

**Request for Proposal**

**Reference No.: 2019/03**

***Provide technical support to assess capacities and strengthen understanding on gender-based violence and intersectionality with issues related to disability, gender identity, among other factors, as part of joint UN efforts and in support of the NAP GBV 2017-2021***

29 May 2018

Dear Sir/Madam,

**Subject**: Request for Proposal (RFP) for –STRENGTHENING CAPACITIES OF PARTNERS, INCLUDING ORGANIZATIONS OF PERSONS WITH DISABILITIES, ON EVIDENCE-BASED APPROACHES TO ENDING VIOLENCE AGAINST WOMEN

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services to *to provide technical support to UN Women and relevant government institutions, civil society, including organizations of persons with disabilities (DPOs), and development partners to assess capacities and strengthen understanding on gender-based violence and intersectionality with issues related to disability, gender identity, among other factors, as part of joint UN efforts and in support of the NAP GBV 2017-2021* 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.

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1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
2. This letter (and the included Proposal Instruction Sheet (PIS)
3. Instructions to Proposers ([Annex I](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Annex%20I) ) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
4. Terms of Reference (TOR) (Annex 2)
5. Evaluation Methodology and Criteria (Annex 3)
6. Format of Technical Proposal (Annex 4)
7. Format of Financial Proposal (Annex 5)
8. Proposal Submission Form (Annex 6)
9. Voluntary Agreement for to Promote Gender Equality and Women’s Empowerment (Annex 7)
10. UN Women Model Forms of Contract (Annex 8)
11. General Conditions of Contract (Annex 8)
12. Joint Venture/Consortium/Association Information Form (Annex 9)
13. Submission Checklist (Annex 12)
14. 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)](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939)

**PROPOSAL INSTRUCTION SHEET (PIS)**

1. Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

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| **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: **Tuesday 02 July 2019 12:00 AM** (TL Time  Dili, Timor-Leste  This is an absolute deadline. Any proposal received after this date and time will be disqualified. |
| 4.1 | **Manner of Submission** | Personal Delivery/ Courier mail/ Registered Mail  Electronic submission of Proposal |
| 4.1 | **Address for Proposal Submission** | Personal Delivery/ Courier mail/ Registered Mail:  UN Women Timor-Leste  UN House  Rua Palacio das Cinzas  Dili, Timor-Leste  Electronic submission of Proposal:  [**Technical Proposal**](#_Format_of_Technical):  [procurement.timor-leste@unwomen.org](mailto:procurement.timor-leste@unwomen.org)  [**Financial Proposal**](#_Evaluation_Methodology_and_1)*:*  [procurement.timor-leste@unwomen.org](mailto:procurement.timor-leste@unwomen.org)  Proposals should be submitted to the designated address by the date and time of the deadline given. |
| 3.1 | **Language of the Proposal:** | English |
| 3.4.2 | **Proposal Currencies** | Preferred Currency: USD |
| 3.5 | **Proposal Validity Period** commencing after the deadline for submission of proposals (see 4.2 above) | If other, please indicate:  days. |
| 2.4 | **Clarifications of solicitation documents** | Requests for clarification shall be submitted days before the deadline for submission of proposal. |
| **Contact address for requesting clarifications on the solicitation documents** | Requests for clarification should be addressed to the e-mail **Liliana.amaral@unwomen.org**  **DO NOT SEND OR COPY THE E-MAIL ADDRESS ABOVE WHILE SUBMITTING A PROPOSAL. DOING SO WILL DISQUALIFY YOUR PROPOSAL.** |
| 2.5 | **Pre-Proposal/Bid Meeting** | Not applicable |
| 3.9 | [Proposal Security](http://www2.unwomen.org/~/media/commoncontent/procurement/un-women-procurement-rfp-security-instruments-en.docx) | 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 Proposer at any stage before the award of contract. |
| 7.4 | [Performance Security](http://www2.unwomen.org/~/media/commoncontent/procurement/un-women-procurement-rfp-security-instruments-en.docx) | 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. |

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

Yours sincerely,

***Lumena Freitas***

***Operations Manager, OIC, UN Women Timor-Leste***

**ANNEX 2**

# TERMS OF REFERENCE (TOR)

UN Women is grounded in the vision of equality enshrined in the Charter of the United Nations. It works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women also coordinates and promotes the UN system’s work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. The entity works to position gender equality as fundamental to the Sustainable Development Goals, and a more inclusive world.

In support of Timor-Leste’s legislative and policy commitments to address violence against women, as outlined in its Strategic Development Plan 2011-2030, and reinforced by its international human rights obligations, the United Nations is supporting the Government’s implementation of the National Action Plan on Gender Based Violence 2017-2021, with attention to the accessibility of services and prevention of violence against persons with disabilities.

Under the Empower for Change project, the United Nations in Timor-Leste focuses on reducing discrimination and violence against persons with disabilities and advancing the equal rights of particularly women and girls with disabilities facing multiple forms of discrimination. The project partners with organizations of persons with disabilities (DPOs), State Institutions and civil society towards reducing harmful attitudes that perpetuate tolerance of gendered discrimination against persons with disabilities. It aims to strengthen capacities of service providers to refer and deliver coordinated, inclusive and accessible services, in particular the coordinating Ministry of Social Solidarity and Inclusion (MSS), the Ministries of Education and Health, the National Rehabilitation Centre, the National Police and the Judiciary. The project is funded by the United Nations Partnership for the Rights of Persons with Disabilities (UNPRPD), for a three-year duration. It is implemented by UNFPA, UNICEF, the UN Human Rights Adviser’s Unit (HRAU), UN Women and WHO.

Under the Empower for Change project, UN Women and UN partners are working with The Leprosy Mission – Timor-Leste and the Community Based Rehabilitation Centre (CBRN), a female headed organization for persons with disabilities, to develop a gender-based violence (GBV) toolkit for addressing gender-based violence against persons with disabilities. The Toolkit will be used by DPOs to train the National Rehabilitating Commission, health and justice service providers, as well as civil society organizations (CSO) working on GBV.

In support of the Empower for Change Project and UN Women’s wider efforts on ending violence against women, UN Women is seeking an international consultant to strengthen knowledge and skills of UN Women, the Empower for Change Team, as well as relevant government, civil society and development partners on evidence-based approaches to preventing and responding to violence against women and children, with a particular focus on intersection between gender-based violence and persons with a disability.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | | 1. Rapid capacity assessment report (maximum 10 pages) of justice sector actors (Ministry of Justice, PDHJ, Courts, Public Defenders Office, Public Prosecutor Office) on GBV and disability by 30 July 2. Report (10-15 pages, plus Annexes) on institutional capacity assessment on evidence-based approaches to ending violence against women and girls among NAP GBV partners by 19 July 3. Training report (7-10 pages) and submission of material developed on parenting practices to promote gender equality and gender-based violence prevention by 29 August 4. Report (10-15 pages, plus annexes) of support and mentoring provided to Timor-Leste Leprosy Mission-Community Based Rehabilitation Network and UN Empower for Change partners in developing the toolkit and training of Trainer curriculum with service providers, other DPOs and relevant stakeholders by 30 September 5. Summary report (15-20 pages) of promising practices and opportunities for evidence-based approaches to promoting women’s economic empowerment and violence against women from Timor-Leste by 1 November 2019 6. Summary report (3-5 pages) of guidance provided to UN Women team and partners and results of coordinated advocacy as part of the 16 Days of Activism (including annexes on materials developed, media coverage and post-campaign reflections) by 13 December 2019 |
| **Activities/ Tasks** | | 1. Conduct a rapid capacity and needs assessment of justice sector actors (Ministry of Justice, PDHJ, Courts, Public Defenders Office, Public Prosecutor Office, private lawyers) on GBV and disability, with support from the UN Human Rights Adviser’s Unit, consisting of    1. Desk review    2. Key informant interviews with Ministry of Justice, PDHJ, Courts, Public Defenders Office, Public Prosecutor Office, private lawyers    3. Workshop with justice sector actors and DPOs    4. Prepare a report with key gaps and needs identified and key recommendations. 2. Design and conduct institutional capacity assessment on evidence-based approaches to ending violence against women and girls among NAP GBV prevention and social service actors, building on existing capacity assessments. This will involve a desk review, key informant interviews and focus group discussions with actors such as the Secretary of State for Inclusion and Equality, Ministry of Social Solidarity and Inclusion, Ministry of Education and related national civil society partners as identified in the NAP GBV. 3. Provide guidance and accompaniment to the Timor-Leste Leprosy Mission and the Community Based Rehabilitation Network in finalizing the draft toolkit and training material on addressing gender-based violence against women and children with disabilities, with a specific focus on developing chapters specific to different service providers, especially for the justice sector. This will include    1. Review the existing toolkit, identify relevant existing materials and support adaptation of this material for the toolkit    2. Develop a capacity development plan and related material for roll-out by national stakeholders (training and reference materials, workshop guides, etc.), in collaboration with UN Women and Empower for Change Team and partners.    3. Support with developing of case studies for the different service providers who will be the end beneficiaries of the toolkit (health, justice and education) 4. Provide mentoring sessions and accompaniment to strengthen technical skills on preventing and addressing violence against women and co-facilitation capacities of UN Women and partners under the Joint UN Empower for Change project. This includes work with the Community-Based Rehabilitation Network and Timor-Leste Disability Association, key line ministries contributing to the NAP on GBV, including the Ministry of Education, National Police, Secretary of State for Equality and Inclusion, as well as other civil society partners. 5. Provide guidance in parenting material development and facilitate a training of trainers to UN Women and partners on parenting practices to promote gender equality and gender-based violence prevention. 6. Facilitate consultations and documentation of promising practices from Timor-Leste and opportunities for evidence-based approaches to promoting women’s economic empowerment and violence against women. 7. Support UN Women team facilitate planning and coordination for advocacy on preventing violence against women and girls, at national and municipal levels, using the 16 Days of Activism, in collaboration within the UN Gender Theme Group, UN Violence against Women Task Force, and other relevant networks.   The service providers must keep a strong file management system, with clear records of all consultations organized, which will need to be submitted to UN Women in the final report (audio files, meeting minutes, consultation reports). |
| **Personnel/ qualifications** | The company will need to submit a proposal with a team that have a combined experience covering the following:  Education:   * Master Degree in either Political Science, Public Administration, Social Science, Law, Gender and Development or other relevant field.   Experience   * 5-years of relevant work experience on gender equality, preferably on ending violence against women, with a specific focus on women with disabilities. * Proven experience in capacity assessment and development of government institutions and civil society organizations, related to access to services for survivors of GBV and/or persons with disabilities. * Experience with development and facilitation of adult-centred training material (inclusive of organizations of persons with disabilities) * Demonstrated ability to work independently and coordinate among diverse stakeholder groups for advocacy and organization of multi-stakeholder events.   Language and other skills:   * Proficiency in oral and written English and Tetum, and ability to develop strong analytical reports * Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email. |
| **Roles and responsabilities  of the parties** | | * UN Women and The Leprosy Mission Timor-Leste will provide reference materials and facilitate coordination with key stakeholders, and will provide office space, printing facilities, and internet access during the Consultant’s missions to Dili, Timor-Leste. * UN Women will provide meeting/workshop facilities and cover costs of meetings, workshops and national consultation (travel for participants, refreshments, miscellaneous). * UN Women will provide transportation in Dili and to the municipalities (upon reception of travel authorization and availability of vehicle). * Service providers will cover cost of communication and all administrative related cost. * Service provider will cover all international travel related costs (including if applicable per diem, tickets, VISA) * Service provider will cover translation costs |
| Timeframe and Location | | Duty Station: Dili, Timor-Leste (with possible travel to the municipalities)  The total duration of the contract will be between from 1 July 2019 and 31 January 2020  Time frame for each deliverable see under deliverables. |
| Communidation and reporting obligations | | Upon completion of the milestones and related deliverables and prior to the payment of the installment, the deliverables, related reports and documents will be reviewed by UN Women within one week of submission and approved upon submission of any revisions required. |

**ANNEX 3**

**EVALUATION METHODOLOGY AND CRITERIA**

1. **Cumulative Analysis methodology:** A proposal selected on the basis of comulative analysis where todal score is obtained upon a combination of the weighted technical and financial atttibutes.

A two—stages procedure will be utilized in the evaluation of the proposals; technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for the technical proposal. A proposal shall be rejected at this stage if it fails to achieve minimum technical threshold of 70% of the obtained score of 700 points prior to any 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 obtained score of 700 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: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

**Evaluation of financial proposal:**

In this methodology, the maximum number of point 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 (μ/z)

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 determin its responsiveness and compliancy with the requirement 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 **[700]** points):

|  |  |  |
| --- | --- | --- |
| **1.0 Expertise and Capability of Proposer** | | **Points obtainable** |
| Expertise of organization submitting proposal | |
| 1.1 | Organizational Architecture | 20 |
| 1.2 | Adverse judgments or awards:   * *The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.* * *The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.* | 20 |
| 1.3 | General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support) |  |
| 30 |
| 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.) | 30 |
| 1.5 | Quality assurance procedures, warranty | 20 |
| 1.6 | Relevance of: | 80 |
| -          Specialized Knowledge |
| -          Experience on Similar Programme / Projects |
| -          Experience on Projects in the Region |
| Work for another UN agencies/ major multilateral/ or bilateral programmes |
|  | | 200 |
| **2.0 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. | 150 |
| 2.2 | Management Services – Timeline and deliverables. | 100 |
| 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. | 50 |
|  |  | 3000 |
| **3.0 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) | 200 |
|  | Curriculum vitae of the proposed team that will be involved either full or part time |  |
|  |  | 200 |
|  | [70%] **of** [700] **pts =** [490] **pts needed to pass technical** |  |

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [490] of the obtainable score of [700] points for the technical proposal.

**ANNEX 4**

**FORMAT OF TECHNICAL PROPOSAL**

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.**

Proposer is requested to include a **half 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: |  |
| 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. |
| 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 or recommendation from partners and an indication of whether some or all have worked together previously. |
| 1.4 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. International Standards Organization (ISO) etc. |
|  |
| **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 regards to the TOR |
| 2.3 Environment-related approach to the services 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 team member. 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 Profile on Gender Equality   * Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment. * Proposers are also invited to: (1) become a signatory to the [Women Empowerment Principles](http://www.weprinciples.org/Site/Companies/1) (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://www.empowerwomen.org/business-hub): <http://weprinciples.org/Site/CompaniesLeadingTheWay/> |
| 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 5**

**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 3.4.1of 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

1. **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’s overhead and backstopping facilities.

b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a “per diem 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.

1. **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.

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

1. **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 …… |  |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**ANNEX 6**

**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:

1. We have examined and have no reservations to the Proposal Solicitation Documents*;*
2. We offer to supply in conformity with the Proposal Solicitation Documents the following *[Title of goods/services/works]*and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
3. We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
4. 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;
5. 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;
6. If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
7. 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]*
8. We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
9. 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;
10. 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 this 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 7**

**VOLUNTARY AGREEMENT**

**Voluntary Agreement to Promote Gender Equality and Women’s Empowerment**

**Between**

**(Name of the Contractor)**

**And**

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

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

Acknowledge values & principles of [gender equality](http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment](http://weprinciples.org/Site/PrincipleOverview/);

Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;

Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;

  Establish high-level corporate leadership for gender equality;

  Treat women and men fairly at work and respect and support human rights and nondiscrimination;

  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.

On behalf of the contractor:

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**ANNEX 8**

**UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS**

[Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

**ANNEX 9**

**JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**

**(to be completed and returned with your technical proposal)**

|  |  |
| --- | --- |
| **JV / Consortium/ Association Information** | |
| **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]* |
| JV’s Party Legal Name: | *[insert JV’s Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)* |
| JV’s Party Country of Registration: | *[insert JV’s Party country of registration]* |
| JV’s Party Year of Registration: | *[insert JV’s Part year of registration]* |
| JV’s Party Legal Address in Country of Registration: | *[insert JV’s Party legal address in country of registration]* |
| **Consortium/Association’s names of each partner/authorized representative and contact information** | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address(es) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Consortium/Association** **Agreement** | Attached are copies of original documents of:*[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 *(Eligible Bidders)*.   JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |
| Signatures of all partners/authorized representatives:  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX 12**

**SUBMISSION CHECKLIST**

For submissions by courier mail/hand delivery:

|  |  |
| --- | --- |
| **Outer envelope containing the following forms:** | |
| * Proposal Submission Form |  |
| * Joint Venture Form (if a joint venture) |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| **First inner envelope containing:** | |
| * Technical Proposal |  |
| **Second inner envelope containing:** | |
| * Financial Proposal |  |

For email submissions:

|  |  |
| --- | --- |
| **Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:** | |
| * Technical Proposal |  |
| * Proposal Submission form |  |
| * Joint Venture Form (if a joint venture) |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| **Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:** | |
| * Financial Proposal |  |
| * Financial Excel Spreadsheet (if required) |  |

|  |  |
| --- | --- |
| **Please check-off to confirm the below:** | |
| MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD |  |
| THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION’S ABILITY TO COMPLY AND ACCEPT ALL TERMS. |  |