

Request for Proposal

CSOs/NGOs Only

Reference No.: RFP/PAK/002/2017

“Women’s Safety Audit in Public Transport in Lahore”

11th April, 2017

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for **“Women’s Safety Audit in Public Transport in Lahore”**

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 **“Women’s Safety Audit in Public Transport in Lahore”** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified registered CSOs/NGOs 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	Deadline for Submission of Proposals	Date and Time: COB 17:00 hrs 25th April 2017 City and Country: Islamabad, Pakistan This is an absolute deadline, 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 <input type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	Personal Delivery/ Courier mail/ Registered Mail: Your offer “ Women’s Safety Audit in Public Transport in Lahore ” comprising of <i>technical proposal and financial proposal</i> , in separate sealed envelopes , should reach the following address no later than COB 17:00 hrs 18th April 2017 . 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
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> 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 3 days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e- mail address: aisha.mukhtar@unwomen.org Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>This Email Address is for clarifications ONLY.</u> <u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E- MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL</u>
2.5	Pre-Proposal/Bid Meeting	Date and time: Location: <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
3.9	Proposal Security	<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	Performance Security	<input type="checkbox"/> Required The Performance Security will be equivalent to your total offered price for this assignment. The amount will be determined by your price proposal. Form: See Annex XII <input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.

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,

Jamshed M. Kazi
Country Representative

Annex II

Terms of Reference **Women's Safety Audit in Public Transport in Lahore**

Type of Contract: Contract for Project Cooperation

Based in: Pakistan

Time-Period: 25th April – 20th June 2017 (Tentative)

BACKGROUND

Women and girls experience and fear various types of violence in public spaces, from gestural harassment such as leering, ogling and whistling to unwanted sexual remarks, sexual assaults and rape. Sexual harassment in public spaces restricts women and girls' freedom of movement, which in turn reduces their access to educational and employment opportunities as well as health care and recreation. Recent studies in Pakistan also suggest that safety concerns play a major role in shaping women's choices to participate in labor force, continue their education, or engage in other independent activities¹. Although violence in the private domain is now widely recognized as a human rights violation, violence against women and girls, especially sexual harassment in public spaces, remains a largely neglected issue, with few laws or policies in place to prevent and address it.

Women's safety involves safe spaces. Space is not neutral. Space that causes fear restricts movement and thus the use of the space. Lack of movement and comfort is a form of social exclusion. A research² conducted on women's safety in public spaces in Delhi illustrates that gender-based urban violence can be attributed to factors such as poverty, discrimination, exclusion, and lack of gendered indicators in urban development and planning, leading to spaces and structures that exclude women and other vulnerable groups. Using Public transport is found to expose women to high risk of harassment and violence³. Globally, women specific barriers to safe public transport include fear and experiences of sexual harassment and violence while accessing and using public transport. Overcrowding, lack of space and information, delay or unreliable public transport services have a disproportionately higher impact on women than men (UN Women 2010).

UN Women's Global Flagship Initiative "Safe Cities and Safe Public Spaces," is the first-ever global programme that develops, implements, and evaluates tools, policies and comprehensive

¹ <http://cerp.org.pk/research-to-policy/social-policy/women-s-mobility>

² Understanding Women's Safety: Towards a Gender Inclusive City Research Findings, Delhi 2009-10

³ http://www.endvawnow.org/uploads/browser/files/understanding_womens_safety.pdf

approaches on the prevention of and response to sexual harassment and other forms of sexual violence against women and girls across different settings.

In Pakistan, UN Women is uniquely positioned to support initiatives of the government and those of other partners, including civil society in promoting all aspects of their gender agenda in line with the country's national and international human right commitments. UN Women is implementing one such programme to end VAW through enhancing women's access to justice, services and safe spaces. As part of its Safe Cities project, UN Women is collaborating with Women Development Department (WDD), Punjab to pilot a women's safety audit in Lahore, together with Punjab Safe Cities Authority (PSCA), CM's Strategic Reforms Unit (SRU) and Punjab Commission on the Status of Women (PCSW). As focal department for women's empowerment and gender equality, WDD Punjab is mandated to collect data for legislation, policy formulation and sectoral planning for women's development in the province and will co-lead the women's safety audit with UN Women.

Women's Safety Audit in Lahore:

While the incidence of violence is reported to be highest in Punjab (with an increase of 12.4% in 2016⁴), there is no data on women's perceptions of safety and harassment experienced by women in public transport. Studies on women's mobility show that "social norms against women coming into close contact with unrelated men, and the discomfort, social stigma, and fear of harassment when they do so, limits women's movement and their use of public transport. The government has attempted to address women's concerns through transport policy by introducing separate sections in buses and running women-only buses. However, challenges still remain for women's safety and comfort on public transport. Women also face distinct challenges from men when accessing public transport. They experience threats to their safety while walking to public transport, waiting at stops and while traveling on vehicles. A Center for Economic Research in Pakistan (CERP) pilot survey in Lahore showed that nearly 30% of respondents also found it "unsafe" for women to walk in their neighborhood⁵."

Punjab Safe Cities Authority has recently launched a mobile-based application that consists of safety parameters- openness, people, security, walk path, gender usage, feeling and public transport. The app has been comprehensively designed to allow women to report any experience that renders public space unsafe. The application includes a button connecting the application with the police and the PCSW's Helpline that provides information on available laws and services for women, and allows users to avail an option to mark unsafe spaces.

In order to collect data on the kinds of safety concerns facing women and girls in public transport in Lahore as well as the factors that pose threat to and may lead to increased VAW and girls, a

⁴ Gender Parity Report 2017, PCSW.

⁵ <http://cdpr.org.pk/images/CDPROvercomingBarriersToWomensMobility.pdf>

safety audit will be conducted in selected bus stops and metro stations.

Safety Audit is a leading tool originally designed by the Metropolitan Action Committee on Violence Against Women and Children ([METRAC](#)) in Toronto for women to use, in order to build their skills and make their communities feel safer. Over the past twenty years, the women's safety audit has been used in communities and neighborhoods from Petrozavodsk, Russia to Dar es Salaam, Tanzania. The safety audit has been adapted to multiple settings and groups, carried out jointly with local government representatives, and evaluated, such that this tool is now internationally-recognized as a 'best practice'⁶.

Women's safety audits are crucial to assessing the safety and accessibility of a city and its public spaces for women and other vulnerable groups. The safety walks are conducted before and after dark to see how public spaces are transformed at night. (UN Women Research Findings of Delhi: 2009-10). As data on harassment and eve teasing are highly underreported, safety audits act as a valuable proxy in understanding the perception of people and greatly help in getting a better idea of the situation on- ground⁷.

The findings and recommendations from Safety Audit will be used to develop policy briefs to inform provincial policies and strategies for strengthening services to prevent and respond to violence and harassment facing women in public transport. The data will also feed into the Gender MIS maintained by PCSW. In this context, UN Women is seeking proposals from qualified firms/consultants⁸ to conduct a safety audit in Lahore.

Key Objectives

The objectives of women and girl's safety audit are to:

1. Collect evidence/data on women's and girls' safety and security concerns in public transport in Lahore (including through PSCA mobile app) and to gather suggestions/inputs from women and girls commuters and from key stakeholders responsible for safety of women and girls.
2. Inform government policies and programs towards a responsive public infrastructure and urban planning for women's and girls' security including services to prevent and respond to violence based on the safety audit findings and recommendations. The data will serve as a basis for policy advocacy and evidence-based action from government and other key sectors towards ending VAW in public transport in Lahore.
3. Increase participation of women and girls who use public transport in policy-making and program design.

⁶ <http://www.endvawnow.org/en/articles/262-ask-questions-about-womens-safety-in-the-city.html>

⁷ http://www.wriroscities.org/sites/default/files/Final_Report_30072015.pdf

⁸ To be selected in line with UN Women policies and rules

Principles, Method and Tools of Intervention:

Women's Safety Audit will be conducted using participatory approach with multi-sectoral partners. It will include key informant interviews with key stakeholders. Focus Group Discussions (FGDs) and walk⁹ will be conducted with commuters, including most excluded groups.

The key informant interviews, FDGs and safety walk will be centered on the following key questions:

Women and girls' perspectives:

- What are safety and security issues faced by women and girls in public transport?
- What are the gaps in current services to prevent and respond to violence, harassment and safety issues in public transport in Lahore?
- What does safe transport look like in women and girls' perspectives? Key recommendations to the duty bearers.

Policy makers' and Service providers' perspectives:

- What are issues of safety and threats/acts of violence facing women and girls in public transport in the city?
- What are the barriers faced in ensuring safety of women and girls in public transport in the city?
- What is needed (capabilities, infrastructures, services, etc.) to make public transport safe for women and girls in Lahore?

Audit participants and sample

The sample area of women and girls' safety audit should include public transportation services and stations (including bus stops and metro stations).

The participants should comprise women commuters including women with disability, transgender women and other excluded groups.

Processes¹⁰ and timeline

The process of Safety Audit will be developed based on agreed method and tools agreed between UN Women, relevant partners and selected consultant/firm. However, drawing from the existing resources, UN Women proposes the following processes and timeline

⁹ Safety walk is part of the safety audit method which require the team to visit the public space and facilities in the city and to observe the safety of women and girls. They will take notes and compile them with other data that has been collected.

¹⁰ Derived from Making cities and Urban Space Safe for Women and Girls – Safety Audit Participatory Toolkit

Process	Timeline
Step 1: Planning - to establish steering Committee (to provide guidance and oversight throughout the audit process) and advertise the ToR of safety audit	3 April
Step 2: Rapid Situational Analysis – to conduct assessment on the key issues and stakeholders by reviewing available data including media report, police reports and other sources	25 April-5 May
Step 3: Submit inception report and deliver a presentation to Steering Committee and Local Women Expert Group (about purpose and methodology of safety audit, proposed tools, etc.)	12 May
Step 4: Interviews and FGD (duty bearers, specific groups of women, etc.)	15-19 May
Step 5: Safety walk (mapping dimensions of safety and different forms of harassment faced by women and girls in public space)	22-26 May
Step 6: Analysis and report writing	29 May-2 June
Step 7: Presentation of draft audit report to Steering Committee	6 June
Step 8: Finalize Safety Audit Report	9 June
Step 9: Prepare at least two Policy Briefs on agreed themes with UN Women/Steering Committee for advocacy with relevant government departments	16 June
Step 10: Launch of Safety Audit Report, presentation to stakeholders	20 June

TIMEFRAME

The assignment is spread over three months beginning 25th April until June 20th, 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

Based on the above objectives, the firm/consultant will be responsible for the following:

- An inception report based on rapid situation analysis, clearly outlining the purpose, methodology, proposed tools for interviews, FGDs, safety walk, etc., work plan and performance measures.
- Draft audit report containing comprehensive data on women and girl's safety issues in public transport Lahore city, including statistics of violence faced by women and girls, mapping of the level and kinds of hazards, gaps in services to prevent and respond to violence and a list of actionable recommendations to government, transport authorities, corporate and other stakeholders to address women and girls' safety concerns and ending violence and harassment in public transport.
- Final Audit report incorporating comments from Steering Committee
- At least two policy briefs for advocacy on ending VAW in public transport

QUALIFICATION, EXPERIENCE AND COMPETENCIES:

Required Expertise/Qualifications

- Reputed NGOs/CSOs registered in Pakistan;
- At least 7-10 years of demonstrable experience in research on gender equality, women's empowerment and/or gender-based violence/VAW and related issues
- Excellent networks/outreach in Lahore, including partnerships with key stakeholders including government and CSOs, particularly women's organizations and networks
- Strong understanding of gender issues and expertise in research methodologies
- Work experience with the UN agencies or other international development agencies is an advantage.
- Staff must be able to communicate in local languages.
- Geographical Information System (GIC) experience would be an asset.

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 18th April 2017**.

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

Annex III

Evaluation Methodology and Criteria

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 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

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 800 points):

Expertise and Capability of Proposer		Points obtainable
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"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	100
		240
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.	300
2.2	Management Services – Timeline and deliverables.	100
		400
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	160
		160
70% of 800 pts = 560 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 **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

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
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.

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/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]*

Annex VII

Voluntary Agreement

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

(Name of the Contractor)

And

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

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

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

On behalf of the Contractor:

Name, Title, Address, Signature

Date:

Annex VIII

Proposed Model Form of Contract

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

Annex IX

General Conditions of Contract

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

1. For Services (Available from this link

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

Annex X

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

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

Signatures of all partners:

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

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

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](#) _____ ☐