

# Request for Proposal

Reference No.: *[UN Women / 18/0005]*

CONSULTING FIRM FOR CONDUCTING WOMEN'S SAFETY AUDIT IN DADU, KARACHI, KHAIRPUR, QUETTA  
AND RAWALPINDI

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[06 June 2018]

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) FOR CONDUCTING WOMEN'S SAFETY AUDIT IN DADU,  
KARACHI, KHAIRPUR, QUETTA AND RAWALPINDI**

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The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Services of a Consulting Firm for Conducting Women's Safety Audit in Dadu, Karachi, Khairpur, Quetta and Rawalpindi

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>Wednesday 20 June 2018 12:00 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)

## ANNEX 2

### TERMS OF REFERENCE

#### Request for Proposal

#### CONSULT FOR CONDUCTING WOMEN'S SAFETY AUDIT IN DADU, KARACHI, KHAIRPUR, QUETTA AND RAWALPINDI

<b>Title:</b>	Consulting firm for conducting women's safety audit in Dadu, Karachi, Khairpur, Quetta and Rawalpindi
<b>Duration of assignment:</b>	1 <sup>st</sup> July to 31 <sup>st</sup> December 2018
<b>Location:</b>	Home-based
<b>Type of contract:</b>	Professional Services Agreement
<b>Payment:</b>	Upon submission of approved deliverables
<b>Supervision:</b>	Governance, Human Rights & EAW 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 violence against women (VAW). 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.

Entrenched social biases, discriminatory legislation, and often unresponsive state institutions and law enforcement agencies undermine women's safety and security and their political, social, and economic status in Pakistan. Access to justice and services for women in all provinces is hampered due to, among others, limited capacity of police and prosecutors to investigate and prosecute crimes against women, biases, lack of access to transport, low education levels, inadequate financial means, and a general lack of knowledge about options, services and remedies.

Women and girls experience and face various types of violence in public spaces, from gestural harassment such as leering, ogling and whistling to unwanted sexual remarks, sexual assault and rape. Sexual harassment in public spaces restricts women and girls' freedom of movement, which in turn reduces their access to educational and employment opportunities, as well as, health care and recreation. Recent studies in Pakistan also suggest that safety concerns play a major role in shaping women's choices to participate in the labour-force, continue their education, or engage in other independent activities<sup>1</sup>.

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

Although violence in the private domain is now widely recognized as a human rights violation, violence against women and girls, especially sexual harassment in public spaces, remains a largely neglected issue, with few laws or policies in place to prevent and address it. A research<sup>2</sup> conducted on women's safety in public spaces in Delhi illustrates that gender-based urban violence can be attributed to factors such as poverty, discrimination, exclusion, and lack of gendered indicators in urban development and planning, leading to spaces and structures that overlook the needs of women and other vulnerable groups<sup>3</sup>.

In 2016, UN Women prepared an initial project document for the initiative 'Prevention and Protection of Women from Violence through Access to Justice, Services and Public Spaces'. The objective of the project was to ensure access to justice, services and safe spaces for women in five high-risk districts throughout Pakistan (Rawalpindi, Karachi, Khairpur, Dadu and Quetta), and thereby help to end violence against women in the country. The initial project document stipulated that it would be refined and finalised based on the findings of the inception phase of the project. This entailed conduct of field research in the five project target districts as well as consultations with other relevant stakeholders and detailed literature review.

The project was prepared after the inception phase research including provincial situation analyses with district-specific findings and capacity and needs assessments. These were used to refine the key outcomes and outputs for the project, and to develop district-wise activities, implementation strategies and risk analysis. The overall project objectives remain the same: to ensure access to justice, services and safe spaces for women in the five target districts.

An objective of this project is to collect data on the kinds of safety concerns faced by women and girls in public places, as well as the factors that may lead to increased VAW and girls. For this activity, a Women's Safety Audit (WSA) will be conducted in all districts to provide accurate data on the scale and nature of VAW in the district. This information can then be used to guide policies and programmes to tackle the issue. The WSA is an important tool to collect evidence and data in a short span of time through perception surveys, use of ICT such as global Safetipin App<sup>16</sup>, and conduct of walks through the streets with police, urban planners, and other relevant government departments and CSOs to assess the safety in public spaces. The tool has been used successfully globally, including in India and the Philippines, where data/evidence collected through such audits led to a number of legal and police reforms initiatives. The safety audit has been adapted to multiple settings and groups, carried out jointly with local government representatives, and evaluated, such that this tool is now internationally-recognized as a 'best practice'<sup>4</sup>. The WSA in the five target districts will enable decision-makers to introduce safety measures and standard operating procedures (SOPs) to effectively tackle VAW in the district.

In this context, UN Women Pakistan calls for proposal for conducting women's safety audit in Dadu, Karachi, Khairpur, Quetta and Rawalpindi (project areas).

## RATIONALE

Pakistan's Constitution envisages a country that is free from discrimination, where women and men are considered equal before the law and can work to their full potential to contribute to wider society. To

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

<sup>3</sup> [http://www.endvawnow.org/uploads/browser/files/understanding\\_womens\\_safety.pdf](http://www.endvawnow.org/uploads/browser/files/understanding_womens_safety.pdf)

<sup>4</sup> <http://www.endvawnow.org/en/articles/262-ask-questions-about-womens-safety-in-the-city.html>

realize this vision, successive governments in Pakistan have passed legislations that address specific issues related to women, including different forms of VAW including the recognition of sexual harassment as a criminal offence. However, systematic and structural mechanisms do not exist to implement this law and hold accountable those who violate it. Failure to implement the law against sexual harassment has led to a situation where women are subject to violence in public and private spaces without any formal mechanism for redress.

In this regard, UN Women plans to conduct women’s safety audit in Dadu, Karachi, Khairpur, Quetta and Rawalpindi (project areas). Women’s safety audits are an important tool for assessing the safety and accessibility of a city’s public spaces for women and other vulnerable groups. Through this research, data will be collected through perception surveys and safety audits of the public spaces to assess/ establish the forms of VAW that are prevalent and identify public spaces that women consider most unsafe such as markets, parks, bus stations, local transports, or streets that lack walking paths or streetlights. Gender Based Violence (GBV) survivor journey maps will also be charted out that identify the key interactions that a survivor has with service providers such as police, medical professionals, Dar ul Aman/ shelter homes, legal and judicial staff, etc. The maps that will include survivor’s perceptions, experiences and expectations will support the audit findings in the development and testing of prototypes for improving service delivery.

The information collected and analysed through this project will help urban planners, local government and police to undertake measures to increase women’s safety and security. The findings and recommendations from the Safety Audit will be used to develop policy briefs to inform policies and strategies for strengthening services to prevent and respond to violence and harassment facing women in public spaces.

## DEVELOPMENT OBJECTIVE

Enhance access to justice, services and safe spaces for women in five high-risk districts throughout Pakistan (Rawalpindi, Karachi, Khairpur, Dadu and Quetta), and thereby help to end violence against women in the country.

## IMMEDIATE OBJECTIVE

Collect evidence/ data on women’s and girls’ safety and security concerns to inform government policies and programs to move towards responsive public infrastructure and urban planning for women’s and girls’ safety and security, including provision of services to prevent and respond to violence as guaranteed through the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Universal Declaration of Human Rights (UDHR) and the Constitution of Pakistan.

## ACTIVITIES

Under the overall guidance and supervision of the Portfolio Lead (Governance, Human Rights and EAVW Portfolio), Country Office, UN Women Pakistan and working closely with the Provincial Technical Leads (Balochistan, Punjab and Sindh Sub-offices, UN Women, Pakistan), the selected consulting firm will work

closely with Women Development Departments (WDDs) of Balochistan, Punjab and Sindh as key partners to the project, as well as other stakeholders including CSOs, Provincial CSWs, Provincial SWDs, Transport departments, transport police, Law and Parliamentary affairs departments, parliamentarians/ law makers and other office bearers to complete the following activities:

1. Develop and share a detailed workplan along with milestones with UN Women for approval including a research synopsis clearly outlining the purpose, methodology, proposed tools (interviews, Focus Group Discussions (FGDs), safety walk, etc.), and performance measures;
2. Assess key issues and identify stakeholders by reviewing available data including information and materials from government departments and NGOs, media reports, police reports and other sources, and share an inception report based on this rapid situation analysis;
3. Conduct meetings with provincial WDDs, provincial Commissions on the Status of Women (PCSW), provincial Women's Caucus/ EAWG Alliances/ Technical Working Groups (where established) and other relevant departments as needed to take them on board;
4. Establish provincial steering committees (composition of province specific key government departments and human rights experts) with feedback and approval of UN Women, to provide guidance and oversight throughout the safety audit process;
5. Conduct Key Informant Interviews (KIIs), FGDs and safety walks with identified sample and in the target areas (sample includes but, not limited to duty bearers, specific groups of women, etc.); prepare GBV survivor journey maps to identify the key interactions that a survivor has with service providers such as police, medical professionals, Dar ul Aman/ shelters, legal and judicial staff, etc.
6. Share with UN Women and provincial steering committees the draft audit report containing comprehensive data on women's and girls' safety issues in public spaces in target districts of the project, including statistics of violence faced by women and girls and criminal hotspots in the area; plotting the level and kinds of hazards; mapping the journey of a survivor; identifying gaps in services for preventing and responding to violence; and providing a list of actionable recommendations for government and other stakeholders to address women's and girls' safety concerns and end violence in public spaces;
7. Use innovative ways to present the data such as infographics, hotspot mapping, etc.;
8. Finalize and share final audit report incorporating comments and feedback received;
9. Prepare at least one policy brief per province for advocacy on ending VAW in public spaces;
10. Organize launch events in each of the districts to share the report; invite stakeholders and present the research findings at the launch events in respective provinces;
11. Prepare a report of the launch events and share with UN Women;
12. Make a plan for the further dissemination of the report and policy briefs to all stakeholders and share it with UN Women.

All the raw data, including transcriptions of interviews/ FGDs and multimedia coverage/ recordings should be shared with UN Women with the final deliverables.

The consulting firm will be responsible for boarding and lodging arrangements required to conduct this study in 5 districts of the project.

## KEY DELIVERABLES

Deliverable	Actions required	Timeline
<b>Detailed work plan and research synopsis</b>	Develop and share a detailed workplan along with milestones and research synopsis with UN Women for approval;	9 July
<b>Rapid Situation Analysis</b>	Share an inception report based on rapid situation analysis;	23 July
<b>Establishment of provincial steering committees</b>	Establish provincial steering committees with feedback and approval of UN Women, to provide guidance and oversight throughout the safety audit process;	13 August
<b>KIIs and FGDs</b>	Conduct interviews and FGDs with identified sample in consultation with and approval of UN Women;	10 September
<b>Safety walks and GBV maps</b>	Undertake safety walks (mapping dimensions of safety and different forms of harassment faced by women and girls in public space) and GBV survivor journey maps;	15 October
<b>Report writing and Presentation of draft report</b>	Undertake data analysis and develop report based on qualitative and quantitative data gathered through KIIs, FGDs, safety walks and survivor journey mapping and share draft report to UN Women and respective provincial steering committees;	29 October
<b>Finalize Safety Audit Report</b>	Finalize report ensuring incorporation of feedback provided by UN Women and committees;	12 November
<b>One Policy Brief per province</b>	Prepare at least one Policy Brief per province on agreed themes with UN Women/ respective provincial steering committees for advocacy with relevant government departments;	26 November
<b>Organize launch events and Present of Safety Audit Report</b>	Organize launch events in each of the districts to share the report; invite stakeholders and present the research findings at the launch events in respective provinces and present final Safety Audit Report findings to stakeholders in the launch events;	10 December
<b>Report on Launch events</b>	Share a detailed report on the launch events including list of participants, news coverage, photographs;	24 December

<b>Dissemination Plan</b>	Make a plan for the further dissemination of the report and policy brief to all stakeholders and share it with UN Women.	31 December
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### LINK TO GSP GOAL AND OUTCOMES

**Impact 3:** Women and girls live a life free from violence

**Outcome 3.1:** Laws, policies and strategies adopted and implemented to prevent and respond to violence against women and girls.

**SDG 5. Achieve Gender Equality and Empower all women and girls.**

SDG 5 Target 5.1: End all forms of discrimination against all women and girls everywhere.

SDG 5 Target 5.6 c. adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all level.

### INPUTS

UN Women, WDDs and PCSW, Balochistan, Punjab and Sindh, as well as, respective provincial steering committees will provide guidance and technical support.

### TIME LINE

1 July to 31 December 2018

### PAYMENT SCHEDULE

Payment will be made as per following four instalments:

20%	upon approval of work plan and research synopsis along with milestones
30%	upon presentation of draft women’s safety audit report to UN Women and respective provincial steering committees
30 %	upon approval of final safety audit report by UN Women
20%	upon completion of launch events and approval of launch event report and dissemination plan by UN Women

### 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, Gender Studies, Anthropology, International Relations or any other related discipline;
- Must have work experience in Balochistan, Sindh and Punjab with Women Development Departments (WDDs) and Provincial Commissions on Status of Women (PCSW), as well as, police;
- Proven track record of undertaking similar successful assignments;
- Excellent communication and writing skills in English;
- 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

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## 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
[70%] of [700] pts = [490] 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 [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: \_\_\_\_\_

**ANNEX 6**

## PROPOSAL SUBMISSION FORM

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