Request for Proposal
Reference No.: RFP-IND-2020-06
Impact Assessment of Tejaswini Rural Employment Programme in Madhya Pradesh
Dear Madam/Sir,

Subject: Request for Proposal (RFP) for Impact Assessment of Tejaswini Rural Employment Programme in Madhya Pradesh

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 Impact Assessment of Tejaswini Rural Employment Programme in Madhya Pradesh 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: **29th September 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  
To secure your financial offer please set up a password and share the same at the email ID mentioned above along with financial proposal. |
| 3.1                   | Language of the Proposal: | ☒ English |
| 3.4.2                 | Proposal Currencies      | Preferred Currency: INR |
| 3.5                   | Proposal Validity Period | commencing after the deadline for submission of proposals (see 4.2 above)  
90 days |
2.4 **Clarifications of solicitation documents**

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.

### Contact address for requesting clarifications on the solicitation documents

Requests for clarification should be addressed to the e-mail address: procurement.india@unwomen.org

Clarification emails should include a subject header in the following format:

“UNW RFP-IND-2020-06, Request for Clarification, Company Name”

Proposers must not communicate with any other personnel of UN Women regarding this RFP.

2.5 **Pre-Proposal/Bid Meeting**

☐ Not Applicable

3.9 **Proposal Security**

☒ Not Required

Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.

7.4 **Performance Security**

☒ 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.

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.

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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,

Meena Kapoor
Operations Manager
I. BACKGROUND & CONTEXT:

Tejaswini Rural Employment Program (TREP) is being implemented by the Mahila Vitta Vikas Nigam (MVVN), Department of Women and Child Development, Government of Madhya Pradesh in 6 districts - 3 southern tribal districts (Balaghat, Mandla, and Dindori) and 3 northern districts of the Bundelkhand region (Chhatarpur, Panna, and Tikamgarh). TREP was designed as an eight-year project from 2007 to 2015 which was subsequently, extended till 30th September 2018. This programme had a total outlay of USD 56.77 million and was financed by an IFAD Loan of USD 13.00 million, IFAD additional financing of USD 15.00 million and the balance USD 28.77 million contribution from the Government of Madhya Pradesh (GoMP), local financial institutions and participating communities. This first phase of the programme was closed on 31st March 2018. The Government of MP has since then taken over the Scheme implementation.

The overall goal of the TREP in Madhya Pradesh was to enable disadvantaged women to avail choices, spaces and opportunities in the economic, social and political spheres for their improved well-being. This was to be achieved by: (a) creating strong and sustainable Self-Help Groups (SHGs) and SHG apex organizations; (b) providing access to microfinance services; (c) promoting new and improved livelihood opportunities; and (d) creating access to functional literacy and labour-saving infrastructure, and strengthening participation in local governance. In addition, the programme aimed to support government policies that empower women and develop the capacity of the MVVN, to improve the livelihoods of poor women.

The programme was designed to support the commitment of the State Government of Madhya Pradesh towards the social and economic empowerment of women through improvements in incomes and material conditions, participation in decision-making processes and control over their lives and livelihoods. The rationale of the programme lies in: (i) the fact that the SHG movement has taken off on a large scale and is used by numerous government rural development projects and rural banks. However, many of these projects are not providing the support needed to bring groups to a self-sustaining level, or both to empower women and to lift them out of poverty; (ii) although rural credit policies support SHGs and their strong credit performance has generated keen interest among rural banks, most groups do not have access to bank finance on a sustainable basis; (iii) SHGs will need continued support from outside agencies. Cluster-level federations or resource centres can fulfil this role and be financed on a sustainable basis by SHGs; SHG members need additional support to utilize loans efficiently for improved livelihoods. This requires skill-training, market linkages and other support services; (iv) in addition to providing financial services and livelihood support, SHGs and cluster organizations also provide an effective base for other actions that empower women, such as functional literacy, awareness-raising of legal rights, and dissemination of knowledge on better
health and hygiene practices; and (v) all these actions to empower women can feed into local-level governance and state-level policy. Women’s village-level committees have been shown to be effective in promoting local initiatives for the welfare and empowerment of women, and in making demands to local government structures.

In the first phase of the project, women led federations were set up. In the second phase from 2018, Govt. of MP has taken over the project and have been focusing on improved service delivery and sustainability of the SHGs/Federations. For eg. the project has established linkages with state level schemes such as stitching, organic farming & soya processing, Ladli Laxmi Yojna, vegetable cultivation, plantation, sanitary napkins production, etc.

II. RATIONALE FOR THE ASSIGNMENT:

UN Women India MCO has signed a Memorandum of Understanding (MOU) with the Government of MP for enhancing gender equality and women empowerment in the State. At the request of the State Government, UN Women will undertake an independent impact of Department of Women & Child Development (DWCD)’s initiative of “Tejaswini Rural Empowerment Program”.

Accordingly, UN Women seeks to hire an Agency to undertake the Impact Assessment (IA) of the TREP. This document outlines the Terms of Reference for an Impact Assessment (IA) of TREP to be carried out in six districts of Madhya Pradesh. The Assessment will be situated in the work done under the MVVN, Directorate of Women and Child Development, Government of Madhya Pradesh.

III. OBJECTIVES AND PURPOSE:

The main purpose of the IA is to provide a well-researched and documented overview of the impact of TREP, since the establishment by the Government in 2018. This would include, inter alia, the design and implementation of TREP and whether the overall goal of the programme that is to enable poor women to avail of choices, spaces and opportunities in the economic, social and political spheres for their improved well-being is being achieved or not. This assessment is expected to:

- Identify, analyse and document changes that have occurred in the lives of the women in the particular districts in response to the TREP initiatives to address/ inform/ influence poverty alleviation, socio-economic development, political participation, violence, power relations, equity, cultural change, etc.
- Assess the deployed strategies, identify best practices to be scaled and gaps that need to be bridged along with recommendation.
- Study the role of the State Government in strengthening service delivery and improving incomes of the SHGs/ Federations covered under TREP. Also, identify opportunities to leverage this network for delivery of key government schemes.
- Generate data and analysis to inform policies, develop new strategies, improve existing
interventions and/or strengthen advocacy initiatives on WEE.

- Capture long terms successes, models, strategies and tacts to inform nation-wide policy advocacy.

The IA is also intended to provide key learnings and suggestions for national programmes and actors striving towards Women Economic Empowerment (WEE) in the country through Self Help Groups (SHGs) led initiatives, given the poorest part of the state, and women suffer considerably from the overall burden of household poverty and gender issues.

Accordingly, the IA is expected to inform and feed into national and state processes of SHGs initiatives for WEE, and should highlight scalable tactics, tools, techniques, models, and approaches. The document is also expected to strongly reflect the transformational journeys of rural women, highlighting their obstacles, triumphs, perspectives, innovations, and learnings on their empowerment process.

Main users of the Impact Assessment

The main users of the Impact Assessment will be:

- Government, Civil Society, Financial Institutions, Development Organisations and Academic stakeholders working on the issue of socio-economic and political empowerment of women in India and elsewhere.
- UN Women and other international development agencies.

IV. SCOPE OF WORK & KEY TASKS:

The outline of a tentative plan is presented below. It will need to be adapted and refined by the study team in close co-operation with the UN Women team. Throughout the IA, the team will observe the UN ethical guidelines for Study.¹

a. Phase 1: Inception

Time: 2 Weeks

The purpose of this 1st phase is to review existing documentation both within UN Women as well as with participating partners in State Government and target districts to get an overview and broad contours of the study. Methods used may also include an e-mail mini-survey, and telephone or online interviews with key stakeholders and review of other relevant literature.

Near the end of the 1st phase, the study team will present provisional findings and suggested approach to answer the study questions. Based on these findings, a precise work-plan will be prepared in close consultation with the UN Women CO.

¹ [http://www.unStudy.org/ethicalguidelines](http://www.unStudy.org/ethicalguidelines)
b. Phase 2: Participatory data collection and analysis

Time: 6 Weeks

The 2nd phase serves two purposes: (1) gathering and analysing additional data to address the IA questions, and (2) facilitating joint learning with key UN Women partners and key UN Women staff.

The activities to be carried out in this phase may include:

- Telephone/online and face-to-face (if needed) interviews with a range of stakeholders at various levels, within and beyond the programme
- Focus group discussions and other small group activities with a range of stakeholders
- Study of further documentation
- Debriefing with the UN Women MCO

A precise plan for Phase 2 field work will be prepared upon completion of the inception phase. This plan may be adjusted in close co-operation with the UN Women CO.

c. Phase 3: Data analysis and Report Writing

Time: 2 Weeks

Upon completion of the field work, the team will analyse the data gathered and obtain more information as needed, e.g. through further telephone/online interviews and study of additional documentation.

An advanced draft assessment report will be submitted to the UN Women CO.

d. Assessment Report, Best Practices & Infographics

Time: 2 Weeks

The TL will finalise the Assessment report within 1 week upon receipt of UN Women comments.

The main body of the report will not exceed 50 pages. In addition, it will include a table of contents, an executive summary that can be used as a document in its own right, a set of infographics and annexes (e.g. TOR, list of interviewees, interview guides or questionnaires, itinerary, lists of abbreviations and of documents consulted).

V. SUGGESTED APPROACH AND METHODOLOGY:

The IA will be managed by a Team lead (TL) and carried out by a team of 2-3 members as appropriate. They will apply diverse methods, take into consideration different perspectives, and work with diverse sources of information and stakeholders. In line with the broad objectives of the study, data collection and sharing of the analysis will be highly participatory.

The IA methodology should:

- Clearly outline the study design, specifying the approach to addressing the purposes of the study and the study questions.
- Outline the qualitative and quantitative instruments and methods for collecting the needed information (e.g. interviews, observations, focus groups, literature, surveys, ratings, knowledge tests, site visits, etc.) including the sample of key informants to be interviewed; preferably, systems approaches such as appreciative inquiry and outcome mapping will be applied.

Throughout the period of the IA, the TL will liaise closely with the UN Women Monitoring and Evaluation Unit. The TL can raise or discuss any issue or topic they deem necessary to fulfil the tasks. The selected Agency, however, is not authorized to make any commitments to any party on behalf of UN Women.

Key Partners (To be finalized in consultation with Department of Women and Child Development, Government of Madhya Pradesh)
The key partners for the Tejaswini Rural Empowerment Program programme include:
- Department of Women & Child Development, Government of Madhya Pradesh.
- Other Key Departments of the Government of Madhya Pradesh, including Tribal, Forest, Agriculture, Horticulture, Rural Development, State Rural Livelihood Mission (SRLM).
- Service delivery, capacity building and enablement partners.
- CSOs such as Pradan, Mahila Chetna Manch and other regional NGOs.

Assessment Questions
- What is the impact of TREP on the lives of women in terms of socio-economic and political development? What worked and what did not?
- What has been the role of the State Government in meeting the objective of the TREP and the impact of the strategy adopted by the State Government on the livelihoods of the women and delivery of various schemes and services.
- What are the learnings for local, state and national governments in strengthening women empowerment programs?
  - Impact on livelihoods of women, including agricultural and non-farm enterprises.
  - Social mobilization through the formation of SHGs as the basic instrument of women’s empowerment.
  - Awareness campaigns on legal, policy and programmatic provisions, which enable women to organize and network for strengthened advocacy.
  - Availability and access to the requisite ecosystem needed to increase sustainability and financial viability of the SHG and increased livelihoods of women.
  - Identification and role of various partners involved in implementation.
- How have Women of SHGs impacted the lives of communities?
  - Specifically, are there changes in behaviour, relationships, and/or actions?
  - Are these changes at the level of individuals, institutions (households/ community/ panchayats) and/or larger Governmental and other systems?
  - Is there evidence of the women from SHGs are effectively translating community’s capacity to address/inform/influence incidences of violence, power relations, equity, cultural change etc?
What are the emerging best practices and examples of WSHGs to address and respond to larger community issues?

- What capacity building tools and approaches have worked best for the SHGs? What tools and approaches did not work well?
- What are the factors/interventions need to ensure the long-term sustainability of SHGs to achieve WEE?

VI. GEOGRAPHICAL COVERAGE:

The IA will cover the TREP across six districts in Madhya Pradesh: Balaghat, Mandla, and Dindori Chhatarpur, Panna, and Tikamgarh.

VII. DELIVERABLES:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Time Schedule</th>
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<tbody>
<tr>
<td>Signing of contract by the Agency</td>
<td>Week 0</td>
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<tr>
<td><strong>Deliverable 1 - Inception Report &amp; Presentation</strong></td>
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<tr>
<td>The Inception Report will detail the preliminary approach to the IA, study tools to be used and the IA framework. The Inception report will be used to confirm a common understanding of the purpose, objectives, scope, timelines, and methodology for the IA. It will include:</td>
<td>Week 1-2</td>
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<tr>
<td>• Overview of the IA purpose and objectives</td>
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<td>• Team - Roles and Responsibilities</td>
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<tr>
<td>• Assessment Framework and Methodology</td>
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<tr>
<td>• Information Collection and Analysis</td>
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<tr>
<td>Work Scheduling – including Reporting timelines</td>
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<td>At the time of the Inception Report, the team will present a Power Point detailing the salient features of the IA, the team will be sharing with key stakeholders during the Assessment.</td>
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<tr>
<td>Field Work – including data collection, interviews, field visits in various locations</td>
<td>Week 3-8</td>
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<tr>
<td><strong>Deliverable 2 - Draft Assessment Report &amp; Power Point Presentation</strong></td>
<td>Week 9-10</td>
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<td>At the end of Week 10, the draft IA report will be submitted to UN Women in the structure specified below. The outline and main finding of the IA should be completed and handed to UN Women, along with a presentation, during the final de-briefing session.</td>
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<tr>
<td>Comments by UN Women and other Stakeholders</td>
<td>Week 11</td>
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<tr>
<td><strong>Deliverable 3 - Final Assessment Report &amp; Set of Key Infographics on Findings</strong></td>
<td>Week 12</td>
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<tr>
<td>Based on the spoken and written comments of the stakeholders during the de-briefing and subsequently, the final IA report incorporating the</td>
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comments will be submitted to UN Women, New Delhi within ten days of receipt of comments. The length of the report should not exceed 50 pages, excluding Annexes. While any detailed method of reporting may be used, the IA Report should contain at least the following:

- Title Page
- List of acronyms and abbreviations
- Table of contents, including list of annexes
- Executive Summary
- Introduction: Background and Context of the Assessment
- Purpose of the Assessment
- Key questions and scope of study with information on limitations and de-limitations
- Approach and methodology
- Findings
- Summary and explanation of findings and interpretations
- Conclusions
- Recommendations
- Lessons, generalizations, alternatives
- Suggestions for similar programmes on EVAWG
- Set of Infographics

The following details should also be included in the the Final Report:

- Documents reviewed
- Interviews
- Field visits (if any)
- Questionnaires, if any
- Participatory techniques and other approaches for gathering and analysis of data; and
- Participation of stakeholders and/or partners.

In addition, the final report should contain the following annexes:

- Terms of Reference for the study
- Itinerary (actual)
- List of meetings attended
- List of persons interviewed
- List of documents reviewed
- Any other relevant material

**Deliverable 4 - Good Practices Document**

A separate document on good practices and learnings gleaned during the IA, which highlights and substantiates conclusions drawn in the Final
VIII. DURATION OF ASSIGNMENT:
The expected duration for this assignment is October 2020 – Dec 2020 [03 months].

IX. PROPOSED PAYMENT TERMS:

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<tr>
<th>SNo.</th>
<th>Deliverable</th>
<th>Payment Amount</th>
<th>Proposed Timeline</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Inception Report &amp; Presentation</td>
<td>20%</td>
<td>End of Week 2</td>
</tr>
<tr>
<td>2</td>
<td>Draft Assessment Report &amp; Power Point Presentation and acceptance by UN Women</td>
<td>50%</td>
<td>End of Week 10</td>
</tr>
<tr>
<td>3</td>
<td>Final Assessment Report &amp; Set of Key Infographics on Findings (15% fo payment) &amp; acceptance by UN Women and Good Practices document (15% of payment)</td>
<td>30%</td>
<td>End of Week 12</td>
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X. SELECTION CRITERIA:

Organisations registered in India as for-profit private, public or govt-owned enterprises are eligible to apply for this assignment and will be assessed for selection based on following criteria:

Qualifications of the Organisation:

- Minimum five years of experience in areas of consulting, impact assessment, research
- Should have handled relevant projects in research on similar assignments specifically related to gender research
- Professionally competent team of experts to support this assignment
- Experience on similar projects of UN Women or with any other UN Agency is preferred
- Women owned/led Companies and/or Women Empowerment Principal signatories will be given preference.

The IA will be managed by a Team lead (TL) and carried out by a team of 2-3 members as appropriate. The team will ensure that they build in time for effective translations to ensure people interviews are held in Hindi so that participants can clearly articulate their thoughts, experiences in a language of their choice. All team members must also adhere to the following:

Core values and Guiding principles:
Integrity:
- Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
Professionalism:
• Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Cultural sensitivity and valuing diversity:
• Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Qualifications of the Team Leader:

The Team leader must have demonstrated capacity in research, especially on gender equality, gender mainstreaming and WEE. The team leader should have:
• Post-graduate degree in social sciences or international development or related fields with minimum fifteen years working experience in international development, gender equality and women empowered.
• Experience in leading research programs and analytical reviews, conducting and leading corporate/organizational studies and assessing institutional capacities on gender
• Experience in projects related to mainstreaming gender equality to policies/programming/development
• Experience in similar assignments in producing reports (preferably research and policy linked) to a publishable quality
• Knowledgeable about human rights-based approaches to programming on WEE issues, and skilled in working with a wide range of contexts.
• Excellent analytical skills and communication skill in Hindi & English;

Qualifications of Team Member:

• Post-graduate degree in social sciences, international development or related field.
• Experience ten years for mid-level team members and five years for junior team members, in development, with specialization in gender, social development, and women's rights.
• Significant knowledge and experience of study concepts and human-right based approaches on WEE;
• Recent experience with gender equality issues and knowledge of mainstreaming gender Recent experience with gender equality issues and knowledge of mainstreaming gender equality into policies/ programming/ development;
• Sound understanding of human rights based approaches;
• Experience of similar projects in India specially Madhya Pradesh;
• Facilitation skills, particularly design of qualitative and stakeholder consultations;
• Strong quantitative and qualitative data collection and analysis skills;
• Excellent analytical skills and communication skills;
• Demonstrated writing skills in English with strong Hindi proficiency

XI. ROLES AND RESPONSIBILITIES OF PARTIES:

Responsibilities of the Proponent:
• Preparation of a detailed week-wise/deliverable-wise work schedule for the impact assessment
• Conducting the assessment with adequate attention to building ownership of common analysis and recommendations;
• Developing and testing data collection instruments, including questionnaires, interview questions and focus group protocols;
• Developing any databases needed for processing quantitative and qualitative data;
• Systematic assessment, data collection and data processing;
• Design and facilitation of required meetings;
• Preparation and delivery of draft and final reports and presentations; and
• Completing the assessment on time and within budget.

Responsibilities of UN Women:

The M&E Unit of UN Women India Office will be responsible for management of contract as well as the day-to-day management and coordination. The M&E Unit will also coordinate with the relevant Programme & State teams, as necessary.

XII. COMMUNICATION AND REPORTING:

The Team Leader will report to Monitoring and Evaluation Lead, UN WOMEN India Country Office and work in consultation with WEE & Governance teams of UN Women India MCO.

XIII. MONITORING AND EVALUATION OF PERFORMANCE:

The progress of the assignment will be monitored, through regular meetings, adherence to the agreed upon workplan and the quality of reports.
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 may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer 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:
- \( p \) = 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:**
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>
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<tbody>
<tr>
<td>Expertise of organization submitting proposal</td>
<td></td>
</tr>
<tr>
<td>1.1 Organizational Architecture</td>
<td></td>
</tr>
<tr>
<td>• Officially registered legal entity with a valid registration</td>
<td>10</td>
</tr>
<tr>
<td>1.2 Adverse judgments or awards:</td>
<td></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>10</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 Qualification and experience for the Organisation:</td>
<td></td>
</tr>
<tr>
<td>• Minimum five years of experience in areas of consulting, impact assessment, research</td>
<td></td>
</tr>
<tr>
<td>• Should have handled relevant projects in research on similar assignments specifically related to gender research</td>
<td></td>
</tr>
<tr>
<td>• Professionally competent team of experts to support this assignment</td>
<td></td>
</tr>
<tr>
<td>• Experience on similar projects of UN Women or with any other UN Agency is preferred</td>
<td></td>
</tr>
<tr>
<td>• Women owned/ led Companies and/or Women Empowerment Principal signatories will be given preference.</td>
<td>200</td>
</tr>
</tbody>
</table>

Sub Total 260

2.0 Proposed Work Plan and Approach

Proposed methodology
2.1 Analysis Approach, Methodology – including Proposer’s understanding of UN Women’s work, adherence to procurement principles and TOR.
- Is the scope of task well defined and does it correspond to the TOR?
- Is there a clear understanding of the issue, and its linkages to UN’s mandate and priorities?
- Is the role of stakeholders described and addressed?
- Have timeframes/target dates been establish for all key tasks, milestones and deliverables?

2.2 Management Services – Timeline and deliverables.

2.3 Environmental Considerations:
Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.

| Sub Total | 410 |

3.0 Resource Plan, Key Personnel
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.
- Is the team composition relevant to the subject? (Applicable to firms only)
- Was the experience and expertise of team clearly explained? (Applicable to firms only)
- Have the primary roles and key responsibilities for all the individuals making a major contribution to the evaluation been adequately identified and accountabilities clearly stated?

The Team leader must have demonstrated capacity in research, especially on gender equality, gender mainstreaming and WEE. The team leader should have:
- Post-graduate degree in social sciences or international development or related fields with minimum fifteen years working experience in international development, gender equality and women empowered.
**Qualifications of Team Member:**

- Post-graduate degree in social sciences, international development or related field.
- Experience ten years for mid-level team members and five years for junior team members, in development, with specialization in gender, social development, and women's rights.
- Significant knowledge and experience of study concepts and human-right based approaches on WEE;
- Recent experience with gender equality issues and knowledge of mainstreaming gender equality into policies/programming/development;
- Sound understanding of human rights based approaches;
- Experience of similar projects in India specially Madhya Pradesh;
- Facilitation skills, particularly design of qualitative and stakeholder consultations;
- Strong quantitative and qualitative data collection and analysis skills;
- Excellent analytical skills and communication skills;
- Demonstrated writing skills in English with strong Hindi proficiency

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>130</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>700</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></td>
</tr>
<tr>
<td>Country of Registration:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Type of Legal entity:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Name of Contact Person for this Proposal:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td></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>
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<tr>
<td>2-</td>
<td></td>
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<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]

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]

<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)
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</th>
<th>Quantity</th>
<th>Number of Unit</th>
<th>Unit Cost (INR)</th>
<th>Total Cost (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 person</td>
<td>Day/week/month</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>XX person</td>
<td>Day/week/month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational cost (to be reimbursed on actuals)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please detail the following:
1. Estimated return tickets for travel - No of trips/days, no of tickets  
2. Accommodation & other expenses  
3. Local transportation  
4. Any relevant costs (communication, stationary, printing, translation etc.)

<table>
<thead>
<tr>
<th></th>
<th>Unit wise cost</th>
<th>Unit wise cost</th>
<th>Unit wise cost</th>
<th>Unit wise cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical assistance and Capacity Building (training, working group meetings)</td>
<td>Unit wise cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing of research tools</td>
<td>Unit wise cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Related Costs/ Administrative overheads</td>
<td>Unit wise cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Date:

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 Resource Agency for Facilitation, Adoption and Implementation of Women Empowerment Principles by Corporate Sector in India 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: For and on behalf of the Contractor:
Signature __________________________ __________________________
Name __________________________ __________________________
Title __________________________ __________________________
Date __________________________ __________________________

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 partner</strong> (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 Party 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**

<table>
<thead>
<tr>
<th>Name of partner:</th>
<th>Name of partner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td>Phone Number(s):</td>
</tr>
<tr>
<td>Email Address(es):</td>
<td>Email Address(es):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of partner:</th>
<th>Name of partner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td>Phone Number(s):</td>
</tr>
<tr>
<td>Email Address(es):</td>
<td>Email Address(es):</td>
</tr>
</tbody>
</table>
Consortium/Association Agreement

Attached are copies of original documents of: [check the box(es) of the attached original documents]

- 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: _____________________
Signature: ___________________________
Date: ______________________________

Name of partner: _____________________
Signature: ___________________________
Date: ______________________________

Name of partner: _____________________
Signature: ___________________________
Date: ______________________________

Name of partner: _____________________
Signature: ___________________________
Date: ______________________________
SECURITY INSTRUMENTS

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


(Not Applicable)
## ANNEX 12

### SUBMISSION CHECKLIST

For email submissions:

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

- Company Profile
- Company Registration
- Technical Proposal
- Proposal Submission form duly signed
- Joint Venture Form (if a joint venture is proposed)
- Voluntary Agreement to Promote GE & WE (Voluntary)
- Sample of previous relevant work
- Names of two previous clients for Reference Check

**Financial Proposal PDF** sent to the financial e-mail address specified in the Invitation Letter includes:

- Financial Proposal
- 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.