

Request for Proposal

Reference No.: 008-2015 Re-advertisement

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

June 13, 2016

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for *Production of a Video Documentary on ERAW 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 ERAW 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 \(Annex-I –see above link\)](#).

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 : July 5, 2016 12:00 AM</p> <p>City and Country: Kabul, Afghanistan (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:</p> <p>Technical Proposal : registry.unwomen.af@unwomen.org</p> <p>Financial Proposal : registry.unwomen.af@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"/> AFN</p> <p>If no, please indicate Currency: _____</p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>
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 <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: najeeb.rashid@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 type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Mandatory</p> <p><input checked="" type="checkbox"/> Optional</p>
3.9	Proposal Security	<p><input type="checkbox"/> Not Required</p> <p>No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.</p>
7.4	Performance Security	<p><input type="checkbox"/> Not Required</p> <p>Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>

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

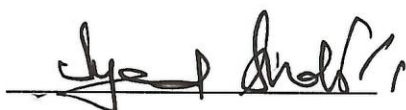
Yours sincerely,

Syed Sadiq, PhD

Program Management Advisor and OIC

UN Women Afghanistan

Signature: _____



Annex II

Terms of Reference

Background

The Ending Violence Against Women Pillar (EVAWP) of UN Women is supporting national counterparts, including the Ministry of Women Affairs (MoWA), Ministry of Justice, the Supreme Court and civil society organizations, in implementing the National Action Plan for the Women of Afghanistan (NAPWA) and the Afghanistan National Development Strategy (ANDS) as well as the EVAW Law in the areas of Prevention, of violence, Protection of survivors of violence, gender responsive law and policy reform and enforcement of mechanisms to address violence against women in Afghanistan.

Based on several reports published on the trends of violence against women in Afghanistan¹; mediation was identified as a major practice conducted by the institutions involved with cases of violence against women hereafter referred as EVAW law institutions². However the nature and scope of the practices and the outcome of the practice of mediation on VAW related cases needs to be reviewed carefully. There is strong need for raising awareness and as well as advocate for importance of the mediation to take place professionally and having the best interest of client/survivor of violence in to account. UN Women, is supporting the government of Afghanistan to ensure mediation services provided to the clients of domestic violence is professional and provide space for the clients/survivors to become empowered and have the centric role in shaping the end result of the mediation process.

Purpose of the RFP

The purpose of these is to produce a documentary film on the practice of mediation on VAW cases through contracting a firm specialized in media and communications.

Scope of Work

The documentary film should be designed in a way to highlight the important aspects of mediation in VAW cases, identify areas for improvement and present clear recommendations both to the policy makers and practitioners.

Target Audience

Primary audience:

- EVAW LAW institutions: (MoWA, AIHRC, FGCs, Legal institutions, Defense lawyers, MOI Family Response Unites, MOJ Legal Aid and Law Department, mediators)

¹ See MoWA 3rd annual report on implementation of EVAW LAW in Afghanistan and UNAMA OHCHR report: Justice through the Eyes of Afghan Women: Cases of Violence against Women Addressed through Mediation and Court Adjudication

² EVAW law institutions include the Department of Women's Affairs (DoWA), the Departments of *Huqooq*, the Afghanistan Independent Human Rights Commission (AIHRC), the police or the prosecutor's office.

Secondary audience:

- Policy makers,
- Regulatory bodies
- donor community,
- national and international organization working on EVAW

Summary of key functions and deliverables

Develop and produce a 7 minute long documentary film presenting the actual practice of mediation on VAW cases in Afghanistan by the EVAW law institutions, highlighting the challenges, and provision of recommendations to be used as advocacy tool in improving quality of mediation practice in Afghanistan.

General Guidelines:

- All documents and deliverables , including but not limited to the materials, reports, designs, and products will not be accepted , used , released, and /or disseminated without prior written approval by UN Women
- Consent of those who are pictured shall be taken in proper format.
- Two copies of product on DVD format should be provided to UN Women.

Monitoring and Reporting

- Submission of a report for each phase of the project as divided in the deliverables section
- Submission of a final report to UN Women that includes but is not limited to final deliverables, visual identity and promotional materials.

Copyright, Patents and other Proprietary Rights:

UN Women shall be entitled to all intellectual property and other proprietary right including but not limited to patents, copyrights, and trademarks, with regards to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this contract:

Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UN Women in compliance with the requirements of the applicable law.

Deliverables	<ol style="list-style-type: none"> 1) The consulting firm specialized in media will prepare and submit an inception report that will highlight project approach and methodology and will include the following: <ul style="list-style-type: none"> - A full script of the documentary including the narration texts and content - A list of people that will be interviewed or participate as experts and beneficiaries of the mediation practices - A list of locations, institutions and provinces confirmed to be covered in the documentary 2) An initial copy of the documentary film that will cover the following: <ul style="list-style-type: none"> - Present an overview of the practice of mediation in Afghanistan with proper narration and referencing to national and international standards; use of info
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	<p>graphic presenting the current situation with regard to mediation on VAW cases</p> <ul style="list-style-type: none"> - Present the practice of mediation taking place in a mock or actual session - Present views and experiences of VAW survivors and clients of the mediation practice - Interview with key informants and experts on mediation including civil society activists, government officials and mediators <p>3) Final version of the documentary film to be produced based on the inputs and comments from UN Women</p> <ul style="list-style-type: none"> - The documentary should be maximum of 07 minutes in length - The film should be produced in Dari language, 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. <p>4) Produce, record, and telecast a TV Debate Show for the documentary film, to include in its first 5 minutes displaying the film, followed a debate by the experts on the topic of the documentary in presence of relevant studio audience.</p> <p>The debate program, including 5 minutes of the films show itself, could be about 30 minutes TV show to be telecasted in one Dari and one Pashto TV Channels respectively.</p> <p>Telecast of the documentary film and the following debate shows on the selected TV Channels should be scheduled on 25th of Gregorian calendar months, as soon as production of the film is completed. Months and dates for telecasting these TV shows will be determined later.</p>
Personnel/Qualifications	<ul style="list-style-type: none"> • Applicants should provide CVs of all its staff that will be deployed to this assignment. It is very important for the applicant to have a technical person with knowledge and experience related to the assignment. • Applicants must provide sample(s) of their previous work in media production, specifically in production of documentary films. • Proven ability in delivering quality media products with satisfactory content, and within agreed timelines is required. • 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.
Roles and responsibilities of the parties	<ul style="list-style-type: none"> • UN Women will provide technical guidance to the extent possible. The Service provider shall be required to provide technically sound inputs and bear all related costs towards the end results
Timeframe and location	<ul style="list-style-type: none"> • The total duration of the contract will be 3 month from the date of contract
Communication and reporting	<ul style="list-style-type: none"> • Under the overall guidance and in coordination with Elimination of Violence against Women Pillar Manager, the selected firm will work closely with the UN Women to achieve the project objectives.

Annex III

Evaluation Methodology and Criteria

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [200] 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 [200] 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 [200] 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: [140 points]

Financial proposal: [60 points]

Total number of points: [200 points]

Evaluation of financial proposal:

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of **200** points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational capability, size, general reputation	20
1.2	Relevant experience in similar tasks	20
1.3	Similar tasks for other major clients	20
1.4	Experience from the geographical area (country or region)	20
1.5	Quality assurance procedures, warranty, provision of samples of previous work	20
		100
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.	20
2.2	Management Services – Timeline and deliverables. (Time estimates in provision of each deliverable and overall time required for completion of key deliverables)	20
2.3	Presentation of the proposal	10
2.3	Environmental Considerations : Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	10
		60
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)	20
3.2	Curriculum vitae of the proposed team that will be involved either full or part time. (Please use UN Women's standard CV format given below)	20
		40
	[70%] of [200] pts = [140] pts needed to pass technical	

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [200] points for the technical proposal.

Annex IV

Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected.

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

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

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

Section A: Expertise and Capability of Proposer
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> • 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.
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> • 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 undertaken to goods/services/works	Reference Contact Detail (Name, Phone Email)
1-					
2-					
3-					

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, 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 Environment-related approach to the service/work required

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

Section C: Resource Plan, Key Personnel

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

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Gender profile

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

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

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

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

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

Sample CV template:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
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%	AFN	

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 (AFN)	Total Cost (AFN)

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

Signatures of all partners:

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

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Annex XIII

Submission Checklist

For submissions by courier mail/hand delivery:

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

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
 - [Technical Proposal](#) _____ ☐
 - [Proposal submission form](#) _____ ☐
 - [Joint Venture Form \(if in a joint venture\)](#) _____ ☐
- [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](#) _____ ☐