selection criteria in the TOR
- Quotation
- Company profile
- Three references with full recent contact details
- CVs of the translators in service
- Sample of translated documents
ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: RFQ-ROAP-2016-003

Title: Translation Services (Document and Simultaneous Translation)

Deadline Date/Local time: 15 February 2015; 5:00 PM Bangkok Time (Deadline of Quotation Submission)

Please complete (A), (B), or (C) and return to procurement.bangkok@unwomen.org by 12 February 2016; 5:00 PM Bangkok Time (Deadline of Intent to Respond Form)

(A) We intend to submit our proposal by:___________ (date/time)

(B) We may submit our proposal and will confirm our intent by:___________ (date/time)

Company Name:______________________

Contact Name:________________________

Email:_______________________________

Telephone: __________________________

Company Name:______________________

Contact Name:________________________

Email:_______________________________

Telephone: __________________________
(C) We do not intend to submit a proposal for the following reason(s):

- Our current workload does not permit us to take on additional work at this time
- We do not have the required expertise
- There is insufficient time to prepare a proper submission in response to this solicitation
- Our funds or other resources are insufficient to carry out the work required
- We choose not to participate due to a conflict of interest involving: ____________________
- Other (please specify): ____________________

Company Name: ______________________
Contact Name:________________________
Email:_______________________________
Telephone: __________________________

STATEMENT OF CONFIRMATION

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

To: [insert UN Women Address, City, Country] 
Date: [insert date of Quotation Submission]

We, the undersigned, declare that:

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

SIGNATURE AND CONFIRMATION OF THE RFQ
Provided that a contract is issued by UN Women within the quotation validity period stated above, the undersigned hereby commits, subject to the terms of such contract document, to execute the service(s) requested at the prices offered and to deliver same to the designated point(s) within the delivery time stated above. The undersigned hereby signs in confirmation that they have reviewed the RFQ and agree to its general conditions of contract and the contract model.

Exact name and address of company

<table>
<thead>
<tr>
<th>COMPANY NAME: ______________________</th>
<th>AUTHORIZED SIGNATURE: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: __________________________</td>
<td>DATE: _________________________________</td>
</tr>
<tr>
<td></td>
<td>NAME: (TYPE OR PRINT) ______________________</td>
</tr>
<tr>
<td>PHONE NO.: __________________________</td>
<td>FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:</td>
</tr>
<tr>
<td>E-MAIL ADDRESS: _____________________</td>
<td></td>
</tr>
</tbody>
</table>

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

Technical Information

Section A: Expertise and Capability of Proposer

1.1 The organization

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

1.2 Subcontracting and partnerships

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

1.3 Relevance of Specialized Knowledge and Experience on Similar Projects

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

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

• Provide a description of the Supplier’s approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR.
• Explain your organization’s understanding of UN Women’s needs for the services or works.
• Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:
  a) Best Value for money
  b) Fairness, integrity and transparency
  c) Effective competition
  d) The best interests of UN Women

Section C: Resource Plan, Key Personnel

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

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

3.2 Gender profile

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

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

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

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

Sample CV template:

CV’s may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.
<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this Assignment:</td>
<td></td>
</tr>
<tr>
<td>Nationality:</td>
<td></td>
</tr>
<tr>
<td>Language Skills:</td>
<td></td>
</tr>
<tr>
<td>Educational and other</td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td></td>
</tr>
</tbody>
</table>

**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]**

<table>
<thead>
<tr>
<th>Period: From - To</th>
<th>Name of project/organization:</th>
<th>Job Title, main project features, and Activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**References (minimum 3)**

<table>
<thead>
<tr>
<th>Name/Title/Organization/Contact Information – Phone; Email</th>
<th>Name/Title/Organization/Contact Information – Phone; Email</th>
<th>Name/Title/Organization/Contact Information – Phone; Email</th>
</tr>
</thead>
</table>
Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Quotation should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

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

Cost Breakdown per Deliverables

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price</td>
<td>(Lump Sum, All Inclusive)</td>
</tr>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>USD ......</td>
</tr>
</tbody>
</table>

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.
ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

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

GCCs for Services

http://www.unwomen.org/~/media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf
VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women’s Empowerment

Between

__________________________________ (Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (________________________) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

☐ Acknowledge values & principles of gender equality (http://www.unwomen.org/en/about-us/guiding-documents) and women’s empowerment (http://weprinciples.org/Site/PrincipleOverview/);
☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
☐ Establish high-level corporate leadership for gender equality;
☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
☐ Ensure health, safety and wellbeing of all women and men workers;
☐ Promote education, training and professional development for women;
☐ Hold gender-specific trainings or courses for staff;
☐ Implement enterprise development, supply chain and marketing practices that empower women;
☐ Promote equality through community initiatives and advocacy;
☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____________________________

Name, Title: ________________________________,_______________________

Address: _____________________________________________________________________

Signature: ______________________________________

Date: __________/__________/________  
DD MMM YYYY
ANNEX 5

MODEL FORM OF CONTRACT

Model Institutional Service Contract - Under 30,000 Value