TERMS OF REFERENCE (TOR)

***Mobile Prepaid Top-Up Cards filling for* UN Women Myanmar Country Office**

**General Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The UN Women Myanmar Country Office is based in Yangon, with offices in the capital Naypyidaw as well as in Mon, Kachin and Rakhine States. Under its Strategic Note 2019-2021, UN Women Myanmar focuses on delivering on the following interlinked programme areas underpinned by support for intergovernmental and normative processes:

* Women’s Leadership and Gender Responsive Governance.
* Women’s Economic Empowerment.
* Women, Peace and Security and Gender in Humanitarian Action and Disaster Risk Reduction.

Under Gender Responsive Governance, UN Women focuses on strengthening the capacity of the Myanmar national gender machinery at Union and State/Region levels to coordinate and mainstream the implementation of the National Strategic Plan for the Advancement of Women and on linking women’s civil society organizations with the gender machinery and national and local governance processes. The programme area is mostly implemented through the Promoting Democracy in Myanmar through Gender Responsive Governance project which is funded by the government of Finland. The programme is implemented at Union level and in two States: Mon and Kachin.

**PURPOSE**

UN Women Myanmar Country Office is looking for a supplier for mobile prepaid top-up cards filling of UN Women Myanmar staff/personnel and virtual workshop particpants to utilize devices for mobile voice subscription and internet access.

**SPECIFIC TASKS**

The selected supplier is expected to undertake top-up cards filling by monthly basis starting from Feb 2021 to December 2021 (11 months). UN Women will provide the detail list of phone numbers and amount to be filled up on mid of every month. The supplier need to Top up within 2-3 days after receiving PO from UN Women. The estimated usage of top-up cards are as following Table. The estimate is provided for costing purpose the actual will vary depending on requirement. UN women does not gurantee to procure below mentioned volume and may require less/more depending on the need. After Top Up is completed the vendor will submit proof of Top Ups issued to the numbers provided by UN Women.

| **Service Provider** | **Type of Mobile Top-Up Card** | **Quantity (Monthly)** | **Total Month** | **Total Cards** |
| --- | --- | --- | --- | --- |
| MPT | 10,000 MMK Prepaid Top-Up Card | 45 | 11 | 495 |
| MPT | 5,000 MMK Prepaid Top-Up Card | 10 | 11 | 110 |
| Ooredoo | 10,000 MMK Prepaid Top-Up Card | 2 | 11 | 22 |
| Ooredoo | 5,000 MMK Prepaid Top-Up Card | 2 | 11 | 22 |
| Telenor | 10,000 MMK Prepaid Top-Up Card | 10 | 11 | 110 |
| Telenor | 5,000 MMK Prepaid Top-Up Card | 2 | 11 | 22 |

\* The detail list of quantity will be provided by UN Women along with PO on monthly basis.

**Technical Specifications for Mobile Prepaid Top-Up Cards**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** | **Qty** | **Unit of Measure** | **Descriptions / Specifications of Goods** | **Delivery** | |
| **Expected\*\* Delivery Date** | **Location** |
| 1 | 495 | Card | **MPT Mobile Prepaid Top-Up Card**   * 10,000 MMK Card * Support GSM Network – 2G, 3G & above | 18th of Each Month \_ Tentatively  (February to December 2021 / 11 Months) | UN Women Office  At UNICEF Compound  No.23(A), Innya Myaing Road, Shwe Taung Gyar Ward-2, Bahan Township, Yangon |
| 2 | 110 | Card | **MPT Mobile Prepaid Top-Up Card**   * 5,000 MMK Card * Support GSM Network – 2G, 3G & above |
| 3 | 22 | Card | **Ooredoo Mobile Prepaid Top-Up Card**   * 10,000 MMK Card * Support GSM Network – 3G & above |
| 4 | 22 | Card | **Ooredoo Mobile Prepaid Top-Up Card**   * 5,000 MMK Card * Support GSM Network – 3G & above |
| 5 | 110 | Card | **Telenor Mobile Prepaid Top-Up Card**   * 10,000 MMK Card * Support GSM Network – 3G & above |
| 6 | 22 | Card | **Telenor Mobile Prepaid Top-Up Card**   * 5,000 MMK Card * Support GSM Network – 3G & above |

***Note*: In case of discrepancy between unit price and total, the unit price shall prevail.**

**Qualifications of the Organization**

* Legally constituted organization with a valid registration
* Minimum 3 years of experience in providing similar services in ICT & Telecommunication field.
* Must have service center in Myanmar for top-up services. Detail address must be provided.
* Completeness of the Quotation (all Returnable Bidding Forms and other documentation requested have been provided and are complete)
* Accept UN Women General Conditions of Contract
* Compliance with Eligibility Criteria

**Submission of Proposal**

The submission package includes;

* Valid Company registration
* Quotation Submission Form and Quotation Format
* Voluntary Agreement