

Request for Proposal

Reference No.: RFP/ETH30/2020/00951

For a consultancy service to conduct a review of routine existing data collection tools and supplementary survey manuals from a gender perspective and publish a standard basic data collection tools and supplementary manuals for surveys and administrative data

10 June 2020

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for a consultancy service to conduct a review of routine existing data collection tools and supplementary survey manuals from a gender perspective and publish a standard basic data collection tools and supplementary manuals for surveys and administrative data.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure a consultancy service a consultancy service to conduct a review of routine existing data collection tools and supplementary survey manuals from a gender perspective and publish a standard basic data collection tools and supplementary manuals for surveys, and administrative dataas 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](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939))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 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 8)
 - k. Joint Venture/Consortium/Association Information Form (Annex 9)
 - l. Submission Checklist (Annex 10)
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:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

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 06 July 2020 5:00 PM(EAT)</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: Addis Ababa, Ethiopia</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 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 type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Address, City, Country: “NOT TO BE OPENED BY REGISTRY”</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotations: https://ungm.in-tend.co.uk/unwomen/asp/Home</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"/></p>

		<i>Proposer may submit proposal in any freely convertible currency</i>
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 7 days before the deadline through vendor portal by using the correspondence tab . 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 requested via vendor portal correspondence tab using the link below: https://ungm.in-tend.co.uk/unwomen/asp/Home Clarification request should include a subject header in the following format: “UNW RFP Reference RFP/ETH30/2020/00951, Request for Clarification, Company/Contractor Name” Proposers must not communicate with any other personnel of UN Women regarding this RFP.
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory: <input type="checkbox"/> Optional:
3.9	Proposal Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not 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	Performance Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required <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>
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p> <input type="checkbox"/> Required <p>Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____</p>

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,



Marie Goretti NDUWAYO,
Representative to Ethiopia, AU and UNECA (a.i.)
UN Women Ethiopia

TERMS OF REFERENCE (TOR)

for

The recruitment of a firm to Conduct a review of routine existing data collection tools and supplementary survey manuals from a gender perspective and publish the standard basic data collection tools and supplementary manuals for surveys and administrative data

General Information

Project Title: Systematic production, analysis, accessibility and use of gender statistics for implementation monitoring and accountability of the GTP II and the SDGs

Duty station: Addis Ababa, Ethiopia- Home based with frequent contact to Central Statistics Agency

Duration: Three months (August to October 2020)

Expect start date: Immediately after signing of the contract

I. Background

Gender statistics is a broad concept defined by the sum characteristics pertaining to data collected and presented by sex as a primary and overall classification; that reflect gender issues; capture all aspects of the lives of women and men based on concepts and definitions that adequately reflect their diversity; and collection methods take into account social and cultural factors that may induce gender bias in the data. Overall, as gender issues move forward in national, regional and global plans and agendas, new demands are created for statistics. Policy makers, researchers, international organizations, advocates, etc. request additional data and argue, more generally, that the gender perspective should be a basic assumption guiding which data to collect and to analyze. In doing so, they are not only asking for data needed for the development of policies on gender equality but also their efforts encourage change and reform in statistical systems to make them produce more relevant information¹.

The development of gender statistics involves the same steps as the production of other statistics, but with specific regard to integrating gender issues and reflecting gender concerns². Gender statistics are the basis for analysis to assess differences in the situations of women and men and if their conditions are changing or not; required for research to support the development and testing of explanations and theories to understand better how gender operates in a society; needed to monitor and evaluate the effectiveness and efficiency of development policies and in mainstreaming gender in development plans³.

Hence, informed decision making using appropriately collected and analyzed data benefit both women and men by revealing the underling socioeconomic conditions and gaps on control and access to productive resources in a society. For this reason, demand for data revised with gender perspective has been increasingly recognized as being an essential component in achieving sustainable development.

¹ United Nation Economic Commission for Europe & World Bank Institute (2010). Developing Gender Statistics: A Practical Tool.

² United Nations (2016). Integrating Gender Perspective in to Statistics, Economic and Social Affairs Unit.

³ Hedman, Birgitta, Francesca Perucci and Pehr Sundstrom (1996). Engendering Statistics: A Tool for Change. Stockholm: Statistics Sweden.

Revising the data collection tools and supplementary manuals with a gender lens or perspective helps to produce data required to monitor and evaluate the Country's national and international commitments like GTP II and SDGs in addressing the needs of women and men. The disintegrated and non-inclusiveness nature of data collection tools and supplementary manuals to produce standardized gender statistics results in loss of data on key indicators of gender equality and women's empowerment.

Recognizing the challenges faced in availing gender statistics, the Central Statistics Agency (CSA), has made an agreement with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) on the implementation of a project entitled "Systematic production analysis, accessibility and use of gender statistics for the implementation, monitoring, and accountability of the growth and transformation plan II and the sustainable development goals" for the two and half year on June 20, 2019. One of the main objectives of the project is to build the capacity of the National Statistical System (NSS) to produce and compile more comprehensive data with full consideration for gender perspectives. In this context, revising existing data collection tools and supplementary manuals from a gender perspective and generating a comprehensive and standardized data collection tools and supplementary manuals for surveys and administrative data collection becomes necessary. The review will have the basic objectives of reviewing the existing data collection tools and supplementary manuals for survey and administrative data from a gender perspective and producing a standardized data collection tools and supplementary manuals to guide survey and administrative data collection efforts.

II. Purpose of the request for proposal and objective of the service required

The purpose of this request for proposal (RFP) is to engage a consulting firm to conduct review of data collection tools and supplementary manuals used in surveys conducted by CSA and administrative data by sector ministries and to prepare a revised data collection tool and manuals that will enable the regular collection gender-sensitive data. The assignment has the objective of identifying gaps in the methodologies employed to collect data that may have resulted in the lack of regular and comparable gender statistics in the Country. It will further contribute to the systematic production, analysis, accessibility and use of gender statistics in the NSS by addressing the root cause for the lack thereof. The service aims to assess the level of disaggregation of available data collection tools to produce gender responsive data and to produce a standardized document of data collection tools and supplementary manuals which will enable consistency and uniformity of data in the NSS.

III. Description of required services/results

Under the direct supervision of CSA, National Statistics Data Quality and Standards Coordination Directorate, Gender Mainstreaming Directorate and UN Women Coordination Unit, the consultant will review the data collection tools and manuals of surveys conducted by CSA and propose new data collection tools and supplementary manuals for the following key data sources:

- All annual and periodic surveys done by agriculture, natural resource and environmental statistics directorate (Except Agricultural Census);

- All annual and periodic surveys done by household and prices statistics directorate;
- All annual and periodic surveys done by Population statistics directorate (Except EDHS and population and housing Census),
- All annual and periodic surveys done by Business statistics directorate; and
- All annual and periodic surveys done by Vital Statistics directorate.

Moreover, the consulting firm will also review the existing data collection tools of the following selected sectors from a gender perspective and propose a new one:

- Education;
- Health;
- Water, Irrigation and Energy;
- Agriculture; and
- Road

IV. Tasks and Responsibilities

The Consulting firm will be responsible to perform the following tasks:

- Develop an action plan to guide the overall work that will accompany a detailed methodology and approach to conduct the review.
- Identify exhaustively surveys from CSA and administrative data collection tools of selected sectors to conduct the review process by working closely with CSA's core directorates and selected line ministries.
- Collect, compile and review the data collection tools and supplementary manuals of different surveys and administrative data collection tools from selected sectors in the NSS from a gender perspective and prepared a compiled report.
- Prepare and propose a standardized document of data collection tools and supplementary manuals for surveys and administrative data revised with a gender perspective.
- Present the standard document of data collection tools and supplementary manuals for surveys and administrative records in a validation workshop to facilitate its endorsement by CSA and line ministries.
- Complete and submit the final standardized document of data collection tools and supplementary manuals in line with a summary PowerPoint presentation on key dimensions improved and how the standard document can be used.
- Recommend alternative means of data collection tools to bridge the data gaps to respond to SDG indicators based on experience of other countries in the region

V. Summary of Deliverables

- Inception Report on methodology and expected outcomes of revising the data collection tools and supplementary manuals of surveys and administrative records from a gender perspective

which explicitly identify the objective of the revision, outcomes, methodology, surveys to be revised with their supplementary manuals and indication on the administrative data collection tools of sectors for the review.

- Follow up Action Plan/Matrix with a timeframe.
- Standardized and compiled document of data collection tools and supplementary manuals revised with a gender perspective.
- A PowerPoint presentation summarizing the key dimensions improved and how the standard document could be used by the data producers
- Final report in soft copy to CSA and UN Women integrating inputs from validation meeting

VI. Implementation modality

Roles of the responsible party:

The responsible party will work under the overall supervision of the UN Women coordination team and CSA's National Statistics Data Quality and Standards Coordination Directorate. The consultancy firm will be responsible for the timely delivery of the assignment. It will be required to make all the necessary logistical arrangements to conduct the review which includes office tools to undertake the assignment in and outside of CSA, online meeting facilities and any other logistical needs. The responsible party shall make its own effort to access and assess the data collection tools of selected line ministries in the NSS. It will be responsible to meet any reporting obligations in relation to the contract.

Roles of CSA:

The activity will be delivered in consultation, guidance and support from the CSA top management. In CSA, in particular, the National Statistics Data Quality and Standards Coordination Directorate (NSDQSCD) in collaboration with Gender Mainstreaming Directorate, will closely monitor and supervise the conduct of the review by the responsible party by providing on-going technical support to the consulting firm and will share working directives and supporting documents for the assignment found in the CSA. The NSDQSCD shall also support the firm to access data collection tools from other sector ministries. Moreover, all core directorates of CSA that are in charge of data generation are key players/stakeholders in delivering this assignment by providing necessary information and documents.

Roles of UN Women:

UN Women will closely work with the consulting firm, provide inputs on the outcomes of the assignment, and follow-up the timely implementation of activities together with CSA. It will be responsible to deal with any contractual related aspects of the assignment.

VII. Time Frame

The duration of the consultancy for this assignment is three months (August - October, 2020) after the signing of the contract.

VIII. Competencies

The entity should be composed of experts with relevant years of experience in questionnaire design, gender analysis and developing instruments for surveys. The entity and the team of experts should have a combined qualification and expertise in the following areas:

- The lead experts must have a PhD degree in Economics, Gender Studies, Statistics, Development Studies or other related fields.
- The team members must have a Master's degree in Economics, Gender Studies, Statistics, Development Studies or related fields.
- The consulting firm should have at least 5 years of experience in questionnaire design, gender analyses, gender statistics, and quantitative and qualitative data collection.
- A proven track record in undertaking similar assignments that involve statistical evaluations on development-related issues.
- Demonstrated experience in gender responsive data collection and instrument development.
- Knowledge of SDGs and other national and regional plans and commitments and how to compile and report against development targets and indicators.
- Working experience with government offices, sector ministries and officers.
- Prior work experience with any UN or international agency shall be an advantage.

Language and other skills:

The team members of the assignment should be:

- Excellent in written and oral communication in English.
- Excellent in report writing.
- Excellent in Microsoft applications (word, excel, PowerPoint); designing questionnaires for electronic based data collection devices; statistical data analysis software's STATA, SPSS and other relevant software based on the assignment.

IX. Payment Milestones and Authority

The qualified consulting firm shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following proposed payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Inception Report: including background and the need for revision, objective of the revision, outcomes, methodology, surveys to be revised with their supplementary manuals, indication on the administrative data collection tools of sectors for the review and action plan integrated to each deliverable within the specified period of the assignment	Supervising Staff Member	30%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
2 nd and final Installment	Final standardized data collection tools and supplementary manuals document, Delivery of presentation in a validation workshop and final Power Point Presentation on key components of the document, area of improvement and how to use the document	Supervising Staff Member	70%

This TOR is approved by:

Name and Designation: Marie Goretti NDUWAYO,
Representative to Ethiopia, AU and UNECA (a.i.)
UN Women Ethiopia



Signature: _____

Date of Approval: _____

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](#).

Other Formal Requirements:

- *Offers are signed by an authorized party, including Power of Attorney if stipulated;*
- *Bid security (format, amount and duration) are included, if requested;*
- *The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal Instruction Sheet above;*
- *The offer is valid;*
- *The offer is complete and eligible.*

2. Cumulative Analysis Methodology: A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 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 700 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 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points (“maximum number of points”) which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 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 700points):

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	30
1.2	<p>Adverse judgments or awards:</p> <ul style="list-style-type: none"> <i>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</i> <i>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</i> 	30
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	70

1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	30
1.5	Quality assurance procedures, warranty	30
1.6	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - At least 5 years of experience in questionnaire design, gender analyses, gender statistics, and quantitative and qualitative data collection 	70
		260
2.0 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.	230
2.2	Management Services – Proposed Timeline and deliverables.	30
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.	30
		290
3.0 Resource Plan, Key Personnel		Points obtainable
	Qualification and competencies of proposed personnel	
3.1	Composition of the team proposed to provide, and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time <ul style="list-style-type: none"> - Team leader: PhD degree in Economics, Gender Studies, Statistics, Development Studies or other related fields. - The team members: a Master's degree in Economics, Gender Studies, Statistics, Development Studies or related fields. 	150
		150
	Total obtainable points	700
	[70%] of 700pts = 490pts needed to pass technical	490

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of 700 points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.

Proposer is requested to include a onepage 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:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including the year and country of incorporation, types of activities undertaken, and approximate annual revenue.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships, if any, with CSA and other sector ministries. 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 questionnaire design, gender analysis, gender statistics, and quantitative and qualitative data collection.
- A proven track record in undertaking similar assignments that involve statistical evaluations on development-related issues.
- Knowledge of SDGs and other national and regional plans and commitments and how to compile and report against development targets and indicators.
- Working experience with government offices, sector ministries and officers.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to undertaking the goods/services/works	Reference Contact Detail (Name, Phone Email)
1-					
2-					
3-					

Section 2.0: 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. Methodological approaches to be employed to conduct the review of data collection tools for surveys and justifications shall be included.
- Explain the organization's understanding of the needs for the consultancy service.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition

d) The best interests of UN Women
<u>2.2 Management - timeline, deliverables and reporting</u> <ul style="list-style-type: none"> • Provide a detailed description of how the management for the requested consultancy service will be implemented in regard to the TOR including reporting to CSA and UN Women.
<u>2.3 Environment-related approach to the service/work required</u> <ul style="list-style-type: none"> • 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 current conditions and project environment.
Section 3.0: Resource Plan, Key Personnel
<u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u> <p>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.</p>
<u>3.2 Profile on Gender Equality</u> <ul style="list-style-type: none"> • Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will <i>not</i> be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment. • Proposers are also invited to: (1) become a signatory to the <u>Women Empowerment Principles</u> (if more than 10 employees) http://weprinciples.org/Site/PrincipleOverview; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found <u>here</u>: http://weprinciples.org/Site/CompaniesLeadingTheWay/
<p>Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.</p> <p>Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.</p> <p>Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.</p> <p>Please use the format below, with each CV no more than THREE pages in length.</p>

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 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

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.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women's core mandate. In the case that both companies are women-owned or have women in the majority, 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	Inception report on methodology and expected outcomes of revising the data collection tools and supplementary manuals of surveys and administrative records from a gender perspective.			
2	Follow up Action Plan/Matrix with a timeframe			
3	Standardized and compiled document of data collection tools and supplementary manuals revised with a gender perspective			
4	A PowerPoint presentation summarizing the key dimensions improved and how the standard document could be used by data producers.			
	Total	100%	USD	

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	xx person	Day/week/month		
Team Member	xx person	Day/week/month		
Operational cost Please detail the following among others:				
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			
5. Publications etc	1 lump sum			
TOTAL				

[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.]

To: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Proposal Submission]*

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 *[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 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]*

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>

ANNEX 9

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)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
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>
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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

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.	