

Basic Information

Procurement Title	Organization and conduction of Summer school training for Afghan women students in Kazakhstan and Uzbekistan
Commodity Type	Services
Proposal Validity Period	60
Item Category (<i>UNSPSC codes, if available</i>)	
Pre-Proposal/Bid Meeting:	Not applicable Date and Time: Click or tap to enter a date. Location: Click or tap here to enter text.
Proposal Security	Not Required If required, please specified the amount: <i>[insert the lump sum amount e.g. 2,000]</i> USD
Performance Security	Not Required (The Performance Security will be equivalent to <i>[insert the percentage e.g.10%]</i> of your total offered price for this assignment. The amount will be determined by your price proposal.
Waiver & Release of Indemnity (If there is a site visit/inspection)	Not Required
Preliminary Evaluation	<input checked="" type="checkbox"/> Offers are signed by an authorized party, including Power of Attorney if stipulated <input checked="" type="checkbox"/> Bid security (format, amount and duration) are included, if requested <input checked="" type="checkbox"/> The offer is submitted as per the instructions to proposers <input checked="" type="checkbox"/> The offer is valid <input checked="" type="checkbox"/> The offer is complete and eligible <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Method of Evaluation	Cumulative Analysis
Technical Proposal (<i>points</i>)	700
Financial Proposal (<i>points</i>) - <i>for cumulative analysis method only</i>	300
Financial Weighting (%) – <i>for cumulative analysis method only</i>	30%
Pass Score	70%

Evaluation of Technical Proposal

Criteria 1. Expertise and Capability of Proposer (Expertise of organization submitting proposal)		Points obtainable
1.1	<p>Organizational Architecture</p> <ul style="list-style-type: none"> Officially registered legal entity in the Republic of Kazakhstan eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal) The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes <p>Adverse judgments or awards:</p> <ul style="list-style-type: none"> 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. 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. <p>General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)</p> <p>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.)</p> <p>Quality assurance procedures</p>	70
1.2	The excellent reputation and expertise of the organization is confirmed by the provision of three recommendations;	50
1.3	3 years of experience in education, conducting trainings and courses, capacity building of students / population in the field of law, gender and social policy, employment; experience in working with government bodies and various NGOs/organization on social and economic issues (provide copies of work in this area).	100
1.4	Experience in developing/conducting trainings modules, forums and various educational programs in Kazakhstan and abroad.	80
Total Points for Criteria 1. Expertise and Capability of Proposer		300
Criteria 2. Proposed Work Plan and Approach (Proposed methodology)		Points obtainable
2.1	The presence of a concept and a detailed work plan with specific deadlines and expected results for the summer school, with the included measures for the prevention of coronavirus infection COVID-19.	150

Total Points for Criteria 2. Proposed Work Plan and Approach		150
Criteria 3. Resource Plan, Key Personnel (Qualification and competencies of proposed personnel)		Points obtainable
3.1	<p>Composition of the executive team, trainers, responsible persons for the implementation of the project</p> <p>Curriculum vitae of the trainers, experts and responsible persons that will be involved either full or part time</p> <p>Key trainers should have experience in trainings students including international in social issues, human rights, gender/women's studies, international development</p> <p>Key qualifications for trainers:</p> <ul style="list-style-type: none"> • Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required • At least 3 years of experience in training/teaching of students/teams/people • Experience in working in organizing a webinars/ trainings/workshops • Experience in working in the projects related to gender equality and Women's rights, women economic empowerment, career opportunities, Peace building and behavior change for community and country development <p>Core Competencies:</p> <ul style="list-style-type: none"> • Awareness and Sensitivity Regarding Gender Issues • Innovative • Creative Problem Solving • Effective Communication • Inclusive Collaboration 	150
3.2	<p>Experience of organization in organizing and conducting trainings for students/team/people/international students and in logistic</p> <p>Experience of organization in working with international organizations</p>	100
Total Points for Criteria 3. Resource Plan, Key Personnel		250

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 490 of the obtainable score of 700 points for the technical proposal.

Section 1.0: Expertise and Capability of Proposer
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> • Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue. • Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.
<p><u>1.2 Adverse judgments or awards</u></p>

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc (if applicable).

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references from clients in the following form:

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to undertaking the goods/services/works	Reference Contact Details (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.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency

<p>c) Effective competition</p> <p>d) The best interests of UN Women</p>
<p><u>2.2 Management - timeline, deliverables and reporting</u></p> <ul style="list-style-type: none"> • Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR
<p><u>2.3 Environment-related approach to the service/work required</u></p> <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 local conditions and project environment.
<p>Section 3.0: Resource Plan, Key Personnel</p>
<p><u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u></p> <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>
<p><u>3.2 Profile on Gender Equality</u></p> <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 Women Empowerment Principles (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 here: 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>