

# Request for Proposal

Non-profit Organizations only (for Sindh)

Reference No.: RFP-WEE/SINDH 001-2017

Implementing Partner for the Project, "ECONOMIC EMPOWERMENT OF  
WOMEN HOMEBASED WORKERS AND EXCLUDED GROUPS IN PAKISTAN

22 May 2017

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for the implementation of the project, "**Economic Empowerment of Women Homebased Workers and Excluded Groups<sup>1</sup> in Pakistan**"

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Implementing partner's services for the project, "Economic Empowerment of Women Homebased Workers and Excluded Groups 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:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
  - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
  - v. [Format of Technical Proposal \(Annex IV\)](#)
  - vi. [Format of Financial Proposal \(Annex V\)](#)
  - vii. [Proposal Submission Form \(Annex VI\)](#)
  - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
  - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
  - x. [General Conditions of Contract \(Annex IX\)](#)
  - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
  - xii. [Submission Checklist \(Annex XIII\)](#)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

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<sup>1</sup> For the proposed project excluded group include: HIV/AIDS positive women, transgender and women with disabilities

## PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this

<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: <b>06 June, 2017 COB – 1500 hours</b> City and Country: Islamabad, Pakistan This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	Personal Delivery/ Courier mail/ Registered Mail: Proposals to be sent in sealed envelopes by post to the following (with <b><u>Economic Empowerment of Women Homebased Workers and Excluded Groups in Pakistan</u></b> clearly written on the envelope):  <b>Ms. Saima Sadruddin Procurement Unit UN WOMEN Pakistan Plot # 5-11, Diplomatic Enclave #2 Quaid-e-Azam University Road Sector G-4, Islamabad.</b>
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish

3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="text" value="PKR"/>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	60 days If other, please indicate: <input type="text"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: <a href="mailto:jamaluddin.khan@unwomen.org">jamaluddin.khan@unwomen.org</a> Proposers must not communicate with any other personnel of UN Women regarding this RFP. <b><u>This Email Address is for clarifications ONLY.</u></b> <b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b>
2.5	<b>Pre-Proposal/Bid Meeting</b>	Date and time: Location:  <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
3.9	<b>Proposal Security</b>	<input type="checkbox"/> Required Amount: Form: <input checked="" type="checkbox"/> Not Required  No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal

		Security from Proposers at any stage before the award of contract.
7.4	<b>Performance Security</b>	<input type="checkbox"/> Required <p>The Performance Security will be equivalent to your total offered price for this assignment. The amount will be determined by your price proposal.</p> <p>Form: See Annex XII</p> <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>

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

Yours sincerely,

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Jamshed M. Kazi  
Country Representative

## Terms of Reference

### “Economic Empowerment of Women Homebased Workers and Excluded Groups in Pakistan”

**Type of Contract:** Project Cooperation Agreement (Implementing Partner)

**Based in:** Sindh Province – Pakistan

**Duration:** July 2017 – June 2019 (Tentative)

### **BACKGROUND**

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Gender inequality is a recognized issue in Pakistan and the country has the second lowest ranking in the 2016 Global Gender Gap Report of the World Economic Forum on women’s economic participation. Women’s labour force participation is merely 24 percent<sup>2</sup>. Government budget allocated for basic social services such as health and education is not adequate to address the growing population’s needs. 45.6 percent of the Pakistani population is living below the poverty line.<sup>3</sup> 70 percent of Pakistan’s economy is informal and women are overrepresented in it and are usually termed as home-based, piece-rate/ own account workers, or domestic workers with limited access to decent wages or social security benefits. Women home based workers (HBWs) are part of the households that are amongst the poorest of the poor in Pakistan. Women informal workers in both rural and urban areas are largely illiterate and lack financial independence. Violence further exacerbates women’s secondary position in the society and according to the Demographic Health Survey, 32% of married women experience physical violence in Pakistan<sup>4</sup>. During extreme events such as drought, floods and other climate-related disasters, women face additional risks, in large part due to gender inequities that result in women bearing the disproportional brunt of disaster impacts. Women’s subordinate position in the household and society in general and their limited access to economic and social services and financial resources make them more vulnerable.

Similarly, the political, social and economic exclusion of transgender has overwhelmingly exposed them to violence and abuse<sup>5</sup> in Pakistan. Lack of political will in highlighting the issues around transgender and other excluded groups is one of the critical barriers to progress.

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<sup>2</sup> Labor Force Survey, 2014-15

<sup>3</sup> UNDP Human Development Report, 2014

<sup>4</sup> Pakistan Demographic Health Survey, 2012-13

<sup>5</sup> The UNAIDS Gap Report 2014 states “estimates from different countries indicate that the transgender population could be between 0.1% and 1.1% of reproductive age adults.” Based on only the current estimate of males between the ages of 15 and 49 in Pakistan, and a conservative proportion of 0.3 of the male population (as in the AEM MSM modelling), the transgender population could be as high as almost 150 000. This percentage is calculated on an estimated 49 269 000 adult males aged 15-49 years in 2015. Population Division of the Department of Economic and Social Affairs of the United Nations Secretariat, *World Population Prospects: The 2012 Revision*, <http://esa.un.org/unpd/wpp/index.htm>.

The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) Committee, while reviewing Pakistan’s fourth periodic report in March 2013, expressed its concerns over the “low participation of women in the formal sector, the job segregation and concentration of women in low-paid and low-skilled jobs and the widening pay gap and lack of legal provisions guaranteeing the principle of equal pay for work of equal value”. It was concerned at “the situation of women working in the informal sector (agriculture, domestic and home-based work) the fact that they are not recognized in the existing labour legislation as workers are unprotected and do not have access to social security and benefits”. The Committee recommended that “Pakistan adopt effective measures in the formal labour market, including temporary special measures, to increase female participation and eliminate both horizontal and vertical occupational segregation; to narrow and close the wage gap between women and men; and to ensure the application of the principle of equal remuneration for equal work and work of equal value, and equal opportunities at work”.

Studies show that improving the level of gender equality in education and employment would lead to better economic growth. There is a positive link between gender equality and per capita GDP and human development indicators<sup>6</sup>. There is growing evidence that gender gaps in labor force participation, entrepreneurial activity, and education obstruct economic growth (Cuberes and Teignier 2014; Esteve-Volart 2004; Klasen and Lamanna 2009). The opportunity for women to earn and control income has been associated with broader economic development (Heintz 2006), and total factor productivity gains (Loko and Diouf 2009).

The vision 2025, Government strategy document based on seven pillars and underlying policy reforms recognizes women as drivers of economic development. Nevertheless, the same document also reflect extremely low female labour force participation in the country.

Pakistan passed an anti-sexual harassment law in 2010 making it obligatory for all public private and social sector organizations to constitute anti-sexual harassment bodies within their organizations to allow for harassment free environment for employees especially for women. Ombudspersons have been appointed in Punjab and Sindh to address the complaints on sexual harassment at workplace. Provinces especially Sindh has made some progress in introducing women friendly legislations in the province and following through the implementation particularly in the public sector.

Women employed in formal work in Pakistan face issues in travelling to work safely. Workplaces are generally not women-friendly. There is a need for the organizations need to ensure that the workplaces are free of harassment and women workers have access to facilities such as the day care. Women lack access to training opportunities to elevate to higher levels of work. Poor representation in terms of numbers and skills of women in trade unions leads to women having no collective voice for their rights. Women are also constrained by social attitudes to women and

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<sup>6</sup> Global Gender Gap Report 2016

work. Labour inspection doesn't capture gender dimensions of work adequately and therefore measure to address is missed. There are not enough women in mid management positions.

## **JUSTIFICATION**

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UN Women Pakistan provides technical advisory services to the Government and civil society partners to implement women's empowerment agenda in the areas of women's leadership and participation, women's economic empowerment, violence against women and girls, peace and security, humanitarian action and governance and national planning.

UN Women's main objective in the Women's Economic Empowerment (WEE) area is to empower women and excluded groups to fully participate in economic life across all sectors and at all levels of economic activity so that they have better chances to earn higher incomes, have increased access, ownership and control over resources and have greater security and protection from violence. The WEE programme interventions are aligned with UN Women global strategic plan results and focus on economic empowerment of excluded women groups in the country.

Past programming on WEE in the country has achieved a range of results and has contributed in improving poor and excluded women's access to income generating prospects, formal employment and entrepreneurship opportunities, social security benefits while also improving their access to other services such as food security, referral mechanisms on violence against women, rights awareness etc. UN Women has previously collaborated with 11 partners in Punjab, Sindh, Khyber Pakhtunkhwa and Pakistan Administered Kashmir to enhance the economic empowerment of more than 25,000 women informal workers.

The proposed project will imply integrated approach to economically and socially empower 5,000 women HBWs and excluded groups (including women living with HIV/AIDS, transgender and women with disabilities) in two districts of Sindh (Karachi and Thatta) to improve their access to income generation, entrepreneurship and decision making processes and will enable them to have a collective voice in highlighting their issues and finding solutions.

Strategies such as institutional strengthening, technical advisory services and capacity enhancement of the Government, civil society organizations and associations and groups of women informal workers and transgender will support the adoption and implementation of policies and laws and generation of gender disaggregated statistics.

The project is expected to bring a positive change in the lives of much larger number of women and transgender than its stipulated sample owing to its strategies to involve the local Governments and private sector to warrant sustainability and upscaling of the interventions. Women informal workers and other right holders will be selected based on the vulnerability criteria including women with disabilities, HIV positive, transgender, ethnic and religious minorities, and women from disaster affected areas in Sindh.

The proposed intervention will be rolled out in two districts of (Karachi and Thatta) Sindh. UN Women will also engage with National and Federal Government to strengthen data and budget



processes from gender perspective and support the Government in monitoring progress on sustainable development goals to promote gender equality.

## DESIGN SUMMARY OF THE PROJECT

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**UN Women DRF Impact 2: Women, especially the poorest and most excluded, are economically empowered and benefit from development**

**DRF Outcome 2.2:** Women’s sustainable livelihoods enhanced by gender-responsive services and access and control over means of production and resources

**Related National and International Commitments:** Vision 2025, SDG Goal 5, 8 &10, CEDAW (CEDAW concluding observations on Employment, March 2013), Beijing Platform for Action.

### OUTCOME 1:

**Outcome 1: Government and corporate policies, laws and programs to promote women’s economic empowerment supported in Sindh.**

**OUTPUT 1.1. HBWs policy & law adopted and implemented and HBWs Management Information System (MIS) strengthened for registration with Labour and Human Resource Department (LHRD)**

#### Activities

- 1.1.1 Advocate with provincial government of Sindh for adoption and implementation of HBWs’ policies and laws.
- 1.1.2 Support orientation and capacity building of parliamentarians, politicians and Government staff on HBWs policy and law.
- 1.1.3 Support registration of HBWs with provincial social security institutes and other departments for improved social protection in Sindh through provision of ID cards and organizing them into groups.
- 1.1.4 Strengthen informal workers’ linkages with government departments such as Registrar Cooperatives Societies, Departments of Social Welfare, Women Development, Labour & Human Resource, financial institutions, Small and Medium Enterprise Development Authority and social security institutions.
- 1.1.5 Support the Government of Sindh in improving the working conditions of HBW through regular occupational health and safety checkups for women informal workers, implementation of the prevention of workplace harassment law and strengthening of complaint redressal mechanism with Ombudsperson Offices.
- 1.1.6 Advocate with the Government of Sindh in forming a WEE council to prioritize women’s economic priorities
- 1.1.7 Register the targeted HBWs and excluded groups with the Labour and Human Resource Department in already developed MIS system

**OUTPUT 1.2 MOUs with Microfinance Institutes for increased access to microfinance by women HBWs and excluded groups**

- 1.2.1 Support UN Women in development of 1 financial product to facilitate women HBWs' access to microfinance
- 1.2.2 Support MFI to improve women HBWs' access to microfinance
- 1.2.3 Conduct financial literacy trainings for the selected women home based workers
- 1.2.4 Improve socially excluded groups' access to microfinance and financing services through coordination and introduction of financial products with State Bank and MFIs.

**OUTCOME 2: Women HBWs and excluded groups are economically empowered and women participate in decision-making processes at the household and community level in Sindh.**

**OUTPUT 2.1 Women HBWs and excluded groups have enhanced skills and access to finance and markets to improve their income**

**Activities**

- 2.1.1 Organize 5,000 women informal workers and members of excluded groups in Sindh
- 2.1.2 Support formation of cooperatives and unions of 5,000 Informal workers and excluded groups (including 300 positive women and 200 transgender) to strengthen their collective bargaining skills to access minimum wages and social security benefits.
- 2.1.3 Conduct capacity building of 5,000 women workers and excluded groups (including 300 positive women and 200 transgender) in life skills training including literacy courses, microfinance, business development, entrepreneurship especially in non-traditional sectors.
- 2.1.4 Link women workers and transgender with entrepreneurs' networks for knowledge sharing and accessing local and international markets for their products sale through technology (internet, commerce portal, etc.).

**OUTPUT 2.2. Enhanced access to health insurance/social security & protection from violence in Sindh**

**Activities**

- 2.2.1 Support awareness raising initiatives and behavior change communication through community sessions for 5,000 right holders on issues concerning their wellbeing and information about available referral mechanisms on Violence Against Women (VAW) and excluded groups in three provinces.
- 2.2.2 Support women HBW and excluded groups' access to Computerized National Identity Cards (CNICs), Social security benefits, legal support in labour courts, women complaint cells, VAW helplines, shelter homes, etc.
- 2.2.3. Registration of 5,000 women workers and excluded groups (including 300 positive women and 200 transgender) with public and private sector institutes including health insurance companies to access health benefits for women workers and their families in Sindh.

**OUTPUT 2.3 Women HBWs and excluded groups have enhanced capacities to raise their concerns on different forums in Sindh.**

- 2.3.1 Organize community sessions with selected women and their family members on women’s rights including decision making and access to productive resources (property, land, etc.).
- 2.3.2 Train at least 500 women and excluded group leaders to represent their issues and concerns at district and provincial forums in Sindh.
- 2.3.3 Establish/ strengthen 2 District Action Committees in 2 selected Districts of Sindh so that women and excluded groups could influence the local budgets and policies for their rights.

**TIMEFRAME**

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The project duration will be (tentative time line is July 2017 – June 2019).

**BUDGET**

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The proposed budget shall include all costs incurred during the assignment period (format for the financial proposal is provided)

**PROJECT LOCATION**

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UN Women will provide funding for innovative and catalytic initiatives focusing on the above-mentioned community level initiatives in Karachi and Thatta, Sindh.

**REPORTING OBLIGATIONS**

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- Quarterly financial face forms and quarterly/six monthly narrative progress reports to be submitted to UN Women.
- Annual/final narrative and financial annual report to be submitted to UN Women.
- A detailed and comprehensive narrative report of all activities (as part of the report including anecdotes that capture the process, partnerships, early bits of lessons learnt, photographs, press coverage, human interest stories, lists of participants etc.) in hard and soft copy will be submitted at the end of the grant period for feedback and finalization after incorporation of comments.
- An audited financial statement for the actual expenditure in the form of income and expenditure/receipt & payment/balance sheet certified by the external auditor with relevant vouchers and updated statement in the UN Women format.
- The knowledge products, baseline and end line studies (including the questionnaire) and reports need UN Women’s approval before finalization
- All knowledge products/press releases produced under this agreement must seek clearance from UN Women and acknowledge the support of UN Women

## MINIMUM QUALIFICATION

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- At least 8-10 years of experience in designing and implementation of subject activities.
- Reputed national registered organization with representative office in Pakistan and having outreach in areas of intervention.
- Work experience with UN agencies or other international development agencies is an advantage.
- Ability to communicate in local language.
- Working experience in development related field.
- A verifiable reputation of integrity and competence to deliver results.

## Evaluation Methodology and Criteria

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 800 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 800 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 800 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 (80% technical proposal and 20% financial proposal):

Technical proposal: 800 points

Financial proposal: 200 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

$\mu$  = 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 800 points):

<b>Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Organizational Architecture	30
1.2	Adverse judgments or awards	20
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	50
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.)	20
1.5	Quality assurance procedures, warranty	20
1.6	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> </ul> Work for other UN agencies/ major multilateral/ or bilateral programmes	100
		<b>240</b>
<b>Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	300
2.2	Management Services – Timeline and deliverables.	100
		<b>400</b>
<b>Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
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	160
		<b>160</b>
<b>70% of 800 pts = 560 pts needed to pass technical</b>		

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **800** points for the technical proposal.

## Annex IV

### Format of Technical Proposal

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

**Financial Proposal must be submitted in separate envelope.**

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

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

#### **Section A: Expertise and Capability of Proposer**

##### 1.1 Organizational Architecture

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

##### 1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

##### 1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).



- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

#### 1.4 Subcontracting

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

#### 1.5 Quality assurance procedures, risk and mitigation measures

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

#### 1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

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

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

### **Section B: Proposed Work Plan and Approach**

#### 2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.

<ul style="list-style-type: none"> <li>• UN Women’s general procurement principles:             <ol style="list-style-type: none"> <li>a) Best Value for money</li> <li>b) Fairness, integrity and transparency</li> <li>c) Effective competition</li> <li>d) The best interests of UN Women</li> </ol> </li> </ul>
<p><u>2.2 Management - timeline, deliverables and reporting</u></p> <ul style="list-style-type: none"> <li>• Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR</li> </ul>
<p><u>2.3 Environment-related approach to the service/work required</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Section C: Resource Plan, Key Personnel</b></p>
<p><u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u></p> <p>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.</p>
<p><u>3.2 Gender profile</u></p> <ul style="list-style-type: none"> <li>• Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer’s organization, women in leadership positions, and percentage of women shareholders. This will <i>not</i> be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women’s core mandate.</li> <li>• Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.</li> </ul>
<p>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.</p> <p><b>Substitution</b> of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.</p> <p>Please use the format below, with each CV no more than THREE pages in length.</p>

**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)	

## Format of Financial Proposal

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

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

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

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

1. A summary of the price in words and figures

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

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

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

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

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

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

f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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

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

**A. Cost Breakdown per Deliverables**

	<b>Deliverables</b>	<b>Percentage of Total Price</b>	<b>Price (Lump Sum, All Inclusive)</b>	<b>Delivery time/time period (if applicable)</b>
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	PKR	

**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.

<b>Description</b>	<b>Quantity</b>	<b>Number of Unit</b>	<b>Unit Cost (PKR)</b>	<b>Total Cost (PKR)</b>
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any)	1 lump sum			

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

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

### Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

---

(Name of Organization)

---

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

## Annex VI

### Proposal Submission Form

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

To: [insert UN Women  
Address, City, Country]

Date: [insert date of Proposal Submission]

We, the undersigned, declare that:

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

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

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

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

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

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

## **Voluntary Agreement**

### **Voluntary Agreement for Promoting Gender Equality in the Workplace**

**Between**

**(Name of the Contractor)**

**And**

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

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

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

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**



**Annex VIII**

**Proposed Model Form of Contract**

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

## Annex IX

### General Conditions of Contract

The GCs can be accessed by Proposer from UN Women website by clicking on the below link or find attached with the RFP.

For [Services \(Available from this link](#)

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

**Annex X**

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

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

Signatures of all partners:

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

## Annex XIII

### Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
  - [Proposal submission form](#) \_\_\_\_\_
  - [Joint Venture Form \(if in a joint venture\)](#) \_\_\_\_\_
  - [Inner envelope containing technical proposal](#) \_\_\_\_\_
  - [Second inner envelope containing Financial Proposal](#) \_\_\_\_\_

[Model Form of contract has been read and understood](#) \_\_\_\_\_

[General Conditions of Contract have been read, understood and accepted](#) \_\_\_\_\_