

## **Request for Proposal**

**Firms/Companies Only**

**Reference No.:**

**“Update Project Document & Develop Implementation Strategy and Plan for Ending Violence Against Women through Access to Justice, Social Services and Safe Public Spaces in Pakistan”**

20 January, 2017

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for “Ending Violence Against Women through Access to Justice, Social Services and Safe Public Spaces in Pakistan”

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to update the project document and develop detailed implementation strategy and plan for “Ending Violence Against Women through Access to Justice, Social Services and Safe Public Spaces in Pakistan” as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers (Nationally Registered Firms/Companies with offices in Pakistan) for providing the requirements as defined in these documents.

1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:

- i. This letter and Proposal Instruction Sheet (PIS)
- ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link  
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
- iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
- iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
- v. [Format of Technical Proposal \(Annex IV\)](#)
- vi. [Format of Financial Proposal \(Annex V\)](#)
- vii. [Proposal Submission Form \(Annex VI\)](#)
- viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
- ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
- x. [General Conditions of Contract \(Annex IX\)](#)
- xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
- xii. [Submission Checklist \(Annex XI\)](#)

2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

### PROPOSAL INSTRUCTION SHEET (PIS)

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

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: <b>COB 17:00 hrs 7<sup>th</sup> Februray, 2017</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:  Your offer <b>“Update Project Document and Develop Implementation Strategy and Plan for Ending Violence Against Women through Access to Justice, Social Services and Safe Public Spaces in Pakistan”</b> comprising of <i>technical proposal and financial proposal</i> , in <b>separate sealed envelopes</b> , should reach the following address no later than <b>COB 17:00 hrs 7<sup>th</sup> February, 2017</b> .  <b>Ms. Saima Sadruddin</b> <b>Procurement Unit</b> <b>UN WOMEN Pakistan</b> <b>Plot # 5-11, Diplomatic Enclave #2</b> <b>Quaid-e-Azam University Road</b> <b>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 checked="" type="checkbox"/> 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:umer.ehsan@unwomen.org">umer.ehsan@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: See Annex XI <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>

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

Yours sincerely,

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Jamshed M. Kazi  
Country Representative

## Annex II

### Terms of Reference

#### **“Ending Violence Against Women through Access to Justice, Social Services and Safe Public Spaces in Pakistan”**

**Type of Contract:** Contract for Professional Services

**Based in:** Pakistan

**Time period:** 15<sup>th</sup> February – 30<sup>th</sup> March 2017 (Tentative)

#### **BACKGROUND**

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Entrenched social biases, discriminatory legislation, and weak response from state institutions and law enforcement agencies undermine women’s safety and security and their political, social, and economic status in Pakistan. Access to justice, healthcare and social services for women in all provinces is hampered due to, among others: limited capacity of police and prosecutors to investigate and prosecute crimes against women, biases by judges, limited access to transport, inadequate educational and financial means, and a general lack of knowledge about options, social services and remedies.

Several efforts have been made towards increasing access to justice and services for women, for instance, by creating easier reporting and service provision of survivors of violence both of domestic violence and violence outside of the home, and by the ratification of women-friendly laws. The Government of Pakistan has also ratified the Convention for the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Constitution of Pakistan also guarantees equal rights for the women. Yet, Pakistan ranks on 143 in a list of 144 countries, according to the World Economic Forum’s Global Gender Gap Report 2016.

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women, is working towards elimination of discrimination against women and girls; empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. It provides provides technical advisory and support to national agendas that seeks to promote and implement gender equality, women’s empowerment and the ending of violence against women throughout the world.

In Pakistan, UN Women is uniquely positioned to support initiatives of the government and those of other partners, including Non-governmental Organizations in promoting all aspects of their gender agenda in line with the country's national and international human right commitments. UN Women has recently launched a project to end violence against women through enhancing women's access to justice, services and safe spaces.

### **Expected Outcomes of the Project:**

- **Outcome 1:** Increased awareness of the scale and prevalence of VAW in target districts by police, the Government of Pakistan, and the justice sector. Police and other officials utilize this information to improve gender responsive programs, laws, and policies and implement reforms in target districts.
- **Outcome 2:** Police in target districts are equipped with the skills to support survivors of VAW and knowledge of laws that protect women through gender sensitivity trainings. The entire response chain to VAW is strengthened through joint trainings for police, prosecutors, judges, medico legal officers, etc.
- **Outcome 3:** Women Protection Units (WPU) are established in target districts for effective protection of VAW survivors and referrals to relevant services, including law enforcement. Police are aware of WPU and able to respond to referrals coming from WPU and/or refer survivors of VAW to WPU.
- **Outcome 4:** Increased public awareness and discourse on VAW in target districts. Both male and female citizens as well as police are more aware of services that support survivors of VAW.

The project is currently in its inception phase, which is expected to generate specific recommendations to help determine optimal interventions for Balochistan, Punjab, and Sindh, which will include hosting facilities for the Women Protection Centres, geographical coverage and target beneficiaries. UN Women plans to use the findings of inception phase to update the project document and develop a detailed implementation strategy and plan.

### **Key Objectives**

- Refine the project outcomes and results chain and develop detailed implementation strategy and plan, through identification of the gaps in service and justice delivery to women by producing empirical data on institutional needs, demand for justice and security services, availability of services and resources, target beneficiaries, and value for money etc. to inform an optimal programming in Balochistan, Sindh, and Punjab

### **Method of Intervention:**

The project employs a mix of different methodologies including an in-depth literature review, situational analysis, institutional mapping, capacity and needs assessment, and perception surveys.

## Key Tasks:

#	Item	Specifications
1	Desk Review & Situation Analysis	<ul style="list-style-type: none"> <li>- Conduct an in-depth review of existing literature, training and advocacy materials, alongwith analysis of empirical secondary data covering reforms, their implementation and bottlenecks;</li> <li>- Conduct situation analysis on scale and prevalence of VAW and women’s access to justice and social services in Balochistan, Punjab and Sindh for identification of five high-risk districts for project implementation; and</li> <li>- Identify lessons learnt, good practices, and ways forward based on research.</li> </ul>
2	Institutional, Resource, and Risk Mapping)	<ul style="list-style-type: none"> <li>- Identify both formal and informal institutions in identified five high risk districts providing social services and legal remedies to women, their accessibility to local populations, available resources, security and other relevant risks by:               <ul style="list-style-type: none"> <li>o Assessing the quality and existing provisions of services available;</li> <li>o Reviewing the existing SOPs, policies, programs addressing VAW;</li> <li>o Identifying three shelter homes/Dar ul Aman for refurbishment in taregt districts and recommend locations for establishment of four WPU</li> <li>o Identifying and assessing the number of good practices/models addressing VAW in the country and outside Pakistan;</li> <li>o Assessing the accessibility issues/challenges including stigma women face at home, community and institutional level; and</li> <li>o Conducting stakeholder analysis for each district including identification of emerging key actors/partners such as private sector, media, and others.</li> </ul> </li> </ul>
3	Capacity and Needs Assessments	<ul style="list-style-type: none"> <li>- Identify institutional needs and capacity gaps in five high-risk districts, using relevant tools including, but not limited to, survey questionnaires, focus group discussions, and key informant interviews to</li> </ul>



		<ul style="list-style-type: none"> <li>○ Identify the number of Police Academies including review of gender trainings/materials in their curriculum;</li> <li>○ Assess knowledge gaps on Gender/VAW issue/laws amongst police, judiciary, and prosecution and the staff of existing shelter homes;</li> <li>○ Identify the number of existing organizations/institutions imparting training to the justice sector, their strengths and weaknesses;</li> <li>○ Assess the scope and quality of exiting training methodologies and lessons learnt; and</li> <li>○ Identify the number of gender responsive reforms for police, judiciary, and shelter homes.</li> </ul>
4	Perception survey	<ul style="list-style-type: none"> <li>- Conduct perception surveys focusing on generating household data on the level of knowledge of citizens' rights (with equal representation of women and men) and their attitudes towards justice institutions, and their level of trust/confidence. The survey will be carried out through ICT and Focus Group Discussions to explore: <ul style="list-style-type: none"> <li>○ How the existing services and their quality are perceived?</li> <li>○ What are the main challenges that women face in accessing these services and what improvements can be made?</li> <li>○ What are the levels of knowledge and information in the target districts about the existing laws and services?</li> <li>○ What are the general experiences/perceptions of women about police, shelter homes, and judiciary?</li> <li>○ What are existing medium of knowledge/information that men and women have access to?</li> </ul> </li> </ul>
5	Revision of project document and development of implementation strategy and plan	<ul style="list-style-type: none"> <li>- Use the situation analysis, mapping reports and perception survey to refine the project outcomes and results chain, and develop project implementation strategy and plan including: <ul style="list-style-type: none"> <li>○ Detailed work plan including monitoring and evaluation plan outlining indicators, baselines and taregts (using UN Women templates)</li> <li>○ Implementation plan for each district</li> <li>○ Risk strategy for each district</li> <li>○ Communication strategy for each district</li> </ul> </li> </ul>

6	Validation Seminars	<ul style="list-style-type: none"> <li>- Conduct validation seminars in each province (Balochistan, Punjab and Sindh) to ensure the validity of proposed implementation strategy and plan</li> <li>- Submit detailed reports of each validation seminar including the complete list of participants and high resolution photos.</li> </ul>
7	Submission of Final Project Document	<ul style="list-style-type: none"> <li>- Incorporate stakeholders' feedback and finalize the project document (including work plan, district implementation plans, risk and communication strategies) in consultation with UN Women.</li> </ul>

## TIMEFRAME

The assignment is spread over one and a half months beginning 15<sup>th</sup> February until March 30<sup>th</sup>, 2017 (tentative).

## BUDGET

The proposed budget shall include all costs incurred during the assignment period (format for the financial proposal is Provided-Annex V)

## DELIVERABLES

- 1) An **Inception Report** covering the background, objectives, methodological approach, work plan and deliverables for presentation at inception workshop;

*(The consultants will prepare an inception report, which details the consultants' understanding of the consultancy, detailed methodology and work plan. The report will be presented to the UN Women at an inception meeting. This is to ensure that the consultants and UN Women have a shared understanding of the overall assignment. The inception report will include the assessment design, methodology, sample questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated. The report will include the scope of work, plan of action, and time frame. The methodology must include clear instruments and procedures for justice sector mapping, institutional assessment, and perception survey.)*

- 2) Separate comprehensive reports for the following:
  - **Situational Analysis;**
  - **Institutional, Resource and Risk Mapping in Five High Risk Districts**
  - **Capacity & Needs Assessment of Formal and Informal Insitutions providing Services & Legal Remedies to Women in Five High Risk Districts**

- 3) **Updated project document** including updated outcomes, results chain, implementation strategy, detailed work plan including M&E plan, district implementation plans, risk and communication strategy for each target district.
- 4) **Validation Seminar Reports for each province** to ensure the validity of proposed implementation strategy and plans.
- 5) **Final project document** incorporating stakeholder's feedback and inputs from UN Women.

#### **QUALIFICATION, EXPERIENCE AND COMPETENCIES:**

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##### **Required Expertise/Qualifications**

- Reputed nationally registered firm with Office in Pakistan and having outreach in areas of intervention;
- At least 7-10 years of demonstrable experience in research on gender equality, women's empowerment and/or gender-based violence/VAW, institutional mapping and capacity assessment.
- Sound knowledge and experience of cross-sector approaches of gender equality, gender justice and VAW issues in Pakistan;
- Expertise in results based management and project design
- Experience of conducting similar assessments in Pakistan
- Work experience with the UN agencies or other international development agencies is an advantage; and
- Staff must be able to communicate in local languages.

##### **Proposal Submission Deadline:**

The offer comprising *technical proposal and financial proposal*, in **separate sealed envelopes**, should reach the following address no later than **COB 17:00 hrs 7<sup>th</sup> February, 2017**.

**Ms. Saima Sadruddin**  
**Procurement Unit**  
**UN WOMEN Pakistan**  
**Plot # 5-11, Diplomatic Enclave #2**  
**Quaid-e-Azam University Road**  
**Sector G-4, Islamabad.**

### Evaluation Methodology and Criteria

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 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 Details (Name, Phone, Email)
1-					



2-					
3-					

## Section B: Proposed Work Plan and Approach

### 2.1 Analysis approach, methodology

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

### 2.2 Management - timeline, deliverables and reporting

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

### 2.3 Environment-related approach to the service/work required

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

## Section C: Resource Plan, Key Personnel

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

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

### 3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer’s organization, women in leadership positions, and percentage of

women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women’s core mandate.

- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

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

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

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

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

**Sample CV template:**

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	
Positions held: _____	
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]	

Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## Annex V

### Format of Financial Proposal

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

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

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

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

1. A summary of the price in words and figures

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

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

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

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

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

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

f. Summary of total cost for the services proposed.

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

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

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

**A. Cost Breakdown per Deliverables**

	<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

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(Name of Organization)

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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 W website by clicking on the below link.

1. For Services (Available from this link  
<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>)

**Annex X**

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

<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 (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)</b>	[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 XI

### 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](#) \_\_\_\_\_