Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services from a local company/organization **to provide capacity building services on digital literacy and to create public spaces with free access to internet for vulnerable women** as described in this Request for Proposal and its related annexes. UN Women now invites proposals from qualified proposers for providing the requirements as defined in these documents.

2. To prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:

a. This letter
b. Terms of Reference (TOR)
c. Evaluation Methodology and Criteria
d. Format of Technical Proposal
e. Format of Financial Proposal
f. Statement of Confirmation
g. Proposed Model Form of Contract

3. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in the questionnaire.

4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Erika Kvapilova
Representative UN Women in Ukraine

Basic Information

Procurement Title	**Terms of Reference to provide capacity building services on digital literacy and to create public spaces with free access to internet for vulnerable women**
Atlas e-Requisition #	2138
Advertisement Period	10 business days.
Nature of Tender	Competitive Process
Deadline for Submitting Clarification Questions	4 days before deadline for responses.
Offer Validity Period	90
Requesting Unit/Office/Country/Region	UN Women Ukraine
Value Added Tax on Proceed Quotation[1]	Must be exclusive of VAT and other applicable indirect taxes
Pre-Proposal Conference:	Not applicable
Proposal Security	Not Required
Performance Security	Not Required
Advance Payment	Not Allowed
Liquidated Damages	Will not be imposed
Partial Proposals	Submitting proposals for parts or sub-parts of the ToR is not allowed.
Alternative Proposals	Shall not be considered.
Proposal currencies	Prices shall be quoted in UAH
Site Inspection	A site inspection will not be held.
Contract award to one or more vendor	UN Women will award a contract to: One Proposer Only.
Method of Evaluation *(RFP - Two-envelope system)*	Cumulative Analysis
Technical Proposal *(points)*	700
Pass Score	70% *(490 of 700 points)*
Financial Proposal *(points) - for cumulative analysis method only*	300
Financial Weighting *(%) – for cumulative analysis method only*	*[financial points / (financial + technical points)]*
Other information related to the RFP	n/a

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[1] 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

I.   Background

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

Within its Country Strategy for 2018-2022 and as part of international commitments on gender equality and the empowerment of women, UN Women's work in Ukraine is focused on the following thematic areas: Making gender equality priorities central to national reforms, governance, planning and budgeting; Ending violence against women and girls; and Strengthening implementation of the Women, Peace and Security agenda.

The Ukrainian legislation guarantees equality for men and women in Ukraine in all sectors. However, despite the political commitments, structural barriers to gender equality have not been fully addressed and gender-based discrimination remains widespread. In its 2017 report, the UN CEDAW Committee noted the progress of Ukraine's ongoing decentralization reform, yet underlined the lack of gender equality integration, which resulted in poorly targeted policies and actions, perpetuating deeply rooted discriminatory practices.

COVID-19 pandemic has created new challenges in advancing gender equality and enjoyment of women's human rights. The public-health and economic crisis due to COVID-19 exposed the vulnerabilities of women, especially in the areas where the strong gender inequalities continue to persist. COVID-19 brings a serios risk that the still modest gains on women's rights are being reversed, unless gender equality is fully integrated in the COVID-19 response and recovery. The Rapid Gender Assessment of the Situation and Needs of Women in the Context of COVID-19 in Ukraine (RGA)[2] demonstrates the differentiated impact of COVID-19 on women and men and a broad array of challenges women encounter during COVID-19 crisis in Ukraine- from the higher risks of losing incomes and savings to the significantly increased burden of unpaid care work. The assessment also identified that while women are more dependent on social assistance and social services than men and constitute 2/3 of recipients of such benefits, they experience difficulties in access to food, health supplies, healthcare and social services in the context of restrictive measures in Ukraine related to COVID-19. Women with disabilities, women who raise children with disabilities, national minorities, in particular Roma women, Internally Displaced Women, single mothers, older women, survivors of domestic violence and other vulnerable groups of women, have faced additional challenges and restrictions in access to education, employment, health and social services. RGA identified that digital illiteracy of women from vulnerable groups is one of the systemic barriers in their access to information and services. According to the Ministry of Digital Transformation of Ukraine Survey of Digital Literacy of Ukrainians[3] 53% of Ukrainians have lower than "basic level" of digital literacy and in the rural areas 20% have no digital skills at all, most of them are from 60 to 70 years old/do not have access to internet/are unemployed.

The Government of Ukraine established the Ministry of Digital Transformation of Ukraine in charge of

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[2] Rapid Gender Assessment of the Situation and Needs of Women in the Context of COVID-19 in Ukraine (RGA), UN Women Ukraine, available at: https://eca.unwomen.org/en/digital-library/publications/2020/05/rapid-gender-assessment-of-the-situation-and-needs-of-women

[3] Digital Literacy of Ukrainians, Ministry of Digital Transformation of Ukraine, 2019, available at: https://osvita.diia.gov.ua/uploads/0/585-cifrova_gramotnist_naselenna_ukraini_2019_compressed.pdf

designing and implementing the state policy on digitalization. In February 2021, the Cabinet of Ministers issued the decree to approve the priority directions and tasks of digital transformation till 2023[4]. This includes 94 projects of digital transformation: e-notary, e-property, e-urban planning, e-school, e-social protection, e-migration, e-hospital etc. In line with the Programme of Action of Cabinet of Ministers of Ukraine[5] the Ministry of Digital Transformation has to reach the target of "Ukrainian, who wants to have digital literacy skills, can obtain them freely" with indicators of covering more than 6 million citizens. With this aim the Ministry of Digital Transformation launched the project "Diia.Digital Literacy" through national online platform: https://osvita.diia.gov.ua/ as a part of the national project "Diia", which envisages creation of online state services to build "State in the smartphone". The Ministry plans to ensure the possibility of using the online platform through 6000 equipped libraries of Ukraine. The Ministry sent the official letter to Regional State Administrations[6] with the request to join the programme, support equipping of the libraries with computers in their respective regions and disseminate information about the platform in centers of administrative services provision (social services centres) and in other public spaces. Ukrainian Association of Libraries became the partner of the Ministry's project "Diia. Digital Literacy" and encourages the libraries to become the offline digital hub of this project, where people can get access to internet and learn digital skills in person.

UN Women is supporting the Government of Ukraine in achieving transformative results for gender equality and women's empowerment through decentralization reform by implementing the Project "Advancing gender equality and women's empowerment through decentralization reform in Ukraine", funded by the Government of Canada[7]. Within the project component on "Gender response to COVID-19 crisis in Ukraine", UN Women is supporting gender response to the pandemic and its socio-economic consequences through the improved capacities of relevant national authorities and mobilization and empowerment of vulnerable groups of women to meaningfully participate in influencing the COVID-19 response and recovery. To improve the access of vulnerable groups of women to digital state services and to help them cope with COVID-19-related limitations and socio-economic consequences, UN Women will support the Ministry of Digital Transformation in building capacities of vulnerable groups of women, especially older, rural and women with disabilities, to use the digital platforms and tools. In partnership with the Ministry of Digital Transformation, Ukrainian Library Association and local administrations in 13 pilot ATC, the project will support establishment of public spaces with open access to internet, located in accessible libraries, centers of administrative support provision or other premises. To provide continuous support to women from the most vulnerable groups to use digital platforms and services through free internet spaces, the project will support the enrolment of digital community managers in pilot ATCs. The project will also support the capacity building of the pilot local administrations on gender-responsive digital service delivery and provide them with a set of digital equipment to conduct online conferences.

With this purpose, UN Women seeks to hire a company/organization experienced in but not limited to providing training/education services on digital literacy, including for women from the vulnerable groups, to provide capacity building services on digital literacy and to create digital spaces with free access to internet, in cooperation with the Ministry of Digital Transformation and Ukrainian Library Association.

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[4] Decree No. 365-p as of 17.02.2021 On some issues related to digital transformation, available at: https://zakon.rada.gov.ua/laws/show/365-2021-%D1%80#Text
[5] Approved with the Decree No. 849 as of 29 September 2019
[6] Letter from the Ministry of Digital Transformation to Heads of Regional State Administrations, available at: https://ula.org.ua/images/uba_document/letter/%D0%BE%D0%B4%D0%B0.pdf
[7] The project covers Sumy, Chernivtsi, Volyn and Kherson regions and 13 ATCs: Stepanivska, Krasnopilska, Berezivska ATCs of Sumy region, Nedoboivska, Novoselytska and Vyzhnytska ATCs of Chernivtsi region, Lutska, Velymchenska, Torchynska ATCs of Volyn region, Zelenopidska, Kostyantynivska, Bekhterska, Vynogradivska ATCs of Kherson region.

II.   **Scope of Work/Duties and Responsibilities**

The overall objective of this RFP is to improve the access of vulnerable groups of women, including but not limited to older, rural, IDPs, single mothers, Roma women, women with many children, women with disabilities, to digital state services and to help them cope with COVID-19-related limitations and socio-economic consequences, by a) building the capacities of vulnerable groups of women, to use the digital platforms and tools; b) establishment of public spaces with free access to internet, located in accessible libraries, centers of administrative support provision or other premises to be identified jointly with local administrations; c) building the capacities of librarians/relevant staff to serve as "digital community managers" and provide continuous support to women to use digital platforms and services through public spaces with free access to internet; d) building the capacities of representatives of local administrations on gender-responsive digital service provision and providing them with equipment to conduct video conferences, including for regular communication with community members.

Under the overall guidance and a direct day-to-day supervision of the UN Women Programme Specialist, the selected organization/company will work in close collaboration with the Ministry of Digital Transformation, Ukrainian Library Association, local administrations of 13 ATCs and Kyiv City State Administration, to implement the following tasks:

TASK 1. Procure equipment and establish public spaces with free access to internet in accessible libraries, centers of administrative support provision or other premises to be identified jointly with local administrations. Procure equipment for videoconferences for local administrations:

1.1. In consultation with UN Women develop the technical criteria for libraries/facilities to establish public spaces with free access to internet.

1.2. Visit the pilot communities and check compliance of the libraries/other facilities, suggested by local administrations for establishing the public space with free access to internet, against the developed and agreed with UN Women technical criteria and propose 1 library/facility per community to establish public space with free access to internet, to be approved by UN Women, Ukrainian Library Association and local authorities.

1.3. Conduct consultations with local administrations and administrations of libraries or other public facilities and sign contracts with them for accepting the equipment on their balance with further maintenance services, for connecting the spots to the internet with further payment for internet services.

1.4. Procure sets of equipment and install them in the identified facilities. Procure equipment for video conferences for local administrations. In line with the Ukrainian legislation transfer the equipment to the ownership of local administrations and/or libraries/other facilities to be identified.

The items, quantity and minimum technical requirements to the equipment are stated in the below **Table 1**:

Line	Item	Minimum Technical Requirements	Quantity per 1 ATC, pcs	Total Quantity, pcs (13 ATC)
1	Laptop	Screen 15.6" (FHD 1920x1080, IPS, matte, 250 nit), CPU AMD 4 core 2.1GHz, RAM 8Gb, SSD PCIe 256 GB, Windows 10 Home, Bluetooth, Wi-Fi 6, HD Webcam, Dual Microphone, 1xUSB type C with PD and DP or Thunderbolt, 2xUSB type A 2.0, 1xUSB	2	26

		type A 3.0, HDMI, Headsed jack 3.5 mm, battery not less than 42 W\h		
2	Router	RJ45 for 10/100/1000 BaseT for WAN x 1 (PPPoE, PPTP, L2TP, Automatic IP, Static IP), RJ45 for 10/100/1000 BaseT for LAN x 4, WiFi 6 (IEEE 802.11n\ac\ax), External antennas	1	13
3	Tablet	9-10'' FHD IPS / 4 Gb / 64Gb / number of Cores 8 / 4G LTE / Nano SIM / 5 megapixels / 2 megapixels / Android 8 or newer / 5000 mAh / 3.5 mm headphones jack / Speakers / Wi-Fi 802.11 a/b/g/n/ac, dual-band / GPS / Bluetooth	2	26
4	Headset	Wired USB A plug-n-play (Windows, macOS, ChromeOS), noise cancelling micrphone, on headset controls (mute\volume)	4	52
5	Projector	3LCD, HD or FHD, not less than 3600 ANSI lm, Wi-Fi, HDMI/MHL, VGA, H/V Correction 30°, weight 2.5 kg or less, remote control, optional bag	1	13
6	Screen	1.6-2 meters wide / Spring-loaded construction / Direct Projection / Matte White screen / (or better characteristics)	1	13
7	Speakerphone	3 way connectivity: Bluetooth 4.2, USB, Adapter (USB BT dongle); Wireless range up to 30m, Audio output 10 watt (peak); Omni-directional mic with 360-degree coverage, SNR +70 dB, Rechargeble Li-ion battery with talk time up to 15 hours	1	13
8	WebCam	Diagonal field of view (dFoV): not less than 78°, Auto Focus, Glass Lens, 1080p/30fps (H264), stereo dual omni-directional mic, USB-A plug-and-play (Windows/Mac), tripod mountin and clip	1	13
9	Tripod	Floor stand / with 3D head / Maximum height 170 cm / collet (lever) / (or better characteristics)	1	13

10	Power distribution cords	5 sockets / Length 5 m / 16A /	1	13
11	HDMI cable	HDMI 1.4 or better, goldplated connectors, 5-7 m	1	13

TASK 2. Conduct a series of Trainings for Trainers for librarians/other relevant staff to function as "digital community managers" in pilot 13 ATCs:

2.1. In consultation with local authorities and UN Women select the participants of the Trainings for Trainers programme for "digital community managers" with up to 10 representatives from each of 13 pilot communities.

2.2. Conduct capacity assessment of selected librarians/other relevant staff on digital skills, specifically relevant to functioning as "digital community managers" through the relevant "Digigram" (online national test on digital skills https://osvita.diia.gov.ua/digigram) or other capacity assessment questionnaire to be agreed with UN Women, Ukrainian Library Association and Ministry of Digital Transformation.

2.3. In consultation with UN Women and its partner women's civil society organizations, working with the rights of vulnerable groups of women, conduct needs assessment among vulnerable groups of women of the most useful/needed state digital services.

2.4. Develop the "Online directory of digital state services, digital platforms, available for communities, with the special focus on those, which are useful for women from vulnerable groups", which should be covered by the Trainings for Trainers and trainings for women. The directory should be developed under UN Women guidance and should be based on the desk review of relevant surveys in this area, needs assessment of the vulnerable groups of women and results of focus group discussions, which will be conducted by UN Women partner civil society organizations, working on the rights of women with disabilities, Roma women, women living with HIV, LGBTIQ women and rural women.

2.5. Develop the training materials of offline and online Training for Trainers for librarians/other relevant staff to serve as "digital community managers", including the set of functional competencies and description of tasks for "digital community manager". In partnership with the Ukrainian Library Association, UN Women and local authorities, to review the current description of tasks of librarians and add the tasks related to serving as "digital community manager" in pilot communities for those, who have been trained through Training for Trainers.

2.6. Conduct a minimum of 2 offline Trainings for Trainers for up to 140 librarians/other relevant staff with duration of minimum 3 days in 4 pilot project regions (premises will be provided free of charge by the partner libraries of the Ukrainian Library Association). Conduct a webinar at least a week before the training to prepare the participants for the training and provide them with training objectives, necessary materials, and expectations about their work as "digital community managers". Issue the certificates to the participants after completion of trainings.

2.7. Conduct up to 2 online trainings for "community digital managers" on additional digital skills, to be identified during Trainings for Trainers and provide a list of available free of charge online trainings on digital skills relevant for librarians.

2.8. Conduct at least 2 supervisory meetings with "digital community managers" to provide on the job-coaching and supervise their support to vulnerable groups of women on using digital tools. Provide at least 4 online consultations during 1 months after completion of training.

TASK 3. Conduct a series of trainings for vulnerable groups of women in pilot 13 ATCs and Kyiv City to increase their digital literacy and skills to use digital platforms and state digital services:

3.1. In consultation with UN Women, women's civil society organizations, working with the rights of vulnerable groups of women, local administrations, select the participants of the trainings to use the digital platforms and tools. Target beneficiaries are women from vulnerable groups, including but not limited to: women with disabilities, women with children with disabilities, older women, women IDPs, Roma women, single mothers, mothers with many children and others.

3.2. Develop training materials for offline training of vulnerable groups of women to increase their digital literacy and to use digital tools and platforms.

3.3. Conduct a minimum of 2 trainings for the total of 1000 women belonging to vulnerable groups in 13 pilot communities and Kyiv city (between 50-100 women per community). The trainings should include the relevant number of participants for such type of training. The trainings should be held in the libraries/other premises, where the public spaces with open access to internet are established or in other premises to be provided by the local authorities. Issue the certificates to the participants after completion of trainings.

TASK 4. Conduct an offline training for representatives of local administrations on gender-responsive digital service provision.

4.1. In consultation with local administrations, facilitate self-assessment of staff of local administrations in 13 pilot communities on digital skills, specifically relevant to their functions through the relevant Digigram (online national test on digital skills https://osvita.diia.gov.ua/digigram) and conduct specific needs assessment based on the identified digital skills gaps.

4.2. Based on the needs assessment, develop training materials for the offline trainings on gender-responsive digital service provision tailored to the needs of local administrations, including on the use of the equipment to conduct video conferences and to inform them about the functions of libraries/other premises as public spots with open access to internet and of the "digital community managers".

4.3. Conduct at least 1 offline training in each of 13 pilot local administrations and provide a list of available and relevant free of charge online trainings on digital literacy for civil servants.

TASK 5. Conduct awareness raising and promotion activities about the public internet spots to inform vulnerable groups of women and encourage women to use the spots to access online state services.

5.1. Develop the concept of awareness raising and promotion of public internet spots that would include the types of printed materials and digital tools, their design, messages, channels of dissemination to women from the vulnerable groups.

5.2. Develop the promotion materials (posters, leaflets, articles, social media posts, information to be placed on the official websites of local administrations, libraries etc.), finalize in consultation with UN Women, Ministry of Digital Transformation and Ukrainian Library Association.

5.3. Conduct awareness raising and promotion activities, including dissemination of information through identified channels.

TASK 6. In cooperation with the Ukrainian Library Association and with libraries/other premises where the public free internet spots are established, to conduct monitoring and evaluation of the results of assignment:

6.1. In consultation with UN Women, Ministry of Digital Transformation and Ukrainian Library Association develop monitoring and evaluation plan that should include the indicators for

implementation of tasks related to capacity building activities and establishment of public free internet spots, baseline and target values.

6.2. Monitor attendance of the libraries by the vulnerable women to use digital services and assess the increase in attendance throughout the duration of the assignment.

6.3. Monitor the frequency of use and the type of digital services used by vulnerable women in the public internet spots throughout the duration of assignment and assess the increase in use of such tools by vulnerable women.

6.4. Assess the results of trainings (develop the Learning Activity Reports) by providing information about the baseline and endline knowledge and skills of participants, the increase in their knowledge and skills (in percentage with visualization via diagrams, charts).

6.5. Prepare the monitoring and evaluation report.

TASK 7. Submit the final report about the implemented tasks that should include:

- List of capacity building activities, including offline and online trainings and on the job coaching with dates of conducting, lists of participants (disaggregated by age, settlement, type of vulnerability), all training materials.

- Monitoring and evaluation report of the results achieved through this assignment.

- List of equipment purchased with copies of acts of transfers.

- List of established public internet spots with visual information about the location (in the form of google maps spot), names of libraries/other premises, any other relevant information.

- Communication materials and report about conducted awareness raising activities, including the list of distributed materials, channels of distribution, relevant links to social media posts, websites, media articles.

- Challenges, lessons learned and ways forward.

III.   Assignment Deliverables:

#	Deliverables	Payment amount	Deadline
1.	- Workplan for the assignment with specified timeline submitted. - List of identified and agreed with the key partners premises/facilities for establishing public spaces with free internet access submitted. - List of selected participants of the Trainings for Trainers programme for "digital community managers" with at least 10 representatives from each of 13 pilot communities submitted. - List of selected participants of the trainings for vulnerable women from each of 13 pilot communities and Kyiv city submitted. - Monitoring and evaluation plan submitted.	30% of the contract amount	30 September 2021
2.	- Equipment procured and public spaces with free internet access established. List of	30% of the contract amount	30 November 2021

	equipment purchased with copies of acts of transfers.		
	- List of established public internet spots with visual information about the location (in the form of google maps spot), names of libraries/other premises, any other relevant information submitted.		
	- A first set of series of Trainings for Trainers for librarians/other relevant staff to function as "digital community managers" in pilot 13 ATCs and Kyiv city conducted.		
	- Offline training per up to 4 districts of Kyiv for vulnerable groups of women.		
	- A first set of trainings for vulnerable groups of women in pilot 13 ATCs to increase their digital literacy and skills to use digital platforms and state digital services conducted.		
3.	- A second set of series of Trainings for Trainers for librarians/other relevant staff to function as "digital community managers" in pilot 13 ATCs conducted. - A second set of trainings for vulnerable groups of women in pilot 13 ATCs to increase their digital literacy and skills to use digital platforms and state digital services conducted. - Offline training for representatives of local administrations to strengthen their capacity on gender-responsive digital service provision conducted. - Awareness raising and promotion activities about the public internet spots to inform vulnerable groups of women and encourage women to use the spots to access online state services conducted.	35% of the contract amount	31 March 2022
4.	Submit the final report about the implemented tasks.	5% of the contract amount	31 May 2022

- Training and promotion materials should be provided in Ukrainian language. Workplan, Monitoring and Evaluation Report and Final Report - in English language (attachments, such as training materials, agendas, list of participants can be in Ukrainian).
- All the training materials should include Learning Activity Plans with information about learning objectives, activities planned and learning assessment.

IV.   **Inputs**

- UN Women will provide the Contractor with key background materials, contacts of partner women's organizations, local administrations, list of pilot communities and all relevant and currently available information that will be useful during implementation of tasks by the Contractor.
- UN Women will provide the Contractor relevant technical support and feedback during the implementation of tasks.
- UN Women will provide the Contractor with the brief online training on Monitoring and Evaluation in UN Women.
- UN Women will guide the Contractor on visibility of UN Women and the donor.

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)
Proposal Security with compliant validity period	If applicable. Proposal Security format.
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Click or tap here to enter text.	Click or tap here to enter text.

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:	
Minimum 3 years of relevant experience. • At least 2 years of experience of conducting certified trainings on digital skills. • Proven experience of conducting trainings on digital skills for people, belonging to vulnerable groups, including but not limited to: people with disabilities, older people, rural, ethnic minorities, single mothers etc.	Eligibility and Qualification Form (Online Form) / Technical Proposal

Minimum 2 contracts of similar value, nature and complexity implemented over the last 2 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 greater than 1. Vendor must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form)
Turnover: Vendors should have annual sales turnover of minimum UAH 1, 100,000 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)
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Technical Evaluation Criteria

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture - Officially registered legal entity in Ukraine eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal). - The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes.	40
1.2	Financial capacity and adverse judgments or awards: - The organization demonstrates strong financial capacity and reliability to deliver the activities described in the TOR. - 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.	40
1.3	General Organizational Capability General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support).	40
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills).	15
1.5	Quality assurance procedures and mitigation measures	15

	Relevance of Specialized Knowledge: - Experience in similar projects on providing trainings for trainers on digital skills and trainings for vulnerable groups of women, purchase of IT equipment - Reference letters on at least two relevant projects implemented in the past three years - Work for another UN agencies/major multilateral/or bilateral programmes	
1.6		50
Total		**200**
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, adherence to procurement principles and TOR. The task is well understood, properly addressed and correspond to this RFP requirements (especially ToR Annex II), aspects of the task in question are addressed in sufficient details.	125
2.2	Efficient and realistic work plan corresponding to the needs/specifics and actions stipulated in the ToR (sequence of activities is realistic and will ensure effective implementation of the work plan in compliance with the ToR time frame).	125
2.3	Proposed equipment is in line with the TOR Table 1 (Task 1)	Pass/Fail
	Total	**250**
3.0 Resource Plan, Key Personnel		**Points obtainable**
Qualification and competencies of proposed personnel		
3.1	**Team Leader (full time)**	
3.1.1	Bachelor's degree in Information Technology or another relevant field. Certified IT trainer.	10
3.1.2	3 years of professional experience of supervising/leading capacity development projects/initiatives on digital skills.	20
3.1.3	Previous experience in working with gender/human rights issues, vulnerable groups of women will be a strong asset.	Yes/No
3.1.4	Fluency in Ukrainian. Knowledge of English will be considered as an asset.	5
	Total	**35**
3.2	**Project Coordinator (full time)**	
3.2.1.	Bachelor's degree in Information Technology or another relevant field. Certified IT trainer.	10
3.2.2.	2 years of professional experience of coordinating capacity development projects/initiatives on digital skills.	20
3.2.3	Previous experience in working with gender/human rights issues, vulnerable groups of women will be a strong asset.	Yes/No

3.2.4	Fluency in Ukrainian. Knowledge of English will be considered as an asset.	5
	Total	**35**
3.3	**Trainer (4 trainers)**	
3.3.1	Bachelor's degree in Information Technology or another relevant field. Certified IT trainer.	40
3.3.2	3 years of experience in conducting Trainings for Trainers on digital skills.	100
3.3.3	Previous experience in conducting trainings for vulnerable groups of women on digital skills would be an asset.	Yes/No
3.3.4	Fluency in Ukrainian. Knowledge of English will be considered as an asset.	20
	Total	**160**
3.4.	**Communications specialist (part time)**	
3.4.1	Bachelor's degree in Communications or another relevant field	5
3.4.2	3 years of experience in conducting awareness raising and promotion activities	10
3.4.3	Language qualifications: Ukrainian. Knowledge of English will be considered as an asset.	5
	Total	**20**
	Total for key personnel	**250**
	TOTAL FOR TECHNICAL PROPOSAL	**700**
	[70%] **of** [700] **pts =** [490] **pts needed to pass technical**	

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points for the technical proposal.

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. • Provide supporting documents on official registration of the organization eligible of the assignment (Organization Charter, license etc.) • 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 undertaking the goods/services/works	Reference Contact Details (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.

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: Breakdown of Price per Deliverable / Activity

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