

Request for Proposal

Request for proposals to select Financial Institutions and/or Social Banks to manage cash transfers to Civil Society Organizations

Dear Sir/Madam,

Subject: Request for Proposal (RFP) *to select Financial Institutions and/or Social Banks to manage cash transfers to Civil Society Organizations*

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *Financial Institutions and/or Social Banks to manage cash transfers to Civil Society Organizations* 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 I](#)) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
 - i. UN Women Model Forms of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 9)
 - k. Joint Venture/Consortium/Association Information Form (Annex 10)
 - l. Proposal Security Form (Anexo 11) - **Não se aplica**
 - m. Performance Security Form (Anexo 12) - **Não se aplica**
 - n. Waiver & Release of Indemnity Form (Anexo 13) - **Não se aplica**
 - o. Submission Checklist (Annex 14)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

PROPOSAL INSTRUCTION SHEET (PIS)

4. Detailed Instruction governing below listed summary of the "instructions to proposers" are available in the 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>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time: As established in the e-tendering/e-procurement platform.</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: <i>Brasilia, Brazil</i></p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal by e-tendering/e-procurement</p>
4.1	Address for Proposal Submission	<p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p>Proposals should be submitted to the e-procurement (https://ungm.in-tend.co.uk/unwomen.aspx/Home) by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<p><input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input checked="" type="checkbox"/> Other (pls. specify) Portuguese (BRL)</p>
3.4.2	Proposal Currencies	<p>Preferred Currency: <input type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text" value="BRL"/></p> <p><i>Proposer may submit proposal in any freely convertible currency</i></p>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	<p>90 days</p> <p>If other, please indicate: <input type="text"/> days.</p>

	<p>Clarifications of solicitation documents</p>	<p>Requests for clarification shall be submitted 5 days before the deadline for submission of proposal.</p> <p>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.</p>
2.4	<p>Contact address for requesting clarifications on the solicitation documents</p>	<p>Requests for clarification should be addressed in the e-procurement (https://ungm.intend.co.uk/unwomen/aspx/Home)</p> <p>Clarification emails should include a subject header in the following format:</p> <p>“UNW RFP Reference #, Request for Clarification, Company/Contractor Name”</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p>
2.5	<p>Pre-Proposal/Bid Meeting</p>	<p><input checked="" type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Mandatory:</p> <p><input type="checkbox"/> Optional:</p>
3.9	<p><u>Proposal Security</u></p>	<p><input type="checkbox"/> Required</p> <p>Amount: _____</p> <p>Form: See Annex XI</p> <p><input checked="" type="checkbox"/> Not Required</p> <p>Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Proposal Security from the successful proposer at any stage.</p>
7.4	<p><u>Performance Security</u></p>	<p><input type="checkbox"/> Required</p> <p>Form: See Annex XII</p>

		<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required. <input type="checkbox"/> Required Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____

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

Yours sincerely,

Anastasia Divinskaya, CO Brazil Representative

Signature

ANNEX 2

TERMS OF REFERENCE (TOR)

Request for proposals to select Financial Institutions and/or Social Banks to manage cash transfers to Civil Society Organizations

I. Context

The One Win Leads to the Other (OWLA) project uses sport to empower girls in Rio de Janeiro, Brazil. The program, which is a legacy of the Rio 2016 Olympic Games, combines quality sports programs and life skills sessions to build teenage girls' leadership skills, improving their ability to influence decisions that impact their lives. It creates safe spaces where teenagers breakdown social barriers, learn basic economic skills, acquire knowledge of their bodies and the confidence to access services in case of violence. Its overall objective is to use sport to change harmful gender stereotypes and norms, so that adolescent girls can fully achieve their civil rights.

OWLA has a curriculum designed for girls from 12 to 18 years old that addresses issues of personal, social, and economic training and is used in sports programs. The program provides life skills training for teenage girls (leadership, gender-based violence prevention (GBV), economic empowerment, sexual and reproductive health, and rights) within a sporting context, and creates safe spaces for girls to become themselves. The base curriculum consists of 16 sessions made weekly. Initially, girls are expected to play sports and strengthen their bonding through teamwork, developing other life skills that will be discussed and deepened later, when they participate in life skills sessions conducted by a facilitator.

In Rio de Janeiro, between 2016 and 2020, the OWLA program selected and invested in building the capacities of organizations focused on sport for development to implement a part of the OWLA program, linked to integrating into the grassroots sports environment an approach that offers genuine opportunities for girls and young women to join and stay in sports programs, and also use the safe space created in sports programs so that girls and young women can develop life skills, linked to leadership, economic empowerment, and the prevention of gender-based violence and sexual and reproductive rights.

In 2019, UN Women, through civil society partners, launched an invitation letter to organizations already trained by the program, to present proposals for the implementation of the One Win Leads to Another curriculum in vulnerable communities in Rio de Janeiro. Nine organizations were selected and implemented their own projects - all respecting the parameters imposed by the invitation letter - throughout 2019; they received weekly technical coaching on the contents of the program and on how to create safe spaces to empower girls and women through sport.

In 2020, a new invitation letter was launched, and 11 organizations selected to implement the curriculum during 2020. However, with the health crisis generated by COVID-19, the recruitment of participants, the implementation of the curriculum and the monitoring (coaching) weekly on the ground were hurt. In addition, the program authorized the flexibility of disbursed resources for expenses linked to the survival of organizations, such as payment of salaries and fixed bills. During the year 2020, the program developed an adapted UVLO curriculum, containing solutions for implementation with distance and health security,

continued training of professionals from 11 organizations on technical issues of gender and sport, and on administrative-financial issues to improve capacities management and financial management of the 11 organizations. This adjusted curriculum is in the final stage of review and approval and will be available from the first quarter of 2021.

Considering this scenario, UN Women and partners then decided to offer a new portion of funds to the same 11 organizations, so that they can implement the program with adjustments in the approach, respecting health security standards. To this end, UN Women, and its technical partner Empodera - Social Transformation through Sport, will conduct the technical review of the work plans, conduct refresher training on the necessary technical topics and monitor the implementation of the content of the 11 projects with content and approach monitoring. With a view to the need for speed and specialization of resource management, UN Women launches this call for proposals in search of an organization specialized in the financial management of small civil society organizations to carry out, under the guidance of UN Women, the disbursement, monitoring, monitoring and continuous training in financial management, receiving and quality control of the accountability of the 11 pre-selected organizations, during the year 2021.

II. Purpose

UN Women is seeking to select a company in the financial sector, specialized in financing civil society, to manage cash transfers to be delivered to civil society organizations previously identified by UN Women in Rio de Janeiro.

It will be the selected company responsibility to carry out, under the guidance of UN Women, the disbursement, monitoring, follow ups and continuous training in financial management, receipt, and quality control of the accountability of the 10 organizations already pre-selected by UN Women.

The nominated organizations will receive the resource to implement the curriculum *One Win Leads to Another*, according to the parameters, schedule and results agreed with UN Women.

III. Object

The object of this selection process is to hire a company that will advance and financially manage 10 Civil Society organizations that implement the *One Win Leads to Another* project, in the total amount of BRL 605.000,00 (six hundred and five thousand reais). The cost of the service should be calculated and presented by the service provider together with the proposal, the BRL 605.000,00 (six hundred and five thousand reais), should be taken into consideration while preparing the proposal.

The service provider needs to ensure the management of the advanced funds, by accompanying the CSOs financial implementation and requesting progress reports every 3 months. The company must present an invoice along with the detailed reports for each payment as per schedule bellow, item IV numbers 04 and 05.

IV. Scope and Detailment of Services

Under the overall UN Women supervision, the select company shall:

- 1. 1. Develop a work plan containing information on how contracts, disbursement, financial monitoring, continuous training of organizations and accountability will be carried out by the selected company.**

The Work Plan should include the work schedule, team description, a risk analysis and risk mitigation plan, the name and contact details of the professionals involved and with whom UN Women should interact routinely.

2. **Initiate and manage donation contracts with the already selected 10 Civil Society Organizations trained by UN Women, indicating as a specific and exclusive purpose of the resources to implement the curriculum *One Win Leads to Another* according to the work plan agreed between the CSOs and UN Women.**

The organizations' work plan must be part of the reference documentation in the contracts between the company and the organizations.

UN Women will indicate to the selected company the minimum terms and conditions to be observed by the organizations selected to receive the funds, as well as the obligations related to the correct expenditure reports.

3. **Conduct the disbursement of cash transfers to each of the 10 selected organizations, according to the schedule previously agreed with UN Women.**

The disbursement of each cash transfer must not be delayed under any circumstances, and must take place at the latest during April 2021.

UN Women will reimburse the amounts disbursed to the selected company upon presentation of detailed report on the CSOs implementation of cash and activities.

The amount of each cash transfer is fixed and stipulated by UN Women, and totals a maximum of BRL 60,500 (sixty thousand and five hundred reais) per organization, which may vary for less, depending on the other operational costs of the service contracted.

4. **Monitor the execution of resources by the 10 selected organizations and provide guidance to organizations on the correct use of resources and registration of expenses.**

The company must obtain monthly information regarding the financial health of the projects implementing the OWLA Curriculum in the 10 organizations selected, record the findings, guide, and record in writing, the organizations on how to correct the flaws, and inform UN Women immediately in case of identifying risks or serious failures.

The company is expected to provide UN Women with briefly detailed quarterly reports on the implementation management capacity of resources by the 10 organizations selected they will be monitoring.

The company shall, in the last month of the contract, provide the UN Women with a summary report, describing its observation on the execution of the resources and on the actions taken to correct any flaws.

5. **Receive, analyze, compile, and produce accountability reports based on the reports provided by the 10 selected organizations.**

The selected company must collect and keep in its records the complete documentation regarding the execution of cash transfers, including invoices, contracts, receipts, and bank statements and/ or bank transaction receipts for all transactions related to donations.

The selected company must account for expenses related to donations and provide UN Women, electronically, with all supporting documentation duly stamped with the following words: One Win Leads to Another/ UN Women.

The accountability of funds must follow the following schedule:

Execution Period	Report by Civil Society Organizations	Report of Selected Company to UN Women
01/05/2021	First report delivery: 30/06/2021	First accountability report delivery: 09/07/2021
01/07/2021	Second report delivery: 30/09/2021	Second accountability report delivery: 11/10/2021
01/10/2021	Third report delivery: 31/10/2021	Third accountability report delivery: 10/11/2021

V. Detailment, Products and Schedule by awarded company

Item	Deadline	Product	Payment Disbursement
1	15 April 2021	Detailed Work Plan and Schedule of delivery and payments	10%
2	14 May 2021	Copy of the 10 signed selected organization contracts with individual Work Plans	0%
3	09 July 2021	Delivery of the first accountability report based on disbursed amounts and activities implementation status by CSOs	30%
4	11 October 2021	Delivery of the second accountability report based on disbursed amounts and activities implementation status by CSOs	30%
5	10 November 2021	Delivery of the third accountability report based on disbursed amounts and activities implementation status by CSOs	30%

* All the reports and work plans must be delivered in portuguese and include all the supporting documentation.

** All products must be approved by UN Women.

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.

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 if and 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 [Womens Empowerment Principles](#).

- *Offers are signed by an authorized party, including Power of Attorney if stipulated.*
- *Bid security (format, amount, and duration) are included, **if requested**.*
- *The offer is submitted as per the instructions to proposer's ref: 4.1 and detailed in the Proposal Instruction Sheet above*
- *The offer is valid;*
- *The offer is complete and eligible.*
- *Copy / scan of the legal constitution of the companies according to the laws of the country in which its headquarters are located.*
- *At least 01 (one) certificate of technical capacity that specifies the object of the contract.*
- *Copies / scan of university degrees, diplomas/certifications of specific experience that accredit both Team members.*
- *Signed CV of each of the team members.*
- *Technical proposal signed by the legal representative.*
- *Financial proposal signed by the legal representative.*

2. Lowest-Price Technically Compliant Methodology: The *lowest-priced technically compliant proposal* is selected based on a point system method with a minimum pass threshold and lowest price.

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 1000 points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the total obtainable score of 1000 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 1000 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

No point is allocated for the financial proposal in “*Lowest-priced technically compliant*” method of evaluation. Therefore, the total number of points which a firm/institution can obtain under this method is only 1000 (maximum points assigned to technical proposal).

The contract will be awarded to the proposer offering the lowest price having achieved the minimum threshold of 70% of the total obtainable score of 1000 points and therefore are determined to be the most responsive proposal.

Evaluation of technical proposal:

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

CRITERIA	MAXIMUM SCORING
Expertise and Capability of Proposer	400
Resource Plan, Key Personnel	200
Proposed Work Plan and Approach	400
Total	1000

The score of each item will be calculated by the arithmetic average of the individual grades given by the members of the Evaluation Committee, as follows:

Expertise and Capability of Proposer	POINTS per year of experience	MAXIMUM SCORING
Financial management experience	Less than 3 YEARS	50 POINTS
	From 3 to 5 YEARS	80 POINTS
	Above 5 YEARS	100 POINTS
Civil Society organization project management of cash transfers experience	Up to 3 years	100 POINTS
	More than 3 years	200 POINTS
Governmental and non governmental organizations, institutions and groups advisory experience	Up to a 1 year	30 POINTS
	More than 1 year	50 POINTS
Experience in working with women's civil society organizations.	Up to a 1 year	30 POINTS
	More than a 1 year	50 POINTS
Subtotal		400

Resource Plan, Key Personnel	POINTS per year of experience	MAXIMUM SCORING
Project Account Manager		150
Finance, Economy or Social Policies and or related areas	Undergraduate or Graduate Degree	30
Management of Civil Society Organizations Cash transfers	Less than 3 years	50
	from 3 to 5 years	70
	More than 5 years	90
Experience in working with women's civil society organizations	At least a year	30
Subtotal		150
Project Account Assistant		50 points
Administrative experience such as project filling, document keeping and management and partner relationship	Up to 2 years	20
	More than 2 years	50
Subtotal		50
Total		200

Proposed Work Plan and Approach	MAXIMUM SCORING
Technical quality of the methodology and strategy for carrying out the work specified in this term of reference	Up to 200 points
Execution schedule, detailing the activities required to complete each product and in accordance with the activities provided for in this TOR	Up to 100 points
Presentation of a work plan with a risk mitigation strategy for the execution of this contract.	Up to 50 points
Presentation of a work plan with the perspective of including women in the way the company will interact with the institutions benefiting from the resource. The institutions benefiting from the present TOR work with girls in vulnerable situations. Thus, the company must present a work plan that contains an analysis bias of this profile.	Up to 30 points

Proof of gender parity within the organization	Up to 20 points
Subtotal	400
Total	400

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 1000 points for the technical proposal.

Tiebreaker Criteria

In the event of a tie, the Bidder who obtains the highest number of points referring to the **“Expertise and Capability of Proposer”** will be considered better classified.

If the tie persists, the Bidder who obtains the highest number of points referring to **“Proposed Work Plan and Approach”** will be considered the best classified.

The bidder's experience will be proven by presenting at least 01 (one) certificate of technical capacity that specifies the object of the contract. The certificate must include: name (corporate name), CNPJ and full address of the Contractor; characteristics of the work performed (name, nature, description and mode); place of performance of services; realization period (dd / mm / yy to dd / mm / yy); methodology and resources used; date of issue, name, position, telephone number and signature of the person responsible for issuing the certificate (duly notarized, when possible).

Technical capacity certificates must be provided on letterhead, containing the name, position and telephone number of the person who provided it. All certificates may, if necessary, be checked, causing the BIDDER to be disqualified if any irregularity is proven.

The academic background of the technical team designated to carry out the work will be confirmed by presenting a copy of a diploma/ certificate of higher education (Graduate) recognized by the Ministry of Education.

The professional experience of the technical team must be proven through the presentation of a resume, dated and signed by the professional, containing a declaration that he agrees with his indication by the Bidder to compose the project team.

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 a page value statement indicating why they are most suitable to carry out the assignment.

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

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 with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.

- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

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

1.5 Quality assurance procedures, risk and mitigation measures

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

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

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

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

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.

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> ; 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/>

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: *[Adjust per needs]*

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	

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

ANNEX 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.

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.

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

Item	Deliverables	Breakdown (Professional fee per hour or item costs)	Percentage of Total Price	Price	Delivery time/time period (if applicable)
Deliverable 1	Workplan	Professional fees	10%	BRL	15 April 2021
		Other costs (Taxes i.e.)			
Deliverable 2	Signature of contracts with Organizations	Not applicable (N/A)	0%	N/A	14 May 2021
Total Disbursement transferred to Institutions until April/2021 (R\$605.000,00), to be considered in the total proposals price and to be paid by UNWOMEN after the transfer of total amount to all organization and duly certified		Total Disbursement transferred to Institutions (R\$605.000,00) Detail	Not Applicable	R\$ 605.000, 00	
Deliverable 3		Preparation of Accountability Report 1	30%	BRL	09 July 2021
		Other costs (Taxes i.e.)			

Deliverable 4	Delivery of Accountability Report 2	Preparation of Accountability Report 2	30%	BRL	11 October 2021
		Other costs (Taxes i.e.)			
Deliverable 5	Delivery of Accountability Report 3	Preparation of Accountability Report 3	30%	BRL	10 November 2021
		Other costs (Taxes i.e.)			
Total of disbursement (A)					R\$ 605.00,00
Total prices for Deliverables 1 + 2 + 3 + 4 + 5 (B)			100%	BRL	
Total Proposal (A + B)				BRL	

**In Accordance to UNW Procurement Policy:*

"Any interest earned by a payee on an advance payment by UN-Women shall be recoverable and, when paid to UN- Women, credited to miscellaneous income."

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 Brazil Country Office*
Casa das Nações Unidas no Brasil Módulo 2
Setor de Embaixadas Norte, Quadra 802
Conjunto C, Lote 17 - CEP: 70800-400
Brasília – DF

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *Request for proposals to select Financial Institutions and/or Social Banks to manage cash transfers to Civil Society Organizations* 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 countries _____ *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

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

In the capacity of _____ *[insert legal capacity of person signing this form]*

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

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

Dated on _____ day of _____, _____ *[insert date of signing]*

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

UN WOMEN MODEL FORM OF CONTRACTS

UN Women forms of contracts can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

ANNEX 9

UN WOMEN GENERAL CONDITIONS OF CONTRACTS

UN Women General Conditions of Contracts can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

ANNEX 10

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

<p>Consortium/Association Agreement</p>	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
--	--

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 & 12

SECURITY INSTRUMENTS

NOT APPLICABLE

ANNEX 13

NOT APPLICABLE

RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") is executed by NAME: [] (the "Visitor") in favor of the United Nations Entity for Gender Equality and the Empowerment of Women ("UN Women"), a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, and its officials, representatives, staff and agents. In consideration of being granted access to the property located at [insert address] (the "Site"), the Visitor acknowledges, agrees and represent the below:

1. The Visitor acknowledges that the Site is a dangerous environment and safety hazards may be present despite safety precautions taken, and accessing the Site involves risks of injury, illness, death, and/or damage to his/her property.
2. The Visitor assumes full responsibility for any risks of personal injury, illness, death, and/or damage to his/her property arising from or in any way connected to his/her access to the Site.
3. THE VISITOR UNDERSTANDS THAT THIS RELEASE DISCHARGES UN WOMEN FROM ANY AND ALL LIABILITY, CLAIMS, AND DEMANDS OF WHATEVER KIND OR NATURE WITH RESPECT TO ANY PERSONAL INJURY, ILLNESS, DEATH, AND/OR DAMAGE TO HIS/HER PROPERTY ARISING FROM OR IN ANY WAY CONNECTED TO VISITOR'S ACCESS TO THE SITE, WHETHER CAUSED BY THE NEGLIGENCE OF UN WOMEN OR ITS OFFICIALS, REPRESENTATIVES, STAFF OR AGENT OR OTHERWISE. VISITOR ALSO UNDERSTANDS THAT UN WOMEN DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

I hereby attest that I have read and, intending to be legally bound, agree to the above on the date indicated below.

Name: _____

Address: _____

Emergency Contact

Name: _____

Relationship to you: _____

Phone Number: _____

Email address: _____

Signature: _____ Date: [DD]/[MM]/[YYYY]

ANNEX 14

SUBMISSION CHECKLIST

For submissions by e-procurement:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
• Financial Excel Spreadsheet (if required)	

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.	