

Request for Proposal

Reference No: RFP-014-2016

**Case Management Capacity Building for the
EVAW Service Providers to End Violence against
Women in Afghanistan**

30 May 2016

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Capacity Building on Case Management to EAW Service Providers

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **[Capacity Building on Case Management to EAW Service Providers]** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.

1. 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 \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
 - 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 \(Annex VIII\)](#)
 - x. [General Conditions of Contract \(Annex IX\)](#)
 - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
 - xii. [Submission Checklist \(Annex XIII\)](#)
2. 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	<p>Date and Time: <i>June 14, 2016 12:00 PM</i></p> <p>City and Country: <i>[Kabul, Afghanistan]</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<p>Personal Delivery/ Courier mail/ Registered Mail:</p> <p>The proposals should be sealed and sent under the subject of “Reference No: RFP-014-2016 Capacity Building on Case Management to ERAW Service Providers to End Violence Against Women in Afghanistan” in the subject of your cover letter or envelope</p> <p>PO Box: 949, UN Women Afghanistan, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan.</p> <p>Electronic submission of Proposal:</p> <p>Dedicated Secure E-mail address(s): Technical and Financial Proposals: procurement.af@unwomen.org</p>

3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English Proposals will be accepted in English only and must include details of the activities proposed, a breakdown of milestones and timelines.
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> USD and Afghani
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	120 days
2.4	Clarifications of solicitation documents	Applicants can submit their questions by email no later than 05 June, 2016. Questions will be compiled and answers provided to all Applicants with questions within 5 working days.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: masiha.fayez@unwomen.org and sakhi.abrar@unwomen.org Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>These Email Addresses are for clarifications ONLY.</u> <u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL</u>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required No Proposal Security is required for this RFP at this stage; however, UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.



7.4	Performance Security	<input checked="" type="checkbox"/> Not Required. Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
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3. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Syed Sadiq, PhD

Program Management Advisor and OiC
 UN Women Afghanistan

Annex II

Terms of Reference (TOR)

Background

Since 2002, the UN Women Afghanistan has been supporting the government of Afghanistan and its partners with the overall goal to Eliminate Violence against Women (EVAW). UN Women is further expanding its EVAW Program, particularly with regards to enhancing capacity and providing more coherent and specialized support for EVAW initiatives, as implemented by both government and civil society organizations.

The role of the UN Women's EVAW Program in Afghanistan is to support national partners – including the Ministry of Women's Affairs (MoWA), key line ministries, Parliamentary bodies, and civil society organizations to support the implementation of commitments under the National Action Plan for the Women of Afghanistan (NAPWA) including support to prevention and responses to violence against women, legal protection, rule of law and women's human rights.

The EVAW Commissions established by the government of the Islamic republic of Afghanistan are considered as a mechanism to ensure the implementation of EVAW law and ease access of VAW Survivors to appropriate services at national and provincial levels. The National EVAW Commission is chaired by the Minister of Women's Affairs and attended by the deputy ministers from other ministries and independent institutions including the Ministries of Higher Education, Public Health, Labor and social affairs, Interior, Haj and Religious Affairs, Justice, the office of the president, the Family court, the EVAW Unit of Afghanistan Attorney General Office; Afghanistan Independent Human Rights Commission, the Afghanistan Independent Bar Association. The Provincial EVAW Commissions are chaired by the provincial governor and attended by the provincial departments of the above mentioned ministries and institutions.

The mandate of the EVAW Commission is to a) combat violence against women effectively; and b) establish coordination among the governmental, non-governmental institutions and relevant organizations. c) monitor the situation in district and provincial levels (Article 15, EVAW Law).

The EVAW commissions in the province level is largely engaged in tracking of VAW related cases to ensure that due process of case management is applied by the relevant institutions keeping the best interest of the survivors into account. UN Women is supporting the National EVAW Commission and provincial EVAW Commissions in Badakhshan, Baghlan, Balkh, Bamyan, Daikundi, Jawzjan, Herat, Kabul, Kapisa, Kandahar, Kunar, Laghman, Nangarhar, Parwan, Sari pul, Samangan and Takhar. In addition, UN Women is supporting the efforts of the civil society in Afghanistan in managing the operation of Women Protection Centers as well as the Family Guidance Centers in 9 provinces. (Provinces overlap with those mentioned with regard to EVAW Commissions).

UN Women’s EVAW Pillar, through this request for proposals intends to seek services of a competent institution to train the members of the provincial EVAW commissions; with regard to skills and knowledge of the management of VAW related cases using survivor centric approach to case work.

Objectives:

Under the overall guidance of UN Women’s Ending Violence against Women Pillar (EVAWP), the implementing partner will conduct training for the following objectives:

Objective:

- To build the capacity of The EVAW case management service providers (EVAW Commission members, WPC and FGC case workers, EVAW High Commission) in 17 provinces, through a comprehensive trainings and mentorship programme.

Key results:

- The Key service providers of the violence against women across 17 provinces, will demonstrate increased capacity and skills of survivor centric case management of cases of violence against women.
- Improved VAW case documentation, and data management systems established
- Through the mentorship and coaching, the service providers build confidence to deal with the EVAW cases using human rights’ based approach
- A comprehensive capacity building manual is produced based on the Afghanistan legal and social context in dealing with violence against women for the future use with other relevant service providers

What training and topics should be covered?

The training should be driven by the survivor centric approach to case work. Ideally, the trainings should be covered in two phases, followed by the mentorship design for the participants. The topics and issues to be covered at minimum should include but not limited to the following:

Phase: I

- 1) Understanding Gender: unpacking institutions, gender relations framework and the gender sensitization in law enforcement
- 2) Understanding violence against women: definitions, concepts as introduction to typology of violence against women in various spheres; violence against women as a women’s rights issue,
- 3) Orientation to Case management: Principles of case management for the VAW survivors; legal procedures to be followed by the case worker; follow up mechanism of VAW cases;

dealing with emergency cases

- 4) Legal Frameworks (national and international): Brief overview of the legal frameworks, instruments and structures (national and international), including the Constitution of Afghanistan, CEDAW, BPfA, EAW Law, violence against women and children and the justice system of Afghanistan
- 5) Monitoring and documentation for effective case management: Monitoring of VAW cases, its importance and standard processes to be followed amongst referral systems; case registration and closure procedures; case documentation, data collection and analysis; Case classification and referral system
- 6) Skills training: Legal Advice, counseling skills, Communication, mediation
- 7) Other related topics on case management deemed needed

Phase II:

The phase II of the capacity building should be conducted after 2 to 3 months' gap. The training shall focus on the review of the participants' experience of applying the lessons learnt from the phase I of the training. Based on the challenges faced by the participants, the phase II training will cover the subjects that need further capacity building for the participants.

Activities:

The consulting firm will work under the overall supervision and guidance of the EVAWP Programme Manager and direct supervision of the Rule of Law Program Officer. More specifically, the assignment entails the following tasks during the implementation phase:

- **Technical Methodology and Approach:**
 - **Needs Assessment:** The consulting firm is expected to conduct a needs assessment based on the meetings with the important stakeholders, desk review and the meetings with the EAW Commission staff. Based on the needs assessment, a methodology and plan of action should be developed;
 - Develop a training design on case management, covering the approach, time lines for completion of each deliverable, major activities and detailed methodologies for all elements of capacity building and training. The methodology should outline the steps that will be taken to deliver the results. It is essential that the training is designed keeping in view the sustainability plan for VAW cases management service providers.
- **Detailed capacity Assessment:** The consulting firm is expected to conduct a proper capacity assessment of the targeted participants based on their TOR and the mandate in order to design and implement a standard and comprehensive training program;
- **Training manual/ Curriculum development:** the consulting firm will be responsible to design the course and develop acceptable, adoptable and achievable training manual/guideline on VAW case management;

- **M&E tools:** the firm is responsible to develop a measurable and result based M&E tools to find out the project has achieved its objectives and expected results.
- **Project delivery:** the consulting firm is responsible to arrange and conduct the training according to the set objectives of this call;
- **Ethics:** Ensure ethical guidelines on training and capacity building and principles of adult learning are adhered to throughout the capacity building process.
- **Stakeholders:** Identify additional stakeholders (sub-national and national level) that may need to be included in the implementation of the project;
- **Reporting:** a) Produce a project initiation report capturing the results of the needs assessment and initial design of the training manual; b) Produce periodic report on the implementation of the project as per the agreed schedule; c) produce a final report on the implementation of the project, results achieved, challenges faced, key lessons learned and recommendations for the future programme.
- **Presentation:** Produce a PowerPoint presentation explaining the training manual developed in both local languages (Dari, Pashto) and English, for future training and presentation purposes
- **Technical Staff** Incorporate inputs from UN Women to revise methodology, curriculum, training material, PowerPoint presentation prior to implementation in the field. Similarly, the firm is expected to submit a draft of each product for the review for finalization.

Risk and mitigation strategy: Given the sensitivities associated with the capacity building plan, the applicants are expected to also include in the proposal, the risk analysis, and mitigation plan for the same, including a design to effectively undertake the trainings across different provinces.

<p>Deliverables</p>	<p><i>The consulting firm will prepare and present reports and training manual as per the details presented in earlier sections. The specific deliverables include:</i></p> <ul style="list-style-type: none"> • Project initiation report capturing the results of the needs assessment and initial design of the training manual; • Periodic report on the implementation of the project as per the previously agreed schedule in consultation with UN Women. The periodic report must <i>capture processes, and results especially the behavior and attitudinal changes for each province; include the relevant data for each province in the submitted report.</i> • Training manual and guidelines (for both trainers and trainees); • PowerPoint presentation on the content of the training manual; • Final report on the implementation of the project outlining results achieved, challenges faced, key lessons learnt and recommendations
<p>Activities/ Tasks</p>	<p>Activities: the activities include but not limited to the following:</p> <ul style="list-style-type: none"> • Conduct Needs Assessment • Develop methodology and approach • Develop Project design and training manual

	<ul style="list-style-type: none"> • Develop M&E tools • Identify stakeholders • Produce reports as per the details provided above • Develop a PowerPoint Presentation as an overview of the training manual in both local languages (Dari and Pashto) as well as English <p>Notes:</p> <ol style="list-style-type: none"> 1- Each training is expected to be conducted for 13 members of the EVAW provincial Commissions, 2 staff member from the respected provincial department of Women’s affairs and one provincial EVAW coordinators, 2- Duration of each training should be determined by the applicant organization but should not be less than 5 days; <p>Participants for these trainings will be from 16 provinces of (Badakhshan, Baghlan, Balkh, Bamyán, Daikundi, Jawzjan, Herat, Kapisa, Kandahar, Kunar, Laghman, Nangarhar, Parwan, Sari pul, Samangan and Takhar), and Kabul</p>
Personnel / Qualifications	<ul style="list-style-type: none"> • <i>The Applicant should provide the full CVs of its staff and trainers who will be involved in this assignment. The Applicant must explain the experience of all key staff members that will be assigned, their specific areas of responsibilities and the extent to which the proposed staff member will remain engaged in this Assignment. It is essential for the applicant to have technical team with knowledge and experience related to all areas of the assignment including strong background in VAW related issues. The firm must demonstrate the ability to function autonomously, with minimum need for technical and administrative oversight. The applicant is also required to demonstrate experience in mentorship and coaching the case workers and direct service providers.</i>
Roles and responsibilities of the parties	<ul style="list-style-type: none"> • <i>UN Women will provide technical overview, wherever possible. The applicant is expected to be responsible for effective delivery of the results as elaborated above. The applicant shall bear all the related costs and work independently to successfully achieve the end results. Keeping in view the sensitivities of the issues, the applicant is expected to submit a risk and mitigation plan.</i>
Timeframe and location	<ul style="list-style-type: none"> • <i>The total duration of the Contract is 12 months from the date of contract</i> • <i>Location of the activities is 17 provinces (Parwan, Baghlan, Takhar, Samangan, Jawzjan, Nangarhar, Bamyán, Daikundi, Kapisa, Balkh, Kunar, Laghman, Kandahar, Herat and Badakhshan, Kabul). For Kabul, the training participants will be selected members of the EVAW High Commission.</i>
Communication and reporting obligations	<ul style="list-style-type: none"> • <i>Under the overall guidance and in coordination with Ending Violence Against Women Pillar (EVAWP), the implementing partner will work closely with the pillar to achieve the project objectives.</i>

Annex III

Evaluation Methodology and Criteria

- Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [70] points assigned for technical proposal. 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 prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [70] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

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]

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

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

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.

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
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	4
1.4	Quality assurance procedures, warranty	4
1.5	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
		22
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology to deliver the assignment- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	25
2.2	Management Services – Timeline and deliverables.	5
2.3	Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices, which contributes to value addition to the result of this project.	8
		38
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
Total Technical		70

	Financial Strength of the Proposal	Points Obtainable
4.1	Realistic Budget Plan	10
4.2	Financial Format Used and Budget Narratives Provided	5
4.3	Cost Breakdown for Each Activity	5
4.4	Reliability of Cost for Each Activity	5
4.5	Audit Report of Previous Projects Conducted	5
	Total Financial	30
	[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.

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 where electronic submission is allowed.

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.
- 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.

1.2 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.

1.3 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.

1.4 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 services
- 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 services will be implemented in regard to the TOR

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:

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 the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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)	Delivery time/time period (if applicable)
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	USD	

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.

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				

1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation				
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			
	1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

[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

[The Proposer shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: *[insert UN Women*

Date: *[insert date of Proposal Submission]*

Address, City, Country]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents; We offer to supply in conformity with the Bid Solicitation Documents the following **[Assessment of the EAW Commissions in Afghanistan]** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (b) 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;
- (c) Our proposal shall be valid for a period of **[60]** 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;
- (d) 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]*
- (e) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (f) 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;
- (g) 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 VIII

Proposed Model Form of Contract

*[Insert the proposed form of contract, in the final version that will be signed with contractor.
The contract templates can be accessed on the UN Women Procurement intranet page by
following the link*

<https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Forms/AllItems.aspx>

Annex IX

General Conditions of Contract

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

1. For Services (Available from this link

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

Annex X

**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) _____
 - 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) _____
- 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 _____