

Request for Proposal

Reference No.: (01/2016)

**Request for Proposal (RFP) for for Support to UNWOMEN
Community Intergrated Programme in South Sudan**

15th February 2016

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Support to UN Women Community Integrated Programme in South Sudan

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services for support to UN Women Community Integrated Programme in South Sudan as described in this RFP and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - i. This letter and Proposal Instruction Sheet (PIS)
 - ii. Instructions to Proposers (Annex I)
 - iii. Terms of Reference (TOR) (Annex II)
 - iv. Evaluation Methodology and Criteria (Annex III)
 - v. Format of Technical Proposal (Annex IV)
 - vi. Format of Financial Proposal (Annex V)
 - vii. Proposal Submission Form (Annex VI)
 - viii. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex VII)
 - ix. Proposed Model Form of Contract (Annex VIII) – To be part of the contract
 - x. General Conditions of Contract (Annex IX)
 - xi. Joint Venture/Consortium/Association Information Form (Annex X)
 - xii. Proposal Security Form (Annex XI) - Not applicable
 - xiii. Forms of Performance Security (Annex XII) - Not applicable
 - xiv. Submission Checklist (Annex XIII)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex-I –see above link).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	Date and Time : March 7, 2016 12:00 a.m. City and Country: Juba , South Sudan Any proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	Personal Delivery/ Courier mail/ Registered Mail : United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Procurement Unit UN Women Office Compound (Tong-Ping Area – Close to the British Council) P. O. Box 410, Juba South Sudan Electronic submission of Proposal: Dedicated Secure E-mail address(s): Technical Proposal: sonny.jesca@unwomen.org / southsudan.procurement@unwomen.org Financial Proposal: habib.sebit@unwomen.org
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> USD If no, please indicate Currency: <input type="text"/> <i>Proposer may submit proposal in any freely convertible currency</i>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<i>Choose an item.</i> If other, please indicate: <input type="text" value="120"/> days.

2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification ONLY should be addressed to the e-mail address: tabu.jimmy@unwomen.org Proposers must not communicate with any other personnel of UN Women regarding this RFP.
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required
7.4	Performance Security	<input checked="" type="checkbox"/> Not Required

4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Izeduwa Derex-Briggs

Country Representative
UN Women, South Sudan
Telephone: +211 (0) 955598044
Email: izeduwa.derex-briggs@unwomen.org.

Annex II

TERMS OF REFERENCE

1.0 Organization Context/Background

UNWOMEN South Sudan has been implementing a Community Integrated Model of programme implementation with the support from her donors including SIDA, DANIDA and Australia since 2013. The model uses an integrated approach to address gender issues affecting both men and women, boys and girls at the community level. The model is considered as an innovative approach towards advancing gender equality and women empowerment in South Sudan through effective programme delivery at the community level. It also recognizes the interdependence and complementarity of all UNWOMEN programme elements from governance and leadership to women economic empowerment and peace and security.

The goal of this model is to empower both women and men, girls and boys at the community level through an integrated programme delivery approach while also engaging the community. UN Women programmes under this approach include but not limited to; First, promoting women economic livelihood and resilience through promoting numeracy and adult literacy, entrepreneurship skills, establishing women friendly centers and increasing agriculture productivity; Secondly, preventing violence against women and girls through working with the police, traditional authority and engaging men and boys as agent of change; Thirdly, Strengthening leadership capacity through transformational leadership skills, and Fourthly; promoting peace and security through provision of peace mediation and conflict management skills, establishing community mobilization initiative. This model is also guided by evidence based approach interventions.

The Community Integrated Model has the following characteristics;

1. The model is people centered since it meets their needs and reflects their values delivery ;and engages the direct beneficiary in the programme that
2. Increased accountability and transparency in programme delivery
3. Promote linkages between various programme modalities to meet the various needs of men and women, boys and girls.
4. Community engagement in the identification of local priorities, interventions, and strategies.
5. Placement of programme delivery within the broader system of community, identifying and using community-based strategies to address broad determinants of gender equality and women empowerment issues to achieve programme outcomes.
6. Emphasis on the identification and use of gender disaggregated evidence for effective programme delivery

Deliverables	<p>Priority 1: Promoting community peace building and conflict resolution Initiative</p> <ol style="list-style-type: none"> 1. Comprehensive mapping of community groups (Women, Religious, Youth etc) conducted. 2. Quarterly peacebuilding campaigns held 3. Peacebuilding jingles developed and disseminated on radio, at schools, churches, market places 4. Trainings conducted for women, girls, boys and men in peacebuilding and conflict resolution 5. Bi-Annual sporting events held to promote peace <p>Priority 2: Promotion of women economic livelihoods and building resilience</p> <ol style="list-style-type: none"> 1. Skills market assessment conducted 2. Vocational and functional literacy trainings conducted for 80% women and girls and 20% boys and men 3. Women groups trained in numeracy and basic book keeping 4. Micro-credit provided to women solidarity groups 5. Seeds and tools provided to all targeted women groups <p>Priority 3: Preventing Sexual and Gender Based Violence (GBV)</p> <ol style="list-style-type: none"> 1. Monthly GBV awareness and sensitization campaigns held in the communities 2. Quarterly training held for women, youth, religious and community leaders on GBV prevention and reporting 3. GBV path way rolled out at all sites 4. Bi-annual trainings on GBV prevention held for police and other law enforcement personnel at the community level
Activities/ Tasks	<p>Priority 1</p> <ol style="list-style-type: none"> 1. Establishing a community of peace builders through supporting all actions geared towards building the capacity of key opinion makers in the community including but not restricted to teachers, traditional leaders, chiefs, local government leaders 2. Engage both men and boys as change agent to advocates for a peace at the community level. 3. Capacity building of women and girls on community peace dialogue, mediation and negotiation skills; 4. Engaging youth in community peacebuilding by empowering the youth to gain skills required to get involved in community peacebuilding initiatives. 5. Undertaking initiatives that promote community reconciliation and healings as a critical component in the realization of lasting and sustainable peace by the grass root community in South Sudan. <p>Priority 2</p> <ol style="list-style-type: none"> 1. Vocational/income generation skills, financial, entrepreneurship and organizational development skills development to respond to market needs, as well as facilitates self-employment; 2. Initiatives that create employment/income earning opportunities for rural women in selected states and Payams in both the short and medium terms e.g. Vegetables

	<p>production by women groups using labor-saving technology (irrigation technology.), cash for work, support to micro/small enterprises development, provision of start-up kits/capital etc.</p> <ol style="list-style-type: none"> Development/strengthening of women groups/associations around economic activities Deliver functional literacy skills training to targeted beneficiaries (women, girls, men and boys); <p>Priority 3</p> <ol style="list-style-type: none"> GBV Prevention initiatives including awareness, sensitization of women and girls from the displaced and host communities regarding their rights against GBV; Promote access, via referral pathway, to multi-sectoral GBV survivor services available in the Community; Engage both men and boys as change agent to advocates for prevention of violence against women and girls. Capacity building of stakeholders including the police at payam level on investigation and protection intervention for physical safety on SGBV cases; Provide early psycho-social counselling to survivors to avoid or reduce traumatic feeling, Enhance the GBV reporting system by ensuring that all sites adopt the GBV Referral Pathway.
Personnel / Qualifications	<ol style="list-style-type: none"> The Head of the Organization should have a Masters Degree in Sociology, Business Administration or its equivalent. Project Manager should have a Masters in Sociology, Agriculture, Economics, Business Administration or its equivalent. Bachelors with minimum of 5 years relevant experience is accepted. All other key project staff should have relevant Bachelors Degree or advance certificate with at least 7 years of relevant experience NGO should have at least 5 years of experience in promoting gender equality and the economic empowerment of women NGO should have at least 5 years of relevant experience in South Sudan and in the proposed project areas All staff should be fluent in written and spoken English and Arabic. At least one of the key/senior staff should be a woman
Roles and responsibilities of the parties	<ol style="list-style-type: none"> NGO will provide all registration documents to substantiate its legal status NGO to ensure UN Women's and the donor's brands are visible at the sites NGO will not use project funds to support political activities and any activity that has the propensity to brew conflict NGO to submit to UN Women its most recent audit report All project assets will be turned over to UN Women at the end of project activities UN Women to advance funds to NGO based in tranches based on milestones UN Women to hold induction training for the selected partners All reports submitted to UN Women by the NGO will be in prescribed UN Women formats
Timeframe and location	<ol style="list-style-type: none"> The contract will be for a period of 12 calendar months Milestones will be broken down per quarter and would be the basis for disbursements All quarterly milestone reports to be submit by the last day of the last month of the quarter but no later than the 7th day of the first month of the last quarter The activities will be carried out in the areas where the NGO has been assigned based on its comparative advantage and implementation history

Communication and reporting obligations	<ol style="list-style-type: none"> 1. All communications will be addressed to the UN Women Country Representative or Designate 2. Monthly results-based progress reports will be submitted by the last day of the reporting month but no later than the 7th of the next month. 3. Quarterly milestone narrative and financial reports will be submitted to the UN Women Country Representative or Designate and will be the basis for disbursements
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Proposed geographical areas for project implementation. The proposal should cover atleast one of the following geographical locations.

STATE	COUNTY	PAYAM
Lakes State	Wullu	Wulu, Malou Pec
Warrap	Twic County Tonj East	Turalei Romic
Eastern Equatoria State	Ikwotos Kapoeta South	Chahare Machi
Western Equatoria	Yambio Mundri West	Gangura Mundri Central
Central Equatoria State		
Western Bahr el Ghazal	Jur River Raja	Marial Wau Ringi

Annex III

Evaluation Methodology and Criteria

UN Women shall apply Cumulative Analysis Methodology to conduct the evaluation of the proposals. The technical proposal will be evaluated in the first stage. A minimum pass requirement of [70%] of the obtainable [70] points is assigned for technical proposal.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: [70]

Financial proposal: [30]

Total number of points: [100 points]

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated

in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [70] points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	4
1.2	Adverse judgments or awards	2
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	5
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	2
1.5	Quality assurance procedures, warranty	7
1.6	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	10
Sub-total		30
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	20
2.2	Management Services – Timeline and deliverables.	5
2.3	Environmental Considerations : Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	5
Sub-total		30
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide, and the work tasks (including supervisory). Curriculum vitae of the proposed team that will be involved either full or part time	10
Sub-total		10
[70%] of [70] pts = [49] pts needed to pass technical		

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

Evaluation of financial proposal

In the second stage, financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold.

In this methodology, the maximum number of points (30) is allocated to the lowest priced proposal. All other price proposals receive points in inverse proportion, using the formula below:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Annex IV

Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted in separate envelope or email address.

Proposer is requested to include a *one* page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

Section A: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.

- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

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

1.5 Quality assurance procedures, risk and mitigation measures

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

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

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

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

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.
- UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

Section C: Resource Plan, Key Personnel

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

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

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

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template: *[Adjust according to needs]*

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	
Positions held: _____	

Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

Annex V

Format of Financial Proposal

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a). An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities

b). An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.

c). An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.

d). An all-inclusive amount for local travel, if applicable.

e). If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f). Summary of total cost for the services proposed.

ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in USD. The payment schedule must be linked to the delivery of the outputs specified in your technical component. UN Women will disburse the fund through FACE Form, as such, maximum 30% of the total price of the contract may be paid in one installment.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

NOTE: In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive) USD	Delivery time/time period (if applicable)
1	Deliverable 1/first installment			Delivery schedule be mentioned in the detailed budget
2	Deliverable 2/2 nd installment			
3	Deliverable 3/3 rd installment			
4	Deliverable 4/4 th installment			
	Total	100%	USD	

Note: Last three years audited financial statement shall have to be attached in support of the financial capacity.

B. Cost Breakdown by Resources

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

Descriptions	Reference	Amount in USD
Programme costs (direct costs)	Detailed budget	
Staff costs (direct)	-DO-	
Support costs (direct)	-DO-	
Indirect costs-evaluation & monitoring	-DO-	
Indirect costs-staff, if any	-DO-	
Indirect support costs, if any	-DO-	
Overhead (GMS)	-DO-	
Total costs		

[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

Annex VI

Proposal Submission Form

No alterations to its format shall be permitted and no substitutions shall be accepted.

To: UNWOMEN, Procurement Unit

UNWOMEN Office Compound (Tong-Ping Area – Close to the British Council)

P. O. Box 410, Juba

South Sudan

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid Solicitation Documents the following **[Title of services]** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries *[insert the nationality of the Proposer, including that of all parties that comprise the Proposer]*
- (g) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Proposal Submission Form]*

Name: *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: *[insert complete name of Proposer]*

Dated on day of , *[insert date of signing]*

Annex VII

Voluntary Agreement

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values in UN Women;
- ☐ Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- ☐ Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

Name, Title, Address, Signature

Date:

Annex IX

General Conditions of Contract

Annex IX is attached.

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf?v=1&d=20150416T202856>

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM
(to be completed and returned with your technical Proposal)

JV / Consortium/ Association Information	
JV's Party legal name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Proposers)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner and contact information	(inset name, address, telephone numbers, fax numbers, e-mail address)
Consortium/Association Agreement	[attach agreement]
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[insert name, address, telephone/fax or cell number, and the e-mail address]

Signatures of all partners:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Annex XIII

Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
 - Proposal submission form _____ ☐
 - Joint Venture Form (if in a joint venture) _____ ☐
 - Performance Security Form (if Required) _____ ☐
 - Inner envelope containing technical proposal _____ ☐
 - Second inner envelope containing Financial Proposal _____ ☐

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
 - Technical Proposal _____ ☐
 - Proposal submission form _____ ☐
 - Joint Venture Form (if in a joint venture) _____ ☐
 - Performance Security Form (if required) _____ ☐
- Financial Proposal PDF sent to E-mail address specified in Invitation Letter _____ ☐

Model Form of contract has been read and understood _____ ☐

General Conditions of Contract have been read, understood and accepted _____ ☐