

Request for Proposal

Non-profit Organizations only (for KP/FATA)

Reference No.: RFP-**WEE/KP-FATA 0001-2019**

Implementing Partner for the Project, “KHYBER PAKHTUNKHWA TRIBAL DISTRICTS
SUPPORT PROGRAMME”

21 December, 2018

Dear Sir/Madam,

**Subject: Subject: Request for Proposal (RFP) for for the implementation of the project,
“Khyber Pakhtunkhwa Tribal Districts Support Programme”**

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, “Khyber Pakhtunkhwa Tribal Districts Support Programme”** 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 \(Annex-I –see above link\)](#).

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: 04 Jan 2019 COB – 1700 hours 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: Proposals to be sent in sealed envelopes by post to the following (with “ Khyber Pakhtunkhwa Tribal Districts Support Programme ” clearly written on the envelope): Women’s Economic Empowerment Unit (WEE) 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 style="width: 100px;" type="text" value="PKR"/>

3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	60 days If other, please indicate: <input type="text"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="7"/> 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: registry.pakistan@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: <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.
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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,

Jamshed M. Kazi
Country Representative

Terms of Reference

“KHYBER PAKHTUNKHWA TRIBAL DISTRICTS SUPPORT PROGRAMME”

Type of Contract: Project Cooperation Agreement (Implementing Partner)

Based in: KP/FATA – Pakistan

Duration: January 15, 2019 – February 15, 2020 (Tentative)

BACKGROUND

UN Women brings its technical expertise in gender equality and links with the global women's movement to the UN Women Pakistan mission to strengthen the effectiveness, coordination, and quality of outputs of the UN mission on gender equality. The strategy in Pakistan encompasses strengthening the capacity of government, non-governmental organizations and UN system to deliver on Pakistan's national and international commitments to gender equality and women's empowerment by ensuring that voices of women and human rights-based approach is integrated fully in the development agenda of the country.

The Tribal Districts of the Pakistan's Khyber Pakhtunkhwa (KP) Province (formerly called the “Federally Administered Tribal Areas¹ – FATA) span the region bordering Afghanistan and Pakistan provinces of Khyber Pakhtunkhwa (KP)². They remain one of the most underdeveloped regions of Pakistan, enduring decades of marginalization, and economic deprivation. Livelihoods and employment remains a critical issue related to both social and economic development, and to matters of stability and governance.

The predominantly agrarian economy is based on arable agriculture, livestock, fisheries and forestry, which provide some 97% of employment and livelihoods, and these have all been seriously affected by conflict in the KP Tribal Districts in recent years. In addition, the KP Tribal Districts' unique constitutional status, exposure to instability in Afghanistan and the paltry resource allocation under successive governments have contributed, over time, to a worsening of human and economic development indicators relative to the rest of Pakistan. The effect of

¹ In early June 2018, the “Tribal Agencies” and “Frontier Regions” of the former FATA were re-designated, respectively, as “Tribal Districts” and “Sub-Divisions” of Khyber Pakhtunkhwa Province. Subsequently, the positions of “Political agents” and “Assistant Political Agents” were also re-designated, respectively, as “Deputy Commissioners” (DCs) and the positions of “Assistant Commissioners” (ACs), under the “FATA Interim Governance Regulation 2018”.

² There are also some “Tribal Districts” in Balochistan, not covered under this proposal.

these multiple challenges can be clearly seen in UNDP’s Multi-Dimensional Poverty Index (MDPI), which shows that, in 2016, 73.7% population of the KP Tribal Districts lived in multi-dimensional poverty, while the comparable figure for the KP Province stood at 49%.

The passage of the 25th Constitutional Amendment with political consensus and its subsequent presidential approval on 31st May 2018 signals a historic change and will fundamentally alter the lives of 5 million inhabitants of the KP Tribal Districts. The merger modifies the institutional political economy, including the role of the KP Assembly and bureaucracy. To manage this transition for the next two years, the “*FATA Interim Governance Regulations Act 2018*” has been introduced as an interim arrangement to replace the draconian Frontier Crimes Regulation which has been repealed. The KP Government, including judicial and legislative bodies, will now lead the reform process. However, the process will be carried out in collaboration with the Federal Government who will be responsible for providing bulk of the finances and the planning capacity for the implementation of reforms, particularly the socio-economic agenda.

Informed by the currently evolving context, the proposed 18-month joint programme by FAO, UNDP, UNICEF and UN Women, led by the UN Resident Coordinator, aims to ensure the sustainability of the return process and strengthen the social contract between the state and the citizenry. The DFID funded programme specifically is aiming to build stability and reduce poverty in the KP Tribal Districts. The programme will work towards these aims by: a) strengthening resilience in return communities, especially by restoring livelihoods; b) supporting the improvement of, and access to, health and education services; c) supporting the local and provincial governments to become more effective, accountable and responsive; and d) supporting the improvement of the enabling environment for inclusive economic growth.

JUSTIFICATION

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.

Women contribute the most to growing the economy. Women are also the ones who spend increased household income on the whole family, especially children.

UN Women’s main objective in the Women’s Economic Empowerment and Sustainable Livelihoods (WEE&SL) 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, can cope with and recover from stresses and control over resources and have greater security and protection from violence.

The WEE & SL 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&SL in the country has achieved a range of results and has contributed in improving poor and excluded women’s access to income generating prospects, registration services, 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.

DESIGN SUMMARY OF THE PROJECT

UN Women DRF Impact 1: Women lead, participate in and benefit equally from governance systems

PCO SN Outcome 2.1: Development plans and budgets responsive to women and girls are adopted and/or implemented

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

OUTCOME 1:

Outcome: Increased Institutional Capacity and Policy Level Support for the Inclusion of Gender Equality Principles, and Women and Girls as Agents of Change during and after KP FATA Merger.

OUTPUT 1. FATA Secretariat, PCSW and the Provincial Social Welfare and Women’s Development Departments have improved capacities to incorporate gender equality principles into policy-making and service delivery processes.

Activities

- 1.1 Set up a quarterly working group between NADRA, FATA secretariat, Provincial Social Welfare, Women’s Development Department and UN Women to discuss progress, issues, challenges and share experiences;
- 1.2 Facilitate regular structured dialogue in the community between the rights-holders and duty bearers to ensure that women’s and girls’ voices are heard and considered in decision and policy-making processes;

- 1.3 Establish, support and strengthen existing Women’s community Centers in FATA;
- 1.4 Disseminate cross sectoral awareness information and messaging to women and girls on WASH, nutrition, education and health via the safe environment of the community centers as well as the use of multiple communication and multi-media channels

OUTPUT 2. Women and girls have increased awareness and knowledge on their basic rights and are accessing services

Activities

- 2.1 Conduct a mapping exercise in collaboration with UNICEF Birth Registration activity in FATA for the issuance of CNIC and collect data from different agencies;
- 2.2 Strengthened linkages between NADRA and FATA Secretariat through establishing a joint committee within NADRA to ensure provision of CNIC to women in FATA;
- 2.3 Facilitation of CNIC for 11,000 women including organizing the necessary documentation required and arranging the increase in mobile units available from NADRA;
- 2.4 Awareness raising sessions delivered to women and girls, boys and men on political rights, social services available, and access to justice

The project aims to create awareness among women about their rights and facilitate them in accessing computerized national identity cards (CNICs). Possession of a CNIC provides women and their households with access to many facilities and services, for example, access to government services and guarantees entitlements, food rations, healthcare, voting rights, and educational institutes for their children and more importantly, it enhances their confidence, self-worth, self- esteem and dignity.

The project will be implemented in four tribal districts namely North Waziristan, South Waziristan, Kurram and Orakzai and 12 tehsils. Within the targeted Tribal Districts, recent surveys, research and assessments (e.g., multi-cluster assessment, HeRAMs, etc.) indicate that there are 12 tehsils in which the needs are especially high. Specialized assessments will feed into the sectoral interventions, however standardized sector-specific monitoring tools will be used to collect, collate and disseminate data. Vulnerability tends to be higher among the returnee population; however, the programme will focus on the community as a whole to ensure even distribution of programme benefits across various groups (settled population, returnees, etc.). Community dynamics are expected to change because of the merger, and programme targeting may be adjusted accordingly.

The proposed integrated programme is aligned with DFID’s strategic objectives of the *2015 UK Aid in FATA*, and with various other strategic documents such as the UN Sustainable Development Framework (UNSDF) (2018-2022), within which falls the KP Tribal Districts Transition Framework of 2018 (still pending finalization with the new KP provincial government). It also contributes

towards the Government's draft FATA 10-year Development Socio-Economic Development Plan, Agriculture Action Plan FATA, and Pakistan's Vision 2025.

TIMEFRAME

The project duration will be (tentative time line is January 2019 – January 2020).

BUDGET

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

PROJECT LOCATION

UN Women will provide funding for innovative and catalytic initiatives focusing on the above-mentioned community level initiatives in KP and FATA.

REPORTING OBLIGATIONS

- 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

- At least 5-7 years of experience in designing and implementation of similar 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.

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

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 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"> • UN Women’s general procurement principles: <ol style="list-style-type: none"> a) Best Value for money b) Fairness, integrity and transparency c) Effective competition d) The best interests of UN Women
<p><u>2.2 Management - timeline, deliverables and reporting</u></p> <ul style="list-style-type: none"> • Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR
<p><u>2.3 Environment-related approach to the service/work required</u></p> <ul style="list-style-type: none"> • 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.
<p>Section C: Resource Plan, Key Personnel</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"> • 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. • Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.
<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>Substitution 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

	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]*

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>)

This will be attached with the final RFP

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	(insert 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: _____

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](#) _____