

# Request for Proposal

Consultancy firms only

Reference No.: RFP-WEE/001-2018

Research Study on “Stimulating Women’s Entrepreneurship through Affirmative Procurement in the Public and Private Sector”

13 March 2018

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for the Research Study on “Stimulating Women’s Entrepreneurship through Affirmative Procurement in the Public and Private Sector”**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of a consultancy firm to take **Research Study on “Stimulating Women’s Entrepreneurship through Affirmative Procurement in the Public and Private Sector”** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link  
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
  - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
  - v. [Format of Technical Proposal \(Annex IV\)](#)
  - vi. [Format of Financial Proposal \(Annex V\)](#)
  - vii. [Proposal Submission Form \(Annex VI\)](#)
  - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
  - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
  - x. [General Conditions of Contract \(Annex IX\)](#)
  - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
  - xii. [Submission Checklist \(Annex XIII\)](#)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

## PROPOSAL INSTRUCTION SHEET (PIS)

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

<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	<p>Date and Time: <b>26 March 2018 COB – 1700 hours</b></p> <p>City and Country: Islamabad, Pakistan</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	<b>Manner of Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input type="checkbox"/> Electronic submission of Proposal</p>
4.1	<b>Address for Proposal Submission</b>	<p>Personal Delivery/ Courier mail/ Registered Mail:</p> <p>Proposals to be sent in sealed envelopes by post to the following (with <b><u>Research Study on “Stimulating Women’s Entrepreneurship through Affirmative Procurement in the Public and Private Sector”</u></b> clearly written on the envelope):</p> <p><b>Ms. Saima Sadruddin</b>  <b>Procurement Unit</b>  <b>UN WOMEN Pakistan</b>  <b>Plot # 5-11, Diplomatic Enclave #2</b>  <b>Quaid-e-Azam University Road</b>  <b>Sector G-4, Islamabad.</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>

3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="text" value="PKR"/>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	60 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.
	<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:jamaluddin.khan@unwomen.org">jamaluddin.khan@unwomen.org</a>  Proposers must not communicate with any other personnel of UN Women regarding this RFP.  <b><u>This Email Address is for clarifications ONLY.</u></b>  <b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b>
2.5	<b>Pre-Proposal/Bid Meeting</b>	Date and time:  Location:  <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
3.9	<b>Proposal Security</b>	<input type="checkbox"/> Required  Amount:  Form:  <input checked="" type="checkbox"/> Not Required  No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal

		Security from Proposers at any stage before the award of contract.
7.4	<b>Performance Security</b>	<input type="checkbox"/> Required <p>The Performance Security will be equivalent to your total offered price for this assignment. The amount will be determined by your price proposal.</p> <p>Form: See Annex XII</p> <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>

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

Yours sincerely,

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Jamshed M. Kazi  
Country Representative

## Annex II

### **Terms of Reference**

#### **Research Study on “Stimulating Women’s Entrepreneurship through Affirmative Procurement in the Public and Private Sector”**

##### **Background:**

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

UN Women Pakistan’s Women’s Economic Empowerment (WEE) Programme has been supporting implementation of national commitments and international frameworks around promoting economic opportunities for women, and in particular supporting the development of provincial homebased workers’ policies and laws to improve the working conditions of the many rural and urban women in Pakistan undertaking informal homebased work.

UN Women’s main objective in the WEE area is to empower women to fully participate in economic life across all sectors and at all levels of economic activity so that they have better chances to earn higher incomes, have increased access, control and awareness over resources and have greater security and protection from violence. The WEE programme interventions are aligned with UN Women’s global strategic plan results and focus on economic empowerment of excluded women groups in the country.

Gender equality is not only a fundamental human right, but a necessary foundation for peaceful, prosperous and sustainable world. Providing women and girls with equal access to education, health care, decent work, and representation in political and economic decision-making processes can fuel sustainable economies and benefit societies and humanity at large.

Despite the reported economic growth in the past few years, Pakistan is ranked 143, (out of 144 countries) in the World Economic Forum’s Gender Gap Report 2017, and the same report ranks Pakistan 143 out of 144 countries in the index on Economic Participation and Opportunity. The issue of women’s economic rights and security has been a major concern for the nation, especially from the perspective of most marginalized segment as single women, rural women, transgender women, women with disabilities and those affected by HIV/AIDS.

Pakistan with the population of 207 million<sup>1</sup> is the 10th largest country in the world according to the size of the labour force. The recent labour force survey in Pakistan has pointed out that the percentage of women in labour force is only 24%<sup>2</sup> and in urban areas it falls down to only 12%<sup>3</sup>. Data reveals that female labour force participation in Pakistan is still well below levels in other countries with similar incomes, despite the growth by more than half over the past 2 decades. Even among women with a high level of education, labour force participation is low—only about 25% of Pakistani women who have a university degree work outside the home<sup>4</sup>. Women’s low labour force participation results in a significant potential loss of productivity. Women are increasingly concentrated in sectors like domestic work, home-based work, agricultural work, garment factories – in all forms of vulnerable work that have least protection. Besides socio-cultural barriers that hinder women’s opportunity for mobility, lack of education and skills to participate in the workforce on an equal footing, research indicates that inadequate data on women home based workers and women’s unpaid work also impact their participation in the labour force<sup>5</sup>.

Furthermore, Pakistan has the lowest rate of female entrepreneurship in the world, with only 1% of female entrepreneurs compared to 25% of male entrepreneurs<sup>6</sup>. Access to viable economic opportunities is one of the main factors that has prevented women from engaging in entrepreneurial activities.

## Justification

Public and private sector procurement offers a unique, fiscally responsible route to empower women, combat poverty and promote inclusive economic growth. Public procurement accounts for as much as 10–15% of gross domestic product (GDP) in developed countries and over 30% of GDP in developing countries. This translates into trillions of dollars of government spending annually to empower women. Research also shows that there is a positive correlation between gender equality and a country’s GDP per capita. When women are excluded from the marketplace, the economy suffers. Promoting gender equality is, in the words of former World Bank President Robert Zoellick, ‘smart economics’. The same applies to using public procurement policy to stimulate entrepreneurial activity by women-owned businesses<sup>7</sup>.

As both market regulators and participants, governments are in a unique position to change this and benefit from enlarging the pool of potential suppliers. Investing in women-owned businesses would pay dividends in terms of creating jobs and development in the country. Small and medium-sized enterprises (SMEs) are the engines for job growth in the world economy,

<sup>1</sup> Population Census of Pakistan 2017

<sup>2</sup> Labour Force Survey Pakistan 2014-15

<sup>3</sup> Pakistan Economic Survey 2015-16

<sup>4</sup> Asian Development Bank Briefs, October 2016

<sup>5</sup> Women’s Economic participation and Empowerment in Pakistan, Status Report 2016

<sup>6</sup> <http://www.karandaaz.com.pk/blog/women-owned-smes-a-vital-engine-of-growth/>

<sup>7</sup> Empowering Women through Public Procurement, International Trade Center, 2014

accounting for nearly 80% of jobs worldwide. Increasing their competitiveness increases their likelihood of success, expansion and job creation. It would also reflect into the social dividends, as women entrepreneurs tend to reinvest up to 90% of their earnings in their families and communities, which links inclusive economic growth directly to development.

Investing in women-owned businesses and integrating them into corporate supply chains is “smart economics” and good for business. Today, women-owned businesses contribute significantly to the world economy, generating millions of new employment opportunities and spurring local development. But their full economic potential remains largely untapped or underutilized. As of 2013, for example, more than one third of all firms worldwide had women owners, yet they receive a mere one per cent of corporate procurement spend. The Boston Consulting Group described the women’s market as “the most important commercial opportunity in our lifetime.” Today, women control about \$20 trillion in annual consumer spending and, by 2028, will control nearly 75 per cent of consumer discretionary spending worldwide. Studies show women, in particular, are more likely to try a company’s products when they know the company supports women-owned businesses. They are also more likely to develop brand loyalty<sup>8</sup>. Which reveals that this is not only good for women’s empowerment but also a business case for corporates.

In Pakistan, women entrepreneurs have been largely excluded from this sizeable market due to lack of access to information on bids, understanding of procedures, and ability to meet requirements. Sincere and committed efforts from Government and corporate sector in Pakistan in terms of creating more opportunities for women can enhance their participation rate in economic activity. This reality is evident from developed economies where the profile of female participation is increasingly becoming similar to that of men and the rates are also improving to match that of male levels. In few countries, governments have allocated specific percentage of their fiscal budgets for women-owned business.

Further, Pakistan does not have data available that reflects the percentage allocation in public and private sector procurement from women owned businesses. Neither is there any credible data on the women owned enterprises in Pakistan that operate and provide goods and services to the public and private sector companies. This research study, therefore, would inform government of Pakistan and the private sector about the available opportunities of procuring from women owned enterprises and will also support the government and private sector companies, particularly multinational companies, in developing policies to support these enterprises. Finally, it would serve as a powerful public and private sector procurement tool to promote socioeconomic objectives in the country. The Study will be a combination of both desk review and field study. A detailed methodology will be devised once the consultant/firm is on board.

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<sup>8</sup> UN Women 2017, Corporate Guide to Gender-Responsive Procurement



Procter and Gamble (P&G) serves nearly 5 billion consumers around the world today. The company has one of the largest and strongest portfolios of trusted, quality, leadership brands. P&G in Pakistan continues to play an active role in promoting supplier diversity within its organization. Encouraging women entrepreneurs to enter corporate supply chain has been one of the top priority of the organization.

In this context, UN Women is seeking the services of an individual consultancy firm specialized in the area of public and private procurement policy and procedures. Under the overall guidance of the Deputy Representative and direct supervision of the Programme Specialist, WEE, the consultancy firm will complete the following two assignments:

Assignment 01: Conduct a comprehensive mapping study of existing women-owned businesses in Pakistan who can become P&G suppliers.

Tasks and Responsibilities:

- a. Develop detailed work plan including methodology and timeline for achieving desired objectives and share with UN Women for feedback and revise accordingly;
- b. Prepare an inception report, covering the background, objectives, methodological approach, work plan and deliverables (within two weeks of signing of the contract);
- c. Identify potential women-owned businesses who could become P&G suppliers;
- d. Assess capacity of potential women-owned businesses based on the P&G requirements;
- e. Analyze the existing procurement processes of P&G and put forward recommendations to make the women own businesses (more) accessible and friendly to women;
- f. Identify entry points to develop linkages of the women-owned businesses with P&G.

Assignment 02: Produce evidence based research study on “Stimulating Women’s Entrepreneurship through Affirmative Public and Private Procurement in Pakistan”.

Tasks and Responsibilities:

- a. Develop detailed work plan including methodology and timeline for achieving desired objectives and share with UN Women for feedback and incorporation;
- b. Prepare an inception report, covering the background, objectives, methodological approach, work plan and deliverables (within two weeks of signing of the contract);
- c. Review the existing public-sector procurement policies, current government procurement expenditure and identify if special consideration is given to women-owned businesses;

- d. Identify and review public procurement procedures, information on bids, and requirements;
- e. Explore if women are specifically focused in private sector procurement policies;
- f. Explore the extent of women-owned businesses from whom goods/services are being procured including number of businesses, nature of business, industry involved; major clients, annual turnover;
- g. Identify and deepen the understanding of the challenges faced by women-owned businesses in the public and private procurement sphere;
- h. Identify capacity enhancement needs of women-owned businesses including application for bids;

## DELIVERABLES

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Expected final deliverables include:

- a. A comprehensive mapping study of existing women-owned businesses in Pakistan who can become P&G suppliers.
- b. A evidence based research study on “Stimulating Women’s Entrepreneurship through Affirmative Public and Private Procurement in Pakistan”.

The consultancy firm will submit both the deliverables in hard and soft copies to UN Women, in print ready version (with designing, editing and formatting professionally completed).

Prior to the finalization and final submission of the two deliverables, the consultant/firm will submit the two draft deliverables to UN Women for review and incorporate all feedback from UN Women in the final version that will be submitted for approval.

- An agreed work plan within two weeks of signing of contract that includes a proposed schedule of tasks, activities and deliverables, research tools to be developed.

## Payment Schedule

Payment No.	Upon submission and approval of the following work	Latest date for Submission (tentative dates)	Amount (PKR)
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1	An inception report (for both the comprehensive mapping study and evidence based research study) within two weeks of signing of contract also including work plan, methodology, framework, research tools, data sources, etc.	15 April 2018 or within 15 days of signing the contract	20%
2	A draft comprehensive study and evidence based research study submitted to UN Women for review and feedback	31 July 2018	30%
3	Designing, editing, formatting, revising and printing of finalized studies incorporating comments from UN Women	31 August 2018	20%
4	A final comprehensive mapping study and evidence based research study in printed hard and in soft copy submitted to UN Women. (500 copies each)	15 September 2018	30%

### **Experts Profile**

The firm must fulfill the following criteria:

- At least 10 years of research experience
- Advanced knowledge and experience of economic development and gender issues.
- Proven technical knowledge and evidence of technical support/business consulting services around public and private procurement sphere
- Specialized knowledge of corporate social responsibility (CSR) frameworks and guidelines
- Solid experience of the Pakistan specific women's economic empowerment issues and familiarity with international norms and standards on gender equality in the national and regional context
- The Lead consultant:
  - Must possess master's degree in the relevant field such as, Business Administration, Gender studies, Development Studies.
  - Fully literate on information technology
  - Effective communication and writing skills in English
  - A verifiable reputation of integrity and competence. Please provide 3 references.
  - Work experience with UN agencies or other international development agencies is an advantage.

**Time Frame**

The timeframe will be approximately 6 months (April – September 2018). The dates used in the ToRs are tentative.

**Travel Requirement**

If required, travel within country may need to be undertaken (one person - 4 nights in Karachi).

**Budget**

The Consultancy Firm will submit a detailed budget for the consultancy. All the cost e.g. equipment, editing, communications, printing, traveling, etc. involved with the assignment mentioned under scope of work, will need to be incorporated in the financial proposal. UN Women Pakistan in no case will be responsible or liable for any cost, regardless of the conduct or outcome of the solicitation outside the proposal. The offer should break down the lump sum amount based on actual cost of each deliverable.

## Annex III

### Evaluation Methodology and Criteria

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 800 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 800 points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 800 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows (80% technical proposal and 20% financial proposal):

Technical proposal: 800 points

Financial proposal: 200 points

Total number of points: 1000 points

#### **Evaluation of financial proposal:**

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

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

### Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 800 points):

<b>Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Organizational Architecture	30
1.2	Adverse judgments or awards	20
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	20
1.5	Quality assurance procedures, warranty	20
1.6	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> </ul> Work for other UN agencies/ major multilateral/ or bilateral programmes	100
		<b>240</b>
<b>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.	300
2.2	Management Services – Timeline and deliverables.	100
		<b>400</b>
<b>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	160
		<b>160</b>
<b>70% of 800 pts = 560 pts needed to pass technical</b>		

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **800** points for the technical proposal.

## Annex IV

### Format of Technical Proposal

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposal must be submitted in separate envelope.**

Proposer is requested to include a one-page value statement indicating why they are most suitable to carry out the assignment.

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

#### Section A: Expertise and Capability of Proposer

##### 1.1 Organizational Architecture

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

##### 1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

##### 1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).



- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

#### 1.4 Subcontracting

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

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

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

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

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

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

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

#### 2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.

- UN Women's general procurement principles:

- a) Best Value for money
- b) Fairness, integrity and transparency
- c) Effective competition
- d) The best interests of UN Women

## 2.2 Management - timeline, deliverables and reporting

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

## 2.3 Environment-related approach to the service/work required

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

## **Section C: Resource Plan, Key Personnel**

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

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

### 3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

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

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

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

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

### **Sample CV template:**

Name:	
Position for this Assignment:	

Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## Annex V

### Format of Financial Proposal

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

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

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

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

1. A summary of the price in words and figures

i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities

b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.

c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.

d. An all-inclusive amount for local travel, if applicable.

e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

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

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

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

#### A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	PKR	

#### B. Cost Breakdown by Resources

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

Description	Quantity	Number of Unit	Unit Cost (PKR)	Total Cost (PKR)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any)	1 lump sum			

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

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

### Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

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

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

Name of representative:

Address:

Telephone/Fax/Email:

## Annex VI

### Proposal Submission Form

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

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

Date: [insert date of Proposal Submission]

We, the undersigned, declare that:

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

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

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Proposal Submission Form]*

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

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

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

## Annex VII

### **Voluntary Agreement**

#### **Voluntary Agreement for Promoting Gender Equality in the Workplace**

**Between**

**(Name of the Contractor)**

**And**

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

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

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

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**



## Annex VIII

### **Proposed Model Form of Contract**

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

## Annex IX

### **General Conditions of Contract**

The GCs can be accessed by Proposer from UN Women website by clicking on the below link or find attached with the RFP.

For [Services \(Available from this link](#)

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

## Annex X

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

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

Signatures of all partners:

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

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

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

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

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

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

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

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

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

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

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

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

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

## Annex XIII

### Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
  - [Proposal submission form](#) \_\_\_\_\_ ☐
  - [Joint Venture Form \(if in a joint venture\)](#) \_\_\_\_\_ ☐
  - [Inner envelope containing technical proposal](#) \_\_\_\_\_ ☐
  - [Second inner envelope containing Financial Proposal](#) \_\_\_\_\_ ☐

[Model Form of contract has been read and understood](#) \_\_\_\_\_ ☐

[General Conditions of Contract have been read, understood and accepted](#) \_\_\_\_\_ ☐