

# Request for Proposal

Reference No.: *[UN Women / 18/0004]*

*Consulting Firm for Establishment of Women Protection Units (WPU) in Dadu, Khairpur And Quetta  
To Provide Crisis Information, Counselling, Legal and Rights Information/ Advice*

[28 May 2018]

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for Establishment of Women Protection Units (WPU) in Dadu, Khairpur And Quetta To Provide Crisis Information, Counselling, Legal and Rights Information/ Advice

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Services of a Consulting Firm for the Establishment of Women Protection Units (WPU) in Dadu, Khairpur And Quetta To Provide Crisis Information, Counselling, Legal and Rights Information/ Advice

1. As described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - a. This letter (and the included Proposal Instruction Sheet (PIS))
  - b. Instructions to Proposers ([Annex I](#)) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
  - c. Terms of Reference (TOR) (Annex 2)
  - d. Evaluation Methodology and Criteria (Annex 3)
  - e. Format of Technical Proposal (Annex 4)
  - f. Format of Financial Proposal (Annex 5)
  - g. Proposal Submission Form (Annex 6)
  - h. Voluntary Agreement to Promote Gender Equality and Women's Empowerment (Annex 7)
  - i. UN Women Model Forms of Contract (Annex 8)
  - j. General Conditions of Contract (Annex 9)
  - k. Joint Venture/Consortium/Association Information Form (Annex 10)
  - l. Submission Checklist (Annex 11)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

## PROPOSAL INSTRUCTION SHEET (PIS)

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

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: <b>Friday 08 June 2018 12:30 PM (EDT)</b> [for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> ] City and Country: <b>[ISLAMABAD - PAKISTAN]</b> This is an absolute deadline. Any 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
4.1	<b>Address for Proposal Submission</b>	<input checked="" type="checkbox"/> <b>Personal Delivery/ Courier mail/ Registered Mail:</b> <b>Saima Sadruddin</b> <b>UN Women</b> <b>Plot # 5 – 11, Diplomatic Enclave No 2,</b> <b>Sector G – 4, Islamabad.</b>  <b>“NOT TO BE OPENED BY REGISTRY”</b>
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other (pls. specify) _____
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="checkbox"/> USD If no, please indicate Currency: <input type="text" value="PKR"/> <i>Proposer may submit proposal in any freely convertible currency</i>

3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	90 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.  UN Women shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	<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:saima.sadrudin@unwomen.org">saima.sadrudin@unwomen.org</a>  Clarification emails should include a subject header in the following format:  "UNW RFP Reference #, Request for Clarification, Company/Contractor Name"  Proposers must not communicate with any other personnel of UN Women regarding this RFP.  <b><u>The e-mail address above is for clarifications ONLY.</u></b>  <b><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></b>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<input checked="" type="checkbox"/> Not applicable  <input type="checkbox"/> Mandatory:  <input type="checkbox"/> Optional:
3.9	<a href="#">Proposal Security</a>	<input type="checkbox"/> Required  <input checked="" type="checkbox"/> Not Required  Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights

		to request a Performance Security from the successful bidder at any stage.
7.4	<a href="#">Performance Security</a>	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required <p>Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>
3.2	<b>Waiver &amp; Release of Indemnity (If there is a site visit/inspection)</b>	<input checked="" type="checkbox"/> Not Required <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p> <input type="checkbox"/> Required <p>Return this Waiver to UN Women in advance of the site inspection, to the contact below;  email to: _____</p>

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

Yours sincerely,

Jamshed M. Kazi  
Country Representative  
UN Women Pakistan

**ANNEX 1**

***Instructions to Proposers***

Instructions to Proposers available from this link:

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

## TERMS OF REFERENCE (TOR)

### ESTABLISHMENT OF WOMEN PROTECTION UNITS (WPU) IN DADU, KHAIRPUR AND QUETTA TO PROVIDE CRISIS INFORMATION, COUNSELLING, LEGAL AND RIGHTS INFORMATION/ ADVICE

<b>Title:</b>	Establishment of Women Protection Units (WPU) in Dadu, Khairpur And Quetta To Provide Crisis Information, Counselling, Legal and Rights Information/ Advice
<b>Duration of assignment:</b>	July 2018-June 2019 (1 year)
<b>Location:</b>	Home-based
<b>Type of contract:</b>	Professional Services Agreement
<b>Payment:</b>	Upon submission of approved deliverables
<b>Supervision:</b>	EVAW, Governance, & Human Rights Programme, UN Women, Pakistan

#### INTRODUCTION & BACKGROUND

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) strives to promote gender equality and women's human rights, strengthen implementation of gender-sensitive policy and legislation and eliminate all forms of VAW<sup>1</sup>. Attention is given to issues of excluded groups and their capacity to lobby so that these become part of mainstream decision making and planning. UN Women provides technical advisory and services on women's economic empowerment, ending violence against women and girls, women's leadership and participation, including in disaster risk reduction and management and gender integration in planning and budgeting. UN Women works towards ensuring an effective UN response by strengthening the effectiveness, coordination, and quality of outputs on gender equality amongst the various stakeholders.

Violence against Women (VAW) is one of the most pervasive violations of human rights in the world, one of the least prosecuted crimes, and one of the greatest threats to lasting peace and development. Violence directed towards women can, and does, take many forms and can have fatal consequences. It can be overt or subtle, verbal, psychological or physical, and can be directed towards any member of a community. VAW can take different forms, including sexual, physical, exploitative, economic, emotional or religious/ spiritual abuses. It may involve trafficking, forced marriages, rape as a weapon of terror or ethnic cleansing, or be experienced as harassment. The violence may take place in the home, at work, or in public

<sup>1</sup> "The United Nations defines violence against women as "any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life" (General Assembly Resolution 48/104 Declaration on the Elimination of Violence against Women, 1993).

institutions, and can occur across the lifespan of a woman. It cuts across all ages, cultures, social and faith groups.

Women also face harassment and violence within public institutions that aim to protect and serve them. This may take place in police stations, jails, prisons<sup>2</sup>, border posts, hospitals, health-care centres, shelters or social assistance offices, and may take the form of rape, sexual harassment or some other form of degradation.

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

## RATIONALE AND PURPOSE

It is evident that VAW is a global issue of pandemic proportions, which has an impact on all societies. It violates the rights and fundamental freedoms of women and girls. Violent practices that victimize women and girls transcend social, cultural, ethnic and religious boundaries<sup>3</sup>. Such violence can have a devastating effect on the lives of survivors, their families and communities. Without multi-sectoral services and functioning referral systems in place, women and girls lack safety and security, opportunities for rehabilitation, and access to health (including sexual and reproductive health) and justice. The lack of necessary and long-term investments has hampered the adoption of prevention strategies and measures that can sustainably and effectively address VAW and minimize harmful practices<sup>4</sup>. In response to this situation, there is a dire need for comprehensive and high-quality service delivery mechanisms aimed at providing services required by survivors of violence, which in turn will in turn contribute to the protection of women and girls and further prevention of violent acts.

In a 2011 WPF study, three-quarters of Pakistani women polled reported physical violence by an intimate partner, 66 percent sexual violence and 84 percent psychological violence. The 2012-13 Pakistan Demographic and Health Survey (PDHS) found that one-third of ever-married women aged 15-49 had experienced physical violence at least once; and approximately 40% had been subject to spousal abuse at some point in their lives. Critically, 52% of those surveyed who had experienced violence had never sought help. The Gender Crime Cell (GCC), which bases its data on administrative records from police stations, recorded 7,555 reported cases of VAW in 2016, while the Ministry of Human Rights recorded 6,089 in the same year. The types of violence experienced by women include: domestic violence (including beating,

<sup>2</sup> UNODC has recently published a Handbook for Prison Managers and Policymakers on Women and Imprisonment (United Nations publication, Sales No. E.08.IV.4). Available from [www.unodc.org/documents/justice-and-prison-reform/women-and-imprisonment.pdf](http://www.unodc.org/documents/justice-and-prison-reform/women-and-imprisonment.pdf).

<sup>3</sup> Effective police responses to violence against women, UNODC, 2010

<sup>4</sup> Commission on the Status of Women Fifty-seventh session. Agreed Conclusions on the elimination and prevention of all forms of violence against women and girls, 4 – 15 March 2013



murder), so-called honour killings, sexual violence (including rape, gang rape, incest and custodial rape), harassment at work (including physical, sexual and psychological) and burning (including acid and stove). They also face psychological and emotional violence.

In response to the situation, UN Women Pakistan has been taking promising initiatives to introduce and implement integrated services that respond to survivors of VAW and has also been supporting government to fulfil its obligations to end VAW through advocacy, policy support, as well as evidence-based programming.

One such comprehensive and robust programme implemented by UN Women with support from the United States Department of State (INL) is the “*Ending VAW through Access to Justice, Services and Safe Spaces*” project. Through this project, UN Women anticipates establishing Women Protection Units (WPU) in Benazir Income Support Programme (BISP) Offices<sup>5</sup> in 3 districts (Dadu, Khairpur, and Quetta) for ensuring effective protection of VAW survivors and providing referrals to relevant services, including law enforcement agencies. Through this intervention, police officials and other local actors will also be sensitized about these WPUs, enabling them to respond to referrals sent by WPU and/ or refer survivors of VAW to these WPUs. The establishment of WPUs at the district level will contribute to ensure maximum outreach and safety of survivors of VAW. This effort will be reinforced through agreements of UN Women with BISP which will provide a foundation for strengthening collaboration under this project.

In this regard, UN Women Pakistan is seeking services of a firm for establishing Women Protection Units (WPU) in Dadu, Khairpur, and Quetta districts to provide crisis information, counselling, and referrals to legal and rights information/ advice.

The inception study identified the need for such units where women can be guided to access the different support services they might need: shelters, the police, legal aid, medical assistance, counselling and so on. These units would not necessarily provide those services themselves, but they would function as a place where women could go in order to get information and referrals. Existing helplines run by WDDs, MoHR, DRF and Madadgar will be linked with WPUs. In addition, referral mechanisms will be strengthened with other services and actors, such as police, lawyers, counsellors, medical professionals and shelters. WPUs can only fulfil their role if they are well integrated with other service providers and stakeholders. Presently, such integration is poor – indeed, coordination across the VAW support chain is weak. Strengthening coordination and referral mechanisms between individual elements in the response chain will strengthen the overall chain.

A significant advantage of housing the WPUs at the BISP Offices is that women can approach these offices easily and without any questioning or stigma. If a woman goes to a police station or shelter, she may fear that her family and community will find out and will ostracize her for reporting violence, whereas a visit to a BISP Office will not draw such questions or backlash. This enables survivors of VAW the opportunity to seek information discreetly, enabling them to make informed decisions, and instilling in them the power and agency to guide their actions.

Note: This intervention does not entail any construction work. A Detailed Feasibility Study will be one of the deliverables, which will help in specifying gaps and requirements that can be covered through this project (furniture, equipment, technical support, human resources, etc.) excluding any construction.

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<sup>5</sup> Note: The locations can change based on the actual situation on the ground when implementation is started.

## SCOPE OF WORK

Under the overall guidance and supervision of the Programme Manager (EVAW, Governance, & Human Rights Portfolio, Country Office, UN Women, Pakistan) and direct coordination with Provincial Technical Leads (Balochistan and Sindh, UN Women, Pakistan), the firm will perform the following activities:

1. Prepare a deliverables-based work-plan, including timeframe and milestones, in consultation with and for approval by UN Women;
2. Conduct consultations and maintain regular contact with the BISP offices and other stakeholders including provincial Women Development Departments (WDDs), Provincial Commissions on Status of Women (CSWs), law enforcement agencies, district government bodies, etc., to get them on board, and obtain their feedback and endorsement of the strategy and action plan for the establishment of WPU's;
3. Undertake and share a detailed feasibility study for establishing WPU's in target districts (Dadu, Khairpur and Quetta) specifying gaps and requirements (furniture, equipment, technical support, human resources, etc.) for review and approval by UN Women;
4. Prepare and share a detailed strategy along with an action plan for the establishment and operationalization of WPU's in target districts, based on the findings of the feasibility study;
5. Use the strategy and action plan to establish WPU's in target districts;
6. Organize a launching ceremony for each WPU in the target districts;
7. Prepare and share the report of the WPU's launch events;
8. Prepare a training module for WPU's technical staff in each district on:
  - i) Case handling techniques focusing on case management cycle as a whole;
  - ii) Referral mechanisms;
  - iii) Providing legal information to survivors;
  - iv) Data compilation of incidents of VAW; including protection of data; and
  - v) Media reporting highlighting the prevalence of VAW in this society
9. Develop and share with UN Women for approval a training plan for WPU's technical staff;
10. Conduct trainings for strengthening the capacity of WPU's technical staff;
11. Develop and share the training report for the trainings conducted for the WPU's;
12. Conduct awareness-raising sessions for stakeholders to make them aware of WPU's in target districts. Awareness-raising sessions should engage the general public to inform them of this service as well as service providers and actors so that they may understand their role and linkage to the WPU. For example, the police officials should be made aware of the services provided by the WPU as well as their role in responding to referrals forwarded by the WPU in their district, which would ensure effective protection and support for VAW survivors;
13. Develop and share a report of the awareness-raising sessions conducted in the respective districts;

14. Design and share a concept note for creating synergies between WPU and existing helplines run by government departments and/ or NGOs (e.g. WDD, PCSW, MoHR, Madadgar helpline, DRF) and creating referral linkages with local Dar ul Amans/ shelters where feasible;
15. Create synergies between WPU at the district level and existing helplines and local Dar ul Amans/ shelters. The helplines will be hosted separately but will be linked with WPU to ensure the safety and confidentiality of the survivors.
16. Develop and share a comprehensive final report covering all the project activities, along with a sustainability plan for review and approval by UN Women.

#### KEY DELIVERABLES

Type	Specification	Deadline
<b>Detailed Workplan</b>	Submit a work plan containing timeframe and milestones for approval by UN Women.	9 July 2018
<b>Feasibility study</b>	Undertake a feasibility study for establishing WPU in target districts (Dadu, Khairpur and Quetta)	13 August 2018
<b>Strategy and action plan</b>	Prepare and share a detailed strategy along with an action plan for the establishment and operationalization of WPU in target districts, based on the findings of the feasibility study;	10 September 2018
<b>Establish WPU in 3 districts</b>	Establish WPU in target districts – ensure that all material and technical inputs are supplied and ready for use by the WPU staff;	24 December 2018
<b>Organize launch events</b>	Organize launch events in the newly established WPU;	28 January 2019
<b>Training module and training plan for WPU technical staff</b>	Develop a training module and training plan for WPU technical staff in each district;	18 February 2019
<b>Conduct trainings of WPU Staff</b>	Conduct trainings for strengthening the capacity of WPU technical staff each district;	22 April 2019
<b>Awareness raising sessions for stakeholders</b>	Conduct awareness-raising sessions for stakeholders to make them aware of WPU as well as their role; <i>(Note: these can be implemented at the same time as the trainings for WPU staff)</i>	22 April 2019
<b>Submit training report</b>	Share training report for the trainings of the WPU staff;	6 May 2019

<b>Awareness-raising sessions report</b>	Development and share report for the awareness-raising sessions;	13 May 2019
<b>Concept note for creating synergies between existing helplines</b>	Design a concept note for creating synergies between WPU and existing helplines run by government and other actors such as respective provincial WDDs, PCSW, Ministry of Human Rights (MoHR), Madadgar helpline, and Digital Rights Foundation (DRF);	27 May 2019
<b>Progress report against creation of synergies between WPUs and existing helplines</b>	Share a progress report on the creation of synergies between WPUs in target districts and existing helplines;	10 June 2019
<b>Project Completion Report along with Sustainability plan</b>	Develop and share a comprehensive final report along with a sustainability plan for review and approval by UN Women;	21 June 2019
<b>Finalize report</b>	Incorporate changes suggested by UN Women for final review.	30 June 2019

## TIME LINE

1 July 2018 to 30 June 2019

## PAYMENT SCHEDULE

Payments will be made as per the following schedule:

20%	upon approval of work plan, containing timeframe and milestones
20%	upon sharing a detailed strategy along with an action plan for the establishment of WPUs in target districts
20%	upon successful establishment and launching of WPUs in target districts
20%	upon completion of trainings of WPU staff and awareness raising sessions for police and approval of these reports
20%	upon approval of final project completion report and sustainability plan

## COMPETENCY AND EXPERTISE REQUIREMENTS

The firm should meet the following requirements:

- Must have a competent gender-balanced team having command over the subject matter. Curriculum Vitae to be submitted;

- International organizations/ academic institutions are also eligible to apply if they can show strong partnerships with local organizations;
- The firm must have a specialization in Human Rights/ Law, Gender Studies, Anthropology, International Relations or other related discipline;
- Proven track record of undertaking similar successful assignments;
- Work experience in Balochistan and Sindh in collaboration with local and provincial partners and government departments as well as law enforcement agencies;
- Excellent communication and writing skills in English and Urdu; knowledge of local language(s) will be an asset;
- Readiness to deliver as per the required timeframes.

### FORMAT OF THE BID SUBMISSION

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

Technical Proposal:

- Letter of application
- Company profile
- CVs of team members
- Track record and experience

Financial Proposal

- A separate financial proposal as per the payment schedule given above.

## EVALUATION METHODOLOGY AND CRITERIA

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### 1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

**Legal Capacity:** Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

**Conflict of Interest:** Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

**Ineligibility Lists:** A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

**Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Women’s Empowerment Principles](#).

**Other Formal Requirements:**

- *Offers are signed by an authorized party, including Power of Attorney if stipulated;*
- *The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal Instruction Sheet above;*
- *The offer is valid;*
- *The offer is complete and eligible.*

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

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points (“maximum number of points”) which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 points

### Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

### Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	40
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> <li>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</li> <li>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</li> </ul>	30
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	30



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.)	50
1.5	Quality assurance procedures, warranty	100
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 another UN agencies/ major multilateral/ or bilateral programmes	100
		350
<b>2.0 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.	150
2.2	Management Services – Timeline and deliverables.	100
2.3	Environmental Considerations:  Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	50
		300
<b>3.0 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	50
		50
<b>[70%] of [700] pts = [490] 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 **[700]** points for the technical proposal.

## FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.

Proposer is requested to include a *[one/half/quarter]* page value statement indicating why they are most suitable to carry out the assignment.

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

### Section 1.0: Expertise and Capability of Proposer

#### 1.1 Organizational Architecture

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

*[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]*

#### 1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

### 1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

### 1.4 Subcontracting

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

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

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

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

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

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

## **Section 2.0: Proposed Work Plan and Approach**

### 2.1 Analysis approach, methodology

- Provide a description of the organization’s approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization’s understanding of UN Women’s needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women’s coverage based on the information provided.

- Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:
  - a) Best Value for money
  - b) Fairness, integrity and transparency
  - c) Effective competition
  - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

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

2.3 Environment-related approach to the service/work required

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

**Section 3.0: Resource Plan, Key Personnel**

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

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

3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

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

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

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

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

**Sample CV template:**

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

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

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

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

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

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
  - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.
  - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.
  - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
  - d. An all-inclusive amount for local travel, if applicable.
  - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or

equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

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

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

**A. Cost Breakdown per Deliverables**

	<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%	USD.....	

*[OR]*

**B. Cost Breakdown by Resources**

The proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of services.

<b>Description</b>	<b>Quantity</b>	<b>Number of Unit</b>	<b>Unit Cost (USD)</b>	<b>Total Cost (USD)</b>
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				

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

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

### Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
Signature/Stamp of Entity/Date

Name of representative: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



## PROPOSAL SUBMISSION FORM

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

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

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *[Title of goods/services/works]* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of  days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries  *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

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

In the capacity of  *[insert legal capacity of person signing this form]*

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

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

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

## VOLUNTARY AGREEMENT

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### Voluntary Agreement to Promote Gender Equality and Women’s Empowerment

Between

**(Name of the Contractor)**

And

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

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

- Acknowledge values & principles of [gender equality](#) and [women’s empowerment](#);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and non-discrimination;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

**Name :** \_\_\_\_\_, **Title :** \_\_\_\_\_

**Address :** \_\_\_\_\_

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

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

**ANNEX 8**

# **UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS**

[Note to Proposers]

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

## JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

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

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

Signatures of all partners/authorized representatives:

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

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

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

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

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

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

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

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

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

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

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

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

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

## **GENERAL CONDITIONS OF CONTRACT**

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

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

## SUBMISSION CHECKLIST

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For submissions by courier mail/hand delivery:

<b>Outer envelope containing the following forms:</b>	
• Proposal Submission Form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
<b>First inner envelope containing:</b>	
• Technical Proposal	
<b>Second inner envelope containing:</b>	
• Financial Proposal	

<b>Please check-off to confirm the below:</b>	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	