

# Request for Proposal

Reference No.: *UN Women / 18/0006*

**CONSULTING FIRM FOR Need Assessment and Implementation of Technical Capacity building and Upgradation of identified Dar ul Amans (DUAs)/ Shaheed Benazir Bhutto Crisis Cells (SBBCs)**

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21 June 2018

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for Need Assessment and Implementation of  
Technical Capacity building and Upgradation of identified Dar ul Amans (DUAs)/ Shaheed  
Benazir Bhutto Crisis Cells (SBBCs)**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services for Request for Proposals –Need Assessment and Implementation of Technical Capacity building and Upgradation of identified Dar ul Amans (DUAs)/ Shaheed Benazir Bhutto Crisis Cells (SBBCs).

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 for 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>	<p>Date and Time: <b>Friday 06 July 2018 12:00 AM (PST)</b></p> <p>[for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>]</p> <p>City and Country: <b>[Islamabad, Pakistan]</b></p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
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>	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p><b>Saima Sadruddin</b>  <b>UN Women</b>  <b>Plot # 5 – 11, Diplomatic Enclave No 2,</b>  <b>Sector G – 4, Islamabad.</b></p> <p><b>“NOT TO BE OPENED BY REGISTRY”</b></p>
3.1	<b>Language of the Proposal:</b>	<p><input checked="" type="checkbox"/> English      <input type="checkbox"/> French      <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
3.4.2	<b>Proposal Currencies</b>	<p>Preferred Currency: <input type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text" value="PKR"/></p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>

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.sadruddin@unwomen.org">saima.sadruddin@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	<b>Proposal Security</b>	<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	<b>Performance Security</b>	<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 (TOR)

## 1. Assignment Information:

Assignment Title:	Need Assessment and Technical Capacity Building and Upgradation of 7 identified DUAs/ SBBCs
UN Women Practice Area:	Pakistan Country Office
Duty Station:	Islamabad, Pakistan
Unit	Governance, Human Rights & Ending Violence against Women- UN Women
Duration:	15 July 2018 to 30 June 2019

## 2. 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 and Girls (VAWG). Attention is given to issues of excluded groups and their capacity to lobby so that they 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.

UN Women Pakistan Country Office is currently implementing several projects through its Ending Violence Against Women, Governance and Human Rights Unit, which aim to improve access to justice for women who have experienced violence through advocacy campaigns, training, research and data analysis, initiatives to improve quality of services, and support for the adoption and implementation of laws, policies and strategies that respond to and prevent Violence Against Women (VAW).

Based on the core elements and quality guidelines on the Essential Services Package for Women and Girls Subject to Violence of the United Nations, and given the various mandates and tasks of

different service providers, it is clear that a coordinated response is necessary for ensuring that essential services are delivered in a quality and effective manner with the best outcome for survivors. From the perspective of a survivor, coordination of services means that she will be met with the same understanding of her rights and her situation and receive high quality response from all service providers.

For survivors of VAW, a coordinated response results in increased safety, by placing them at the centre of any intervention or institutional response. It also gives survivors access to informed and skilled practitioners who share knowledge in a dedicated, supportive and sensitive environment. Such a response is able to recognize survivors' multiple needs, which can be met through co-locating services and referral networks. Information sharing and coordination can reduce the number of times survivors are asked to tell their stories, thus reducing the risk of re-traumatization. Integrated care models mean that survivors' health needs, including physical, psychosocial and sexual health, are more likely to be addressed holistically. In addition, ensuring women's rights to financial and social autonomy, which can reduce their risk of experiencing future abuse and improve their capacity for escaping after it occurs, can be integrated into coordinated responses to VAW.

Shelters are a critical element in the VAW support chain. They are the primary providers of sustained support services to victims of VAW, however, the experiences of the VAW survivors in the current condition of these facilities indicate that a lot of improvement is required in dealing with the survivors as well as the quality of services available..

Studies have shown that often Dar ul Amans/SBWCCs have limited capacities and are under-resourced, as a result there is understaffing and low staff capacity, lack of counselling, vocational or literacy facilities, need for structural repairs to the building, and insufficient hardware/ refurbishment material. Further, the staff of these facilities are generally have limited awareness about the objective and role of these institutions and hence often exhibit little ownership and commitment, this is aggravated by lack job descriptions and training in handling VAW cases, and are frequently operating on the basis of personal capacity and initiative. Despite numerous constraints, shelters are in high demand of VAW survivors hence they can play an important role in helping them obtain support and access to justice.

In order to ensure the highest standards of rights and services to survivors who seek multi-sectoral services for addressing incidents of violence, UN Women Pakistan is seeking the services of a firm/ NGO to undertake a thorough needs assessment of 7 identified Dar ul Amans/ SBBCs, including physical as well as technical needs and to implement the capacity building and upgradation of those shelters accordingly. (The exact location of the DUAs/ SBBCs will be finalized by UN Women prior to the start of the consultancy).

### **3. Objective of the Consultancy:**

The objective of the consultancy is to undertake a comprehensive needs assessment, prepare an implementation plan for technical capacity building, and implement the upgradation and training of staff of the 7 identified Dar ul Amans/ SBBCs in selected districts.



#### 4. Scope of work

The scope of work will include 3 components: Needs Assessment, Training of Staff and Refurbishment/ Upgradation.

##### I. NEEDS ASSESSMENT:

A detailed needs assessment will be undertaken of identified Dar ul Amans/ SBBCs for refurbishment/ upgradation, as outlined in the Essential Services Package and also according to the guidelines/ Minimum Standards, rules, responsibilities and regulations of Dar ul Amans applicale as established by the relavant provincial government.

Common characteristics of service delivery include, but are not limited to:

- i. Availability
- ii. Accessibility
- iii. Adaptability
- iv. Appropriateness
- v. Prioritize safety
- vi. Informed consent and confidentiality
- vii. Effective communication and participation by stakeholders in design, implementation and assessment of services.
- viii. Data collection, protection and information management
- ix. Linking with other sectors and agencies through coordination (including CSOs, as well as professional services such as doctors, lawyers, psychologists/ counselors etc.)

The Needs Assessment will include the following:

1. A compilation of local and global best practices on provision of similar services (such as model Dar ul Amans, SRU's VAWC, international models/ best practices) that would inform the needs assessment and subsequent refurbishment/ upgradation.
2. Assessment of the physical facilities of the identified DUAs/ SBBCs to identify inputs needed, which should cover the following aspects:
  - a. The overall condition of the building (need for refurbishment) and its infrastructure such as electricity, water and gas provision.
  - b. Provision of secure and comfortable accommodation and related basic needs, including condition of bathrooms and kitchen/ cooking facilities.
  - c. Good use and installation of equipment, lighting, furniture, wall finishing, flooring and plumbing fixtures.
  - d. Assess safety and security measure including safe entry and exit route and security systems in place.

- e. Include measures for accessibility of women and girls with disabilities.
  - f. It should be friendly and welcoming with stimulating and creative art work/ designs.
  - g. Provide spaces within the premises that ensure privacy for residents and also during procedures for taking case history, consulting service providers, etc.
  - h. Spaces for children of the residents to play and learn.
3. Other processes and inputs in place at the DUA/ SBBC to be reviewed are awareness/ information sessions for residents; opportunities for education or vocational training; recreational activities; medical and psychological counselling support; legal aid; support for residents' children; mechanisms for the residents to express their needs and concerns as well as take part in the planning and oversight of the shelter; etc.
  4. An in-depth review of SOPs, accountability/ monitoring and reporting mechanisms, job descriptions of the staff, record keeping, case documentation etc.
  5. A list of recommendations will be prepared for each DUA/ SBBC on how to improve the quality of care to ensure that the facilities and services are of the highest standards (including material and non-material inputs needed).
  6. A complete Training Needs Assessment for sensitization and capacity building of staff of the DUA/ SBBC on how to handle and deal with survivors through the provision of services required or providing referrals.
  7. An analysis of allocation for the last five year to these shelter facilities and a cost plan for sustainability for institutionalization of the technical assistance provided. This will be supported by proposal for budgetary allocation required in this regard.
  8. This will be done in close coordination with the WDDs and the UN Women teams in the districts.

## II. TRAINING PLAN AND IMPLEMENTATION:

Based on the Training Needs Assessment which will be conducted as part of the overall assessment of the DUA/ SBBC, a training plan will be prepared in response to the needs identified. The trainings will be implemented at the DUAs/ SBBCs as per the plan.

## III. UPGRADATION OF DUAs/ SBBCS:

Following the Assessment of the DUAs/ SBBCs and provision of recommendations for refurbishment/ upgradation, a plan will be made to implement the refurbishment in order to bring the identified DUAs/ SBBCs in line with the guidelines/ minimum standards for shelters and good practices. The DUAs/ SBBCs will then be refurbished accordingly. Refurbishment will include both physical inputs (e.g. material and equipment) and technical inputs (e.g. SOPs). The

procurement of material/ equipment will be done by UN Women. Construction work/ major infrastructure will not be included.

## 5. Geographical location:

Province	Number of DUAs/ SBBCs	Focal Government Department
Punjab	3	Social Welfare Department, Government of Punjab
Khyber Pakhtunkhwa	2	Social Welfare, Special Education & Women Empowerment Department, Government of Khyber Pakhtunkhwa
Sindh	1	Social Welfare Department, Government of Sindh
Balochistan	1	Women Development Department, Government of Balochistan

## 6. Expected Deliverables and Timelines:

Deliverables	Outputs	Target Due Dates	Review and Approvals Required
<b>Workplan and methodology</b>	- Workplan and methodology for the Consultancy, list of counterparts/ stakeholders to be consulted and timeline.	30 July 2018	UN Women
<b>Desk Review and Consultations</b>	- Desk review and research of existing reports/ assessments, best practices, legal and policy frameworks, job descriptions, SOPs and guidelines etc. - Consultations with representatives from key institutions, including Government Departments such as	30 August 2018	UN Women

	<p>Social Welfare, Planning &amp; Development, Finance and Women Development; civil society organizations/ EAWG Alliances; lawyers and service providers; and other relevant stakeholders</p> <ul style="list-style-type: none"> <li>- Submission of report on key findings from the desk review and consultations.</li> </ul>		
<b>Needs Assessment and Implementation Plan</b>	<ul style="list-style-type: none"> <li>- Undertake needs assessment in all the identified DUAs/ SBBCs including physical, non-material and training needs.</li> <li>- Submit the draft report along with the detailed implementation plan with recommendations for refurbishment, timeline for each activity and estimated budget required.</li> </ul>	30 October 2018	UN Women and SWD
<b>Upgradation of DUAs/ SBBCs</b>	<ul style="list-style-type: none"> <li>- Implementation of the upgradation of selected DUA/ SBBC as per the implementation plan.</li> <li>- <i>(Procurement of equipment/ materials will be managed by UN Women).</i></li> </ul>	31 May 2019	UN Women and SWD
<b>Capacity building/ training of staff</b>	<ul style="list-style-type: none"> <li>- Develop training plan, including training materials/ presentations, detailed training agenda and methodology, and relevant training materials and handouts.</li> <li>- Implement trainings for the shelter staff as per the training plan.</li> </ul>	31 May 2019 <i>(will happen simultaneously with upgradation activities)</i>	UN Women and SWD
<b>Consolidated Draft Report</b>	<ul style="list-style-type: none"> <li>- Prepare and submit draft consolidated report including the details of the activities undertaken, lessons learnt, challenges faced, highlights and success stories, unintended impacts as well as any media coverage and photographs etc.</li> </ul>	15 June 2019	UN Women

	- The report should also include a cost sustainability plan for the future.		
<b>Final Report</b>	- Incorporate feedback from UN Women to revise and finalize the report.	30 June 2019	UN Women

## 7. Institutional Arrangement:

The firm/ NGO will work under the overall guidance and supervision of UN Women and in close collaboration with respective government departments in each province, and will liaise closely with UN Women Provincial Programme Officers.

## 8. Duration of Work:

15 July 2018- 30 June 2019

## 9. Minimum requirements for the firm/ NGO:

Education: .	<ul style="list-style-type: none"> <li>• Profile of the company/ firm/ NGO to be shared along with organogram, details of employees, CVs of key professionals, track record and available facilities/ expertise.</li> <li>• Must have a competent gender-balanced team having command over the subject matter.</li> </ul>
Experience and required docs: .	<ul style="list-style-type: none"> <li>• Article/ Memorandum of Association/ Partnership Deed, if any.</li> <li>• NGO/ Firm's valid registration.</li> <li>• An undertaking that the company/ firm/ NGO has never been black listed by any institution/ department/ agency and that it has not been involved in litigation with any of its clients.</li> <li>• Minimum 5 years progressively responsible relevant experience,</li> <li>• At least 3 years professional experience in addressing violence against women, and access to justice and legal systems; specific experience on conducting multi-sectoral response in cases involving gender-based violence or developing VAW minimum services standard guidelines is a strong asset.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound knowledge of international standards on access to justice for victims of gender-based violence.</li> <li>• Proven experience in conducting trainings.</li> <li>• Professional experience working in women's human rights preferred</li> <li>• International organizations/ academic institutions are also eligible to apply.</li> </ul>
Competencies:	<p><b>Technical Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of the national and provincial policy and legislative framework and institutional mechanisms concerning ending violence against women.</li> <li>• A proven ability to liaise and coordinate with stakeholders and partners, including government, civil society, international organizations and grassroots organizations.</li> <li>• Local knowledge of the social, cultural, and local political context and its relation to gender and VAW.</li> </ul> <p><b>Functional competencies:</b></p> <ul style="list-style-type: none"> <li>• Experience with UN programming will be an asset.</li> <li>• Demonstrated sensitivity in relation to gender equality and women's rights, development principles, implementing partners, and national and international personnel of varied nationalities and backgrounds.</li> </ul> <p><b>Corporate Competencies:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN's values and ethical standards.</li> <li>• Promotes the vision, mission, and strategic goals of UN Women</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>• Treats all people fairly without favouritism</li> <li>• Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment and understand the local context.</li> </ul>
Language Requirements:	<p>Fluency in English and Urdu (Both oral and written) is a requirement.</p> <p>Knowledge of local languages will be an asset</p>

#### 10. Documents to be consulted:

List of documents to be included (but not limited to) in the desk review:

1. Essential Services Package for Women and Girls Subject to Violence (ESPWG) of the United Nations, <http://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2015/essential-services-package-en.pdf?la=en&vs=36488>
2. Assessment of Shelter Homes and Women Crisis Centres of the Social Welfare and Women Empowerment Department Khyber Pakhtunkhwa
3. Sheltering Women from Harm: Dar ul Amans of Punjab - Achievements & Challenges 2016, Punjab Commission on the Status of Women
4. Guidelines for the Dar ul Amans in Punjab (Shelter Homes for Women in Distress), Social Welfare Department, Government of Punjab
5. 2015 Report on need assessment of SBB Crisis Centre undertaken by WDD in Quetta

## ANNEX 3

# 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 [Womes Empowerment Principles](#).

**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 [xx] 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 [xx] 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 [xx] 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: [xx points]

Financial proposal: [xx points]

Total number of points: [xx 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 [xx] points):

*[Insert the criteria that will be used for evaluation below. The score weights and points obtainable in the evaluation sheet must be filled in for each level of criteria depending on the need or major attributes of technical proposal]*

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

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.

## ANNEX 4

# 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:	

*[The sections below should be changed and adapted to best reflect the TOR]*

<b>Section 1.0: Expertise and Capability of Proposer</b>
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><i>[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]</i></p>
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> <li>• Include reference to any adverse judgment or award.</li> </ul>

### 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)	

## ANNEX 5

# 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

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

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
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]*

**ANNEX 7**

## VOLUNTARY AGREEMENT

### 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 nondiscrimination;
- ☐ 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

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[Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:

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

## ANNEX 9

# 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) : _____

<p><b>Consortium/Association Agreement</b></p>	<p>Attached are copies of original documents of:  <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><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</p>
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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 fulfillment of the provisions of the Contract.

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

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

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

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

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

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

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

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

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

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

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

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

## ANNEX 10

### 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>



## ANNEX 11

### SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• 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)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

Please check-off to confirm the below:	
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.	