

Request for Proposal

Reference No.: *UNW/LBR30/2020-17*

**INTERNATIONAL CONSULTANCY FIRM OR COMPANY TO STRENGTHEN THE CAPACITY OF THE
GOVERNMENT OF LIBERIA AND WOMEN'S ORGANIZATIONS ON GENDER RESPONSIVE PLANNING
AND BUDGETING**



[February 18, 2020]

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for **[International Consultancy Firm or Company]**.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **[International Consultancy Firm or Company]** 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:
 - a. This letter (and the included Proposal Instruction Sheet (PIS)
 - b. Instructions to Proposers (Annex I) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
 - i. UN Women Model Forms of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 9)
 - k. Joint Venture/Consortium/Association Information Form (Annex 10)
 - l. Proposal Security Form (Annex 11)
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)

PROPOSAL INSTRUCTION SHEET (PIS)

4. Detailed Instruction governing below listed summary of the "instructions to proposers" are available in the Annex I ("Instruction to Proposers") accessible from this link:

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: Monday 02 March 2020 5:00 PM (EDT)</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: [Monrovia, Liberia]</p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" 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><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: This is an International Call for Proposals. potential companies submit by mail:</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p>Technical Proposal: [liberia.procurement@unwomen.org]</p> <p>Financial Proposal: [liberia.procurement@unwomen.org]</p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
3.4.2	Proposal Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text" value="N/A"/></p> <p>Proposer may submit proposal in any freely convertible currency</p>

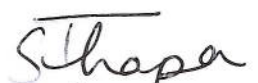
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	90 days If other, please indicate: <input type="text"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="4"/> days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: [procurementrequest.liberia@unwomen.org] Clarification emails should include a subject header in the following format: UNW RFP Reference # UNW/LBR40/2020-17 , Request for Clarification, Company/Contractor Name" Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>The e-mail address above is for clarifications ONLY.</u> <u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u>

2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory: <input type="checkbox"/> Optional:
3.9	<u>Proposal Security</u>	<input type="checkbox"/> Required Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Proposal Security from the successful proposer at any stage.
7.4	<u>Performance Security</u>	<input type="checkbox"/> Required Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Proposal Security from the successful proposer at any stage.
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.

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

Yours sincerely,

Sangeeta Thapa, Deputy Country Representative, OIC.


 21/02/2020



ANNEX 2

TERMS OF REFERENCE (TOR)

Terms of Reference

International Consultancy Firm or Company to Strengthen the Capacity of the Government of Liberia and women's Organizations on Gender Responsive Planning and Budgeting

Duty Station/Location:	Home based with missions to Monrovia, Liberia
Application Deadline:	March 2, 2020
Language required:	English
Starting Date:	March 16, 2020
Expected duration of the assignment:	March 16, 2020 – May 30, 2021

I. Background

The UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action, peace and security.

UN Women's goal in Liberia is to promote women's human rights and gender equality which are key in sustaining and furthering achievements in stability and development. In this regard, its programming in the Country is connected to five corporate priority areas: women's leadership and political participation; enhancing women's economic empowerment (WEE); engaging women in all aspects of women, peace and security (WPS) processes; advancing women's rights to live free from violence and gender responsive budgeting and governance. UN Women also coordinates and promotes the UN system's joint work in advancing gender equality.

budgeting and governance. UN Women also coordinates and promotes the UN system's joint work in advancing gender equality.

UN Women in collaboration with the OHCHR is implementing a joint project to advance the implementation of United Nations Security Council Resolution (UNSCR) on Women, Peace and Security. This joint project is generously funded by the Peace Building Fund and is implemented in partnership with the Government of Liberia. This intervention has thus been designed to accelerate the implementation of the second Liberia National Action Plan on Women, Peace and Security-2019-2023 (NAP WPS) which is a peacebuilding policy document that is aligned with global, regional and national commitments such as the SDGs, the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), and the UNSCR on WPS¹. This project aims to enhance allocation of financial resources for the implementation of the second NAP WPS through innovative financing² and Gender Responsive Budgeting (GRB). To this end, this project will equally strengthen the capacity of women's organizations and targeted government agencies³ on GRB and innovative financing.

The UNSCR 2242 (2015) and the 2017 report on WPS agenda of the Secretary General (SG) to the General Assembly calls for increased funding for Gender Equality and WPS programming. A lack of financial resources has been identified as one of the major challenges that impeded the implementation of the Liberian first NAP WPS. Despite significant attempts by the government to advance the implementation of the UNSCR on 1325 and the subsequent NAP WPS⁴, failure to allocate sufficient resources and funds has been the most serious and persistent obstacle to the implementation of the WPS agenda over the past 10 years.

The Gender Responsive Planning and Budgeting (GRPB) component of the above mentioned joint programme aims at generating resources for delivery of the peacebuilding activities of the Second NAP WPS (2019-2023). The Government through the Public Finance Management Reform Strategy and Action plan (2017-2020) and the National GRB policy approved in 2018, committed to using gender-responsive planning and budgeting as a tool to mainstream gender issues into the public financial management system with the main purpose of ensuring that the benefits of plans and budgets reach the vulnerable groups characterized by their different gender needs and priorities.

¹ SCR 1820 (2009), SCR1060 (2010), SCR 2106 (2013), SCR 2122 (2013), SCR 1888 (2009), SCR2242 (2015), SCR 2272 (2016), SCR 2178 (2014) and Resolution 2250, adopted by the United Nations Security Council in 2015, is the first resolution fully dedicated to the important and positive role young women and men play in the maintenance and promotion of international peace and security.

² Globally, innovative financing was designed to generate additional resources for development, and not only to be used as a substitute for traditional resources, as stated in declarations adopted by the United Nations and in various conclusions of Leading Expert Group meetings on innovative financing for development.

³ Ministry of Justice, Ministry of Finance and Development Planning, Ministry of Gender Children and Social Protection, Ministry of Internal Affairs, Ministry of Justice and LNP

⁴ In October 2000, at the call of civil society, the Security Council recognized that it must acknowledge and address the impact of conflict on women and women's participation in conflict resolution, peacekeeping, and peacebuilding through UN Security Council Resolution 1325. There are seven UN Security Council Resolutions (SCR) that make up the Women, Peace and Security agenda: 1325 (2000), SCR 1820 (2008), 1888 (2008), 1889 (2009), 1960 (2010), 2106 (2013) and 2122 (2013).

⁵ Assessment of the implementation of the NAP WPS (2009-2013), Institute for Inclusive Security, 2014

In this context, UN Women Liberia seeks to hire a consultancy firm or company which will strengthen the capacity of Government actors, Civil Society Organizations (CSOs) and Women Rights Organizations on GRPB to ensure increased allocation of financial resources for the implementation of the NAP WPS.

Objectives of the assignment:

Conduct an assessment to facilitate capacity building on GRPB for both Government, CSOs and women's organizations to be able to conduct and produce sector budget analysis. The assessment should generate an understanding/mapping of current capacities in the respective and gaps that will be addressed through training/mentorship, etc.

Through this assessment, doable and sustainable resources will be identified for both Government Agencies (Ministry of Justice, Ministry of Finance and Development Planning (MFDP), Ministry of Gender Children and Social Protection (MGCSP), Ministry of Internal Affairs (MIA), and Liberian National Police (LNP), Liberia Revenue Authority LRA) and women's organizations.

- Develop tools and procedures to institutionalize GRPB at county level for enhancement of allocation of resources for the peacebuilding activities of the NAP WPS and to strengthen the monitoring system.
- Strengthen the capacity of Government actors and Women Organizations on GRPB to ensure increased allocation of financial resources for the implementation of the NAP WPS.
- Work with UN Women's Innovative Financing and M&E Consultants to monitor and support CSOs and Government to establish a monitoring mechanism to monitor and track how resources that are generated are used⁶.
- Conduct a gender assessment of the public procurement and concession procedure to develop a strategy to mainstream gender into the public procurement processes.

Duties and Responsibilities:

Under the overall guidance of Women Peace and Security Specialist and direct supervision from the Gender Responsive Budgeting (GRB) Programme Specialist and in close consultation with the MFDP, Liberia Revenue Authority and the Ministry of Gender Children and Social Protection (MGCSP), the Consultancy firm or company will accomplish the following tasks:

Task 1. Develop a Consultancy Workplan

- Conduct a desk review.
- Conduct preliminary consultations with senior management and technicians at the MFDP, MGCSP, Ministry of Justice, Ministry of Internal Affairs, and the LNP UN Women and OHCHR and county administration of Nimba and Grand Bassa to facilitate development of a consultancy plan.
- Conduct consultations with relevant CSOs and women rights organization.

⁶ It should be aligned with SDG Indicator 5.c.1 in terms of development of a monitoring and tracking system for gender responsive budget allocations <https://unstats.un.org/sdgs/metadata/files/Metadata-05-0c-01.pdf>

Task 2. Conduct institutional capacity assessment on GRPB in relation to NAP WPS of relevant government agencies (LNP, MIA) and two county administrations (Nimba and Grand Bassa)

- Based on previous assessments (like Spotlight initiative), develop methodology, data collection tools, and collect data to assess the individual and institutional capacity needs to facilitate, implement and report on GRPB.
- Lead and manage data processing and analysis; and
- Develop a well-structured report that comprehensively outlines research findings, methodology, challenges, recommendations, list of persons interviewed and workshop participants.

Task 3. Organize tailored gender responsive planning and budgeting trainings for relevant institutions including mentoring sessions to ensure that national and local budgets (county social development Fund) integrate actions from the NAP WPS

- Adapt GRB training materials, based on the findings from the institutional capacity needs assessment;
- Develop pre and post tests to measure changes in knowledge and skills
- Facilitate at least 5 workshops to enhance the capacity of at least one hundred civil servants (Budget Officers, M&E officers, Gender Focal persons and members of the gender units) and decision makers from targeted Ministries and Government agencies (Ministry of Justice, MFDP, MGCSP, Ministry of Health, and LNP and county administration (Gran Bassa, Nimba) with enhanced knowledge on GRB/ HRBA
- Write up a training report

Task 4 Develop evidence-based advocacy and GRB tools to facilitate the integration of the NAP WPS into the planning, budgeting and monitoring processes for MGCSP, MFDP, CSOs and women rights institutions;

- Review existing and relevant advocacy tools and draft one to integrate GRPB into the planning, budgeting, and monitoring processes for the implementation of the NAP WPS;
- Draft easy to use advocacy tools on GRPB with the CSOs and women rights institutions for the implementation of the NAP WPS;
- Validate and adopt the advocacy tools with CSOs and women rights institutions on GRPB for the implementation of the NAP WPS.
- Develop GRPB tools to facilitate the integration of gender into the Government's planning, budgeting, monitoring and reporting cycle including advocacy tools to influence the 2020/21 budget

Task 5. Conduct a gender assessment to inform the planning, budgeting and monitoring processes and to allocate resources for the implementation of the NAP WPS.

- Review existing planning, budgeting and monitoring processes of the national and sub-national budgets to inform the integration of NAP WPS into the budgeting process;
- Conduct a gender assessment of the Public Finance Management (PFM) Reform to identify potential entry points to mainstream gender;
- Develop and submit a report with the findings.

Task 6. Enhance the capacity of Government officials and CSOs on how to conduct a gender analysis of the national budget FY 2019/20

- Conduct a gender analysis of the national budget FY 2019/20;
- Facilitate a training on how to conduct a gender analysis of the national budget
- Develop an infographic on the gender gap of the national budget FY2019/20;

Task 7. Monitor and support CSOs and women's rights organization and Government to establish a monitoring mechanism to track how resources are generated and used.

- Work with UN Women's Innovative Financing Consultant, the MFDP and MGCSP to develop Terms of Reference for the government and CSOs to establish a monitoring and accountability mechanism on the implementation of resources generated and use for the NAP WPS
- Strengthen capacities of targeted government officials including planning and budgeting officials, M&E officials and Gender Focal points, and members of the Gender and Security National Task Force on GRPB.
- Develop monitoring tools and provide technical assistance to Government and CSOs to establish a monitoring and reporting system that captures results achieved on the promotion of gender equality and the implementation of existing gender policies such as the NAP WPS.
- Facilitate trainings for Government officials and CSOs on how to monitor the allocation and expenditure of resources for the implementation of the NAP WPS

Task 8. Facilitate exchange of learning between Liberia and other countries on GRPB for the promotion of Gender Equality (GE), through the UNSCR 1325 Regional network.

- Facilitate an E-Learning exchange/video conference on GRPB for relevant government institutions;
- Facilitate an E-Learning exchange/video conference on GRPB for CSOs
- Develop a knowledge product on GRPB for the implementation of the NAP WPS in Liberia

Task 9. Conduct a gender assessment of the public procurement system and procedures and develop a strategy for relevant institutions to mainstream gender into public procurement processes

- Conduct a desk review of public procurement laws (PFM, Procurement and Concession);
- Conduct preliminary consultations with the Public Procurement Concession Commission (PPCC), National Bureau of Concession, MFDP, LLA, Gender and Land Taskforce, Inter- Ministerial

- Concessions Committee, registered female owned enterprises and businesses, Presidential Special Review Committee (SPRC), as well as the Office of the Legal Advisor to the President;
- Draft the assessment report and identify entry points to mainstream gender into the public procurement processes and procedures;
- Review and validate the assessment report with relevant institutions and UN Agencies;
- Develop a National gender responsive procurement strategy.

Task 10. Organize and facilitate a Training of Trainers (ToT) on GRPB for CSOs and women's right organizations

- Organize and facilitate tailored GRPB training of trainer's tools for MFDP, including roll-out of mentoring sessions to ensure that national and local budgets (County Social Development Funds) integrate actions from the NAP WPS for county administrations (Nimba and Grand Bassa)
- Develop a training report.
- Develop final report of the Consultancy.

II. Expected Deliverables

The Consultancy Firm or company will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	Consultancy Workplan	20 March 2020
2	Gender Analysis of the 2019/20 national budget and an infographic on the existing gender gap to implement the NAP WPS	12 April 2020
3	Institutional capacity assessment report for relevant institutions and 2 County Administration. The report should have the following structure: <ul style="list-style-type: none"> - Introduction - Methodology - Data collection tools - Findings - Annexes 	8 of May 2020
4	GRB tools developed to facilitate the integration of gender into Government's planning, budgeting, monitoring and reporting processes.	27 May 2020
5	Developed Training materials on GRBP	30 th of April 2020

6	A report on the Gender Assessment conducted to inform the planning, budgeting and monitoring processes and to facilitate the mainstreaming of gender into the planning, monitoring, reporting and budgeting processes at the national and local levels including the PFM reform.	1 June 2020
7	Terms of Reference to establish a government-CSO monitoring, accountability and transparency mechanism	18 June 2020
8	Monitoring tools for Government and CSOs to track allocation for the implementation of the NAP WPS	15 July 2020
9	Assessment report and a strategy to mainstream gender into public procurement processes	18 August 2020
10	Capacity strengthening report which should capture activities rolled-out such as mentoring, training, technical support provided and exchange learning sessions. The report should include the results achieved (changes in knowledge and capacity), recommendations, and annexes such as means of verification. The Consultant should show evidence that at least 100 (50 women and 50 men) civil servants (Budget Officers, M&E officers, Gender Focal persons and members of the gender units) and decision makers from targeted Ministries and Government agencies (Ministry of Justice, MFDP, MGCSP, Ministry of Health, INCHR and LNP) and local governments (Grand Bassa, Nimba) have enhanced knowledge and skills on GRPB.	10 November 2020
11	A knowledge product on GRPB to facilitate the implementation of the NAP WPS	10 April 2021
12	End of mission report which will include a description of technical support provided, results achieved, recommendations and annexes	10 May 2021

All the deliverables, including annexes, notes and reports should be submitted in English.

Upon receipt of the deliverables and prior to the payment of the first installment, the deliverables and related reports and documents will be reviewed and approved by UN Women. The period of review is one week after receipt.

Inputs

- UN Women and the MFDP will provide the Consultant with background materials relevant to the assignment;

- While on mission, the Consultants will be based at UN Women Liberia Country Office and will regularly visit the MFDP, Liberia Revenue Authority, and MGCSP
- UN Women shall facilitate consultations/meetings between the consultancy firm and relevant stakeholders
- UN Women will provide transportation while the consultants are on mission

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and recommends signing up to the Womes Empowerment Principles.

Evaluation

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Education and area of Expertise	5%
Proven Work Experience and skills	90 %
Language and other skills	5%
Total obtainable Score	100 %

Only the candidates who fit the minimum requirements will be longlisted and may be requested further documentation. Candidates with a minimum of 70% of total points will be considered as technically qualified candidates and will be shortlisted for potential interview.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allotted for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technically qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Evaluation of technical proposal:

The lump sum costs should include per diem and administration costs and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation. UN Women will provide flight tickets

ANNEX 5

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's overhead and backstopping facilities.
 - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem 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

[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]

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: _____

Email: _____

ANNEX 6

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.]

Date: 02 March 2020

To: UN Women Liberia, ONE UN HOUSE

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following [] 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 ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) 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;
- (e) 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;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) 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]
- (h) We have no conflict of interest in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
- (i) 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;
- (j) 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 this 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 7

VOLUNTARY AGREEMENT

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 (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of gender equality and women's empowerment;
- ☐ 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;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ 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: _____

ANNEX 8

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

[Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information		
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]
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 Bidders)}
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/authorized representative and contact information		
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____		Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____		Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

<p>Consortium/Association Agreement</p>	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
--	--

Signatures of all partners/authorized representatives:

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: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

ANNEX 10

SECURITY INSTRUMENTS

The Proposal and Performance Security Forms can be accessed by the proposer by following the below link.

<http://www2.unwomen.org/~media/commoncontent/procurement/un-women-procurement-rfp-security-instruments-en.docx>

ANNEX 11

RELEASE AND WAIVER OF LIABILITY

[The use of this form is for when a contractor or potential contractor is performing a site visit in connection to an ongoing solicitation or request for information or expression of interest.]

HOW TO USE IT:

- All fields must be filled in and the bottom section of the form completed with a signature to be valid.
- Once complete and signed by the vendor, forward a copy by email to the focal point or case manager within procurement or to procurement@unwomen.org with the subject of the email clearly stating the appropriate solicitation (RFP, ITB, RFQ) or Expression of Interest reference number.
- The procurement practitioner shall keep this form on-file for future auditing records.]

is Release and Waiver of Liability (the "Release") is executed by NAME: [] (the "Visitor") in favor of the United Nations Entity for Gender Equality and the Empowerment of Women ("UN Women"), a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, and its officials, representatives, staff and agents. In consideration of being granted access to the property located at [insert address] (the "Site"), the Visitor acknowledges, agrees and represent the below:

1. The Visitor acknowledges that the Site is a dangerous environment and safety hazards may be present despite safety precautions taken, and accessing the Site involves risks of injury, illness, death, and/or damage to his/her property.
2. The Visitor assumes full responsibility for any risks of personal injury, illness, death, and/or damage to his/her property arising from or in any way connected to his/her access to the Site.
3. THE VISITOR UNDERSTANDS THAT THIS RELEASE DISCHARGES UN WOMEN FROM ANY AND ALL LIABILITY, CLAIMS, AND DEMANDS OF WHATEVER KIND OR NATURE WITH RESPECT TO ANY PERSONAL INJURY, ILLNESS, DEATH, AND/OR DAMAGE TO HIS/HER PROPERTY ARISING FROM OR IN ANY WAY CONNECTED TO VISITOR'S ACCESS TO THE SITE, WHETHER CAUSED BY THE NEGLIGENCE OF UN WOMEN OR ITS OFFICIALS, REPRESENTATIVES, STAFF OR AGENT OR OTHERWISE. VISITOR ALSO UNDERSTANDS THAT UN WOMEN DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

I hereby attest that I have read and, intending to be legally bound, agree to the above on the date indicated below.

Name: _____

Address: _____

Emergency Contact

Name: _____

Relationship to you: _____

Phone Number: _____

Email address: _____

Signature: _____ Date: [DD]/[MM]/[YYYY]

ANNEX 12

SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
• Financial Excel Spreadsheet (if required)	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	