Section 4: Proposal Submission Form[[1]](#footnote-1)

[insert: *Location*]

*[insert: Date*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [*insert: Date*] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

1. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Contract for Professional Services.

We agree to abide by this Proposal for *[insert: period of validity as indicated in Data Sheet].*

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details :

*[please mark this letter with your corporate seal, if available]*

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form[[2]](#footnote-2)

Date: *[insert date (as day, month and year] of Proposal Submission*]

RFP No.: *[insert number]*

Page \_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_ pages

|  |  |  |
| --- | --- | --- |
| 1. Proposer’s Legal Name *[insert Proposer’s legal name]* | | |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* | | |
| 3. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* | | |
| 4. Year of Registration: *[insert Proposer’s year of registration]* | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: *[insert Proposer’s legal address in country of registration]* | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Proposer’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s name]*  Telephone/Fax numbers: *[insert Authorized Representative’s name]*  Email Address: *[insert Authorized Representative’s name]* | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ?  YES or  NO | | |
| 14. Attached are copies of original documents of:  All eligibility document requirements listed in the Data Sheet  If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered  If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Joint Venture Partner Information Form (if Registered)[[3]](#footnote-3)

Date: *[insert date (as day, month and year) of Proposal Submission*]

RFP No.: *[insert number]*

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |  |  |
| --- | --- | --- |
| 1. Proposer’s Legal Name: *[insert Proposer’s legal name]* | | |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* | | |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* | | |
| 4. Year of Registration: *[insert Party’s year of registration]* | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: *[insert Party’s legal address in country of registration]* | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 13. JV’s Party Authorized Representative Information  Name: *[insert name of JV’s Party authorized representative]*  Address: *[insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[insert email address of JV’s Party authorized representative]* | | |
| 14. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*  All eligibility document requirements listed in the Data Sheet  Articles of Incorporation or Registration of firm named in 2.  In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Section 6: Technical Proposal Form

|  |
| --- |
| TECHNICAL PROPOSAL FORMAT  **INSERT TITLE OF THE SERVICES** |

***Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.***

|  |  |
| --- | --- |
| **Name of Proposing Organization / Firm:** |  |
| **Country of Registration:** |  |
| **Name of Contact Person for this Proposal:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

|  |
| --- |
| **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Proposer’s resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.*  1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.  1.2. Financial Capacity:Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.  1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

|  |
| --- |
| **SECTION 2 - APPROACH AND IMPLEMENTATION PLAN** |
| *This section should demonstrate the Proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.*  2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.  2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.  2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.  2.4. 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 each entity and how everyone will function as a team.  2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project 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.  2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.  2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.  2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.  2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.  2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: PERSONNEL** 3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.  3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)*  3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:   |  |  |  |  | | --- | --- | --- | --- | | **Name:** | |  | | | **Position for this Contract:** | |  | | | **Nationality:** | |  | | | **Contact information:** | |  | | | **Countries of Work Experience:** | |  | | | **Language Skills:** | |  | | | **Educational and other Qualifications:** | |  | | | **Summary of Experience:** *Highlight experience in the region and on similar projects.* | | | | | Relevant Experience (From most recent): | | | | | **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | | **Job Title and Activities undertaken/Description of actual role performed:** | | *e.g. June 2004-January 2005* |  | |  | | *Etc.* |  | |  | | *Etc.* |  | |  | | **References no.1 (minimum of 3):** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.2** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.3** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Declaration:**  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | |  | | | | |

Section 7: Financial Proposal Form[[4]](#footnote-4)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Deliverables\***

**LOT 1 - MOGADISHU**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Deliverables | Percentage of Total Price (Weight for payment) | Price  (Lump Sum, All Inclusive) |
| 1 | 200 youth selected from Mogadishu; e-profiling developed; ILO-trained master trainers selected; venues for training selected; adequate teaching curriculum, manual and aids in Somali available for trainees; Job placement scheme developed and agreed; monthly project progress reports submitted and approved. | 30% |  |
| 2 | 200 youth from Mogadishu enrolled in training and received adequate quality training materials – trainees actively participating in the training; quality teaching and trainees’ satisfaction in learning; trainees receiving stipend of $2/day/trainee ($2/day/trainee x 200 trainees x 63 days = **$25,200**); job placement scheme launched; Although UNDP will be responsible for the procurement of the start-up tool kits and their handover to the service provider, the service provider identified the required appropriate tool kits, developed specifications, and distributed the startup tool kits to the trainees who successfully completed the training programme at the final stage; monthly project progress reports submitted and approved. | 45% |  |
| 3 | 200 youth trainees completed the training course successfully and awarded with certificates;  - MoUs signed with at least 5 registered MSME/businesses in Mogadishu to provide job opportunities/ internship to 25 trained youth; -  -Stipends for the trained youth, who will be assigned as employees or interns in solar energy MSME/businesses, be paid to MSME in 2 instalments for 6 months;  -25 trained youth assigned and acquired on-the-job skills and got stipends regularly ($5/trained youth/day x 25 youth x 126 days (6 months) = **$15,750**); mentoring and counselling to trained youth ongoing; and final project report, with pictures, submitted and approved. | 25% |  |
|  | Total | 100% | USD …… |

*\*Basis for payment tranches*

**LOT 2 - BAIDOA**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Deliverables | Percentage of Total Price (Weight for payment) | Price  (Lump Sum, All Inclusive) |
| 1 | 100 youth selected from Baidoa; e-profiling developed; ILO-trained master trainers selected; venues for training selected; adequate teaching curriculum, manual and aids in Somali available for trainees; Job placement scheme developed and agreed; monthly project progress reports submitted and approved. | 30% |  |
| 2 | 100 youth from Baidoa enrolled in training and received adequate quality training materials – trainees actively participating in the training; quality teaching and trainees’ satisfaction in learning; trainees receiving stipend of $2/day/trainee ($2/day/trainee x 100 trainees x 63 days = **$12,600**); job placement scheme launched; Although UNDP will be responsible for the procurement of the start-up tool kits and their handover to the service provider, the service provider identified the required appropriate tool kits, developed specifications, and distributed the startup tool kits to the trainees who successfully completed the training programme at the final stage; monthly project progress reports submitted and approved. | 45% |  |
| 3 | 100 youth trainees completed the training course successfully and awarded with certificates;  - MoUs signed with at least 3 registered MSME/businesses in Baidoa to provide job opportunities/ internship to 13  trained youth; -  -Stipends for the trained youth, who will be assigned as employees or interns in solar energy MSME/businesses, be paid to MSME in 2 instalments for 6 months;  -13 trained youth assigned and acquired on-the-job skills and got stipends regularly ($5/trained youth/day x 13 youth x 126 days (6 months) = **$8,190**); mentoring and counselling to trained youth ongoing; and final project report, with pictures, submitted and approved. | 25% |  |
|  | Total | 100% | USD …… |

*\*Basis for payment tranches*

**LOT 3 - KISMAYO**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Deliverables | Percentage of Total Price (Weight for payment) | Price  (Lump Sum, All Inclusive) |
| 1 | 100 youth selected from Kismayo; e-profiling developed; ILO-trained master trainers selected; venues for training selected; adequate teaching curriculum, manual and aids in Somali available for trainees; Job placement scheme developed and agreed; monthly project progress reports submitted and approved. | 30% |  |
| 2 | 100 youth from Kismayo enrolled in training and received adequate quality training materials – trainees actively participating in the training; quality teaching and trainees’ satisfaction in learning; trainees receiving stipend of $2/day/trainee ($2/day/trainee x 100 trainees x 63 days = **$12,600**); job placement scheme launched; Although UNDP will be responsible for the procurement of the start-up tool kits and their handover to the service provider, the service provider identified the required appropriate tool kits, developed specifications, and distributed the startup tool kits to the trainees who successfully completed the training programme at the final stage; monthly project progress reports submitted and approved. | 45% |  |
| 3 | 100 youth trainees completed the training course successfully and awarded with certificates;  - MoUs signed with at least 2 registered MSME/businesses in Kismayo to provide job opportunities/ internship to 12  trained youth; -  -Stipends for the trained youth, who will be assigned as employees or interns in solar energy MSME/businesses, be paid to MSME in 2 instalments for 6 months;  -12 trained youth assigned and acquired on-the-job skills and got stipends regularly ($5/trained youth/day x 12 youth x 126 days (6 months) = **$7,560**); mentoring and counselling to trained youth ongoing; and final project report, with pictures, submitted and approved. | 25% |  |
|  | Total | 100% | USD …… |

*\*Basis for payment tranches*

1. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**LOT 1- MOGADISHU**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Activity/ Expense** | **UoM** | **Quantity/ Duration** | **Cost per unit** | **Total** |
| **1** | **Learning stipends for 400 youth** |  | 1 |  | **$25,200** |
| **2** | **Internship stipends** |  | 1 |  | **$15,750** |
| **3** | **Personnel (revise** |  |  |  |  |
|  | Project manager | 5 | months |  |  |
|  | Entrepreneurship expert 1 | 5 | months |  |  |
|  | Entrepreneurship expert 2 | 5 | months |  |  |
|  | Finance associate | 5 | months |  |  |
|  | Project assistant | 5 | months |  |  |
| **4** | **Grants Administration (monitoring of projects)** | Grant | 200 |  |  |
|  | Other costs please indicate | 5 | months |  |  |
| **5** | **Dissemination of information about the competition and public awareness** |  |  |  |  |
|  | Advertising campaign – radio, TV, print etc. | **1** |  |  |  |
|  | Design and printing of information materials (if necessary) | **1** |  |  |  |
|  | Video clip | **1** |  |  |  |
|  | Other (if applicable) | **1** |  |  |  |
| **6** | **Office cost** |  |  |  |  |
|  | Rent (if applicable) | 5 | months |  |  |
|  | Communication charges (telephone) | 5 | months |  |  |
|  | Internet | 5 | months |  |  |
|  | Consumables for office | 5 | months |  |  |
|  | Printing (if applicable) | 5 | months |  |  |
| **7** | **Business travel** |  |  |  |  |
|  | Travel | One travel |  |  |  |
|  | Accommodation | day |  |  |  |
|  | Daily allowance | day |  |  |  |

**LOT 2 - BAIDOA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Activity/ Expense** | **UoM** | **Quantity/ Duration** | **Cost per unit** | **Total** |
| **1** | **Learning stipends for 400 youth** |  | 1 |  | **$12,600** |
| **2** | **Internship stipends** |  | 1 |  | **$8,190** |
| **3** | **Personnel (revise** |  |  |  |  |
|  | Project manager | 5 | months |  |  |
|  | Entrepreneurship expert 1 | 5 | months |  |  |
|  | Entrepreneurship expert 2 | 5 | months |  |  |
|  | Finance associate | 5 | months |  |  |
|  | Project assistant | 5 | months |  |  |
| **4** | **Grants Administration (monitoring of projects)** | Grant | 100 |  |  |
|  | Other costs please indicate | 5 | months |  |  |
| **5** | **Dissemination of information about the competition and public awareness** |  |  |  |  |
|  | Advertising campaign – radio, TV, print etc. | **1** |  |  |  |
|  | Design and printing of information materials (if necessary) | **1** |  |  |  |
|  | Video clip | **1** |  |  |  |
|  | Other (if applicable) | **1** |  |  |  |
| **6** | **Office cost** |  |  |  |  |
|  | Rent (if applicable) | 5 | months |  |  |
|  | Communication charges (telephone) | 5 | months |  |  |
|  | Internet | 5 | months |  |  |
|  | Consumables for office | 5 | months |  |  |
|  | Printing (if applicable) | 5 | months |  |  |
| **7** | **Business travel** |  |  |  |  |
|  | Travel | One travel |  |  |  |
|  | Accommodation | day |  |  |  |
|  | Daily allowance | day |  |  |  |

**LOT 3 - KISMAYO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Activity/ Expense** | **UoM** | **Quantity/ Duration** | **Cost per unit** | **Total** |
| **1** | **Learning stipends for 400 youth** |  | 1 |  | **$12,600** |
| **2** | **Internship stipends** |  | 1 |  | **$7,560** |
| **3** | **Personnel (revise** |  |  |  |  |
|  | Project manager | 5 | months |  |  |
|  | Entrepreneurship expert 1 | 5 | months |  |  |
|  | Entrepreneurship expert 2 | 5 | months |  |  |
|  | Finance associate | 5 | months |  |  |
|  | Project assistant | 5 | months |  |  |
| **4** | **Grants Administration (monitoring of projects)** | Grant | 100 |  |  |
|  | Other costs please indicate | 5 | months |  |  |
| **5** | **Dissemination of information about the competition and public awareness** |  |  |  |  |
|  | Advertising campaign – radio, TV, print etc. | **1** |  |  |  |
|  | Design and printing of information materials (if necessary) | **1** |  |  |  |
|  | Video clip | **1** |  |  |  |
|  | Other (if applicable) | **1** |  |  |  |
| **6** | **Office cost** |  |  |  |  |
|  | Rent (if applicable) | 5 | months |  |  |
|  | Communication charges (telephone) | 5 | months |  |  |
|  | Internet | 5 | months |  |  |
|  | Consumables for office | 5 | months |  |  |
|  | Printing (if applicable) | 5 | months |  |  |
| **7** | **Business travel** |  |  |  |  |
|  | Travel | One travel |  |  |  |
|  | Accommodation | day |  |  |  |
|  | Daily allowance | day |  |  |  |

Section 10: Gender Questionnaire

|  |  |
| --- | --- |
| undplogo2 | **Questionnaire for UNDP vendors in Somalia** |

**Gender Equality and Women’s Empowerment**

Gender equality and women empowerment are at the heart of UNDP’s development mandate. We recognize that equal rights of men and women are fundamental to a just society. Our mandate includes advocating for women’s and girls’ equal rights, combatting discriminatory practices and challenging the roles and stereotypes that effect inequalities and exclusion.  In Somalia, the Country Office continues to explore ways to make the integration of Gender a practical reality in our everyday work, including into our procurement processes. Proposers are therefore required to complete this questionnaire and submit it together with their proposals.

**SECTION A - DEMOGRAPHIC INFORMATION**

**Vendor details**

|  |  |
| --- | --- |
| Date |  |
| Position of the person completing the questionnaire |  |
| Name of the company |  |
| Physical address |  |
| Postal address |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Website |  |

Please indicate your core business first and insert other followed by others (if any) by percentage

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**SECTION B - GENDER EQUALITY AND WOMEN EMPOWERMENT PRACTICES**

**Introduction**

The promotion of gender equality and empowerment of women is one of the Millennium Development Goals (MDGs) Do you think progress has been made in Somalia on this front?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please elaborate or explain.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Where does gender equality and empowerment of women rate in the list of priorities of your company? Please indicate by inserting an **X** at the appropriate option.

|  |  |
| --- | --- |
| It's the top priority |  |
| It's one of the top three priorities |  |
| It's among our top ten priorities |  |
| It's important but not a management priority |  |

**Gender related policies and other practices**

Which of the following gender related **policies** exist in your company? (Please tick)

|  |  |  |
| --- | --- | --- |
| Maternity leave Policy | Yes | No |
| Breastfeeding Policy |  |  |
| Sexual Harassment Policy |  |  |
| Equal Pay Policy |  |  |
| Paternity Policy |  |  |
| HIV/AIDS Work Place Policy |  |  |
| Affirmative Action Policies |  |  |
| Work Life Balance Policy |  |  |
| Wellness Policy |  |  |
| Recruitment and Selection Policy, which encourages qualified women candidates to apply |  |  |
| Other |  |  |

In line with the above policies, also stated below, please **indicate** the number of employees who have benefitted over the past two years?

|  |  |
| --- | --- |
| Maternity leave Policy |  |
| Breastfeeding Policy |  |
| Paternity Policy |  |

Do you have procedures to prosecute or handle sexual harassment cases?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please elaborate or explain.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please elaborate or explain procedures undertaken to guarantee work-life balance in your company?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please elaborate or explain practices or activities undertaken in pursuit of work-life balance arrangements?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

In line with the above policies and procedures, also stated above, please **indicate** the number of employees disaggregated by sex who have benefitted over the past two years?

|  |  |
| --- | --- |
| Work-life balance arrangements |  |

Please give specific acts of affirmative action and /or actions in favour` of gender parity?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

**Company shareholding**

How many of your company shareholders are men and women? Insert the numbers in the table below:

|  |  |
| --- | --- |
|  | Insert the number |
| Men |  |
| Women |  |

Please indicate by marking an X, the number of shares that women hold

|  |  |
| --- | --- |
| 1-10% |  |
| 11-20% |  |
| 21-30% |  |
| 31-40% |  |
| 41-50% |  |
| 51-60% |  |
| 61-70% |  |
| 71-80% |  |
| 81-90% |  |
| 91-100% |  |

**Composition of Board of Directors**

How many of your board members are men or women? Insert the numbers in the table below:

|  |  |
| --- | --- |
|  | Insert the number |
| Men |  |
| Women |  |

Mark by inserting an X the positions that women hold in your Board

|  |  |
| --- | --- |
| Chairperson |  |
| Vice Chairperson |  |
| Treasurer |  |
| Vice Treasurer |  |
| Secretary |  |
| Vice Secretary |  |
| Other (please specify) |  |

**Composition of Employees**

How many people are employed full-time at your company?

|  |  |
| --- | --- |
|  | Insert the number |
| Men |  |
| Women |  |

How many people are employed part-time at your company?

|  |  |
| --- | --- |
|  | Insert the number |
| Men |  |
| Women |  |

How many men and women are employed **full-time** under the following categories in your company?

|  |  |  |
| --- | --- | --- |
| Management | Male | Female |
| Executive Officers |  |  |
| Finance Managers |  |  |
| Personnel / HR Managers |  |  |
| Industrial Managers |  |  |
| Marketing / Retail Managers |  |  |
| Research & Development Managers |  |  |
| Purchasing Managers |  |  |
| Consultants |  |  |
| Others (please explain) |  |  |

How many men and women are employed **part-time** under the following categories in your company?

|  |  |  |
| --- | --- | --- |
| Management | Male | Female |
| Executive Officers |  |  |
| Finance Managers |  |  |
| Personnel / HR Managers |  |  |
| Industrial Managers |  |  |
| Marketing / Retail Managers |  |  |
| Research & Development Managers |  |  |
| Purchasing Managers |  |  |
| Consultants |  |  |
| Others (please explain) |  |  |

**External Projections of the Company**

Do you think that the language that a company uses may promote or demote the question of gender equality?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Do you have a policy that discourages the use of gender-biased terms?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If yes, lease elaborate or explain your company’s practices or activities undertaken in pursuit thereof?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

[Also note that your reports will be reviewed in order to ascertain the extent to which your company uses gender-biased and bias-free terms]

**Mechanisms for Continuous Improvement, Learning and Evaluation**

Do you have gender specific trainings or courses for your staff?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Give the number of staff members who benefitted during the last two years?

|  |  |
| --- | --- |
| Male |  |
| Female |  |

Do you assess performance of your staff based on how well they promote or practice gender equality?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**SECTION C - CONCLUSION**

Are you in agreement with UNDP that gender equality and empowerment of women should be one of the key criterion for the selection of vendors who provide UNDP with goods and services for development?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

In order to ensure the effectiveness of this exercise UNDP needs to have your annual reports and all policies mentioned in the questionnaire

# Thank you

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.* [↑](#footnote-ref-1)
2. *The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-2)
3. *The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
4. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.* [↑](#footnote-ref-4)