

## Basic Information

<b>Procurement Title</b>	Request for Proposal (RFP) to facilitate the development of the Country Gender Profile of Ukraine (CGP).
<b>Atlas e-Requisition #</b>	To be added before posting the Call
<b>Advertisement Period</b>	10 business days. (minimum of 10 business days for RFP)
<b>Nature of Tender</b>	Competitive Process
<b>Deadline for Submitting Clarification Questions</b>	5 days before deadline for responses.
<b>Offer Validity Period</b>	90
<b>Requesting Unit/Office/Country/Region</b>	Ukraine Country Office
<b>Value Added Tax on Proceed Quotation<sup>1</sup></b>	Must be exclusive of VAT and other applicable indirect taxes
<b>Pre-Proposal Conference:</b>	Not applicable
<a href="#">Proposal Security</a>	Not Required
<a href="#">Performance Security</a>	Not Required
<a href="#">Advance Payment</a>	Not Allowed
<b>Liquidated Damages</b>	Will not be imposed
<b>Partial Proposals</b>	Submitting proposals for parts or sub-parts of the ToR is not allowed.
<b>Alternative Proposals</b>	Shall not be considered.
<b>Proposal currencies</b>	Prices shall be quoted in UAH
<b>Site Inspection</b>	A site inspection will not be held.
<b>Contract award to one or more vendor</b>	UN Women will award a contract to: One Proposer Only.
<b>Method of Evaluation</b> (RFP - Two-envelope system)	Cumulative Analysis
<b>Technical Proposal (points)</b>	700 (Default – 700 points)
<b>Pass Score</b>	70% (490 of 700 points)
<b>Financial Proposal (points) - for cumulative analysis method only</b>	300 (Default – 300 points)
<b>Financial Weighting (%) – for cumulative analysis method only</b>	[financial points / (financial + technical points)]
<b>Other information related to the RFP</b>	N/A

Yours sincerely,

Erika Kvapilova  
UN Women Representative in Ukraine

<sup>1</sup> The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices.



# Terms of Reference

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## Developing the Country Gender Profile of Ukraine

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure the services of a national company / institute / organization to develop the *Country Gender Profile of Ukraine* as described in this Request for Proposal and its related annexes. The assignment is expected to be carried out within the period of 9 August 2021 to 28 February 2022 (7 months).

### 1. Background

United Nation Entity for Gender Equality and the Empowerment of Women (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. As part of the UN-wide investment in supporting UN Member States to translate global human rights norms and standards into national policies, actions and results, UN Women's Strategic Plan (2018-2021) commits to increased national-level knowledge and strengthened national systems to monitor international, regional and national commitment to gender equality and women's empowerment (GEWE).

UN Women Ukraine works to support the consolidated efforts of the Government, Parliament, women's groups and civil society organizations (CSOs) to meet Ukraine's commitments on gender equality and women's rights, including the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), UN Security Council Resolutions on Women, Peace and Security (including UNSCR 1325), the Beijing Declaration and Platform for Action (BPfA) of the 4th World Conference for Women (1995) and the Sustainable Development Goals (SDGs), among other international and regional frameworks.

The Committee on the Elimination of Discrimination against Women in its Concluding Observations on the Eighth Periodic Report of Ukraine on the CEDAW progress implementation (2017)<sup>2</sup> called the state to:

- develop the system of gender indicators and improve the collection of data disaggregated by sex and other relevant factors, which are necessary for an adequate assessment of the efficiency and impacts of policies and programs targeted at gender equality and women's empowerment.
- collect statistical data on domestic, sexual and other forms of violence against women, disaggregated by age and the relationship between the victims and the perpetrators.
- introduce systematic monitoring of the situation of vulnerable groups of women, including rural women, women with disabilities, elderly women, women living with HIV, women who have suffered from gender-based and domestic violence, internally displaced persons (IDPs), LBT women, Roma women and others.

Ukraine, as well as other member countries, reports periodically (every five years) for monitoring progress on the implementation of the Beijing Platform for Action (BPfA). Sex-disaggregated data are required to conduct the monitoring of progress by critical areas of women's rights and empowerment, including poverty, education and training, health, violence against women,

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<sup>2</sup> The Concluding Observations on the Eighth Periodic Report of Ukraine were provided by the Committee on the Elimination of Discrimination Against Women to Ukraine on 3 March 2017: <https://eca.unwomen.org/en/digital-library/publications/2017/12/concluding-observations-on-the-eighth-periodic-report-of-ukraine>

economic opportunities, power and decision-making, media, environment, human rights, conflict resolution, and position of a girl child. The monitoring of the national Sustainable Development Goals (SDG), and particularly its GEWE commitments is envisaged a two-way approach, including the provision of indicators related to the localized targets of the Goal 5 “Gender Equality” and gender-sensitive indicators, related to those targets of other SDGs, which are directly or indirectly related to gender equality and empowerment of women and girls.

Ukraine’s institutional environment underlines the need for improving the system of gender statistics and sex-disaggregated data in its programmes and plans, including the State Social Program on Equal Rights and Opportunities for Women and Men by 2021<sup>3</sup>, the National Human Rights Strategy<sup>4</sup>, the National Action Plan for the Implementation of the Concluding Observations of the UN Committee on the Elimination of Discrimination against Women to the Eighth Periodic Report of Ukraine on the Implementation of the CEDAW until 2021<sup>5</sup>, second National Action Plan for Implementation of the UN Security Council Resolution 1325 “Women, Peace and Security” for a period by 2025<sup>6</sup>, the State Social Program for the Preventing and Combating Domestic Violence and Gender-Based Violence for the Period up to 2025<sup>7</sup>.

The Government is making continuous efforts to improve the national system of gender statistics generating, including collecting, processing and disseminating sex-disaggregated data. Since 2019, an Inter-Agency Working Group on Harmonization of National Indicators of Gender Equality with International Standards has been working under the State Statistics Service of Ukraine (SSSU) in order to develop a localized list of gender equality indicators in line with requirements of internationally adopted methodologies and global databases. As a result of this work, the List of Indicators for Monitoring of Gender Equality was adopted by the Resolution of the Cabinet of Ministers of Ukraine<sup>8</sup>. According to the to the Resolution, 226 gender-sensitive indicators have to be regularly collected and disseminated, including both official statistics and administrative data; the SSSU is responsible for coordination of this processes.

To strengthen these efforts, UN Women has been providing technical support to the SSSU in order to operationalize the List of Indicators for Monitoring of Gender Equality through ensuring high-quality data, produced in line with methodologically sound metadata and international standards. A new statistical publication will be produced by the SSSU to ensure a broad dissemination of data, collected in the framework of 226 gender-sensitive indicators, to address the needs of diverse categories of data users, including public authorities, academia, civil society and gender advocates<sup>9</sup>.

While there has been some improvement of quantitative sex-disaggregated gender statistics, *a comprehensive in-depth analysis on the status of men and women based on both, quantitative and qualitative data is missing*. Hence, UN Women Country offices are required by the UN Women Strategic Plan 2018-2021 to develop Country Gender Profiles (CGPs), that would serve different purposes, including strengthening national understanding and data on the advancement of national, regional and international commitments to GEWE; support national (SDG, CEDAW, UPR, etc.) monitoring process; inform national planning and budget allocations; and contribute to the current United Nations

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<sup>3</sup> <https://zakon.rada.gov.ua/laws/show/273-2018-%D0%BF#Text>

<sup>4</sup> <https://zakon.rada.gov.ua/laws/show/501/2015#Text>

<sup>5</sup> <https://zakon.rada.gov.ua/laws/show/634-2018-%D1%80#Text>

<sup>6</sup> <https://zakon.rada.gov.ua/laws/show/1544-2020-%D1%80#Text>

<sup>7</sup> <https://zakon.rada.gov.ua/laws/show/145-2021-%D0%BF#Text>

<sup>8</sup> Resolution of the Cabinet of Ministers of Ukraine No. 1517-p 02.12.2021 “Issues of Data Collecting for the Monitoring of Gender Equality”. <https://www.kmu.gov.ua/npas/pitannya-zboru-danih-dlya-monitoringu-gendernoyi-rivnosti-s21220>

<sup>9</sup> In addition, statistical publication “Women and men in Ukraine” has been produced biannually by the SSSU, being available from 2010 to 2018.

Partnership Framework (UNPF, formerly UNDAF), new cycle of United Nations Sustainable Development Cooperation Framework (UNSDCF) and updating the Common Country Analysis (CCA).

## **II. Goal and Objectives**

UN Women intends to hire a national company / institute with extensive experience in research and analysis, as well as with knowledge and understanding of gender equality agenda to develop the CGEP for Ukraine in line with the CGEP corporate principles. The assignment will be carried out in close cooperation and coordination with an international consultant.

The *objective* of this call is to undertake an in-depth, action oriented (recommendations for various stakeholders) gender assessment of critical areas of advancement of gender equality and the empowerment of women as specified by the Beijing Declaration and Platform for Action, with specific focus on women and armed conflict and women, peace and security agenda. *A nuanced qualitative analysis will be the core of the CGEP*, which will set it apart from other reports on the status of men and women that the SSS, the government, CSOs or other national partners may have produced, because it will provide:

- In-depth analysis of political, economic and social situation in the country framed against international GEWE norm, standards and commitments (including the 2030 agenda and SDGs, the Convention on the Elimination of all forms of Discrimination against Women (CEDAW), the Beijing Declaration and the Platform of Action (PFA) and the outcome documents of its review).
- Analysis of priority policies and their impact on men and women both at macro and micro level.
- Analysis of specific GEWE policies, the institutional and legal mechanisms, their implementation, bottlenecks, accelerators and impact, specifically on marginalized and socially excluded groups.
- Analysis of the National Gender Equality Machinery (NGEM) and other national actors (line ministries, CSOs, the private sector, trade unions, academia etc.) and their role in shaping GEWE policies.

Overall, the Country Gender Equality Profile (CGP) will assist in integrating and mainstreaming gender concerns for maximum impact on gender equality and key development priorities as defined in relevant national strategies and plans and international agreements.

UN Women Ukraine will establish a Reference Group for further consolidated and comprehensive peer review of draft CGEP and validation of its key findings and recommendations as well as for ensuring quality control.

## **III. Duties and Responsibilities**

Under the overall guidance of the UN Women Representative in Ukraine and the UN Women Europe and Central Asia Regional Office (ECA RO), under the leadership of and in close collaboration with an **International Consultant** (to be recruited by UN Women), the **National Contractor** will develop of the CGEP for Ukraine, which will include, but will not be limited to the following **tasks**:

- Under the leadership of an international consultant contribute to the development of a detailed methodology, annotated outline and the timeline of the CGEP elaboration.
- Discuss and agree on the suggested methodology and outline for CGEP with the Reference Group consisting of key governmental, and non-governmental experts.

- Review and compile all relevant studies and resource materials on GEWE related issues, including national B+25 national review, Voluntary National SDG Report, CEDAW national report and CEDAW Committee observations, gender related assessments and brief and undertake their analysis and as well as a desk review of other relevant sources of information, including those provided by UN Women and partners, such as programme and policy documents; studies and research publications and peer reviewed research products developed by research institutes and academia on gender equality issues in the Ukraine, etc.
- Review national GEWE policies, plans and initiatives against international GEWE norm, standards and commitments.
- Review and analyze statistical data on GEWE with a specific focus on sectoral and thematic priorities and issues and the data collected against the 226 gender-sensitive national indicators.
- Identify key achievements, challenges and gaps as well as recommendations to address them, based on findings of the policies review and inputs provided by partners.
- Under the leadership and with collaboration of the international consultant and draft CGEP and submit to UN Women for review.
- Facilitate national consultations to present, discuss and validate key findings of CGEP.
- Under the leadership and with collaboration of the international consultant, finalize draft CGEP and its sectoral parts, based on findings of peer review and consultations and submit the final version of CGEP to UN Women and Reference Group for consideration and approval.
- Document key lessons learnt for CGEP elaboration process and consultations and submit the summary of lessons learnt to UN Women.

The **International Consultant** will lead the development of the methodology, annotated outline and full CGP as per above description and in accordance with UN Women CGP guidance in close collaboration with the **Local Contractor** and will oversee and provide ongoing support and significant inputs to ensure alignment with international GEWE frameworks and high quality of the final version of CGEP.

*a) Suggested format and content of CGP:*

CGP should be a document of 50 pages maximum plus annexes, detailing all above-mentioned information with all official statistics disaggregated by sex. This document should contain an analysis of the current situation, gaps, challenges, opportunities, and recommended actions, and contain an executive summary 3 pages maximum, which will present the statistics disaggregated by sex on the gender situation in Ukraine. The content should be formulated (and refined as part consultations with the key stakeholders) along these lines:

- EXECUTIVE SUMMARY
- CONTEXT AND PURPOSE
  - i. Country Context (*note: with strong focus on commitments to GEWE under various international conventions, treaties and national strategies and plans*)
  - ii. Purpose of the Country Gender Profile (*note: based on UN Women guidance*)
  - iii. Methodology (*note: agreed upon with UN Women and key stakeholders*)
  - iv. Structure of the Country Gender Profile
- THE STATE OF GENDER EQUALITY IN UKRAINE (*note: based on existing quantitative and qualitative evidence available in Ukraine with the special focus on the SDG gender indicators*)
  - i. Women, environment and agriculture
  - ii. Women in power and decision-making
  - iii. The girl child

- iv. Women and the economy
- v. Women, poverty and social exclusion
- vi. Violence against women
- vii. Education and training of women
- viii. Women and health
- ix. Women and the media
- x. Women and armed conflict
- POLICY, INSTITUTIONAL AND LEGAL FRAMEWORKS
  - i. Policy Environment
  - ii. Institutional Framework
  - iii. Legal Framework
  - iv. Key Stakeholders and Strategic Partnerships
- CLOSING THE GENDER GAP
  - i. Implementation of BfPA gaps, opportunities and examples of good practice (*note*: reflecting 12 critical areas of BPfA, and reflecting the most recent governmental, PDO and CSO reports related to the implementation of international commitments to GEWE, identify gaps, opportunities, specific initiatives to advance GEWE in Ukraine, and highlighting good practice examples, including from the private sector);
- RECOMMENDATIONS (*note*: per diverse stakeholders, with special focus on actions to be led/ supported by UN system and its strategic partners)
- CONCLUSIONS
- STATISTICAL ANNEXES

#### IV. Deliverable schedule:

Under the direct supervision of the UN Women Country Representative, in consultation with the Programme Coordinator and Monitoring & Evaluation Specialist, and the Data and Statistics Adviser in the UN Women ECA Regional Office, the Local Contractor will be responsible for the following deliverables:

Activity	Deliverable	Payment Amount	Date/ deadline for submission of deliverable
Study of the UN Women Guidance on CGP and example of good practice for CGP, desk review of key documents.	<b>Deliverable 1</b> Detailed methodology, annotated outline and the timeline of the CGEP submitted to UN Women	30%	By 7 <sup>th</sup> September
Discuss and agree on the suggested methodology and outline of CGEP with international consultant and with the Reference Group			
Review and compile all relevant studies and resource materials on GEWE related issues, including national B+25 national review, gender related assessments and undertake their analysis and as well as a desk review of other sources of information, including those	<b>Deliverable 2</b> Annotated list of documents reviewed / annotated		By 5 <sup>th</sup> October

provided by UN Women and partners, such as programme and policy documents; studies and research publications and peer reviewed research products developed by research institutes and academia on gender equality issues in the region, etc.			
Review national GEWE policies, plans and initiatives against international GEWE norm, standards and commitments.			
Review and analyze statistical data on GEWE with a specific focus on sectoral and thematic priorities and issues and the data collected against the 226 gender-sensitive indicators.			
Conduct Interviews and / or focus groups with key stakeholders identified in close cooperation with UN Women	<b>Deliverable 3</b> List of partners interviewed, questions and answers (written or recorded, depending on stakeholders' agreement)		By 29 <sup>th</sup> October
Identify key achievements, examples of good practice, challenges and gaps as well as recommendations to address them, based on findings of the policies review and inputs provided by partners.			
Draft CGEP and submit to UN Women for review	<b>Deliverable 4</b> First draft of CGP submitted to UN Women	40%	By 15 <sup>th</sup> November
Incorporate UN Women feedback (including feedback from Regional Office Statics and Data Analyst)	<b>Deliverable 5</b> Second draft with consolidated inputs from UN Women		By 20 <sup>th</sup> December
Facilitate stakeholders' consultations to present, discuss and validate key findings of CGEP (at least one roundtable /event)	<b>Deliverable 6</b> At least one validation roundtable /event conducted; PPT presentation and one page summary of key findings and recommendations to the stakeholders/ validation meeting		By 28 <sup>th</sup> January

Under the leadership of international consultant incorporation of final feedback from the validation workshop and finalization of the CGP	<b>Deliverable 7</b> Final version of CGP	30%	By February 28 <sup>th</sup> , 2022
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#### **Inputs:**

- UN Women will provide the Contractor with the relevant technical support and advice during the implementation of the assignment.
- UN Women will share the related national reports and studies, as well as respective international reports and documents with the Contractor.

#### *Performance evaluation:*

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be carried out and cleared by the hiring manager which will also be the basis for payment as per schedule above.

#### *Financial arrangements:*

Payment will be disbursed by three instalments upon receipt of the deliverable 1 (30%), deliverable 4 (40%) and deliverable 7 (30%) and their certification by the UN Women Programme Specialist that the work submitted is of the required standards and as per the requirements set out in the TOR.

#### **Qualifications of the Contractor:**

The Contractor is requested to include in the proposal the organization CV. The Contractor engaged to undertake the assignment must fulfil the following requirements:

- Must be an officially registered legal entity in Ukraine.
- Has at least 7 years of proven experience in research and on the analysis of the country development based on quantitative and qualitative data analysis.
- Has previous experience in working on gender equality research and/or country development assessment including with gender perspectives.
- Previous experience in working with UN agencies or other development partners in Ukraine will be considered as an advantage.

#### **Qualifications of the Team:**

The Contractor is requested to include in the proposal the team composition with recent CVs. At the minimum, the team should include a team leader and two team members.

#### **Qualifications of the team leader:**

- Advanced University degree (Masters, PhD is an advantage) social science or relevant fields.
- At least five years of experience as a social researcher in Ukraine.
- At least two years of experience working on gender issues.
- Proven experience of writing academic papers, research reports.
- Profound knowledge of quantitative and qualitative research methods.
- Fluency in Ukrainian and very good spoken and written knowledge of English is must.

#### **Qualifications of team members:**

- Master's degree in social sciences or related field.



- At least three years of experience as a social researcher in Ukraine.
- Proven experience working on gender issues.
- Proven experience of writing academic papers, research reports.
- Good knowledge of quantitative and/or qualitative research methods (*Note: one team member can be specialized on quantitative research and the other on qualitative and desk review*).
- Fluency in Ukrainian and very good spoken and written knowledge of English is must.

# Evaluation Criteria

## Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women General Conditions of Contract	Proposal Submission Form (Online Form)
Proposal Validity	Proposal Submission Form (Online Form)

## Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	Proposer Information Form (Online Form)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
No conflicts of interest in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
The Vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Proposal Submission Form (Online Form)

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Eligibility and Qualification Form (Online Form)
Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form (Online Form)
Previous Experience:	
Team lead: at least five years of experience as a social researcher in Ukraine. Team members: at least three years of experience as a social researcher in Ukraine	Eligibility and Qualification Form (Online Form) / Technical Proposal
Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Eligibility and Qualification Form (Online Form)
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or	Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form)

greater than 1. Vendor must include in their Proposal audited balance sheets cover the last two years	
Turnover: Vendors should have annual sales turnover of minimum 30 USD for the last three years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of audited financial statements for the last three years. Eligibility and Qualification Form (Online Form)

## Technical Evaluation Criteria

Section 1. Vendor's qualification, capacity and experience		Points
1.1	<b><u>Reputation of organization and staff credibility / reliability / industry standing</u></b> Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken	15
1.2	<b><u>General Organizational Capability</u></b> Offeror shall: a) Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). b) 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. c) 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. d) 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.	60
1.3	<b><u>Relevance of specialized knowledge and experience on similar engagements done in the region / country</u></b> Offeror shall: a) Provide information confirming relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region b) Describe the experience of the organization performing similar goods, services or works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable. c) Provide at least 3 references with the following information: - Client - Contract value - Period of performance (from/to) - Role in relation to undertaking the goods/services/works - Reference Contact Details (Name, Phone, Email)	90
1.4	<b><u>Quality assurance procedures, risk and mitigation measures</u></b> Offeror shall 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.	35
1.5	<b><u>Organization Commitment to Sustainability</u></b> Offeror shall inform whether: • Organization is compliant with ISO 14001 or ISO 14064 or equivalent • Organization is a member of the UN Global Compact	10

	<ul style="list-style-type: none"> <li>Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues)</li> </ul>	
<b>Total Points for Section 1</b>		<b>210</b>
<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points</b>
2.1	<p><b><u>Analysis Approach, Methodology</u></b></p> <p>Offeror shall:</p> <ul style="list-style-type: none"> <li>a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference;</li> <li>b) Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered;</li> <li>c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement;</li> <li>c) Identify any gaps/overlaps in UN Women's coverage based on the information provided.</li> <li>d) 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: <ul style="list-style-type: none"> <li>i ) Best Value for money</li> <li>ii ) Fairness, integrity and transparency</li> <li>iii ) Effective competition</li> <li>iv ) The best interests of UN Women</li> </ul> </li> </ul>	170
2.2	<p><b><u>Management - timeline, deliverables and reporting</u></b></p> <p>Offeror shall provide a detailed description of how the management for the requested goods/services/works will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical and realistic.</p>	90
2.3	<p><b><u>Environment-related approach to the service/work required</u></b></p> <p>Offeror shall:</p> <ul style="list-style-type: none"> <li>a) 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.</li> <li>b) If applicable, submit Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Vendor'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.</li> </ul>	10
<b>Total Points for Section 2</b>		<b>270</b>
<b>Section 3. Management Structure and Key Personnel</b>		<b>Points</b>
3.1	<p><b><u>Composition of the team</u></b></p> <p>The offeror shall:</p> <ul style="list-style-type: none"> <li>a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.</li> <li>b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.</li> <li>c) Provide 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.</li> <li>d) For each of the key personnel provide the CV using the format provided [delete if not applicable].</li> </ul>	xx
<b>Qualification of team leader</b>		
3.1.1.	Advanced University degree (Masters as minimum, PhD is an advantage) in Social Sciences or relevant fields	10
3.1.2.	At least five years of experience as a social researcher in Ukraine	30
3.1.3.	At least two years of experience working on gender issues	20

3.1.4.	Proven experience of writing academic papers, research reports	20
3.1.5.	Profound knowledge of quantitative and qualitative research methods	20
3.1.6.	Language qualifications: Fluency in Ukrainian and very good spoken and written knowledge of English is a must	15
Subscore for team lead		115
Qualification of team member(s)		
3.1.7.	Master's degree in social sciences or related fields	10
3.1.8.	At least three years of experience as a social researcher in Ukraine	20
3.1.9.	Proven experience working on gender issues; proven experience of writing academic papers, research reports	20
3.1.10.	Good knowledge of quantitative and/or qualitative research methods ( <i>Note: one team member can be specialized on quantitative research and the other on qualitative and desk review</i> )	25
3.1.11.	Language qualifications: Fluency in Ukrainian and very good spoken and written knowledge of English is a must	20
Subscore for team member (s)		95
3.2	<p><b>Gender Profile</b></p> <p>The offeror shall provide information on the gender profile of the organization:  <i>[Leave applicable options:</i>  - <i>Women-owned Business status – whether the entity is owned, controlled or managed by at least 51% women;</i>  - <i>Proportion of women in managerial position;</i>  - <i>Gender balance of the proposed project/team;</i>  - <i>Policies in place that contribute to gender equality;</i>  - <i>Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain;</i>  - <i>Gender parity policy in place;</i>  - <i>Commitment to the Women's Empowerment Principles (<a href="http://www.weps.org/join">www.weps.org/join</a>) - if more than 10 employees;</i>  - <i>Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in case of contract award - if less than 10 employees;</i>  <i>This criterion shall not exceed 3% of the total points (max. 20 of 700 points)]</i></p> <p>Good practices of gender-responsive companies can be found here:  <a href="http://weprinciples.org/Site/CompaniesLeadingTheWay/">http://weprinciples.org/Site/CompaniesLeadingTheWay/</a></p>	10
<b>Total Points for Section 3</b>		<b>220</b>
<b>TOTAL POINTS</b>		<b>700</b>

## Format of Financial Proposal

The vendor is required to prepare the Financial Proposal following the below format and submit it in an envelope **separate** from the Technical Proposal as indicated in the Instruction to Vendors. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Vendors. The Financial Proposal should align with the requirements of the Terms of Reference and the vendor's Technical Proposal.

**Table 1: Summary of Overall Prices**

	Amount
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of days / months / hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A*B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

**Table 3: Breakdown of Other Costs**

Description	Unit of Measure	Quantity	Unit Price	Total Amount
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				
Subtotal Other Costs:				

**Table 4: Breakdown of Price per Deliverable / Activity**

Deliverable / Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
Etc.				