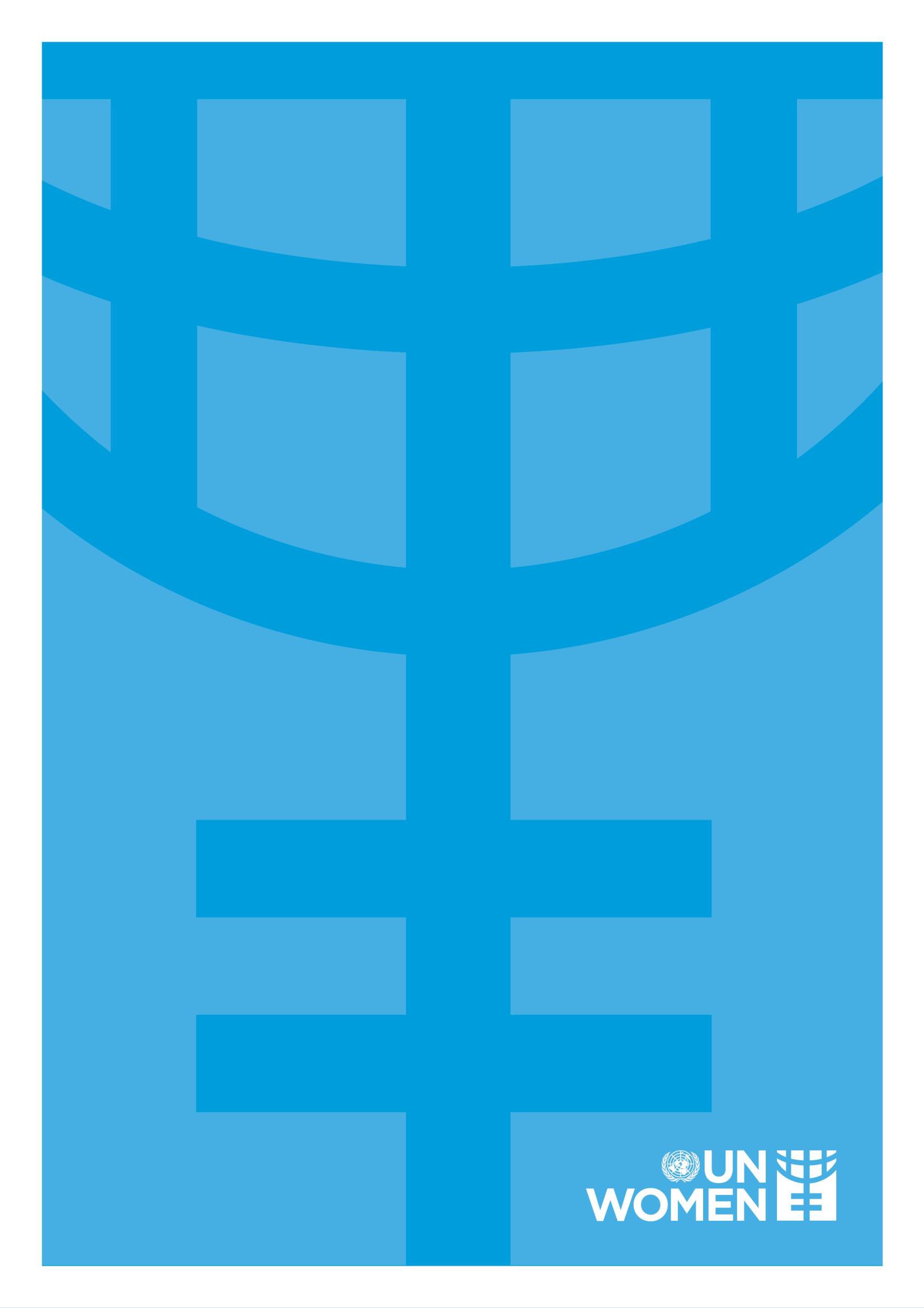
1 | P a g e



**Terms of Reference:**

***Development of Technology Driven Survey Tools and Methodologies to Elevate Voices of Women in Peace Process.***

**ANNEX 2**

**TERMS OF REFERENCE (TOR)**

**INTRODUCTION**

UN Women is 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 is mandated by the UN Security Council to lead on UN system-wide coordination on women, peace and security[[1]](#footnote-1), and to this end UN Women has been working with governments, UN partners and civil society throughout the region to support women’s participation and influence at all levels of decision- making to prevent and resolve conflicts and to build peace, including through:

• Implementing the women’s peace and security agenda;

• Expanding women’s voice, leadership and participation;

• Enhancing governance and national planning to improve accountability for gender equality commitments and priorities; and

• Strengthening and implementing the global and normative policy framework for gender equality and the empowerment of women.

This call seeks to fund interventions that enhance women’s engagement in peacebuilding and conflict resolution in Afghanistan.

**BACKGROUND/PROBLEM ANALYSIS**

It is vital that women - their voices and priorities - are central to driving peace forward in Afghanistan. Afghan women have made significant equality gains over the last 19 years. To ensure these gains in women’s human rights are promoted and protected, further dedicated efforts are required. Empowering young women from across Afghanistan is one of the ways in which a significant portion of Afghan women’s contribution to peace and security agenda will be ensured.

This call seeks proposals that can support increasing the diversity of women’s voices represented and increase the levels of engagement of women in defining peacebuilding and peacemaking priorities in national peace and security process through an innovative approach. The successful implementing partner will have a deep understanding of the barriers women face in engaging in peace and security processes, including national political dialogues and peace processes, including through public and digital forums and have the technical, financial and conceptual background to effectively implement the project.

**PURPOSE**

UN Women is seeking proposals from locally registered Afghan company to support the capacity development and growth of an implementing partner with women, peace and security expertise to pair qualitative consultations on

women, peace and security issues, with technology innovations in engaging and elevating the voices of women for peace. The selected company will be responsible for proposing the innovative approach and providing services to the implementing partner to support UN Women’s project. Throughout the course of the project, the selected company will increase the capacity of the Organization to sustainably conduct this work in the future.

**DELIVERABLES**

Provide professional services to UN Women and its selected implementing partner, which includes technical expertise to ensure following deliverables are provided within the timeframe of this project:

* Setting up a technology-drive system that can mechanize three types of methodological tools, namely telesurvey tool, short-hand face-to-face survey, and focus groups discussions to allow for a substantial sample size of bottom-up and top-down flows of perspectives, opinions and views from women.
* Provide a technological and journalistic solution with the purpose of reaching out and gathering several testimonials and stories from thousands of women in such a way that allows rapid collection and analysis.
* Providing a technological solution to allows for the safe storing of thousands of views collected using iCloud services and protection of data.
* Procurement and operationalization of data collection technologies such as SurveyCTO, Altas.ti, and translation software to allow for collection of thousands of views using shorthand face-to-face surveys and telephonic surveys with online and offline capabilities.
* Set-up a data capture flow and supporting software for Focus Group Discussions (FGDs) with capability of transcription and initial analysis in a rapid and efficient manner.
* Develop a structured workflow for integrating field survey plus post-session reflections plus call data in database.
* Set-up a centralized database and data capture template with a user-friendly interface that can store data collected through the three methodologies and provide an initial analysis of key findings.
* Provide software and device installation and set-up, questionnaire coding on SurveyCTO, digital data collection, data management and cleaning, data security and storage, transcription and coding on ATLAS.ti, and quality assurance.
* Procurement and operationalization of relevant data collection technologies for shorthand face-to-face surveys FGDs, and telephonic surveys.
* Training of implementing partner’s technical and research teams on digital data collection, data management, and data quality assurance measures.
* Train implementing partner on how to efficiently collect contacts of women from provinces using technological software that is recommended to be used as a best solution by proposer.
* Train implementing partner on how to synchronize data that is collected through telephonic surveys, face-to-face surveys into the software and system they will install and implement.
* Provision of quality assurance and general troubleshooting of issues during transitional phase of digital data collection.
* Mechanizing and synchronization FDGs, including training implementing partner on how to efficiently do the transcription of FDGs, coding in qualitative software, and analyzing qualitative data using qualitative software (proposed as a best solution by proposer).
* Mentor implementing partner on using recommended software to analyze qualitative and quantitative data from surveys and FGDs.
* Assist implementing partner during the mentoring period with trouble shooting the problems that may arise while using recommended software for qualitative and quantitative data collection, coding and analysis.
* Assist implementing partner with data quality assurance to ensure that the data are accurate and error-free.
* Develop tailored learning materials in local languages including software manuals and data management guidelines to complement and facilitate training of implementing partner’s staff.
* Ensure chosen technologies for data collection, integration of database and workflow are suitable for possible large increase in data collection and analysis efficiency without implementing partner’s staff expansion.
* Provision of quality assurance checks and general troubleshooting of issues during transitional phase of digital data collection for both field-based Peace Facilitators in 16 provinces (or possible also in other provinces): Herat, Takhar, Balkh, Bamyan, Nangarhar, Kandahar, Helmand, Farah, Faryab, Baghlan, Badghis, Kunar, Paktia, Daikundi, Panjshir, and Jawzjan.
* Key deliverables will include a finalized training plan, training manuals for the technical team and data collectors, installation of the SurveyCTO and Atlas.ti, and a final capacity building report.

**QUALIFICATIONS**

The selected service provider must adhere to the following minimum qualifications:

1. Legally constituted organization with a valid registration and able to provide evidence of meeting all legal, tax, and other statutory requirements;

2. Experience in engaging in training groups and organisations on how to use and manage digital platforms and softwares;

3. Demonstrated experience in successful design of communications, quantitative and qualitative data collection solutions in countries with limited/varied access to technology;

4. Experience in delivering digital solutions for marginalised groups in complex contexts;

5. Experience working with national partners to build sustainable solutions and capabilities that can be managed locally;

6. The organization must have competent personnel with expertise on software design, connectivity solutions and mentoring of national implementing partners.

**DURATION OF ASSIGNMENT AND DUTY STATION**

The time required for the implementation of the project is five months (150 days).

**CONTRACT SUPERVISION**

The selected company will work under the direct supervision of the Women, Peace and Security

Programme Specialist, who will be responsible for the quality assurance of the deliverables.

**ANNEX 3**

**EVALUATION METHODOLOGY AND CRITERIA**

**1. Preliminary Evaluation**

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on  [UN Women’s website](http://www.unwomen.org/en/about-us/procurement/how-to-become-a-un-women-supplier) .

**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](https://www.ungm.org/), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;

• is included in the [Consolidated United Nations Security Council Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list), including the [UN Security Council Resolution 1267/1989 list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_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](https://www.un.org/Depts/ptd/about-us/un-supplier-code-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](http://www.unglobalcompact.org/) and recommends signing up to the [Women’s Empowerment Principles](http://weprinciples.org/).

**Other Formal Requirements**

• *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 proposers ref: 4.1 and detailed in the Proposal*

*Instruction Sheet above;*

• *The offer is valid;*

• *The offer is complete and eligible.*

**2. Cumulative Analysis Methodology:** A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of **[70%]** of the obtainable **[100]** 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 **[100]** 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 **[100]** points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points (“maximum number of points”) which a firm/institution may obtain for its proposal is as follows:

Technical proposal: **70**

Financial proposal: **30**

Total number of points: **100**

**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 (μ/z)

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = 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:**

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 (total possible value of 70 points):

|  |  |  |
| --- | --- | --- |
| **1.0 Expertise and Capability of Proposer** | | **Points obtainable** |
| Expertise of organization submitting proposal | |
| 1.1 | Organizational Architecture | 5 |
| 1.2 | Adverse judgments or awards:  • *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.*  • *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.* | 5 |
| 1.3 | Experience in engaging in training groups and organisations on how to use and manage digital platforms and software. | 5 |
| 1.4 | Quality assurance procedures, warranty | 5 |
| 1.5 | Relevance of:   * Specialized knowledge; * Experience on similar programme / projects, and * Familiarity in working in Afghanistan context.   Demonstrated experience in successful design of communications, quantitative and qualitative data collection solutions in countries with limited/varied access to technology. | 10 |

|  |  |  |
| --- | --- | --- |
|  | | **30** |
| **2.0 Proposed Work Plan and Approach** | | **Points obtainable** |
| Proposed methodology | |
| 2.1 | Analysis approach, methodology- including proposer’s understanding of UN  Women’s work, pairing of innovative approach with track record of success in other contexts, and adherence to procurement principles and TOR. | 20 |
| 2.2 | Management services – Timeline and deliverables. | 5 |
| 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. | 5 |
|  |  | **30** |
| **3.0 Resource Plan, Key Personnel** | | **Points obtainable** |
| 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 | 5 |
| 3.2 | The organization must have competent personnel with expertise on software design, connectivity solutions and mentoring of national implementing partners. | 5 |
|  | **70% of 70 pts = 49 pts needed to pass technical** | **10** |

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [100] points for the technical proposal.

1. UN, Security Council resolution 2442, S/RES/2242 (13 October 2015), available from [http://www.securitycouncilreport.org/atf/cf/%7B65BFCF9B-6D27-4E9C-8CD3-CF6E4FF96FF9%7D/s\_res\_2242.pdf,](http://www.securitycouncilreport.org/atf/cf/%7B65BFCF9B-6D27-4E9C-8CD3-CF6E4FF96FF9%7D/s_res_2242.pdf) OP 4,

   ‘further encourages closer working relationships within the United Nations among those responsible for implementing the women, peace and security agenda, including UN-Women, taking into account their role on women, peace and security coordination and accountability’. [↑](#footnote-ref-1)