

Request for Proposal

Reference No.: **RFP – 0008 / UNWOMEN/SEPT/2019**

“Consulting Firm to Conduct a Costing Study on Child Marriage In Pakistan”

18 Sept 2019

Dear Sir/Madam,

Subject: Request for Proposal (RFP) from Consulting Firm to Conduct a Costing Study on Child Marriage in Pakistan

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1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure the services of a Consulting Firm to Conduct a Costing study on Child Marriage in Pakistan *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.
 2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS))
 - b. 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)) 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>
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women’s Empowerment (Annex 7)
 - i. UN Women Model Forms of Contract and General Conditions of Contract (Annex 8)
 - j. Joint Venture/Consortium/Association Information Form (Annex 9)
 - k. Submission Checklist (Annex 10)
 3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

PROPOSAL INSTRUCTION SHEET (PIS)

4. 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>

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: 28 Sept 2019 COB – 1700 hours [for local time reference, see www.greenwichmeantime.com] City and Country: [ISLAMABAD - PAKISTAN] This is an absolute deadline. 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
4.1	Address for Proposal Submission	<input checked="" type="checkbox"/> Courier mail/ Registered Mail: Proposals to be sent in sealed envelopes by post to the following address (with RFP – 0008 – Consultancy Firm to Conduct a Costing Study on Child Marriage in Pakistan - clearly written on the envelope): Ms. Saima Sadruddin Procurement Unit UN WOMEN Pakistan Plot # 5-11, Diplomatic Enclave #2 Quaid-e-Azam University Road Sector G-4, Islamabad.
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other (pls. specify) _____
3.4.2	Proposal Currencies	Preferred Currency: <input type="checkbox"/> USD If no, please indicate Currency: <input type="text" value="PKR"/>

3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	60 days If other, please indicate: <input type="text"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="4"/> days before the deadline for submission of proposal. UN Women shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: registry.pakistan@unwomen.org Clarification emails should include a subject header in the following format: “UNW RFP Reference #, Request for Clarification, Company/Contractor Name” Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>The e-mail address above is for clarifications ONLY.</u> <u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory: <input type="checkbox"/> Optional:
3.9	Proposal Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required Proposal 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 bidder at any stage.
7.4	Performance Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required <p>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.</p>
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p> <input type="checkbox"/> Required <p>Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____</p>

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

Yours sincerely,

Wenny Kusuma
Country Representative a.i.
UN Women Pakistan

ANNEX 1

Instructions to Proposers

Instructions to Proposers 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](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939)

TERMS OF REFERENCE (TOR)

TERMS OF REFERENCE *REQUEST FOR PROPOSALS*

Firm to Conduct a Costing Study on Child Marriage in Pakistan

Title:	Firm to Conduct a Costing Study on Child Marriage in Pakistan
Duration of assignment:	1 October 2019- 31 March 2020
Location:	Islamabad with field work in all four provinces
Type of contract:	Professional Services Agreement
Payment:	Upon submission of approved deliverables
Supervision:	National Commission on the Status of Women; EVAW, Governance, & Human Rights Unit, UN Women, Pakistan

SUMMARY

With the increasing awareness and extensive work by development partners and civil society to check the practice of child marriages, the negative impacts of this harmful practice are now recognized more largely. Ending child marriage has also become an integral part of the Sustainable Development Goals with clear elaboration in SDG 5. Despite this recognition and increasing investments to address the issue, the efforts to end the practice are either limited or unsuccessful at the country level due to different factors including inadequate data and thematic research, especially on the individual, economic, social and development cost of child marriages.

In order to inform policies and programmes and inspire greater commitments towards ending child marriage, UN Women Pakistan under the UN Joint Programme AAWAZ-II aims to conduct a study to capture the negative impacts of the practice and associated economic costs with key focus on: Health, Education and Development with an objective that 'Girls can go for their full potential'. The study will also bring out an 'action-oriented advocacy package' beyond legal reforms for corrective measures and structural transformations in institutions as well as for actors who are dynamic drivers behind this practice.

INTRODUCTION & BACKGROUND

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) strives to promote gender equality and women's human rights, strengthen implementation of gender-sensitive policy and legislation and eliminate all forms of VAW. Attention is given to issues of excluded groups and

their capacity to lobby so that these become part of mainstream decision making and planning. UN Women provides technical advisory and services on ending violence against women and girls, women's economic empowerment, women's leadership and participation, including in disaster risk reduction and management and gender integration in planning and budgeting. UN Women works towards ensuring an effective UN response by strengthening the effectiveness, coordination, and quality of outputs on gender equality amongst the various stakeholders.

Violence against Women (VAW) is one of the most pervasive violations of human rights in the world, one of the least prosecuted crimes, and one of the greatest threats to lasting peace and development. Violence directed towards women can, and does, take many forms and can have fatal consequences. It can be overt or subtle, verbal, psychological or physical, and can be directed towards any member of a community. VAW can take different forms, including sexual, physical, economic, and emotional. It includes human trafficking, forced and child marriages as well.

Child/ early age marriage can be a form of GBV that not only hampers the personal wellbeing of the individual, but it also impacts economic productivity and national development which is less researched and identified at the country level. Every recognizable effect of child marriage has a cost whether it is direct or indirect. Direct costs come from the use of goods and services for which a monetary exchange is made. Indirect costs stem from effects of violence that have an imputed monetary value even though they do not involve an actual monetary exchange, such as lost income or reduced profits. Effects of child marriages also include intangible costs such as, premature death, and pain and suffering for which there is no imputed monetary value in the economy. Costs can be borne in the short-run or the long-run. Economic studies on child marriages have yet to measure these economic multiplier effects in any comprehensive way.

RATIONALE AND PURPOSE

Gender-based violence (GBV) is a deep-rooted and alarming phenomenon that is recognized in the 2030 Agenda for Sustainable Development, specifically under SDG 5, which focuses on the promotion of gender equality and empowering women and girls. Although Pakistan is part of this initiative and striving to implement this development agenda yet, the World Economic Forum placed Pakistan as the second worst country on gender equality in its Global Gender Gap Index in 2018. The index placed Pakistan 148th out of 149 countries, worst in the South Asian region. Domestic violence, honour killings, dowry violence, various types of forced marriage, denial of inheritance and low reporting of GBV are noteworthy phenomena in Pakistan. The Pakistan Demographic and Health Survey (PDHS) 2012-13 reported that 32 percent of ever-married women aged 15-49 have experienced physical violence at least once since age 15.

On the other hand, data gathered by UNICEF tells that one quarter of women aged 20-24 globally are married or in union before the age of 18, and about one in thirteen before the age of 15. South Asia has among the highest prevalence of child marriage, where about 4 in 10 girls are married or in union before the age of 18 of whom about 1 in 6 girls marry before the age of 15. While the practice of child marriage has declined in South Asia (from overall 63 percent in 1990 to 45 percent in 2010 and from 31 percent in 1990 to 17 percent in 2010 for girls under 15), it still remains widespread. Prevalence continues to be high at 59 percent in Bangladesh, 43 percent in India, 40 percent in Afghanistan, and 37 percent in Nepal. According to official figures, 21 percent of girls are married before the age of 18 in Pakistan.

Although the legal age for marriage in most of Pakistan (except Sindh) is 16 years for girls and 18 for young men, child marriages, predominantly a violation of child rights and cruel form of violence, are very

common and the age of 16 is not adhered to as well. The Sindh Child Marriage Restraint Act although passed in 2014 still demonstrated weak implementation. A major reason for forced marriage is cited as poverty as well as “watta satta”, wherein dowry usually does not need to be paid. In such exchange marriages if one couple has problems or a divorce/ separation takes place, the other couple is also under pressure from family to do the same. Misogynistic cultural practices are prevalent and lead to many forms of gender-based violence including forced and child marriages. According to independent sources, approximately 10,000 girls are currently ‘married to the Quran’ in Sindh although a legislation now exists to curb this practice.

In a recent decision, the higher courts declared the Jirga (a kind of alternate dispute resolution) system unlawful and illegal yet Jirgas still flourish specially in the province of Sindh, KP and Balochistan with traditional Panchayat in Punjab. Since 2004, over ten new progressive laws have been passed to reduce women’s suppression, but implementation remains weak. This is partly due to lacunae in some laws, absence of policy framework, by-laws and SOPs. But weak implementation is also due to strong cultural notions of women embodying family honour so reporting of crimes is considered shameful, the complainant being stigmatized and duty bearers disregard these “family matters”.

Many women, especially poor women and women belonging to minority communities, have little or no knowledge about their fundamental rights, those given by the Constitution and in particular the new laws. In some cases, new laws require new measures, such as ensuring birth registration right after birth so that families do not get identity cards issued just prior to their daughter’s marriage, claiming that she is 18 while she is in fact 14 or 15 year of age.

In response to the situation, UN Women Pakistan in collaboration with UNICEF and UNFPA has been taking promising initiatives to combat child marriages and VAW/G, individually and in partnership with governments and the national civil society. To strengthen its action-oriented interventions and policy advocacy, UN Women has planned to conduct a costing study on child marriages to further enrich its work and generate evidence to help curb this evil.

SCOPE OF WORK

Under the overall guidance and supervision of the Programme Manager (EVAW, Governance, & Human Rights Portfolio, Country Office, UN Women, Pakistan), and the appointed focal person of the National Commission on the Status of Women (NCSW) and with technical guidance from the Technical Review Group (TRG) consisting of members from UNICEF, UNFPA, DFID and civil society, the firm will undertake all the activities for the completion of the Costing Study as per the steps outlined below. The study will review and take guidance from UN Women’s regional guidelines for costing studies as well as global, regional, country experience and expertise on the issue.

KEY DELIVERABLES

Deliverable	Details	Deadline
Detailed workplan submitted for approval	Prepare a detailed work-plan with timelines and milestones, in consultation with and for approval of UN Women and NCSW.	5 October 2019

<p>Inception report completed including desk review and identification of secondary data sources</p>	<p>Undertake a desk/ literature review of similar studies in the region. Conduct research for relevant content and identify and tailor any available pre-written content/ data. Highlight information gaps and secure the necessary information. Identify secondary data sources for finalisation of key areas to be included in the study by drawing on current quantitative and qualitative analyses available in Pakistan and globally (especially similar studies by UN Women including regional guidelines for costing studies, and relevant studies by UNFPA and UNICEF in Asia). Propose broad geographical scope and potential key informants for study.</p>	<p>15 October 2019</p>
<p>Consultations with stakeholders and experts to get input for developing the detailed methodology</p>	<p>Hold consultations with stakeholders and technical experts for conducting the study in accordance with the government regulations</p>	<p>30 October 2019</p>
<p>Conceptual framework developed with scale and scope of study</p>	<p>Develop a conceptual framework that outlines the scale and scope of the study for exploring the fundamental hypothesis that '<u>Girls can go for their full potential</u>' if child marriages are stopped. Identify indicative variables and categories of analysis for the key areas of the study, essentially: education, health and employment with identification of challenges for accessing statistics/ information and exploring solutions. Map out geographical pockets where child marriages occur the most in order to determine and narrow down the geographical scope of study. Develop this framework this framework with guidance from the TRG and share with NCSW and UN Women for review and feedback.</p>	<p>10 November 2019</p>
<p>Formulation of robust and internationally acceptable research methodology, study design and data collection tools</p>	<p>Formulate robust and internationally acceptable research methodology, study design and data collection tools, with guidance from the TRG, and present to NCSW and UN Women for feedback and approval. These should include the list of stakeholders to be consulted; tools and methodology to be used; identification and prioritisation of the macro and micro fundamentals of individual, social and economic costs of the child marriages; detailed methodology for data analysis to calculate the cost of child marriage and its effects on the national development and individual wellbeing.</p>	<p>20 November 2019</p>

Data collection, analysis and synthesis	Collect data from selected geographical areas in all 4 provinces. This will include training of field staff, pre-testing of tools and quality assurance of data collection process. Undertake data cleaning, analysis and synthesis.	20 January 2020
Development of first draft for review by UN Women and NCSW	Develop the first draft of the report and share with NCSW and UN Women for feedback and review	31 January 2020
Revision of draft and Organization of validation workshops	Revise draft report incorporating feedback received and resubmit for approval. Conduct 5 consultations (using revised draft) in federal capital and four provincial capitals for finalisation of findings with feedback from stakeholders and experts.	20 February 2020
Incorporation of feedback into the second draft and development of final report	Prepare final report after incorporating all feedback which should include Executive Summary; separate sections for each province; chapters on key themes emerging across provinces; supporting documents and annexes. Give input into the layout and design of the report.	29 February 2020
Advocacy/ communications campaign for the report	Prepare a Communications/ Media Kit for dissemination of the findings – this can include brochures/ one pagers on findings with regard to specific issues/ geographic locations. Draft an advocacy strategy beyond the promulgation of laws and policy reform and formulate an action plan with strategies and pathways.	10 March February 2020
Launch events of the final report	Organize at least 3 launch events to share the findings of the report	31 March 2020

TIME LINE

1 October 2019 to 31 March 2020

PAYMENT SCHEDULE

Payments will be made as per the following schedule:

20% upon approval of a comprehensive inception report with initial findings of literature review, identified geographical areas and key stakeholders for study, approved methodology, design and implementation plan with timelines and indicators.

10%	upon completion of the data collection.
40%	upon submission of draft report for approval of NCSW and UN Women with executive summary.
10%	upon completion of validation workshops.
20%	upon completion of launch events and approval of the final report, executive summary and communications kit with dissemination and advocacy action plan.

COMPETENCY AND EXPERTISE REQUIREMENTS

The firm/ organization should meet the following requirements:

- Must have a valid permission/ registration to work in Pakistan and have a competent team with command over the subject matter. Curriculum Vitae of team members to be submitted;
- International organizations/ academic institutions are also eligible to apply if they can show strong partnerships with local organizations;
- The firm/ organization must have a specialization in Human Rights/ Law, Gender Studies, Anthropology, International Relations or other related discipline;
- Proven track record of undertaking similar successful assignments;
- Work experience in all four provinces in collaboration with local and provincial partners and government departments;
- Excellent communication and writing skills in English and Urdu; knowledge of local language(s) will be an asset;
- Readiness to deliver as per the required timeframes.

FORMAT OF THE BID SUBMISSION

The firm/ institutions is required to submit separate proposals (both financial and technical).

Technical Proposal will be on the prescribed format and have the following supporting documents:

- Letter of application
- Company profile
- CVs of team members (should include team lead, child rights specialist, GBV expert, statistician)
- Track record and experience of similar projects

Financial Proposal:

- A separate financial proposal as per the prescribed format and according to the payment schedule given above.

REFERENCES

1. General Assembly Resolution 48/104 Declaration on the Elimination of Violence against Women, 1993.
2. United Nations. (2015). Transforming Our World: The 2030 Agenda for Sustainable Development.
3. National Institute of Population Studies (NIPS) [Pakistan] and ICF International. (2013). Pakistan Demographic and Health Survey (PDHS) 2012-13. Islamabad, Pakistan, and Calverton, Maryland, USA: NIPS and ICF International.
4. <https://tribune.com.pk/story/1416401/despite-law-child-marriage-continues-unabated-sindh>
www.camp.org.pk/HC%20Report%20CAMP.pdf
5. Economic cost of child marriages by the World Bank and the International Center for Research on Women (ICRW).
6. TORs- Study on Key Drivers of Changing Prevalence of Child Marriage in South Asia by UNICEF
7. The State of the World's Children 2015, UNICEF, 2015
8. South Asia countries covered by SAARC: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.
9. The State of the World's Children 2015, UNICEF, 2015
10. UNICEF global databases, 2014, based on DHS, MICS and other nationally representative surveys 2005-2013.
11. Bangladesh Demographic Health Survey 2014.
12. District Level Health Survey DLHS 2007-8
13. Nepal Multiple Indicator Cluster Survey 2014.
14. Afghanistan Multiple Indicator Cluster Survey 2010/11.
15. Bhutan Multiple Indicator Cluster Survey 2010.

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements. *[Include all formal requirements that have been set in the RFP]:-*

- ☐☐ Submitting companies are not included among United Nations suspended companies;
[this first one is a mandatory requirement]
- ☐☐ Offers are signed by an authorized party, including Power of Attorney if stipulated;
- ☐☐ Bid security (format, amount and duration) are included, if requested;
- ☐☐ The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the PIS above;
- ☐☐ The offer is valid;
- ☐☐ The offer is complete and eligible.

[Select one of the two methods of evaluation below: cumulative analysis method OR lowest priced technically compliant method, and then delete the unneeded one. Both are marked as #2]

2. Cumulative Analysis Methodology: A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] 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 [700] 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 [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points (“maximum 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 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 [700] points):

[Insert the criteria that will be used for evaluation below. The score weights and points obtainable in the evaluation sheet must be filled in for each level of criteria depending on the need or major attributes of technical proposal]

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	60
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> 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. 	40
1.3		60

	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	
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.)	40
1.5	Quality assurance procedures, warranty	50
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	100
		350
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.	120
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.	30
		300
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) Curriculum vitae of the proposed team that will be involved either full or part time	50
		50
	[70%] of [xx] 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 **[70%]** of the obtainable score of **[700]** points for the technical proposal.

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 *[one/half/quarter]* 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 1.0: 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 another 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 undertaking the goods/services/works	Reference Contact Detail (Name, Phone Email)
1-					
2-					
3-					

Section 2.0: 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 3.0: 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 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 (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://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: *[Adjust per needs]*

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: <i>[Insert details of as many other appropriate records as necessary]</i>		
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) <i>[Insert details of as many other appropriate assignments as necessary]</i>		
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)	

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'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.

- 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.

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.

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Comprehensive Reprot			
2	Orientation & Sensitization session			
	Total	100%	PKR	

[OR]

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 (PKR)	Total Cost (PKR)
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: _____

Email: _____

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
Address, City, Country]*

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) 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.
- (c) 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.
- (d) 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;
- (e) 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;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) 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]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) 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;
- (j) 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]*

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](#) and [women’s empowerment](#);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and non-discrimination;
- 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: _____

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contracts can be accessed by the proposer by clicking on the below link.

- For Goods and Services, available from this link:
<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-MixedGoodsServices-en.pdf>

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)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
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 Bidders)}</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/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) : _____

<p>Consortium/Association Agreement</p>	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
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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 fulfilment 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: _____

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)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

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.	