Request for Proposal
Reference No.: RFP-IND-2020-05
Virtual Study of Social Diversity in News Media with Focus on
Gender and Gender Representation
August 6, 2020

Dear Madam/Sir,

Subject: Request for Proposal (RFP) for Virtual Study of Social Diversity in News Media with focus on Gender and Gender Representation.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure the services of an agency to conduct Virtual Study of Social Diversity in News Media with focus on Gender and Gender Representation 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. Proposed Model Form of Contract (Annex 8)
   j. General Conditions of Contract (Annex 9)
   k. Joint Venture/Consortium/Association Information Form (Annex 10)
   l. Proposal Security Form (Annex 11)
   m. Performance Security Form (Annex 11)
   n. Submission Checklist (Annex 12)

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 1 – see above link)
**PROPOSAL INSTRUCTION SHEET (PIS)**

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in 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](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939)

<table>
<thead>
<tr>
<th>Cross Ref. to Annex I</th>
<th>Instruction to Proposers</th>
<th>Specific Requirements as referenced in Annex I</th>
</tr>
</thead>
</table>
| 4.2                   | Deadline for Submission of Proposals | Date and Time: **20th August 2020**; 1730 hrs  
City and Country: New Delhi, India  
reference, see [www.greenwichmeantime.com](http://www.greenwichmeantime.com)  
This is an absolute deadline. Any proposal received after this date and time will be disqualified. |
| 4.1                   | Manner of Submission      | □ Personal Delivery/ Courier mail/ Registered Mail  
☒ Electronic submission of Proposal |
| 4.1                   | Address for Proposal Submission | Electronic submission of Proposal:  
Dedicated Secure E-mail address(s):  
Technical Proposal: procurement.india@unwomen.org  
Financial Proposal: procurement.india@unwomen.org  
Financial proposal must be submitted in separate email and not along with technical proposal in the same email.  
To secure your financial offer, please set up a password and share the same in the email mentioned above along with financial proposal. |
<p>| 3.1                   | Language of the Proposal: | ☒ English |
| 3.4.2                 | Proposal Currencies       | Preferred Currency: INR |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5</td>
<td>Proposal Validity Period</td>
<td>90 days</td>
</tr>
<tr>
<td>2.4</td>
<td>Clarifications of solicitation documents</td>
<td>Requests for clarification shall be submitted 7 days before the deadline for submission of proposal. UN Women shall endeavor 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.</td>
</tr>
<tr>
<td></td>
<td>Contact address for requesting clarifications on the solicitation documents</td>
<td>Requests for clarification should be addressed to the e-mail address: <a href="mailto:procurement.india@unwomen.org">procurement.india@unwomen.org</a>. Clarification emails should include a subject header in the following format: “UNW RFP-IND-2020-05, Request for Clarification, Company Name”. Proposers must not communicate with any other personnel of UN Women regarding this RFP.</td>
</tr>
<tr>
<td>2.5</td>
<td>Pre-Proposal/Bid Meeting</td>
<td>☒ Mandatory: Not Applicable</td>
</tr>
<tr>
<td>3.9</td>
<td>Proposal Security</td>
<td>☒ Not Required</td>
</tr>
<tr>
<td></td>
<td>Proposal Security</td>
<td>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.</td>
</tr>
<tr>
<td>7.4</td>
<td>Performance Security</td>
<td>☒ Not Required</td>
</tr>
<tr>
<td></td>
<td>Performance Security</td>
<td>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.</td>
</tr>
</tbody>
</table>
3.2 Waiver & Release of Indemnity (If there is a site visit/inspection) ☒ Not Required

No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.

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,

Meena Kapoor
Operations Manager
ANNEX 2

TERMS OF REFERENCE (TOR)

VIRTUAL STUDY OF SOCIAL DIVERSITY IN NEWS MEDIA WITH FOCUS ON GENDER AND GENDER REPRESENTATION

I. BACKGROUND & CONTEXT

Media, especially news media, play an important role in advancing women’s empowerment and gender equality. In 1995, Governments participating in the Fourth World Conference on Women in Beijing reached consensus on specific strategic objectives and related actions to advance equality, development and peace for all women. One of the objectives – to “promote a balanced and non-stereotyped portrayal of women in the media” (Section J on “women and the media”, Beijing Platform for Action, 2015) – listed several actions, inter alia, promoting research and implementing an information, education and communication strategy, encouraging the media to refrain from exploitation, sexualisation and commodification of women, and promoting the idea that sexist stereotypes in media are gender discriminatory, degrading and offensive.

Eight years later in 2003, the Commission on the Status of Women recognized “the potential of the media and of information and communication technologies to contribute to the advancement and empowerment of women” (Agreed conclusions CSW47, 2003). The CSW proposed 24 actions for Governments, the UN system, international financial institutions, civil society, the private sector and other stakeholders. The Commission underlined the need to prioritize gender perspectives in ICT and media policy and regulations, to support research, education and training, to strengthen inter-stakeholder partnerships, to tackle media-based violence against women and to allocate adequate resources.

The 17 Sustainable Development Goals “seek to realize the human rights of all and achieve gender equality and the empowerment of all women and girls (Transforming our world: the 2030 Agenda for Sustainable Development, UN General Assembly, 2015). The role of media in advancing gender equality is mentioned specifically in the Post-2015 development blueprint under Goal 5 on enhancing the use of “information and communications technology, to promote the empowerment of women”. At the same time, it is clear that media are implicated in the achievement of gender equality aspirations in all the 17 SDGs, in as far as their role in maintaining social and cultural norms underpinning discrimination and inequality across all thematic areas are concerned. Media output that clearly challenges gender stereotypes provides the exposure needed to eliminate the prejudices, attitudes, norms and practices that sustain gender-based discrimination, marginalization and inequality. Print, Television, Digital and radio news platforms form the core of media which has the potential to influence people, government, democratic processes, attitudes and social norms.

In this regard, it is important to understand who writes, produces and presents the news, as well as the content of the news produced. While more women today are becoming journalists, men still dominate bylines, nightly news and radio shows. According to the Global Media Monitoring Project (GMMP)’s 2015 study on the portrayal and representation of women in the news media, “women make up about 50% of the general population but only 24% of these persons are heard, read about or seen in newspaper, television and radio news. Only 26% of the people in internet news stories and media news tweets combined are women”. This glaring gender-gap in the newsroom – whether in print, television, digital or radio media can potentially influence the presentation and coverage of news stories.
II. RATIONALE AND OBJECTIVE

Over the past year, we have seen a substantial increase in the number of women-led media houses. UN Women would like to capture here the change that comes with a change in leadership. Additionally, this kind of a comparable study will help UN Women reach out to media and journalism schools. It will further help us institutionalize gender-responsive journalism and media reporting within media houses and schools - an advocacy plan that we hope to implement soon after we have received the observations from the study. This is all in addition to the Covid-mapping component and assessing the pandemic's impact.

UN Women plans to commission a virtual study to help understand gender diversity in newsrooms and its impact on the coverage of daily news developments across media platforms in print, electronic, digital, and radio. The study will examine whether gender diverse newsrooms create more gender-sensitive content.

III. DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are expected as part of this research:

1. Analyse the composition/gender diversity of print, television, digital, and radio news platforms.
2. Study the year-on-year change (2019 to 2020) of composition/gender diversity of print, television, digital, and radio news platforms - have things improved, remained the same, or gotten worse; have there been any pandemic-specific changes that have resulted in a shift to digital spaces due to the virus.
3. Analyse the impact of gender diversity on the content produced in print, television, digital, and radio news platforms - whether gender diversity directly correlates with gender-sensitive news content produced.
5. Provide recommendation on gender-empowering media policies and sustaining equality in the media.

IV. SUGGESTED APPROACH AND METHODOLOGY

The research methodology should adhere to UN Women quality standards and the researchers will have to ensure reliability and validity of data collection tools and methods. Primary data, information, and quotes from the interviews will be treated with confidentiality, only accessed by the study team and designated officers of Safe and Fair programme. The reporting should ensure that the sources cannot be tracked to individuals.

UN Women India office reserves the right to ensure the quality of products submitted by the contractor and will request revisions until the product meets quality standards. All data collected by the contractor must be provided to UN Women. UN Women has exclusive world rights in perpetuity on data of the study and is permitted to use data in all countries without a time limit. UN Women can provide the finished and raw data to other UN organizations, partners, regional, national, and local institutions, media, and donor at no cost, as is the practice.

The research will be based on the methodology described below, which will be further discussed and validated by UN Women India Communications Team. The proposed methodology shall employ a result-
oriented approach and integrate human rights and gender equality into the research. The research will adopt a mixed methodology and will collect both primary and secondary data relevant for the research objective. The methodology should also detail the sampling technique and the rationale behind it. The methodology should be inclusive, and not exclusive to the following:

a. Preliminary desk reviews of international best practices and available methodology for similar researches; review of gender diversity in the 7 select leading news media organisations including print, digital, television, radio and online news platforms in the aftermath of the COVID pandemic. In addition to the top 7 organisations, introduce into the study one or two recently launched digital news media organisations which are headed/owned by women. Study the impact on the gender sensitivity of content produced; and take stock of existing work and the magnitude of the problem.
b. Preliminary desk review will be done prior to any survey, focus group discussion, or individual interviews. Preliminary discussions with the UN Women team will also take place during this desk review/inception phase.
c. Quantitative Research and Data Collection: Individuals and focus-group discussions, in-depth interviews with key informants, a series of semi structured interviews and focus groups with the key stakeholders from the organisations under study. All held virtually given the Covid situation without any actual travel involved. This can include survey with both quantitative and qualitative perspectives amongst key stakeholders. Tool to measure gender diversity in the organisations under study – print, digital, television, radio and online news platforms, and its impact on the gender sensitivity of content produced. Take stock of the composition of news rooms - (sector/ age/location/profile) and on the content of news produced and ‘Drivers of Change’ analysis etc.
d. The tools will look at print news media, digital news media, electronic news media and radio for the last six alternate months. It will investigate two aspects – composition of the newsroom (top leadership positions) and content (bylines, anchors, RJs).
e. Confidentiality and anonymity of sources of information must be kept as required for the purpose.

The consultative element of research is crucial for building up a consensus about the research’s overall rationale, findings and recommendations. Data from different research sources will be triangulated to increase its validity. The proposed approach and methodology must be considered as flexible guidelines rather than final requirements; and the researchers will have an opportunity to make their inputs and propose changes in the research design. It is expected that the Research Team will further refine the approach and methodology and submit their detailed description in the proposal and Inception Report.

ETHICAL CODE OF CONDUCT

The research is to be carried out according to ethical principles and standards established by the United Nations Evaluation Group (UNEG).

- **Anonymity and confidentiality:** The research must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- **Responsibility:** The report must mention any dispute or difference of opinion that may have arisen among the consultants or between the consultant and the heads of the Project in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted.
- **Integrity:** The researchers will be responsible for highlighting issues not specifically mentioned in the TOR, if this is needed to obtain a more complete analysis of the intervention.
• **Independence:** The researchers should ensure their independence from the intervention under review, and they must not be associated with its management or any element thereof.

• **Incidents:** If problems arise during the fieldwork, or at any other stage of the research, they must be reported immediately. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results stipulated by the terms of reference.

• **Validation of information:** The researcher’s will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the report.

• **Intellectual property:** In handling information sources, the consultant shall respect the intellectual property rights of the institutions and communities that are under review.

• **Delivery of reports:** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

V. **TARGET GROUP**

The sample of this virtual research study should be inclusive of the following:

**Print:** The top 7 leading newspapers (in terms of readership) in English and Hindi. For each newspaper, it will pick the city edition that’s most read.

| Most read Hindi newspapers                  | 1. Dainik Jagran |
|                                           | 2. Hindustan     |
|                                           | 3. Amar Ujala    |
|                                           | 4. Dainik Bhaskar|
|                                           | 5. Rajasthan Patrika|
|                                           | 6. PrabhatKhabar |
|                                           | 7. Punjab Kesari |

| Most read English newspapers               | 1. The Times of India |
|                                           | 2. Hindustan Times   |
|                                           | 3. The Hindu         |
|                                           | 4. Tribune           |
|                                           | 5. The Indian Express |
|                                           | 6. The Telegraph     |
|                                           | 7. Business Standard |

| Content and by-line break up. Pages to track by-lines | Front pages |
|                                                    | Op Ed pages |
|                                                    | Sports pages |
|                                                    | Business and Economics page |

| Newsroom composition                       | Top 5 editorial/leadership positions in that city edition |
|                                          | (Editor-in-Chief, Managing Editor, Executive Editors, Bureau Head) |
**Digital**: Top 7 digital-only news website, plus Newslaundry and the Hindi section of the websites –Satyagraha (Scroll), Quint Hindi, Wire Hindi, Print Hindi, Firstpost Hindi and Newslaundry Hindi. Additionally, women owned and/or headed media organisations will be included.

| Digital News Outlets                        | The-Ken   |
|                                           | The Wire   |
|                                           | First Post |
|                                           | Newslaundry|
|                                           | The Quint  |
|                                           | Scroll.in  |
|                                           | The Print  |
|                                           | Huffington Post |
|                                           | Swarajya   |
|                                           | The News Minute |
|                                           | Mojo Story |

**Duration**
TBD

**Sections/by-lines to be looked at**
TBD

**Composition of the newsroom**
Top 5 editorial/leadership position

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**Electronic Media**: Top 7 English and Hindi news channels. It will cover both who features in the primetime programmes (anchors and guests) and who runs the newsrooms.

**English**
1. Republic
2. Times Now
3. CNN News I8
4. India Today
5. NDTV
6. Mirror Now
7. DD News

**Hindi**
1. AajTak
2. Republic Bharat
3. India TV
4. NDTV India
5. ABP News
6. CNN News 18 India
7. Zee News

**Slots**
Primetime (8 pm to 10/10.30 pm) | Anchors and guests

**Duration**
Last 6 alternate months

**Composition of the newsrooms**
Top 5 editorial/leadership positions

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**Radio:**

Radio stations across 4 metros and Bangalore +Chandigarh + Hyderabad + Lucknow + Patna + Guwahati + Bhopal

| Major English/Hindi stations | 1. Radio City |
2. Radio Mirchi
3. Big FM
4. Red FM
5. Fever FM
6. AIR FM

**Duration**
Last 6 alternate months

**Slots**
Radio primetime* (8am –11am and 6pm – 8pm) and rest of the day

**Composition of the show**
Gender of the RJs and the guests that the show features

### VI. DURATION OF THE ASSIGNMENT

01 September 2020 to 15 December 2020

### VII. EXPECTED DELIVERABLES AND TIMELINES

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Deliverables</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Inception Report</strong>&lt;br&gt;The inception report will include final research methodology, detailed work plan for the research, data collection instruments (including questionnaire for the interviews), roles and responsibilities of the team members and identification of interview respondents.</td>
<td>01 Sept 2020</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Interim Report</strong> with analysis and results of the findings from the virtual research study as on date for review and feedback by UN Women</td>
<td>30 Sep 2020</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Draft Research Report</strong> for review and feedback by UN Women</td>
<td>30 Oct 2020</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Final Research Report incorporated with UN Women feedback</strong>&lt;br&gt;An edited, proof- read, designed and print ready version of the final report will be submitted by the organization and that should not exceed 50 pages, excluding Annexes. The Report should contain at least the following sections:&lt;br&gt;  o Executive Summary (maximum 5 pages) with summary information in at least 2 formats (e.g. infographics, PowerPoint). This should include the pertinent information presented in the executive summary, as well as any relevant graphics or diagrams to enable an overview presentation of the research to laypeople.&lt;br&gt;  o Background and context&lt;br&gt;  o Research purpose&lt;br&gt;  o Research approach and methodology&lt;br&gt;  o Findings – from various data sources including desk reviews, case studies, interviews, surveys etc. Provide explanation of findings and interpretations&lt;br&gt;  o Conclusions and lessons learnt&lt;br&gt;  o Recommendations&lt;br&gt;  o Annexes:</td>
<td>30 Nov 2020</td>
</tr>
</tbody>
</table>
i. Terms of Reference
ii. Itinerary (actual)
iii. Data collection instruments: interview/survey questionnaire, focus group discussions questionnaire; case studies
iv. List of documents reviewed
v. List of participants interviewed

5. **Dissemination of Final Research Report**

   - The final research report will be presented at a leading news media focused conference. The presentation of the report will be followed by a panel discussion on the report’s findings and how its recommendations can be adopted by news media organisations.
   - Dissemination of research findings following the completion and launch of the report:
     - Advocacy with Ministry of Information and Broadcasting to review gender responsive media policies.
     - Introduction of the research findings, through lectures and talks in journalism and social science courses at Indian colleges and universities.
     - Virtual roundtable discussions with news professionals, journalism and social sciences professors, public-policy experts, new entrants to the sector, and students.
     - Panel discussions on the report’s findings at leading public-policy oriented conferences in India. These conferences will be hosted by organisations other than the one conducting the research and launching it at its own conference.
     - Discussion of the report’s findings on podcasts and other digital content platforms, particularly those dedicated to gender and media.

   **15 Dec 2020**

VIII. **ELIGIBILITY CRITERIA**

Organisations registered as for-profit private or public companies with following background and experience will be eligible.

**Qualifications of the Organisation:**

Companies involved in curating and executing conferences, research, and content on the news-media sector:

a. Minimum of two research projects focusing on social diversity in the newsroom.
b. Over 3 years of hosting large scale conference on media and gender and curating virtual sessions with news media industry professionals.
c. A demonstrative network in India’s news media sector, think-tanks, and other civil society organisations is preferred.
d. A partnership with a leading independent news media organization is preferred.
e. It would be preferred if the organisation has prior experience of undertaking a similar research projects or can partner with an agency with the relevant experience.
f. Prior experience of working with a UN agency is an added advantage.
Qualifications of team leader:

The Team Leader should have:

- Master’s degree in conflict, gender issues, economics, business administration, public policy, law, international relations or other related field.
- Minimum 3 years of relevant experience with a demonstrable ability to undertake research and analytical and policy reviews, and provide technical expertise in the areas of gender, economic empowerment, and multi-sector partnerships. Candidate who has undertaken a similar study in the past is preferred.
- Very good multi-stakeholder understanding with strong focus on governments and private sector
- Very good understanding of policy landscape
- Excellent English writing skills is a must

Qualifications of team members:

The Team members should have:

- Minimum Bachelor’s degree in management or related field
- Minimum 2 years of relevant experience in research and policy reviews in the gender space
- Knowledge of Women’s Economic Empowerment
- Proven experience in business planning and development and project management
- Strong English Writing Skills

IX. ROLES AND RESPONSIBILITIES OF PARTIES

UN Women’s Responsibilities:

UN Women will be responsible for the following:

- Communications Unit to provide supervision and guidance to the selected proponent in conduct of the research
- Provide a point of contact with the contractor during the implementation of this assignment
- The copyrights to the Report of this study will remain with UN Women.

Proponent’s Responsibilities:

- The Company will work directly with UN Women India MCO Communications Team, who will provide advice, guidance and information as appropriate.
- The Company is expected to provide several highly qualified consultants/experts for this specific assignment, with appropriate skills and expertise as outlined in the Eligibility Criteria section of the ToR stated above.
- The selected Company will follow the ethical code of conduct stated under Scope of Work above for conducting research according to ethical principles and standards established by the United Nations Evaluation Group (UNEG).

X. EVALUATION

Applications will be evaluated based on the cumulative analysis.
- Technical Qualification (700 points) weightage [70%]
- Financial Proposal (300 points) weightage [30%]

XI. COMMUNICATION AND REPORTING OBLIGATIONS

The contracted party will provide fortnightly updates on the progress of the research. The first update will be provided two weeks after submission of the inception report.

XII. PROPOSED PAYMENT SCHEDULE

Payment will be disbursed in five instalments as per the below mentioned schedule:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upon submission of Inception Report</strong> – including final research methodology, data collection instruments (including questionnaire for the interviews), roles and responsibilities of the team members and identification of interview respondents</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Upon submission of Interim Report</strong> with analysis and results of the findings as on date from the research for review and feedback by UN Women</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Upon submission of Draft Research Report</strong> with analysis and results of the findings from the research for review and feedback by UN Women</td>
<td>20%</td>
</tr>
<tr>
<td>Upon submission of <strong>Final Research Report</strong> incorporated with UN Women feedback. An edited, proof-read, designed and print ready version of the final report will be submitted by the organization and that should not exceed 50 pages, excluding Annexes.</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Upon Dissemination of Final Research Report</strong> at a media focused conference</td>
<td>20%</td>
</tr>
</tbody>
</table>
ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

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 must be for-profit 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 when at the time of quotation submission, the Bidder:
is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;

is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;

is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;

is currently suspended from doing business with UN Women and removed from its vendor database(s).

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

2. Cumulative Analysis Methodology: A proposal selected on the basis of 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 [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: [700 points]
Financial proposal: [300 points]
Total number of points: [1000 points]

Evaluation of financial proposal:

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

A formula is as follows:

\[ p = y \left( \frac{\mu}{z} \right) \]

Where:

\[ p = \text{points for the financial proposal being evaluated} \]

\[ y = \text{maximum number of points for the financial proposal} \]

\[ \mu = \text{price of the lowest priced proposal} \]

\[ z = \text{price of the proposal being evaluated} \]
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:**

An Evaluation Committee will be constituted by UN Women to evaluate the proposals. 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 weightage (total possible value of [700] points):

<table>
<thead>
<tr>
<th>1.0 Expertise and Capability of Proposer</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise of organization submitting proposal</td>
<td></td>
</tr>
<tr>
<td>1.1 Organizational Architecture</td>
<td>10</td>
</tr>
<tr>
<td>• Officially registered legal entity with a valid registration</td>
<td></td>
</tr>
<tr>
<td>1.2 Adverse judgments or awards:</td>
<td>10</td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>1.3 General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)</td>
<td>10</td>
</tr>
<tr>
<td>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.)</td>
<td>10</td>
</tr>
<tr>
<td>1.5 Quality assurance procedures, warranty</td>
<td>20</td>
</tr>
<tr>
<td>1.6 Demonstrated relevant knowledge and experience: Companies involved in curating and executing conferences, research, and content on the news-media sector:</td>
<td>200</td>
</tr>
<tr>
<td>• Minimum of two research projects focusing on social diversity in the newsroom.</td>
<td></td>
</tr>
<tr>
<td>• Experience of over 3 yrs of hosting large scale conference on media and gender and curating virtual sessions with news media industry professionals.</td>
<td></td>
</tr>
<tr>
<td>• A demonstrative network in India’s news media sector, think-tanks, and other civil society organisations is preferred.</td>
<td></td>
</tr>
<tr>
<td>• A partnership with a leading independent news media organization is preferred.</td>
<td></td>
</tr>
<tr>
<td>• Prior experience of undertaking similar research projects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>f. Prior experience of working with a UN agency is an added advantage.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Sub Total</td>
<td>260</td>
</tr>
</tbody>
</table>

### 2.0 Proposed Work Plan and Approach

**Proposed methodology**

<table>
<thead>
<tr>
<th></th>
<th>Analysis Approach, Methodology – including Proposer’s understanding of UN Women’s work, adherence to procurement principles and TOR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td>220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Management Services – Timeline and deliverables.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td>80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td>10</td>
</tr>
</tbody>
</table>

### 3.0 Resource Plan, Key Personnel

**Qualification and competencies of proposed personnel**

<table>
<thead>
<tr>
<th></th>
<th>Composition of the team proposed to provide, and the work tasks (including supervisory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum vitae of the proposed team that will be involved either full or part time</td>
<td>80</td>
</tr>
</tbody>
</table>

**The overall Team Leader should have:**

- Master’s degree in conflict, gender issues, economics, business administration, public policy, law, international relations or other related field.
- Minimum 3 years of relevant experience with a demonstrable ability to undertake research and analytical and policy reviews, and provide technical expertise in the areas of gender, economic empowerment, and multi-sector partnerships. Candidate who has undertaken a similar study in the past is preferred.
- Very good multi-stakeholder understanding with strong focus on governments and private sector
- Very good understanding of policy landscape
- Excellent English writing skills is a must

<table>
<thead>
<tr>
<th></th>
<th>The team member should have:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Bachelor’s degree in management or related field</td>
<td>50</td>
</tr>
<tr>
<td>Minimum 2 years of relevant experience in research and policy reviews in the gender space</td>
<td></td>
</tr>
<tr>
<td>Knowledge of Women’s Economic Empowerment</td>
<td></td>
</tr>
<tr>
<td>Proven experience in business planning and development and project management</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>• Strong English Writing Skills</td>
</tr>
<tr>
<td></td>
<td>Team members will be assessed on the following:</td>
</tr>
<tr>
<td></td>
<td>• General Qualification</td>
</tr>
<tr>
<td></td>
<td>• Suitability for the Programme</td>
</tr>
<tr>
<td></td>
<td>• Research and Policy Work Experience</td>
</tr>
<tr>
<td></td>
<td>• Professional Experience in the area of specialization as required by the ToR</td>
</tr>
<tr>
<td></td>
<td>• Knowledge of the region</td>
</tr>
<tr>
<td></td>
<td>• Language Qualifications</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>130</td>
</tr>
<tr>
<td>TOTAL</td>
<td>700</td>
</tr>
<tr>
<td>70% of 700 points = 490 points needed to pass technical evaluation</td>
<td></td>
</tr>
</tbody>
</table>

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 i.e, 490 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 one-page value statement indicating why they are most suitable to carry out the assignment.

<table>
<thead>
<tr>
<th>Name of Proposing Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Registration:</td>
</tr>
<tr>
<td>Type of Legal entity:</td>
</tr>
<tr>
<td>Name of Contact Person for this Proposal:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability regarding 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

<table>
<thead>
<tr>
<th>Project</th>
<th>Client</th>
<th>Contract Value</th>
<th>Period of performance (from/to)</th>
<th>Role in relation to the undertaking to goods/services/works</th>
<th>Reference Contact Details (Name, Phone, Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. Please provide information on demonstrable skills of your human resources in developing and producing animated videos.

#### 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](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/](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:**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this Assignment:</td>
<td></td>
</tr>
<tr>
<td>Language Skills:</td>
<td></td>
</tr>
<tr>
<td>Educational and other Qualifications</td>
<td></td>
</tr>
</tbody>
</table>

**Employment Record:** [Insert details of as many other appropriate records as necessary]

<table>
<thead>
<tr>
<th>From [Year]:</th>
<th>To [Year]:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td></td>
</tr>
<tr>
<td>Positions held:</td>
<td></td>
</tr>
</tbody>
</table>

**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]

<table>
<thead>
<tr>
<th>Period: From - To</th>
<th>Name of project/organization:</th>
<th>Job Title, main project features, and Activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

References (minimum 3) (Name/Title/Organization/Contact Information – Phone; Email)

<table>
<thead>
<tr>
<th>References (minimum 3)</th>
<th>(Name/Title/Organization/Contact Information – Phone; Email)</th>
</tr>
</thead>
</table>
ANNEX 5

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’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.

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

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

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Cost</th>
<th>Total Cost (Lump Sum, All Inclusive)</th>
<th>Delivery time/time period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Deliverable 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>INR ......</td>
<td></td>
</tr>
</tbody>
</table>

### B. Cost Breakdown by Resources/Cost Component:

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 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.

<table>
<thead>
<tr>
<th>Description of Activity (to be reimbursed on actuals)</th>
<th>Quantity</th>
<th>Number of Unit</th>
<th>Unit Cost (INR)</th>
<th>Total Cost (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td></td>
<td>Day/week/month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XX person</td>
<td></td>
<td>Day/week/month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please detail the following:

1. Any relevant costs (communication, stationary, printing, translation etc.)
2. Overhead costs

<table>
<thead>
<tr>
<th>Unit wise cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Technical assistance and Capacity Building**
(training, working group meetings, workshop)

<table>
<thead>
<tr>
<th>Unit wise cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Printing of training tools**

<table>
<thead>
<tr>
<th>Unit wise cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Other Related Costs/ Administrative overheads**

<table>
<thead>
<tr>
<th>Unit wise cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

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

**Signature of Financial Proposal**

The Financial Proposal should be authorized and signed as follows:

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

_________________________________________

(Name of Organization)

_________________________________________

Signature/Stamp of Entity/Date

Name of representative: ______________________

Address: _________________________________

_________________________________________

Telephone: _______________________________

Email: _________________________________
ANNEX 6

PROPOSAL SUBMISSION FORM

[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: Date:
UN Women
55 Lodhi Estate
New Delhi 110003 INDIA
Tel: +91-11-44653233

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 for “Virtual Study of Social Diversity in News Media with Focus on Gender and Gender Representation” 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 90 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 India.
(h) We have no conflict of interest in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
(i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
(j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.
Signed: ______________ [insert signature of person whose name and capacity are shown]
In the capacity of ______ [insert legal capacity of person signing this form]
Name: _____________ [insert complete name of person signing the Proposal Submission Form]

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

Dated on __________ day of __________________, _______ [insert date of signing]
VOLUNTARY AGREEMENT

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

PROPOSED MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.
Business Unit:
Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN ("UN Women"), and [insert official name of company in full], with its registered offices at [address] ("Contractor") (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof ("Contract"), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

(a) This document;
(b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
(c) Terms of Reference, annexed hereto as Annex B (“TOR”);
(d) [other annexes that may be relevant]

2. SCOPE

The Contractor shall perform services ("Services") as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services; (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated ("Initial Term"). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract.

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [insert currency & amount in figures and words] ("the Maximum Total Amount"). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [insert annex number] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts
specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every [insert period of time or milestones].

5. INVOICES
The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:
[Insert address and contact details for submission of invoices].

6. PAYMENT
Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor’s invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor’s bank account, as follows:

Name of Bank:
Bank Address:
Bank ID:
Account No:
Title/name:

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

7. NOTIFICATIONS
All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:
Signature __________________________
Name __________________________
Title __________________________
Date __________________________

For and on behalf of the Contractor:
____________________________
____________________________
____________________________
____________________________

CONTRACTOR RETAINS 1 ORIGINAL CONTRACT AND RETURNS TO UN WOMEN 1 DULY SIGNED AND DATED ORIGINAL.
ANNEX 9

GENERAL CONDITIONS OF CONTRACT

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

http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf
JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

<table>
<thead>
<tr>
<th>JV / Consortium/ Association Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of leading</strong> partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)</td>
<td>[insert name, address, telephone/fax or cell number, and the e-mail address]</td>
</tr>
<tr>
<td>JV’s Party Legal Name:</td>
<td>[insert JV’s Party legal name] (Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders))</td>
</tr>
<tr>
<td>JV’s Party Country of Registration:</td>
<td>[insert JV’s Party country of registration]</td>
</tr>
<tr>
<td>JV’s Party Year of Registration:</td>
<td>[insert JV’s Part year of registration]</td>
</tr>
<tr>
<td>JV’s Party Legal Address in Country of Registration:</td>
<td>[insert JV’s Party legal address in country of registration]</td>
</tr>
</tbody>
</table>

Consortium/Association’s names of each partner/authorized representative and contact information

| Name of partner: _____________________ | Name of partner: _____________________ |
| Address: _____________________ | Address: _____________________ |
| Phone Number(s): _____________________ | Phone Number(s): _____________________ |
| Email Address(es): _____________________ | Email Address(es): _____________________ |

| Name of partner: _____________________ | Name of partner: _____________________ |
| Address: _____________________ | Address: _____________________ |
| Phone Number(s): _____________________ | Phone Number(s): _____________________ |
| Email Address(es): _____________________ | Email Address(es): _____________________ |
Attached are copies of original documents of:

- Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders).
- JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the 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 11

SECURITY INSTRUMENTS

The Proposal and Performance Security Forms can be accessed by the proposer by following the below link.


(Not Applicable)
## SUBMISSION CHECKLIST

### Technical Proposal PDF sent to the e-mail address specified in the Invitation Letter includes:

- Company Profile
- Company Registration
- Technical Proposal [including updated CVs of Key Personnel in the specified format]
- Proposal Submission form duly signed
- Joint Venture Form (if a joint venture)
- Voluntary Agreement to Promote GE & WE (Voluntary)
- Sample of previous relevant work
- Names of three previous clients for Reference Check

### Financial Proposal PDF sent by a separate e-mail to the email ID specified in the Invitation Letter includes:

- Financial Proposal in PDF format
- Financial Excel Spreadsheet (with breakup of budget lines)

### 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.