

Request for Proposal

Facilitate the application of the Positive Deviance (PD) and Adaptive Leadership (AL) approach in the generation, planning and monitoring of innovative strategies for gender equality and the empowerment of women in Guatemala, Honduras and El Salvador.

Dear Sir/Madam,

Subject: Request for Proposal (RFP) to *facilitate the application of the Positive Deviance (PD) and Adaptive Leadership (AL) approach in the generation, planning and monitoring of innovative strategies for gender equality and the empowerment of women in Guatemala, Honduras and El Salvador.*

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *Services to facilitate the application of the Positive Deviance (PD) and Adaptive Leadership (AL) approach in the generation, planning and monitoring of innovative strategies for gender equality and the empowerment of women in Guatemala, Honduras and El Salvador,* as described in this Request for Proposal and its related annexes. UN Women now invites qualified proposers for providing the requirements as defined in these documents.

1. 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](#))
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
 - i. UN Women Model Forms of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 8)
 - k. Joint Venture/Consortium/Association Information Form (Annex 9)
 - l. Submission Checklist (Annex 11)
2. 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)

| Cross Ref. to Annex I | Instruction to Proposers | Specific Requirements as referenced in Annex I |
|-----------------------|--|--|
| 4.1 | Manner of Submission | <input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal All proposals must be submitted via the UN Women Vendor Portal https://ungm.in-tend.co.uk/unwomen.aspx/Tenders/Current |
| 4.1 | Address for Proposal Submission | <input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Address, City, Country: “NOT TO BE OPENED BY REGISTRY” <input checked="" type="checkbox"/> Electronic submission of Proposal: All proposals must be submitted via the UN Women Vendor Portal by the date and time of the deadline given. |
| 3.1 | Language of the Proposal: | <input checked="" type="checkbox"/> English or <input type="checkbox"/> French or <input checked="" type="checkbox"/> Spanish <input type="checkbox"/> Other (pls. specify) _____ |
| 3.4.2 | Proposal Currencies | Preferred Currency: <input checked="" type="checkbox"/> USD If no, please indicate Currency: <input type="text"/> <i>Proposer may submit proposal in any freely convertible currency</i> |
| 3.5 | Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above) | 90 days |
| 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 |

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| | | Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____ |
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3. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Operations Unit
UN Women Guatemala