

Section 1. Request for Proposal (RFP) - Letter of Invitation

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a proposal(s) in accordance with the Request for Proposal (RFP) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFP.

To enable you to submit a proposal, please read the following documents carefully.

- Section 1. This Letter of Invitation
- Section 2. Instructions to Vendors (including referenced General Conditions of Contract and Model Forms of Contract, available publicly on the UN Women website at: <https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>)
- Section 3. Information Sheet
- Section 4. Terms of Reference
- Section 5. Evaluation Criteria and Methodology (Requirements)

Your submission should include the following:

- Form A: Proposer Information Form (*completed online*)
- Form B: Voluntary Agreement to Promote Gender Equality and Women's Empowerment (*optional - completed online*)
- Form C: Technical Proposal (*completed online*)
- Form D: Eligibility and Qualification Form (*upload document*)
- Form E: Proposal Submission Form (*completed online*)
- Form F: Format of Financial Proposal (*upload document to "From Supplier: Commercial"*)
- Form G: Joint Venture/Consortium/Association Information Form, if applicable
- Form H: Format For CV Of Proposed Key Personnel
- Form I: Statement of Exclusivity and Availability, if required in the solicitation documents

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the "Messages" function in Quantum.

We look forward to receiving your proposal,
UN Women Procurement

Tender Overview

Provide expert services to support the development and delivery of a comprehensive training programme for the Resource Center for Gender Responsive Policy Making and Budgeting

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1 Overview

1.1 General Information

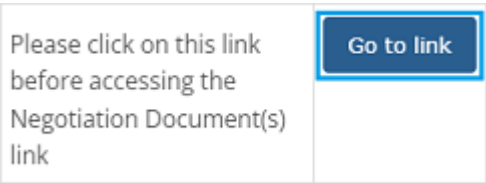
Title	RfP-MKD_Develope and deliver training programme for the Resource Center
Contact Point	UNW Procurement
Outcome	
Two Stage Evaluation	Yes
E-Mail	procurement.mk@unwomen.org
Reference Number	UNW-ECA-2024-00018
Beneficiary Country	MKD
Introduction	Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a proposal(s) in accordance with the Request for Proposal (RFP) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFP.

Existing Suppliers: Navigate to the Quantum Supplier Portal (<http://supplier.quantum.partneragencies.org/>) to log in to the system.
New Suppliers: If you are viewing this notice on UNGM, click on "Links" tab >> "Supplier Registration" >> "Go to link" and you will be re-directed to the registration page of the Quantum Supplier Portal.



To view the solicitation documents - click on "Links" tab >> "Negotiation Document(s)" >> "Go to link". Please ensure to navigate to "Please click on this link before accessing the Negotiation Document(s) link" - this action needs to be done once to enable the access to the solicitation documents.



For more information, see the ["UN Women Quantum supplier guideline"](#).

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	06/02/24 11:36 AM

Close Date 20/02/24 11:36 AM
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency MKD

2 Requirements

**Response is required*

Attention to Vendors: Please ensure to upload "Form F: Format of Financial Proposal" to "From Supplier: Commercial" attachment. **Failure to do so may disqualify your proposal.**

2.1 Section 1. Form A: Proposer Information Form

*1. Indicate Number of Full Time Employees

*2. Provide a Brief Summary of Company Profile and Main Area of Expertise

Response attachments are optional.

*3. Enter the number of staff involved in similar contracts:

*4. Enter the number of years of supplying to UN organizations

*5. Enter the countries of operation of your organization

*6. Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)

*7. Commercial Representatives in the country (for international companies only):

- Name
- Address
- Phone

*8. Do You Possess a Quality Assurance Certificate, for example ISO 9001. If yes, provide a copy

*9. Does Your Company Have a Corporate Environmental Policy or Environmental Management System such as ISO 14001 or ISO 14064 or Equivalent?

*10. Others, Specify the Details

d.1. *Response attachments are optional.*

*10.

Does your Organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?

Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.

Social: human rights and labour issues, gender equality, sustainable consumption, and social health and well-being.

Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.

Attach a formal statement that outlines your organization's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress, select all that apply.

*11. Please attach the following Mandatory Supporting Documents

*9. Others, Specify the Details

d.1. *Response attachments are optional.*

2.2 Section 10. Form C: Section 2. Sub-section 2.2. Management - timeline, deliverables and reporting

*1. Management - timeline, deliverables and reporting

Offeror shall provide a detailed description of how the management for the requested goods/services/works will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical and realistic including Gantt chart

Response attachments are optional.

2.3 Section 11. Form C: Section 2. Sub-section 2.3. Sustainability-related approach to the service/work required

*1. Sustainability-related approach to the service/work required

Offeror shall:

a) 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, project environment and sustainability considerations.

Response attachments are optional.

2.4 Section 12. Form C: Section 3. Sub-section 3.1.1. Composition of the team (Team Leader)

*1. Composition of the team

The offeror shall:

- a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.
- b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.
- c) Provide 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.
- d) For each of the key personnel provide the CV using the format provided.

Team Leader

- University degree in Economy, Business Administration, Public Policy and/or other social science related areas relevant for the assignment; Master's degree will be considered an asset; **(10 pts)**
- A minimum 3 years of demonstrated professional experience in the area of gender equality with focus on gender responsive policy making; **(20 pts)**
- Previous experience in designing and delivering training and/or mentoring programmes on gender equality and gender mainstreaming in policy making and budgeting; **(20 pts)**
- Experience in working with national institutions and local self-governance units will be considered an asset; **(10 pts)**
- Experience or familiarity with the UN system or other international organizations will be considered an asset; **(10 pts)**

Attachments:

File Name or URL	Type	Description
Form H and I (CV and availabil	File	

2.5 Section 13. Form C: Section 3. Sub-section 3.1.2. Composition of the team (Key Expert)

*1. Composition of the team

The offeror shall:

- a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.
- b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.
- c) Provide 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.
- d) For each of the key personnel provide the CV using the format provided.

Key Expert

- University degree in Economy, Business Administration, Public Policy, Gender Studies, and/or other social science related areas relevant for the assignment; Master's degree will be considered an asset **(5 pts)**
- A minimum of 2 years of demonstrated professional experience in the area of gender equality with focus on gender responsive policy making and budgeting; **(15 pts)**
- Previous experience in designing and delivering training for public administration **(10 pts)**
- Experience and knowledge on Government Methodology on GRB for central government institutions in the Republic of North Macedonia **(5 pts)**
- Previous work experience working with governmental institutions is considered an asset **(5 pts)**
- Previous experience working with international organizations is considered an asset **(10 pts)**

Attachments:

File Name or URL	Type	Description
Form H and I (CV and availabil	File	

2.6 Section 14. Form C: Section 3. Sub-section 3.2. Gender Profile

*1. Gender Profile

The offeror shall provide information on the gender profile of the organization:

- Women-owned Business status – whether the entity is owned, controlled or managed by at least 51% women;
- Proportion of women in managerial position;
- Gender balance of the proposed project/team;
- Policies in place that contribute to gender equality;
- Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain;
- Gender parity policy in place;
- Commitment to the Women's Empowerment Principles (www.weps.org/join) - if more than 10 employees;
- Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in case of contract award - if less than 10 employees;

Good practices of gender-responsive companies can be found here: <https://www.weps.org/about>

Response attachments are optional.

2.7 Section 15. Form D: Eligibility and Qualification Form

*1. Please upload the Form D: Eligibility and Qualification Form.

Attachments:

File Name or URL	Type	Description
FORM D_ ELIGIBILITY AND QUALIF	File	

Hint: Please complete form D and all the attachments

2.8 Section 16. Form E: Proposal Submission Form

*1. We, the undersigned, offer to supply the goods/services required in accordance with your Request for Proposal. We hereby submit our Proposal, which includes the Technical Proposal and the Financial Proposal sealed under a separate envelope.
Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

Vendor Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

- a) Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the vendor agrees to be bound by them.
- b) I/We confirm that the vendor has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
- c) Ethics: In submitting this proposal I/we warrant that the vendor: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
- d) I/We confirm to undertake not to engage in proscribed practices, 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 have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
- e) Conflict of interest: I/We warrant that the vendor has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
- f) Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- g) I/We 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);
- h) Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
- i) Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.

- j) I/We understand and recognize that you are not bound to accept any proposal you receive.
k) By electronically accepting this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

2.9 Section 2. Women-Owned Details

- *1. Please select the status of the women-owned entity

Hint: Please make sure to fill the Business classification section.

- *2. Total number of management board/team members (regardless of gender) :
- *3. Total number of women in the management board / team:
- *4. Is your company a signatory to Women's Empowerment principles, which is offering guidance to business on how to promote gender equality and women's empowerment in the workplace, marketplace and community? <https://www.weps.org/>
- *5. **Form B: Voluntary Agreement to Promote Gender Equality and Women's Empowerment Between the Bidder 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;
- Adhere to values of respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women, enshrined in the United Nations (UN) Charter and the [UN Supplier Code of Conduct](#).

- *4. Please provide URL/link to WEPs profile

a.1. *Response attachments are optional.*

- *4. My company is committed to gender equality and women's empowerment and we would like to join the

b.1. global community of signatories to the Women's Empowerment Principles (WEPs). We will register our commitment at: www.weps.org/join

2.1 Section 3. Form C: Preliminary and Minimum Criteria

***1. Preliminary Examination Criteria:**

- Completeness of the Proposal
- Vendor accepts UN Women General Conditions of Contract
- Vendor accepts the Proposal Validity period

Minimum Eligibility and Qualification Criteria:

- Vendor is a legally registered commercial entity in North Macedonia
- Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors
- No conflicts of interest in accordance with Instructions to Vendors
- The Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future
- Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years
- Minimum 3 years of relevant experience. The company needs to provide relevant experience in providing support to national gender mechanism in North Macedonia on gender-responsive policymaking and budgeting. The company needs to contain relevant experience on development and provision of capacity building activities to central level civil servants in gender mainstreaming and applying GRB in strategic and sectoral programming processes. *(Provide detailed description of the company's previous experiences relevant to the RfP. Provide copies of relevant certifications/approvals (e.g. Registration in the Central Registry of the Republic of North Macedonia, all other relevant documents issued by the Central Registry of the Republic of North Macedonia), as part of the submission*
- Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years (For JV/Consortium/Association, all Parties cumulatively should meet requirement).
- Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.
- Vendor must include balance sheets (audited or certified) in their Proposal covering the last three years

Hint: Select "Yes" to confirm that your proposal meets the above requirements. If any above are not met - please provide comments below (please note that failure to meet any of the above requirements may result in disqualification).

**2.1 Section 4. Form C: Section 1. Sub-section 1.1. Reputation of organization and staff credibility /
1 reliability / industry standing**

***1. Reputation of organization and staff credibility / reliability / industry standing**

Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken

Response attachments are optional.

2.1 Section 5. Form C: Section 1. Sub-section 1.2. General Organization Capability

2

***1. General Organizational Capability**

- Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability (including annual turnover for the last three years) and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). **(10 Pts)**

- Include a description of past and present experience and relationships that have a direct relationship to the performance of the Terms of Reference. Include relevant collaborative efforts the organization may have participated in. **(10 Pts)**

- Explain any partnerships with local or other organizations relevant to the performance of the Terms of Reference. 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. **(10 Pts)**

- 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. **(10 Pts)**

Response attachments are optional.

2.1 Section 6. Form C: Section 1. Sub-section 1.3. Relevance of Specialized Knowledge

3

***1. Relevance of specialized knowledge and experience on similar engagements done in the region / country**

- Specialized Knowledge in accordance to the ToR requirements **(30 Pts)**

- Experience on Similar Programme / Projects. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable. A minimum of 3 years experience in providing support to central level institutions and civil servants in North Macedonia on gender-responsive policymaking and budgeting is required. **(40 Pts)**

- Provide at least 3 references with the following information:

- Client
- Contract value
- Period of performance (from/to)
- Role in relation to undertaking the goods/services/works
- Reference Contact Details (Name, Phone, Email) **(10 Pts)**

Response attachments are optional.

2.1 Section 7. Form C: Section 1. Sub-section 1.4. Quality assurance procedures, risk and 4 mitigation measures

***1. Quality assurance procedures, risk and mitigation measures**

Offeror shall describe the potential risks for the performance of the Terms of Reference 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 and ensure quality assurance. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

Response attachments are optional.

2.1 Section 8. Form C: Section 1. Sub-section 1.5. Organization Commitment to Sustainability

5

*1. Organization Commitment to Sustainability

Offeror shall inform whether:

- Organization is compliant with ISO 14001 or ISO 14064 or equivalent **(5 Pts)**
- Organization is a member of the UN Global Compact **(5 Pts)**
- Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on renewable energies, disability inclusion or membership of trade institutions promoting such issues) **(5 Pts)**
- If applicable, submit Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Vendor'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. **(5 Pts)**

Response attachments are optional.

2.1 Section 9. Form C: Section 2. Sub-section 2.1. Analysis Approach, Methodology

6

*1. Analysis Approach, Methodology

- Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; **(120 Pts)**
- Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered; **(100 Pts)**
- Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement; **(40 Pts)**

Response attachments are optional.

2.1 Section I-1.

7

3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Support services to the Resource Center on Gender Responsive Policy Making and Budgeting established by the Ministry of Labour and Social Policy in North Macedonia	80101500						