



## REQUEST FOR PROPOSAL (RFP)

<b>Designing and delivering training on women, business and human rights</b>	<b>DATE: July 1, 2021</b>
	<b>REFERENCE: RFP-2021-020</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Designing and delivering training on women, business and human rights**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

**Username:** event.guest

**Password:** why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

**IMPORTANT NOTE:** The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE**

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>). The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Tanya Janjarasskul

*Officer-in-Charge, Transactional Services Team, BRH*

01 July 2021

## Description of Requirements

Context of the Requirement	<p>UNDP's regional project on Business and Human Rights, titled "Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships", (B+HR Asia) drives progress on BHR through technical advisory, awareness-raising, and capacity building support to governments, businesses, civil society organisations (CSOs), and independent national human rights institutions (NHRIs). Partnering with an array of actors, including media professionals, technical experts, and human rights defenders, B+HR Asia works to support the effective implementation of the UNGPs.</p> <p>UNDP intends to hire a firm to develop and deliver a training to business and government policy makers on the gender dimensions of business and human rights. This effort builds on B+HR Asia's previous work, including the Gender Dimensions to the UN Guiding Principles on Business and Human Rights guidance and a casebook on gender-sensitive practices, which has been developed in 2020 and 2021. The casebook should enable companies to learn what other companies have done to ensure gender-sensitive practices throughout their enterprise. Building on this work, B+HR Asia will develop and deliver a course to business and government representatives on the linkages between women, business, and human rights. Through a blend of theory and practical guidance, the course will equip participants with the skills to assess business operations and develop strategies that safeguard women's rights within companies and government policymaking. Generally speaking, the course will enable participants to integrate the 'gender lens' into their BHR policies and actions. Specifically, the course could cover topics such as: the business case for gender-sensitive leadership; gender inequality; women, work and organized labour force; gender-based violence; sexual and reproductive rights at work; access to natural resources; impacts of climate change; women human rights defenders; women in the services sector; women's access to remedy; women leadership and CEOs.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The objective of this contract is to develop and deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights. The purpose of this is to build the capacity of targeted organizations and individuals, so that they are enabled to apply a gender lens to human rights policy creation and implementation, identify different nuances of gendered impacts, and so on.</p> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1. Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights</li> <li>2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business</li> <li>3. Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights</li> </ol> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>

Person to Supervise the Work/ Performance of the Service Provider	Business and Human Rights Specialist and in collaboration with project team members
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5.5 Months
Target start date	01 August 2021
Latest completion date	31 January 2022
Travels Expected	As indicated in the ToR attached as Annex 2
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b>
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b>
Currency of Proposal	<input checked="" type="checkbox"/> <b>United States Dollars</b>
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> <b>120 days</b> In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>

Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	1. Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights	29%	30 October 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR’s LGBTI Standards of Conduct for Business	28%	15 December 2021	
	3. Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights	43%	15 January 2022	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Business and Human Rights Specialist			
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services <a href="https://www.undp.org/procurement/business/how-we-buy">https://www.undp.org/procurement/business/how-we-buy</a>			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm - <b>10%</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - <b>45%</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - <b>45%</b> <i>(Passing Threshold in Technical Evaluation is 70% or above)</i>			
	<b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal:			

	<p><math>p = y (\mu/z)</math>, where:  <math>p</math>=points for the financial proposal being evaluated;  <math>y</math>=maximum number of points for the financial proposal;  <math>\mu</math>=price of the lowest priced proposal;  <math>z</math> = price of the proposal being evaluated.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed  Procurement Consultant; Email: <a href="mailto:mostaq.ahmed@undp.org">mostaq.ahmed@undp.org</a></p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be Submitted to Establish minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> List of successfully completed similar projects with indicative contracts values and duration; <input checked="" type="checkbox"/> List of current ongoing project (if any) with duration and contract value;

	<p>☒ Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates etc.</u>) as below:</p> <ul style="list-style-type: none"> <li>• At least 3 years of overall experience on gender issues</li> </ul> <p>☒ Mission and/or purpose statement of the organization relates to social justice or human rights (or related) issues.</p> <p>☒ Proposed composition of team structure with completed and signed CVs for the proposed key personnel;</p> <p>☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> <li>• Electronic files that form part of the proposal must be in PDF format;</li> <li>• The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled;</li> <li>• The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided.</li> </ul> <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p><b>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</b></p> <p><b>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</b></p>

## **DETAILS OF EVALUATION OF PROPOSALS**

### **Evaluation of Proposal:**

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

### **Minimum Eligibility criteria for the consultancy Firm:**

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
  - At least 3 years of overall experience on gender issues
- Submission of the Mission and/or purpose statement of the organization relates to social justice or human rights (or related) issues

**Note: Necessary documentation must be submitted to substantiate the above eligibility criteria**

### **Technical Evaluation:**

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1.	Bidder's qualification, capacity and experience (10%)	100
2.	Proposed Methodology, Approach and Implementation Plan (45%)	450
3.	Management Structure and Key Personnel (45%)	450
<b>Total</b>		<b>1000</b>

<b>1. Bidder's qualification, capacity and experience</b>		<b>Points Obtainable</b>
1.1	Mission and/or purpose statement of the organization relates to social justice or human rights (or related) issues	30
1.2	Organization has at least 3 years of experience on gender issues <ul style="list-style-type: none"><li>• Having minimum 3 years of experience on gender issues - 49 points</li><li>• 5 Extra Points for each additional years of experience (above 3 years) up to a maximum of 70 points</li></ul>	70
<b>Total</b>		<b>100</b>

<b>2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points Obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	75
2.2	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference	75



2.3	Details on how the different service elements shall be organized, controlled and delivered	75
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequences and if these are logical and realistic	75
2.5	Quality assurance procedures and risk mitigation measures	75
2.6	Is the proposed training innovative, and does it employ blended learning?	75
	<b>Total</b>	<b>450</b>

<b>3. Management Structure and Key Personnel</b>		<b>Points Obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	100
3.2	<u><b>Training Coordinator 1</b></u>	
3.2.1	Master's degree (MA or equivalent) in political science, international relations, law, public administration, business administration, or similar.	20
3.2.2	7 years of work experience on gender issues	35
3.2.3	Work experience in minimum two of the following three: private sector, civil society/non-profit <u>and</u> government/international organization sectors	50
3.2.4	3 years working experience providing consultancy services on gender issues	35
3.2.5	5 years of work experience working on gender issues	35
3.3	<u><b>Training Coordinator 2</b></u>	
3.3.1	Master's degree (MA or equivalent) in political science, international relations, law, public administration, business administration, or similar.	20
3.3.2	10 years of work experience on business and human rights	75
3.3.3	5 years of experience working on gender issues	40
3.3.4	5 years of experience in research on business and human rights and producing leading business and human rights publications	40
	<b>Total</b>	<b>450</b>

## Terms of Reference

### Designing and delivering training on women, business and human rights

#### a. Background information

UNDP's regional project on Business and Human Rights, titled "Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships", (B+HR Asia) drives progress on BHR through technical advisory, awareness-raising, and capacity building support to governments, businesses, civil society organisations (CSOs), and independent national human rights institutions (NHRIs). Partnering with an array of actors, including media professionals, technical experts, and human rights defenders, B+HR Asia works to support the effective implementation of the UNGPs.

UNDP intends to hire a firm to develop and deliver a training to business and government policy makers on the gender dimensions of business and human rights. This effort builds on B+HR Asia's previous work, including the Gender Dimensions to the UN Guiding Principles on Business and Human Rights guidance and a casebook on gender-sensitive practices, which has been developed in 2020 and 2021. The casebook should enable companies to learn what other companies have done to ensure gender-sensitive practices throughout their enterprise. Building on this work, B+HR Asia will develop and deliver a course to business and government representatives on the linkages between women, business, and human rights. Through a blend of theory and practical guidance, the course will equip participants with the skills to assess business operations and develop strategies that safeguard women's rights within companies and government policymaking. Generally speaking, the course will enable participants to integrate the 'gender lens' into their BHR policies and actions. Specifically, the course could cover topics such as: the business case for gender-sensitive leadership; gender inequality; women, work and organized labour force; gender-based violence; sexual and reproductive rights at work; access to natural resources; impacts of climate change; women human rights defenders; women in the services sector; women's access to remedy; women leadership and CEOs.

#### b. Specific objectives

The objective of this contract is to develop and deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights. The purpose of this is to build the capacity of targeted organizations and individuals, so that they are enabled to apply a gender lens to human rights policy creation and implementation, identify different nuances of gendered impacts, and so on.

#### c. Scope of services

##### **Expected Outcomes and Deliverables:**

The Contractor will work under the guidance and supervision of the Business and Human Rights Specialist and in collaboration with project team members. Specific deliverables include the following:

##### **1. Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights**

- Devise a plan outlining content, modalities to deliver the training (e.g. virtually or in person etc.), different elements constituting blended learning (e.g. group work, assignments etc.), tentative list of trainers (with names and designations), budget, and so on, to be approved by UNDP;
- The research plan shall build on the gender casebook which is being developed by UNDP and which will be provided to the contractor after the contract has been signed. Themes could include: the business case for gender-sensitive leadership; gender inequality; women, work and organized labour force; gender-based violence; sexual and reproductive rights at work; access to natural resources; impacts of climate change;

women human rights defenders; women in the services sector; women's access to remedy; women leadership and CEOs.

**2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business**

- Devise a plan outlining content, modalities to deliver the training (e.g. virtually or in person etc.), different elements constituting blended learning (e.g. group work, assignments etc.), tentative list of trainers (with names and designations), budget, and so on, to be approved by UNDP;
- The research plan shall build on the gender casebook which is being developed by UNDP and which will be provided to the contractor after the contract has been signed. Themes could include: the business case for gender-sensitive leadership; gender inequality; women, work and organized labour force; gender-based violence; sexual and reproductive rights at work; access to natural resources; impacts of climate change; women human rights defenders; women in the services sector; women's access to remedy; women leadership and CEOs.
- Deliver the training in accordance with the plan developed under deliverable 1. The contractor shall deliver and pay from the available budget all elements outlined in the training plan;
- Deliver the training to at least 25 representatives of target organizations;
- UNDP shall be responsible for inviting participants.
- The training shall likely be held virtually

**3. Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights**

- Deliver the training in accordance with the plan developed under deliverable 1. The contractor shall deliver and pay from the available budget all elements outlined in the training plan;
- Deliver the training to at least 25 representatives of target organizations;
- UNDP will support the firm in inviting participants.
- The training shall likely be held virtually

**d. Approach and methodology**

UNDP is open to different approaches and methodologies in order to leave room for the bidders to propose a more detailed methodology that align with the prescribed scope and objectives. However, the production company should anticipate the following deliverables in order to complete this assignment:

1. Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights
2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business  
Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights

**e. Deliverables and schedule**

The objective of this contract is to manage all the back-end technology and preparation to organize, host and stream the forum online.

Description of deliverables	Due Date	Contract value	Review and approvals required
1. Develop a blended-learning training curriculum for business and government policy makers and	30 October 2021	29%	Business and Human Rights Specialist, Business and Human Rights unit,

implementers on the gender dimensions of business and human rights			Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business	15 December 2021	28%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub, UNDP Thailand
3. Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights	15 January 2022	43%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

#### **f. Governance and accountability**

The contractor would work closely with the Bangkok Regional Hub Business and Human Rights Specialist and team. Consistent reporting and relaying updates over the course of this assignment is deemed essential. The contractor will have at least one call each two weeks (or more as required by UNDP) with members of the UNDP team throughout the process to communicate progress.

#### **g. Facilities to be provided by UNDP**

UNDP will not be responsible for providing any facility, support personnel, support service, or logistics for the provision of these services.

#### **h. expected duration of the contract/assignment**

The period of the assignment is estimated to be from 01 August 2021 – 31 January 2022, with work required over the course of approx 5.5 months. The contractor's presence is not required at UNDP Bangkok Regional Hub premises.

<b>Description of deliverables</b>	<b>Due Date</b>	<b>Contract value</b>	<b>Review and approvals required</b>
1. Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights	30 October 2021	29%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business	15 December 2021	28%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub, UNDP Thailand

3. Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights	15 January 2022	43%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
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**i. Duty station**

Home-based. Travel is not necessarily required.

**j. Professional qualifications of the successful contractor and its key personnel**

**Minimum qualifications of the Firm**

- Mission and/or purpose statement of the organization relates to social justice or human rights (or related) issues
- At least 3 years of overall experience on gender issues.

**Minimum required qualification for the Team:**

**Training Coordinator 1**

- Master's degree (MA or equivalent) in communications, political science, international relations, law, public administration, business administration, or similar.
- 7 years of work experience on gender issues
- Work experience in minimum two of the following three areas: private sector, civil society/non-profit and government/international organization sectors
- Minimum 3 years of experience providing consultancy services on gender issues
- Minimum 5 years of work experience on gender issues

**Training Coordinator 2**

- Master's degree (MA or equivalent) in communications, political science, international relations, law, public administration, business administration, or similar.
- 10 years of work experience on business and human rights
- 5 years of experience working on gender issues
- 5 years of experience in research on business and human rights and producing leading business and human rights publications

**k. Price and schedule of payments**

Description of deliverables	Due Date	Contract value	Review and approvals required
1. Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights	30 October 2021	29%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

2. Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business	15 December 2021	28%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub, UNDP Thailand
3. Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights	15 January 2022	43%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

The company is responsible for delivering all deliverables

## TECHNICAL PROPOSAL SUBMISSION FORM

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>1</sup>)*

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[insert: Location].

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

Dear Sir/Madam:

We, the undersigned, offer to provide the services for Designing and delivering training on women, business and human rights in accordance with your Request for Proposal No. **RFP-2021-020** dated: **01 July 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- d) have 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;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

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<sup>1</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



## FORMAT OF TECHNICAL PROPOSAL<sup>2</sup>

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

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<sup>2</sup> This serves as a guide to the Service Provider in preparing the Technical Proposal.

## FORM FOR SUBMITTING FINANCIAL PROPOSAL<sup>3</sup>

**(Must be Password Protected)**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)*

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Designing and delivering training on women, business and human rights** in accordance with your Request for Proposal No. **RFP-2021-020** dated **01 July 2021**. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.*

We understand you are not bound to accept any Proposal you receive.

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

### A. Cost Breakdown per Deliverable\*

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Develop a blended-learning training curriculum for business and government policy makers and implementers on the gender dimensions of business and human rights	29%	
2	Develop a training curriculum and deliver the training for business in Thailand that integrates OHCHR's LGBTI Standards of Conduct for Business	28%	
3	Deliver a blended-learning training for business and government policy makers and implementers on the gender dimensions of business and human rights	43%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

**Cost Breakdown by Cost Component** *[This is only an Example]:*

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_