

Request for Quotation (RFQ) for Services

Reference No. : *UNW/HAI/20/012*

Recrutement d'une ou de plusieurs firm(s) pour la mise en place d'un accord à long terme pour fourniture de services de photographie et de vidéographie

13/08/2020

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for *Mise en place d'un accord à long terme pour fourniture de services de photographie et de vidéographie*

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Mise en place d'un accord à long terme pour fourniture de services de photographie et de vidéographie* as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. [Terms of Reference \(TOR\) \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
 - f. [Model Form of Contract \(Annex 5\)](#)
 - g. [Others \[Please Specify\]](#)
3. Quotations submitted by email must be limited to a maximum of **9** MB, virus-free or corrupted contents to avoid rejection, and no more than **2** email transmissions.
4. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest priced technically compliant of the proposed offers.
5. The following aspects will be considered for the evaluation.
 - i. Suitability of the approach and methodology including firm's capacity to undertake the services.
 - ii. Qualifications and experience of proposed staff/personnel.
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.

7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	Date and Time : September 12, 2020 12:59 PM Port-au-Prince, Haiti (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	☒ Electronic submission of Quotation
Address for Quotation Submission	☒ Electronic submission of Quotations: haiti.achat@unwomen.org Quotations should be submitted to the designated address by the date and time of the deadline given.
Language of the Quotation	☐ English ☒ French ☐ Spanish ☒ Other (pls. specify) <u>Creole</u>
Quotation Currencies	Any freely convertible currency: _____
Quotation Validity Period commencing after closing date of RFQ	120 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.
Payment Terms	☒ Selon le calendrier des livrables

Clarifications of solicitation documents	Requests for clarification may be submitted 5 of days before the submission date to: haiti.achat@unwomen.org If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it. Clarification requests of this RFQ shall include the following subject header format: "<i>RFQ# Request for Clarification from Vendor Name</i>" Suppliers shall not communicate with any other UN personnel regarding this RFQ. 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 for requesting clarifications	Address: haiti.achat@unwomen.org E-mail address dedicated for this purpose: Mise en place d'un accord à long terme pour fourniture de services de photographie et de vidéographie Suppliers must not communicate with any other personnel of UN Women regarding this RFQ. UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	☒ E-mail ☐ UN Women Website
Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	☒ As per Service Delivery Schedule attached

Value Added Tax on Proceed Quotation	☒ Must be exclusive of VAT and other applicable indirect taxes
Evaluation Criteria	☒ Technical responsiveness/Full compliance to minimum requirements under Annex I ☒ Qualifications and experience of proposed staff/personnel ☒ Lowest price offer ☒ Comprehensiveness of after-sales services ☒ Full acceptance of the PO/Contract General Terms and Conditions ☒ Earliest Delivery / Shortest Lead Time
Type of Contract to be Signed	☒ Purchase Order ☒ Other Type/s of Contract Contrat a long terme (LTA)

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link:

http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Dede Ahoefa Ekoue

Dede Ekoue
Representante Residente

MFT

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13-Aug-2020

ANNEX 1

TERMS OF REFERENCE (TOR)

Contexte et Justification

Afin de minimiser les coûts et les délais des services de photographie et de vidéographie, l'Entité des Nations Unies pour l'égalité des sexes et l'autonomisation des femmes (ONU Femmes) souhaite contractualiser avec un ou des prestataires pour une période de deux ans renouvelables, pour la production de supports photographiques et vidéographiques dans ses divers domaines d'activité. Les services demandés au prestataire porteront sur le service de fourniture de photographie et vidéographie. Toutefois, la liste n'étant pas exhaustive, le(s) soumissionnaire(s) retenus pourraient être sollicités à la demande.

Sous la supervision du management, le prestataire assurera le reportage des projets et des activités liées au travail d'ONU Femmes en Haïti qui est concentré sur 5 axes majeurs :

1. La promotion de la participation et du leadership des femmes à tous les niveaux ;
2. L'autonomisation économique des femmes ;
3. La lutte contre les violences faites aux femmes et aux filles ;
4. Les femmes et leur implication dans la paix et la sécurité ;

Le prestataire collaborera aussi avec les collègues du bureau ONU Femmes pour saisir les thèmes abordés par les programmes et les besoins en photographies et vidéographies. Le prestataire sera aussi mis au courant des campagnes en cours, des supports de communication et des événements prévus durant la période de son contrat, des supports de communications disponibles, des campagnes, des activités et des événements organisés pour ONU Femmes pendant la durée de son contrat.

2. Objectif

Fournir des photos et vidéos professionnelles en haute résolution afin de refléter le travail d'ONU Femmes sur les différents axes d'intervention en Haïti.

3. Description des responsabilités du prestataire

1. Conseiller le cas échéant sur les spécifications/caractéristiques produits ;
2. Imprimer les quantités demandées selon les caractéristiques fournies ;
3. Respecter les délais de livraison des produits commandés ;
4. Livrer les travaux d'impression à l'endroit qui sera demandé par le demandeur ;
5. N'exécuter les travaux qu'à réception du bon de commande signé et daté ;
6. Les textes, fichiers et logos de base pour faciliter le montage des vidéos ou l'impression des catalogues de photos seront fournis pour chaque activité prévue et pourront être amendés et améliorés par le prestataire effectuant les travaux si besoin est ;
7. A la demande d'ONU Femmes, prendre des photos et vidéos en particulier de personnes bénéficiaires des projets, des partenaires nationaux, de femmes, de groupes dans leur contexte de vie ou d'activité couvrant les différents thématiques d'ONU Femmes en Haïti ;
8. Prévoir des déplacements dans les villes de provinces, le cas échéant ;
9. Approcher les personnes ciblées à travers les associations locales de ces villes avec le soutien d'ONU Femmes ;

10. Les photos et vidéos doivent transmettre des messages importants. Les photos et vidéos doivent montrer les bénéficiaires engagé- e- s dans des photos simples, optimistes et audacieuses tout veillant au respect de la dignité des personnes ;
11. Assurer une haute qualité / résolution des photos et vidéos pour publication dans les médias conventionnels (web et journal) ;
12. Respect le code éthique et de conduite qui sera annexé au contrat ;
13. Respecter les règles et les régulations des droits d’auteur d’ONU Femmes. Abstention de fournir le matériel photographique et vidéographique pris sous l’attribution d’ONU Femmes aux médias, agences de publications, organisation ou personnes.

4. Profil du prestataire pour les travaux d'impression et de visibilité

1. Le prestataire devra avoir une expérience avérée et reconnue dans le domaine de la photographie et de la vidéographie d’au moins deux (2) ans notamment dans un contexte social ;
2. Disposer d’une équipe de deux ou plusieurs photographes et vidéographes ayant une expérience d’au moins 3 ans ; notamment avoir une équipe diplômée aux beaux- arts, arts graphiques, arts visuels, avec qualification professionnelle dans la photographie et vidéographie.
3. Connaissance des procédures du Système des Nations Unies (devis, bon de commande, mode de paiement, etc.) ;
4. Démontrer l’intérêt pour la photo et la vidéo en particulier des personnes dans leur contexte de vie ou d’activité ;
5. L’expérience dans le travail avec dans les domaines de développement est considérée un atout ;
6. Dispose d’équipement de qualité professionnelle ;
7. Avoir des références similaires.

5. Echantillons

- Pour les travaux de photographie et vidéographies, les soumissionnaires doivent joindre des liens de travaux déjà réalisés par leur société ;

N.B : Le lien peut être envoyé par Dropbox, Google drive ou tout autre espace de stockage en ligne. A noter que nous ne recevons pas de copie dure vu le contexte du COVID 19. Ce lien devra être partagé avec l’adresse email : haiti.achat@unwomen.org

6. Durée

Les fournisseurs adjudicataires bénéficieront d’un contrat de prestations de service pour une période de deux ans. Le contrat pourra être prorogée à la discrétion de ONU Femmes, dans les mêmes conditions, pour une période additionnelle d’une année sur la base des performances des prestataires et considérant que les prix resteront compétitifs. Ce renouvellement sera notifié par écrit au fournisseur.

Une évaluation des performances des prestataires sera faite sur une base annuelle et le contrat pourra être annulé en cas d’évaluation insatisfaisante des prestations du fournisseur.

7. Livrables

- Edition optimisée de 30 photos par thème soit 100 photos.
- Toutes les photos originales doivent être livrées et enregistrés sur un clé USB après la mission en haute résolution ;

- La totalité des photos sélectionnées doivent être accompagnées de leurs légendes. Les photos doivent être livrées en haute résolution (300 dpi) pour les différents usages du programme (Print et web).
- Être en mesure de constituer un album de photos ;
- Filmer les séances d'activités réalisés par ONU Femmes ; Toutes les vidéos originales doivent être livrées et enregistrés sur un clé USB après la mission en haute résolution ;
- Être en mesure de réaliser un montage de vidéo de 3 à 5 mns.

8. Langues demandées

Bonne maitrise du :

- Français (obligatoire)
- Anglais
- Créole (obligatoire)

9. Sélection et Evaluation

Les critères de sélection sont repartis en deux grands points : l'expertise (800 points) et les qualifications (200 points) soit un total de 1000 points.

Critères de Sélection		Notation sur 1000
Expertise		800
1	Experience en photo shooting & editing	250
2	Expérience en tournage vidéo	150
3	Pertinence des produits en référence	250
4	Maitrise des langues de travail	50
5	Expérience de travail similaire	100
Qualification		200
6	Pertinence des qualifications académiques	200

Les offres retenues seront ceux qui seront techniquement qualifiée (qui auront un résultat d'au moins 700 points).

10. Soumission de candidatures :

Les personnes intéressées devront envoyer le dossier comprenant les documents suivants :

Dossier technique :

- Curriculum Vitae ;
- Profil de la firme ;
- *Une lettre de confirmation d'intérêt et de disponibilité* incluant une courte description ; expliquant les raisons pour lesquelles il/elle se considère comme le plus approprié pour la mission et une méthodologie sur la façon dont la mission sera réalisée ;
- Minimum deux références de clients avec les noms, position et contact ;
- Soft copies et/ou liens de précédents produits similaires (photos + clips vidéo).

Proposition financière :

- Rémunération forfaitaire en hors taxe incluant les frais de déplacement dans un document séparé sous le nom « proposition financière ».

Description	Prix Unitaire / séance
Prise de photos max 100	
Traitement de photos (30 max)	
Filmage	
Montage vidéo 3 à 5 mns	
Impression photos	

Par mail à l'adresse suivante haiti.achat@unwomen.org avec le numéro de référence de l'appel d'offre.

ANNEX 2

QUOTATION SUBMISSION FORMS

INTENT TO RESPOND FORM

Solicitation no: *[insert solicitation reference no.]*

Title: *[Insert Title]*

Deadline Date/Local time: *[insert date and time with time zone indicator of deadline]*

Please complete (A), (B), or (C) and return to *[insert email of procurement mailbox or practitioner and/or postal mailbox and/or fax number]* by *[insert deadline date/time/time zone]*.

(A) We intend to submit our proposal by: _____ (date/time)	Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____
(B) We may submit our proposal and will confirm our intent by: _____ (date/time)	Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____
(C) We do not intend to submit a proposal for the following reason(s):	☐ Our current workload does not permit us to take on additional work at this time ☐ We do not have the required expertise ☐ There is insufficient time to prepare a proper submission in response to this solicitation ☐ Our funds or other resources are insufficient to carry out the work required ☐ We choose not to participate due to a conflict of interest involving: _____ ☐ Other (please specify): _____ _____ Company Name: _____ Contact Name: _____ Email: _____ Telephone: _____

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

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

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **[Title of Services]** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Technical Information

[Note to procurement practitioner: this form should be changed and adapted to best reflect the TOR and is best completed in coordination with or by the requester]

Section A: Expertise and Capability of Supplier

1.1 The organization

- Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.
- Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Financial capacity: Include latest Audited Financial Statement duly certified by a public accountant **[Request for financial statement should depend on the nature/complexity of the service, as per TOR]**
- Provide certificate(s) for any accreditation of processes, policy (e.g. ISO).
- Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in.

1.2 Adverse judgments or awards

- The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment;
- The supplier 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.

1.3 Subcontracting and partnerships

- Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal.
- Explain any partnerships that are planned for the implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included.

1.4 Relevance of Specialized Knowledge and Experience on Similar Projects

- Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations.
- References and/or samples of work must be provided upon request

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the Supplier's approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR.
- Explain your organization's understanding of UN Women's needs for the services or works.

- 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:
 - Best Value for money
 - Fairness, integrity and transparency
 - Effective competition
 - The best interests of UN Women

Section C: Resource Plan, Key Personnel

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

Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each.

3.2 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier's organization, women in leadership positions, and percentage of women shareholders.
- Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women's core mandate.

Provide Curriculum vitae of the proposed team that will be involved either full time or part time (if applicable or as per the TOR)

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

No substitution of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

Sample CV template: **(Adjust according to needs)**

CV's may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

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)	

Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier 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 Quotation 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.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

[Note to procurement practitioner: select either option A or B below, based on the TOR and project requirements]

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2...		
	Total	100%	USD

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

End of Annex 2

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

[Select applicable link and delete the others]

[GCCs for Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

[or](#)

[GCCs for Goods & Services](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf>

[or](#)

[Complex Goods or Works](#)

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

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

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ 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, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ 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: ____/____/____

DD

MM

YYYY

ANNEX 5

MODEL FORM OF CONTRACT

[The procurement practitioner should select the applicable model that will be signed by contractor below. Please copy and paste the final version of applicable contract model, because the links are internally accessible only and outside vendors cannot access them.]



Model Institutional Service Contract - Under 30,000 Value



Model Professional Service Contract - Over 30,000 Value



UN Women Long Term Agreement (LTA)



[Model Contract for Goods](#)