

# Request for Proposal

Reference No.: RFP-**WEE/KP-FATA 004-2019**

“GENDER PROFILING OF KHYBER PAKHTUNKHWA NEWLY MERGED DISTRICTS”

May 21, 2019

Dear Sir/Madam,

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

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1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of a **Consulting firm for, “Gender Profiling of Khyber Pakhtunkhwa Newly Merged Districts”** 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 1](#) ) 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 8)
  - k. Joint Venture/Consortium/Association Information Form (Annex 9)
  - l. Submission Checklist (Annex 10)
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 1
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: 4 <sup>th</sup> June 2019 COB – 17:00 hours City and Country: Islamabad, Pakistan This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	Personal Delivery/ Courier mail/ Registered Mail: Proposals to be sent in sealed envelopes by post to the following (with “ <b>Gender Profiling of Khyber Pakhtunkhwa Newly Merged Districts</b> ” clearly written on the envelope):  <b>Saima Sadruddin UN WOMEN Pakistan Plot # 5-11, Diplomatic Enclave #2 Quaid-e-Azam University Road Sector G-4, Islamabad.</b>
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish
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:registry.pakistan@unwomen.org">registry.pakistan@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  The Performance Security will be equivalent to your total offered price for this assignment. The amount will be determined by your price proposal.  Form: See Annex XII  <input checked="" type="checkbox"/> Not Required  Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
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4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Jamshed M. Kazi  
Country Representative

## Terms of Reference

### **“KHYBER PAKHTUNKHWA Newly Merged Districts Gender Profile**

Type of Contract: Professional Services (Consultancy Firm)

Location: Islamabad/KP– Pakistan

Duration: 10<sup>th</sup> June – 30<sup>th</sup> September (Tentative)

Payment: upon submission of approved deliverables

Supervision: UNWOMEN - Women Economic Empowerment Unit & Sustainable Livelihood (WEE&SL)

### **Background**

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN women leads and coordinate United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Women's vision is one where men and women have equal opportunities and capacities, where women are empowered and where the principles of gender equality are firmly embedded in all efforts to advance development, peace and social cohesion. UN Women's fundamental objective is to enhance national capacity and ownership to enable national partners to formulate gender-responsive laws and policies and to scale up successful strategies to deliver on national commitments to gender equality.

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

Informed by the currently evolving context, DFID has funded a two-year programme, to be implemented jointly by FAO, UNDP, UNICEF, UN Women and led by the UN Resident Coordinator, which aims to ensure the sustainability of the return process and strengthen the social contract between the state and the citizenry.

To meet this objective, UN Women will center its work in the Newly Merged Districts (NMDs) in 5 core principles:

- 1) Providing demand-driven support to national partners to enhance implementation of international agreements and standards.

- 2) Supporting intergovernmental processes to strengthen the global normative and policy framework on gender equality.
- 3) Advocating for gender equality and women's empowerment, championing the rights of women and girls particularly those who are most excluded.
- 4) Leading and promoting coherence in UN system work on gender equality.
- 5) Acting as a global broker of knowledge and experience, aligning practice with normative guidance.

UN Women Pakistan will provide technical assistance and support to innovative approaches aimed at fostering women's empowerment and the gender equality agenda in Pakistan. UN Women is uniquely positioned to support initiatives of the government and non-governmental organizations leading towards a full realization of gender equality and women's empowerment commitments in line with the national and international gender equality and human rights commitments such as, amongst others, the Constitution, National Action Plan for Women's Empowerment as well as the Beijing Platform for Action, CEDAW, Millennium Declaration and the Millennium Development Goals.

#### Objective of the Assignment:

The overall objective of the assignment is to:

Develop an analytical report based on the secondary data available for the NM districts

#### Duties and Responsibilities;

Under the overall guidance of UN Women's Deputy Country Representative and in close coordination with the Portfolio Manager, the Consulting Firm will be responsible for the following key functions:

#### Scope of the Assignment:

Contribute towards updating the existing Gender Profile (Compiled by UN Women in 2013) for Khyber Pakhtunkhwa (KP) Newly Merged Districts. The Report based on the secondary data available for the NMDs of KP must cover:

- Salient characteristics of NMDs including but not limited to demography, administration, social services and infrastructure, gender gaps, employment and governance, cultural barriers for women, issues related to women's role in decision making and gender-based violence against women, girls and boys.
- A situational analysis of critical factors which create gender disparity, vulnerability, social exclusion and vicious cycle of poverty among women.
- Analyze the social, economic and legal constraints which are adversely affecting women towards economic participation and empowerment, social development and political development.
- Identify support structures and referral mechanisms to address the critical issues of accessibility for women to basic services.
- Identify areas of potential future risk, that should be observed closely and make practical recommendation to enhance vigilance in these areas.
- Determine the custodianships of relevant departments for newly merged areas based on 10 years socio-economic developmental plan for NMDs.
- Draw and present recommendations based on the analysis to help guide policy makers contribute towards policy recommendations for women and girls from NMDs.

The consulting firm is also required to;

- Undertake descriptive analysis (e.g. tabulation; one way/cross tabulation, cluster analysis).
- Carry out correlational analysis.
- Apply appropriate econometric technique for cross-sectional analysis using Statistical Package for the Social Sciences (SPSS) and STATA package (syllabic abbreviation of the words statistics and data).

#### Deliverables:

Deliverable	Deadline
Inception report including workplan submission	Jun 2019
DRAFT report on Gender Profile NMDs submitted for UN Women’s comments	Jul - Aug 2019
Final Report – Gender Profile for NMDs printable version delivered to UN Women	Sept 2019

#### Methodology:

An initial meeting of the Consulting team with UN Women staff shall be organized to determine the methods and develop a feasible joint work plan. The work plan should describe in detail how the assignment will be carried out, suggest further clarification on the applied methodology, roles and responsibilities of the participants, specify field visits, and outline the timeframe for the assignment.

The suggested methods for the assignment include analyses of various sources of information and data, including in-depth desk review and documentation analysis, field visits to select project sites; in-depth interviews with key stakeholders and other means to collect data and to allow cross-validation of the collected data.

The consulting team will also hold separate meetings with and interview select partners from government institutions, civil society organizations, as well as the relevant UN agencies

#### Supervision:

The review team will work in close collaboration and consultation with project staff and management structure as per the table below.

Who: Actors and Accountability	What: Roles and Responsibilities
Deputy Country Representative, UN Women Pakistan Country Office	<ul style="list-style-type: none"> <li>▪ Provide overall guidance and inputs from UN Women’s perspective</li> <li>▪ Participate in the review of the methodology and provide comments to the consulting team and the UN Women Task Manager.</li> </ul>



UN Women Task Manager (Portfolio Manager -WEE & SL)	<ul style="list-style-type: none"> <li>▪ Ensure the decisions are made on time for the consulting team</li> <li>▪ Facilitate communication between the consulting team, project staff and senior management</li> <li>▪ Monitor assignment and provide guidance to the consulting team</li> <li>▪ Report any significant deviation from the agreed work plan</li> <li>▪ Facilitate dissemination of initial and final findings to relevant stakeholders</li> </ul>
Programme Officer –WEE&SL	<ul style="list-style-type: none"> <li>▪ Prepare TORs for the assignment</li> <li>▪ Ensure close communication with the consulting team during the whole process</li> <li>▪ Clarify questions raised during the assignment</li> <li>▪ Help identify the project sites to be visited</li> </ul>
Programme Officer and Admin Assistant –WEE, Islamabad	<ul style="list-style-type: none"> <li>▪ Provide all the document information sources the consulting team requires</li> <li>▪ Clarify questions raised during the assignment</li> <li>▪ Help arrange the travel to the project site and other logistics issues.</li> </ul>
Consulting team leader (lead consultant)	<ul style="list-style-type: none"> <li>▪ Lead the whole assignment process</li> <li>▪ Work closely with the co-lead consultant</li> <li>▪ Manage the assignment in timely manner</li> <li>▪ Communicate with UN Women task manager whenever it is needed</li> <li>▪ Conduct field visits to the project sites identified and collect data.</li> <li>▪ Report to UN Women task manager when required</li> <li>▪ Produce the inception report</li> <li>▪ Produce the final report</li> </ul>
Team member (co lead consultant)	<ul style="list-style-type: none"> <li>▪ Contribute to the whole assignment substantively</li> <li>▪ Share responsibilities for conducting desk review and interviews</li> <li>▪ Conduct field visits to the project sites identified and collect data</li> <li>▪ Provide substantive inputs to the inception report</li> <li>▪ Provide substantive inputs to the final report</li> </ul>

**Link to UN Women Global Strategic Plan Goal and Outcomes:**

**Impact 1:** Strategic Plan Outcome 2: Women lead, participate in and benefit equally from governance systems

**Outcome 1.2:** Evidence-based data, statistics and reports on Gender Equality Women’s Empowerment are generated by UN Women. (aligned to PCO SN 2.2.)

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

**Target 5.1:** End all forms of discrimination against all women and girls everywhere

**Target 5.5:** Ensure women’s full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life

**Target 5.9:** Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels

### Qualification, Experience & Functional Competencies

A firm will be selected and recruited based on the requirements outlined below.

Skills and Competencies:

- At least 5-7 years of progressively responsible professional experience of Data Analysis of similar work.
- Reputed national registered organization with representative office in Pakistan and having outreach in areas of intervention.
- Work experience with UN agencies or other international development agencies is an advantage.
- Strong understanding of women’s issues and the Gender Equality environment in the country with regards to the female population in areas of intervention.

The Lead consultant is expected to lead the process and work closely with the UN Women CO. S/he will function as the Team Leader, managing the assignment in timely manner, and is primarily responsible for writing and producing the final report.

UN Women, as the agency responsible for administering the project, will provide logistical and other support to facilitate the consulting team mission, particularly for field visits.

#### Team leader

- Advanced degree in relevant discipline (e.g., gender, development and social studies, sociology, political science);
- Strategic thinking and proven expertise in gender analysis and profiling;
- At least 10 years’ progressively responsible professional experience in Data Analysis
- Experience in conducting complex assignments in the development field and with international organizations (at least 8 such assignments of which at least two as team leader);
- Knowledge in results-based programming in support of women’s political and economic empowerment, gender justice and human rights;
- Excellent inter-personal and communication skills;
- Excellent written and spoken English and presentational capacities;
- Extensive knowledge of qualitative and quantitative analysis methods;
- Expert in statistics and its analysis
- Knowledge of the UN system a strong asset;
- Knowledge of the development context of Pakistan and preferably previous experience in development initiatives in Pakistan;
- Excellent drafting and writing skills to produce and present concise and analytical reports and communicate clearly with stakeholders;
- Excellent interpersonal and teamwork skills.



## Evaluation Methodology and Criteria

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

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

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

Technical proposal: 800 points

Financial proposal: 200 points

Total number of points: 1000 points

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

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = 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 programs	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 4**

## 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 Details (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)	

## 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**

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

<b>Description</b>	<b>Quantity</b>	<b>Number of Unit</b>	<b>Unit Cost (PKR)</b>	<b>Total Cost (PKR)</b>
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any) 2. Accommodation and other expenses away from home (if any) 3. Local transportation	1 lump sum 1 lump sum			

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

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(Name of Organization)

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Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

## Proposal Submission Form

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

On behalf of the Contractor:

On behalf of the contractor:

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

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

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

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

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

## 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 Services, available from this link:
- <http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>
- <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-general-conditions-of-contract-services-en.pdf?la=en&vs=5729>

**Annex 9**

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

<b>JV / Consortium/ Association Information</b>	
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: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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



## 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](#) \_\_\_\_\_