

# Request for Proposal

Public Relations & Communications Services  
for the HeForShe Campaign  
Reference No.: *UNWHQRF23*

25 June 2015

Dear Sir/Madam,

**Subject:** RFP for a Public Relations & Communications Firm to Support the HeForShe Initiative

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *Public Relations & Communications Services to support the HeForShe Campaign* as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
  
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. [Instructions to Proposers \(Annex I\)](#) available from this [link](#)
  - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
  - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
  - v. [Format of Technical Proposal \(Annex IV\)](#)
  - vi. [Format of Financial Proposal \(Annex V\)](#)
  - vii. [Proposal Submission Form \(Annex VI\)](#)
  - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
  - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
  - x. [General Conditions of Contract \(Annex IX\)](#)
  - xi. [Submission Checklist \(Annex XIII\)](#)

The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I\)](#)

## PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this

<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	<p>Date and Time : <i>July 17, 2015 11:59 PM</i></p> <p>City and Country: <i>New York City, U.S.A</i> (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	<b>Manner of Submission</b>	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input type="checkbox"/> Electronic submission of Proposal</p>
4.1	<b>Address for Proposal Submission</b>	<p>Personal Delivery/ Courier mail/ Registered Mail :</p> <p><b>UN Women</b>  <b>220 East 42nd Street</b>  <b>New York, NY 10017</b>  <b>Attn: Bid Opening Committee</b></p> <p><b>Ref:</b> UNWHQRF23 : Public Relations &amp; Communicaitons Services</p> <p>Proposals should be dropped off in the mail room on weekdays between 10.30am – 11.00am and 3.00pm to 3.30pm. Vendors are encouraged to use mail/courier company services (FedEx etc.) who are allowed into the mail room without having to sign in as guest which may cause unintended delays.</p> <p>Electronic submission of Proposal:</p> <p><b>Technical Proposal:</b> <a href="mailto:technical.bid@unwomen.org">technical.bid@unwomen.org</a>  <b>Financial Proposal:</b> <a href="mailto:financial.bid@unwomen.org">financial.bid@unwomen.org</a></p>

3.1	<b>Language of the Proposal:</b>	<input type="checkbox"/> English
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input type="checkbox"/> USD
3.5	<b>Proposal Validity Period</b>	120 days  Commencing after the deadline of submission of proposal (see 4.2 above)
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted by 11 July 2015 (one week prior to the deadline for the submission of Proposals). Copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be posted on UN Women website at: <a href="http://www.unwomen.org/en/about-us/procurement">http://www.unwomen.org/en/about-us/procurement</a>
	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: <a href="mailto:procurement@unwomen.org">procurement@unwomen.org</a>  Proposers must not communicate with any other personnel of UN Women regarding this RFP.  <b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b>
3.9	<b>Proposal Security</b>	<input checked="" type="checkbox"/> Not Required  No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.

7.4	<b>Performance Security</b>	<input checked="" type="checkbox"/> Not Required  Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
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3. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

**Akhtar Zazai**  
**Chief of Procurement**  
**UN Women**

## Terms of Reference

### Background, Objectives, Target Audience

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On September 20, 2014, British Actor and UN Women’s Global Goodwill Ambassador, Emma Watson launched a ground-breaking initiative called HeForShe, to mobilize men and boys as advocates for the achievement of gender equality. In just three days following the launch, more than 100,000 men has signed up to be change agents for equality at heforshe.org – and within the first week at least one men in every single country in the world had stood up to be counted. And within that same week HeForShe generated more than 1.2 BILLION social media impression, and was latter deemed by Twitter as “one of the most catalytic moments of 2014”. Twitter went on to paint the #HeForShe hashtag on their wall: <https://twitter.com/emwatson/status/519844474252701696>

Since September 2014, the HeForShe brand continues to grow, driving change both online, where it has thus far created more than 2 BILLION social media impressions, and offline where it garnered more the 5 BILLION media impressions. The movement has mobilized more than 100 Heads of States as well as other world leaders including, the Secretary Generals of NATO and the Council of Europe. In fact all the male European Commissionaires and the male members of parliament of the Swedish and Iceland governments have all joined the HeForShe movement. In Iceland 1 out of every 20 men is now HeForShe: <http://www.theguardian.com/women-in-leadership/2015/jun/01/heforshe-do-men-in-iceland-lead-the-way> Additionally, the following prominent personalities and global leaders have all lent their voices to HeForShe, including: President Obama, Matt Damon, Archbishop Desmond Tutu, Pharrell Williams, Kofi Annan, Prince Harry, Patrick Stewart, Harry Styles, Russell Crowe, Antonio Banderas, Bill Gates, Bill Clinton, Kiefer Sutherland, Eddie Redmayne, Simon Peg, Forest Whitaker and Steve Carrel.

### **Specific objectives of HeForShe include:**

HeForShe aims to engage men and boys around the world in the achievement of gender equality. Additionally, HeForShe aims to:

- Raise awareness and understanding of gender equality to an all-time high, as a moral, social and economic imperative for humanity.
- Work from the top down and the bottom up: inspiring individuals around the world to take action, and working directly with global leaders to change structures and systems to allow us all to achieve gender equality.
- Engage with the broadest range of stakeholders—including universities, companies, government officials, men’s organizations, and schools—to localize HeForShe in communities around the world.
- Create a platform to highlight as role models the men and boys who are taking a stand for the achievement of gender equality around the world.

## HeForShe Target Audience

HeForShe is a people's movement! The primary target audiences for the movement are: the general public and online users globally (men, boys, women and girls); members of companies and universities who have committed to HeForShe; women's rights constituencies; online influencers; bloggers, opinion leaders and other "champions." The secondary audience consists of: traditional media; policy and decision-makers; non-governmental organizations/UN system.

## Campaign's Key Priorities: July 2015 – July 2016

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HeForShe is building a social movement that has the potential to end gender inequality. This inclusive movement, rallying both women and men, seeks to create an inflection point towards the achievement of gender equality by moving men, literally one man at the time so that men can stand alongside women and ultimately be on the right side of history.

## Driving towards the one billion\* Goal

The immediate goal is to mobilize the first one BILLION men both online and offline over the next year (current stats of mobilized men is close to one million). The PR/Communications agency will support this goal through creation of innovative sub-campaigns and messages targeted at male activation. Sub-campaigns will be developed in English with the ability to be easily localized across all UN member states (approximately 193 countries worldwide), see list here: <http://www.un.org/en/members/> This work is for an Agency with a burning passion to create real social impact at a global level. Translation services from English to other languages will be provided by UN Women.

*\*Today, one in three (~1 BILLION) women and girls suffer violence in her lifetime. Whilst HeForShe is not solely targeted on ending violence, but rather in addressing the full spectrum of gender inequality issues, we thought it would be symbolic if one in three men—1 BILLION men— were to stand up for equality, hence the target.*

## Implementation of IMPACT 10X10X10

Following the successful HeForShe launch in September 2014, HeForShe launched the next phase of the campaign in the form of a pilot initiative called IMPACT 10X10X10, at the World Economic Forum in Davos in January 2015. IMPACT 10X10X10 is a three to five year pilot effort to achieve gender equality and women's empowerment by galvanizing momentum among governments, corporations and universities. The initiatives engages 30 key leaders across three sectors—the public sector, private sector and academia.

IMPACT 10X10X10 champions from participating governments, corporations, and universities serve as advocates for gender equality within and beyond their organizations, and each IMPACT champion has made gender equality an institutional priority, committing to bold targets, and to report on progress. For more information on the program, visit [heforshe.org/strategy](http://heforshe.org/strategy).

Our IMPACT Champions include renowned world leaders, Global CEOs and Leading University President, see list of IMPACT Champions and their commitments here: <http://www.heforshe.org/impact/>

The PR/Communications Agency will support PR efforts around the implementation of IMPACT 10X10X10 Champion commitments. This includes, but is not limited to: media engagement around progress reporting, setting up of targeted media interviews for IMPACT Champions, general communication to HeForShe supporters and the general public, etc.

### Key Deliverables by PR/ Communications Agency

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The PR & Communications agency must have the ability to excel in a rapidly changing environment, and thrive on creating of innovative inspiring content and unique moments, and ability to quickly adapt nuanced messaging and engage a truly global audience. This project is only for those who pose the right of ‘madness’ to want to change the world in a meaningful way.

The agency should complete a comprehensive action plan, highlighting the approach to each of the categories below; the budget page should itemize anticipated costs for fulfilling expectations. The Scope of Services includes three major components: Media Relations; Campaign Messaging; and Reputation and Branding.

#### 1. **Media Relations:** The anticipated scope of work will include:

- Develop and implement a media-relations strategy that elevates the exposure of the HeForShe movement to identified audiences (as above) via print, online and broadcast media organizations around the world.
- Develop and implement a media engagement strategy that raises the profile of HeForShe by highlighting key actors within the campaign, including but not limited to:
  - Executive Director of UN Women Phumzile Mlambo-Ngcuka
  - UN Goodwill Ambassador Emma Watson
  - IMPACT 10x10x10 Champions, particularly Heads of States, CEOs and University Presidents. To learn more about IMPACT 10x10x10 and its Champions please visit: <http://www.heforshe.org/impact/>
- Develop and disseminate press releases for key events and milestones in the campaign, securing coverage in global news outlets.
- Monitor and report on the effectiveness of the campaign’s own press releases, story pitches and activities.
- Proactively create moments and stunts to drive additional coverage beyond traditional news outlets. This MUST include offline PR stunts. Think, Ice Bucket challenge; Ellen DeGeneres’s famous Oscar’s selfie etc.

#### 2. **Campaign Messaging:** The anticipated scope of work will include:

- Develop a unified voice for all HeForShe content that reflects the unique aspirations and energy of the campaign.
- Develop messaging and content to be used across all external facing outlets including the HeForShe website and mobile phone platforms. Content includes key messages, Frequently Asked Questions, media briefings, speeches for UN Women’s senior leadership and IMPACT Champions, impact stories from HeForShe supporters on how the campaign has positively impacted their lives; surveys runs periodically and around key dates including International Women Day, Father’s day, Mother’s day etc.
- Work closely with the world’s best creative teams at Weber Shandwick, HeForShe Social Media Agency and our awesome award winning Digital Agency to define inspired language and integrate tone, and voice across various outlets.

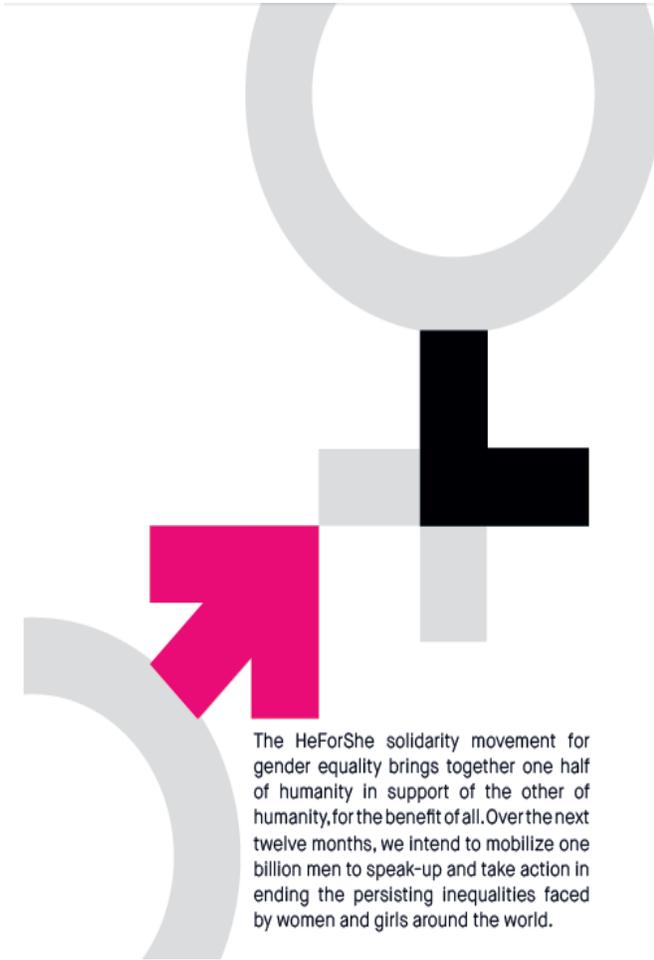
### 3. Reputation and Branding

Since its launch, the term ‘HeForShe’ has made into pop cultural and is now official word in the Urban Dictionary <http://www.urbandictionary.com/define.php?term=HeForShe>. The campaign was parodied in the popular American Sitcom ‘Parks and Recreation’ final session- which featured a tongue in cheek ‘HeForHe’ campaign. Yet another popular American television show ‘The Voice’ also paid to HeForShe in this powerful clip: <https://www.youtube.com/watch?v=g52Q2YA-1ZA>

This is the beginning of the vision that we have for HeForShe. Thus the PR/Communications Agency must develop an innovative strategy on how to integrate HeForShe and the important issue of gender equality in pop-culture. This includes, but is not limited to: pitching HeForShe storylines to writers of both film and television scripts. Our target list for television shows includes but is not limited to: ‘Modern Family, Project Runway, Scandal, Glee, Big Bang Theory’.

About HeForShe Logo Mark and Color

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The HeForShe solidarity movement for gender equality brings together one half of humanity in support of the other of humanity, for the benefit of all. Over the next twelve months, we intend to mobilize one billion men to speak-up and take action in ending the persisting inequalities faced by women and girls around the world.



**Bringing  
one half  
of humanity  
in support  
of the  
other half  
of humanity**

**for the  
benefit  
of all**

The HeForShe logo mark represents this solidarity by bringing together aspects of the female and male symbols and uniting the plus and arrow to ultimately symbolize women and men working together to make gender equality a reality.

## Men in Magenta

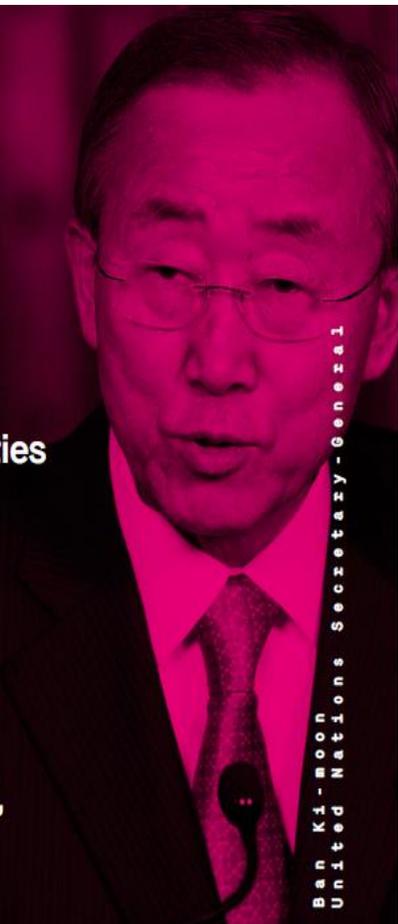
As men begin to identify and join with issues more closely associated with women, stereotypical color usage is beginning to melt away. While over the last 100 years pink shades have traditionally been seen as a sensitive expression of femininity, in the 21st century pink has a contrasting function and we are seeing strong, hard shades of pink replacing red with a different call to arms. Hot pinks and fiery red-based pinks voice a call for new causes. UN Women worked closely with Pantone Color Institute to identify this 'new' color representative of this shift in the magenta shade.

## HeForShe Color Rationale

Bold and bright, HeForShe Magenta (PANTONE 18-1945, Bright Rose) is a tantalizing magenta hue that immediately commands our attention. While HeForShe Magenta is considered the deepest and most luxuriant of pink shades, its underlying red base symbolizes the heart, conveying passion, excitement and confidence. At the same time because of its pink influence, the dynamic magenta radiates a message of youthfulness and high energy. Viscerally alive, iconic and fresh, daring and courageous HeForShe Magenta walks the fine line between red and pink as well as that same fine line between male and female, making it the ideal shade to speak to the elimination of gender inequality and represent "HeForShe".

**"Violence  
against  
women  
and girls  
is a  
global  
problem;  
it harms  
women,  
families,  
communities  
and  
societies.  
We can  
only stop  
it by  
working  
together.  
Women  
and men."**

Ban Ki-moon  
United Nations Secretary-General



## Annex III

### Evaluation Methodology and Criteria

**Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted 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 700 points. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the total obtainable points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposals achieved the minimum technical threshold of 70% of the obtainable 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration. The following is the total number of points which a firm/institution may obtain for its proposal:

- Technical proposal: 700 points
- Financial proposal: 300 points

Total number of points awarded: 1000 points

#### **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:

$$p = y (\mu/z)$$

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 700 points):

<b>Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Organizational Architecture	35
1.2	Adverse judgments or awards	10
1.3	General Organisational Capability which is likely to affect performance (i.e. size of the organization, strength of management support). Please provide a <b>company registration document and audited financial reports from 2012 &amp; 2013</b>	30
1.4	Discussion of a relevant case study	25
1.5	Quality assurance procedures	25
1.6	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> </ul> <p>Work for other UN agencies/ major multilateral/ or bilateral programmes</p>	25
Total		150
<b>Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	70
2.2	Design Monitoring and reporting metrics	80
2.3	Management Services – Timeline and deliverables. <ul style="list-style-type: none"> <li>- Strategy development phase</li> <li>- Content development phase and media relations</li> </ul>	150
Total		300
<b>Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide the services , and their work tasks including supervisory	100
	Curriculum vitae of the proposed team that will be involved either full or part time	150
<b>Total Points</b>		<b>250</b>
<b>70% of 700 pts = 490 pts needed to pass technical</b>		

**Annex IV**

**Format of Technical Proposal**

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.**

Proposer is requested to include a *one* page value statement indicating why they are most suitable to carry out the assignment.

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

<b>Section A: Expertise and Capability of Proposer</b>
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> <li>• Include reference to any adverse judgment or award.</li> </ul>
<p><u>1.3 General Organizational Capability</u></p> <ul style="list-style-type: none"> <li>• 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).</li> </ul>

- 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 other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

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

**Section B: 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

- Environmental considerations:  
Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Proposer'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.

### 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 C: 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 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

**Substitution** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

**Sample CV template:**

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

## Annex V

### Format of Financial Proposal

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

**Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

**NOTE:** In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

#### Cost Breakdown per Deliverables

This is a flat project fee, and proposers should submit their offer accordingly

Description of Outputs/Deliverables		Number of Staff	Estimated Amount for Deliverable	Remarks
1.	<b>Media Relations Strategy development phase</b>			
1.1	A public relations strategy (includes detailed goals, tactics, phases, timeline)			
1.2	A media engagement plan (target media partners: broadcast/print,)			

1.3	Design monitoring and reporting metrics			
<b>2.</b>	<b>Campaign Messaging</b>			
2.1	Campaign core messages, creative concept and sub-concepts. Note that all key campaign messages will be in English, French and Spanish (translations to be provided by UN Women)			
<b>3.</b>	<b>Reputation and Brand Strategy Development</b>			
3.1	A reputation and brand strategy (includes detailed goals, tactics, phases, timeline)			
3.2	Design monitoring and reporting metrics			

**Signature of Financial Proposal**

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

**Annex VI**

**Proposal Submission Form**

To: *UN Women*  
*220 East 42<sup>nd</sup> Street New York, 10017*  
*United States of America*

Date:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid Solicitation Documents the following Public **Relations & Communications Services for the HeForShe Campaign** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of [\_\_\_] days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the Proposer, including that of all parties that comprise the Proposer]*
- (g) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

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

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Proposal Submission Form]*

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

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of Proposer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## **Voluntary Agreement**

### **Voluntary Agreement for Promoting Gender Equality in the Workplace**

**Between**

**(Name of the Contractor)**

**And**

**The United Nations Entity for Gender Equality and the Empowerment of Women**

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (Name of the Contractor) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- Acknowledge values in UN Women;
- Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**

## Annex VII

### Proposed Model Form of Contract

This Contract dated [date] is made

BETWEEN

The UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, with its Headquarters at 220 East 42<sup>nd</sup> Street, New York, NY 10017, USA (hereinafter referred to as “UN Women”);

and

[official name of company in full], duly incorporated or organized under the laws of [country], with its registered offices at [address] (hereinafter referred to as “the Contractor”);

(Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

#### WITNESSTH

**WHEREAS**, UN Women wishes to obtain the services of the Contractor as set forth below (the “Services”) in accordance with the terms and conditions set forth in this Contract (as defined below); and

**WHEREAS**, the Contractor represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, willing, and able to provide such services in accordance with the terms and conditions set forth in this Contract.

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

#### Article 1 Contract Documents

1.1 This document and the documents listed below (“Contract Documents”) constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”):

1.1.1 UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);

1.1.2 Terms of Reference, annexed hereto as Annex B (“TOR”) [*Include a Terms of Reference setting forth the description of the Services to be procured, clearly evidencing your requirements.*]

- [1.1.3 *Fee Schedule (the “Fee List”)*];<sup>1</sup> [and]
- [1.1.4 *Form of Performance Security*]; [and]
- [1.1.5 *Other annexes that may be relevant*]

1.2 The Contract Documents are complementary of one another but,

- 1.2.1 First, this document;
- 1.2.2 Second, Annex A;
- 1.2.3 Third, Annex B;
- [1.2.4 *Fourth, Annex C*];
- [1.2.5 *Fifth, Annex D*]; [and]
- [1.2.6... *other Annexes*]<sup>2</sup>

1.3 This Contract embodies the entire agreement of the Parties with regard to the subject matter hereof and supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject. No promises, understandings, obligations or agreements, oral or otherwise, relating to the subject matter hereof exist between the Parties except as herein expressly set forth.

1.4 Any notice, document or receipt issued in connection with this Contract shall be consistent with the terms and conditions of this Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of this Contract shall prevail.

1.5 This Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with this Contract, shall be deemed to include, and shall be interpreted and applied consistently with, the provisions of Article 16 (Settlement of Disputes) and Article 17 (Privileges and Immunities) of the General Conditions.

## **Article 2**

### **Effective Date and Term**

2.1 This Contract shall take effect on the date both Parties have signed this Contract or if the Parties have signed it on different dates, the date of the latest signature (the “Effective Date”).

2.2 This Contract shall remain in effect until [*date*]/[*for a period of time*] from the Effective Date], unless earlier terminated in accordance with the terms of this Contract (the “Initial Term”). The United Nations may, at its sole option, extend the Initial Term of this Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [*number*] additional period[s] of up to [*time period*] each (the “Extended Term”). The UN shall provide a written notice of its intention to do so at least [*number*] days prior to the expiration of the then Initial Term.

[Optional] [2.3 *Include any other relevant provisions regarding the objective or scope of the Contract.*]

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### Article 3 Representations and Warranties

- 3.1 The Contractor represents and warrants that:
- 3.1.1 it is duly organized, validly existing and in good standing;
  - 3.1.2 it has all necessary power and authority to execute and perform this Contract;
  - 3.1.3 the execution and performance of this Contract will not cause it to violate or breach any provision in its charter, certificate of incorporation, by-laws, partnership agreement, trust agreement or other constituent agreement or instrument;
  - 3.1.4 this Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms;
  - 3.1.5 all of the information it has provided to UN Women concerning provision of the Services pursuant to this Contract is true, correct, accurate and not misleading;
  - 3.1.6 it is financially solvent and is able to provide the Services to UN Women in accordance with the terms and conditions of the Contract;
- [Optional] [3.1.7 Include any other relevant representations and warranties regarding the Contractor that are appropriate for the Services to be provided under this Contract.]

### Article 4 Obligations of the Contractor

#### DELIVERABLES SCHEDULE

- 4.1 The Contractor shall perform the services described in the TOR (the “Services”), in accordance with the terms and conditions of this Contract.
- 4.2 The Contractor shall submit to UN Women the deliverables specified hereunder according to the following schedule:

<b>[LIST DELIVERABLES]</b>	<b>[INDICATE DELIVERY DATES]</b>
[e.g.	
<i>Progress report</i>	.././....
.....	.././....
<i>Final report</i>	.././....]

**Article 5**  
**Contract Price**  
**FIXED FEE**

5.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UN WOMEN shall pay the Contractor a total fixed fee of \_\_\_\_\_ [*insert currency & amount in figures and words*].

5.2 The fee for the Services provided in Article 5.1 shall remain firm and fixed during the term of the Contract.

5.3 Without prejudice to or limiting the provisions of Article 18 (Tax Exemption) of the General Conditions, the fee for the Services provided hereunder is inclusive of all costs, expenses, charges or fees that the Contractor may incur in connection with the performance of its obligations under the Contract, including, all taxes, duties, levies, fees and other charges of any nature imposed by any authority or entity.

5.4 UN Women shall effect payments to the Contractor in accordance with Article 7 (Time and Manner of Payment) below against the Contractor’s invoices meeting the requirements of this Article and Article 6 (Submission of Invoices) below. Such invoices are to be submitted only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE<sup>3</sup></u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	././....
.....	.....	././....

Invoices shall indicate the milestones achieved and corresponding amount payable, and shall include such supporting documentation as UN Women may require.

5.5 All stipends and other allowances, if any, to be paid by UN Women are to be compensated for at rates specified in the Contract, and if not so specified, at rates not to exceed any current rates for the stipend or allowance in question applicable to UN Women.

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## Article 6

### Submission of Invoices

6.1 The Contractor shall submit to UN Women an original copy of its invoices for all Services supplied to the UN Women in accordance with this Contract, together with such supporting documentation as is required in the preceding Article 5 (Contract Price), as follows:

*[Insert address and contact details for submission of invoices].*

6.2 Without limiting the requirements regarding invoices in Article 5 (Contract Price), above, the Contractor's invoices shall specify, at a minimum, a description of the Services performed in accordance with the Contract, the unit prices in accordance with the Fee Schedule and the total price of the Services.

## Article 7

### Time and Manner of Payment

7.1 Payments under this Contract shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments due to the Contractor under this Contract shall be made by electronic funds transfer to the Contractor's bank account, the details of which have been notified by the Contractor, as follows:

Name of Bank:

Bank Address:

Bank ID:

Account No:

Title/name:

Currency of Payment:

Currency of Bank Account:

Type of Account:

7.2 Payments made in accordance with this Article shall constitute a complete discharge of UN Women's obligations with respect to the relevant invoices or portions thereof.

7.3 Payments effected by the UN Women to the Contractor shall not relieve the Contractor of its obligations under this Contract and shall not be deemed to be acceptance by UN Women of the Contractor's performance.

7.4 The Contractor acknowledges and agrees that UN Women may withhold payment in respect of any invoice in the event that, in the opinion of UN Women, the Contractor has not performed in accordance with the terms and conditions of this Contract, or if the Contractor has not provided sufficient documentation in support of the invoice.

7.5 If UN Women disputes any invoice or a portion thereof, UN Women shall notify the Contractor accordingly, including a brief explanation of why UN Women disputes the invoice or portion thereof. With respect to disputes regarding only a portion of the invoice, UN Women shall pay the Contractor the amount of the undisputed portion in accordance with Article 7.1 above. UN Women and the Contractor shall consult in good faith to promptly resolve outstanding issues with respect to any disputed invoice. Once a dispute regarding an invoice or a portion thereof has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days after the final resolution of such dispute.

7.6 In addition to any rights and remedies available to it, and without prejudice to any other rights or remedies that UN Women may have under this Contract, UN Women shall have the right, without prior notice to the Contractor, any such notice being waived by the Contractor, upon any amounts becoming due and payable hereunder to the Contractor, to set off, against any amount payable by UN Women under this Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UN Women to the Contractor) owing by the Contractor to UN Women hereunder or under any other contract or agreement between the Parties. UN Women shall promptly notify the Contractor of such set-off and the reasons therefore, provided, however, that the failure to give such notice shall not affect the validity of such set-off.

7.7 The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract nor any accrued interest on payments withheld by UN Women in connection with a dispute.

## **Article 8**

### **Review; Improper Performance**

8.1 UN Women reserves the right to review and inspect (including the performance of tests, as appropriate) all Services performed by the Contractor under this Contract, to the extent practicable, at all reasonable places and times during the term of this Contract. UN Women shall perform such review and inspection in a manner that will not unduly hinder the performance of the Services by the Contractor. The Contractor shall cooperate with all such reviews and inspections by UN Women, at no cost or expense to UN Women.

8.2 If any Services performed by the Contractor do not conform to the requirements of this Contract, without prejudice to and in addition to any of UN Women's other rights and remedies under this Contract or otherwise, UN Women shall have the following options, to be exercised in its sole discretion:

8.2.1 If UN Women determines that the improper performance can be remedied by way of re-performance or other corrective measures by the Contractor, UN Women may request the Contractor in writing to take, and the Contractor shall take, at no cost or expense to UN Women, the measures necessary to re-perform or take other appropriate actions to remedy the improperly performed Services within [number] days after receipt of the written request from UN Women or within such

shorter period as UN Women may have specified in the written request if emergency conditions so require, as determined by UN Women in its sole discretion.

8.2.2 If the Contractor does not promptly take corrective measures or if UN Women reasonably determines that the Contractor is unable to remedy the improper performance in a timely manner, UN Women may obtain the assistance of other entities or persons and have corrective measures taken at the cost and expense of the Contractor. In addition, in the event of UN Women obtains the assistance of other entities or persons, the Contractor shall cooperate with UN Women and such entity or person in the orderly transfer of any Services already completed by the Contractor.

8.2.3 If UN Women, in its sole discretion, determines that the improper performance cannot be remedied by re-performance or other corrective measures by the Contractor, UN Women, at the UN's sole discretion, may terminate the Contract in accordance with Articles 13.1 or 13.2 (second sentence) of the General Conditions, without prejudice to and in addition to any of its other rights and remedies under this Contract or otherwise.

8.3 Neither review nor inspection hereunder, nor failure to undertake any such review or inspection, shall relieve the Contractor of any of its warranty or other obligations under this Contract.

## **Article 9**

### **Special Conditions**

#### **Article 9A**

##### **Insurance**

(Consult with Insurance and Disbursement Section, as appropriate, regarding the sufficiency of Article 6 (Insurance and Liability) of the General Conditions, for the particular contract, and include here any special or additional provisions as advised by Insurance and Disbursement Section, including thresholds for insurance policies. Examples of particular types of insurance that might be appropriate are professional liability insurance, financial institution bond, cyber risk insurance, general liability insurance. Also, it should be considered whether insurance requirements should apply to subcontractors.)

#### **Article 9B**

##### **Security**

9B.1 The Contractor shall take reasonable measures to safeguard its Personnel, protect property and safeguard against sabotage, damage, loss and theft of all material, supplies, and equipment, including, without limitation, UN Women furnished equipment and supplies. As used in this Contract, the term "UN Women furnished equipment and supplies" shall include, but not be limited to, equipment and supplies provided by UN Women to the Contractor and equipment and supplies purchased by the Contractor with funds provided or to be reimbursed by UN Women.

9B.2 The Contractor shall develop a security plan in consultation with UN Women, including detailed procedures to cover evacuation, personnel, equipment, safeguarding of UN-furnished equipment and

supplies, unlawful interference, baggage screening for carriage of weapons, explosives, narcotics and contraband, and prevention of sabotage. The Contractor shall submit such security plan to UN Women within [number] days of the Effective Date. UN Women reserves the right to examine procedures, methods and facilities used by the Contractor to provide security. The Contractor shall give due consideration to adjustments to such procedures or facilities as may be recommended by UN Women. Nothing in the foregoing provisions, including inter alia UN Women's examination of the Contractor's security plan or its making of recommendations regarding such security plan, shall limit or abrogate the obligations and responsibilities of the Contractor under this Contract to safeguard the safety and security of its Personnel, the Contractor's equipment and other property, UN Women furnished equipment and supplies and Personnel's personal effects and other property.

9B.3 UN Women may, when feasible and appropriate in the sole opinion of UN Women:

12.3.1 Inform and, to the extent necessary, update the Contractor of its security regulations, policies and procedures;

12.3.2 Provide the Contractor's Personnel with the necessary security passes and access to areas necessary for performance of this Contract; and

12.3.3 Include the Contractor's Personnel in the UN Women security plan on the same terms that are offered to implementing partners of UN agencies, funds and programmes, provided, however, the level of security to be provided to the Contractor shall be consistent with the assessment of local conditions by UN Women, but shall in no event exceed the level of security provided to UN Women staff in the mission area or relevant portion thereof.

9B.4 Neither UN Women nor any of its officials, agents, and employees shall be liable for any loss, damage, injury or death that may be sustained by the Contractor, its Personnel, the Contractor's equipment or other property or the Personnel's personal effects or other property during, in connection with or as a result of, UN Women's or the Contractor's taking or failure to take any security measures provided for in this Article. Further (i) the Contractor shall make no demand or claim, whether in its own right or on behalf of such Personnel or any other third party, against UN Women, its officials, agents, and employees, in respect of, based on or in any way relating to UN Women's or the Contractor's taking or failure to take such security measures; and (ii) without prejudice to and in addition to any other indemnities under this Contract, the Contractor shall indemnify, defend and hold and save harmless UN Women, its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by Personnel or any other third party against UN Women, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from or relating to UN Women's or the Contractor's taking or failure to take any such security measures.

## Article 9C

### Liquidated Damages<sup>4</sup>

9C.1 The Contractor acknowledges the requirement of UN Women that the Services be performed in accordance with the TOR. In particular, UN Women will suffer both financial loss and inconvenience as a result of late performance. The Contractor therefore acknowledges that time is of the essence in relation to the provision of the Services.

9C.2 In the event of the Contractor's failure to comply with the time periods in the Contract, without prejudice to any other rights or remedies that UN Women may have under this Contract or otherwise, United Nations may, at its sole option, demand liquidated damages for such delay ("Liquidated Damages"). Such Liquidated Damages shall be *[percentage of payable amount, or any other amount representing a reasonable pre-estimate of damages to be suffered by UN Women for the Contractor's delay]*, for each *[period of time]* of delay beyond the date upon which the Services were due to have been completed.

9C.3 The Parties agree that any rights to terminate this Contract shall have no effect on UN Women's right to claim Liquidated Damages pursuant to this Article.

9C.4 UN Women shall have the right to deduct any Liquidated Damages to which it is entitled under the terms of this Contract from any monies due from UN Women to the Contractor, or to recover the same as a debt due from the Contractor.

9C.5 Liquidated Damages shall be payable by virtue of the sole fact of the delay without the need for any previous notice or any legal or arbitral proceedings, or proof of damage, which shall in all cases be considered as ascertained.

## Article 9D

### UN Women Equipment and Supplies

9D.1 Title to equipment and supplies purchased by the Contractor with funds provided by UN Women or for which the Contractor is entitled to be reimbursed under the terms of this Contract shall pass to and vest in UN Women upon acceptance by UN Women of such equipment or supplies following UN Women's receipt of the equipment and supplies and the Contractor's compliance with UN Women's inspection procedures. In the event that the Contractor is requested in writing by UN Women to purchase other equipment or supplies on UN Women's account, such equipment or supplies shall be purchased by the Contractor on a cost reimbursable basis provided that (a) prior to purchasing such equipment or supplies the Contractor notifies UN Women of the cost thereof, and provides to UN Women such other information concerning such equipment or supplies as UN Women may request, and (b) UN Women authorizes the Contractor, in writing, to purchase the equipment or supplies. Title to such equipment or supplies shall pass to and vest in UN Women following UN Women's receipt of the equipment and supplies and the Contractor's compliance with UN Women's

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inspection procedures. Authorization by UN Women to the Contractor to purchase such equipment or supplies shall not increase the relevant contract amount set forth in Article 5 hereof.

9D.2 In addition to UN Women's rights under Article 8 (Equipment Furnished by UN Women to the Contractor) of the General Conditions, the Contractor shall be responsible and accountable to UN Women for UN Women furnished equipment and supplies [*as defined in Article 12.1, above.*] **OR** [*As used in this Contract, the term "UN Women furnished equipment and supplies" shall include, but not be limited to, equipment and supplies provided by UN Women to the Contractor and equipment and supplies purchased by the Contractor with funds provided or to be reimbursed by UN Women.*]<sup>5</sup> The Contractor shall take reasonable measures necessary to preserve such UN Women furnished equipment and supplies from loss or damage until returned to UN Women.

9D.3 UN Women and its authorized agents or representatives shall have access at all reasonable times to the premises in which any UN Women furnished equipment and supplies are located for the purpose of inspecting such equipment or supplies.

9D.4 Within [*number in words and figures*] days of the Effective Date, UN Women shall provide a list of UN Women equipment and supplies which UN Women intends to make available for use by the Contractor in performing this Contract. At such time, the Contractor's duly authorized representative and UN Women's representative or agent shall conduct a joint inspection of such equipment and supplies to determine the quantity, working order and condition of the equipment and supplies. Items missing or not in working order shall be recorded. UN Women may, in its sole discretion, replace missing items or repair items not in working order. The Contractor's duly authorized representative and UN Women's representative or agent shall sign this list, indicating their agreement as to the quantity, working order and condition of the UN Women furnished equipment and supplies, and the list shall thereupon be annexed to this Contract as Annex [*insert number of Annex*] in accordance with Article 19 (Modifications) of the General Conditions. If the Contractor does not participate in the inspection of the UN Women furnished equipment and supplies mentioned above, the Contractor shall accept the listing provided by UN Women. No later than [*number*] days prior to the expiration or termination of this Contract, or when such equipment and supplies are no longer needed by the Contractor, the Contractor and UN Women's representative or agent shall conduct a joint inspection of the UN Women furnished equipment and supplies to determine the quantity, working order and condition of the equipment and supplies. The Contractor shall replace missing items and repair or maintain items not in working order, subject to normal wear and tear, before returning them to UN Women and before the expiration or termination of the Contract.

9D.5 Subsequent issues of equipment or supplies by UN Women to the Contractor shall only be effected to a duly authorized representative of the Contractor who shall acknowledge receipt in writing of such equipment or supplies, recording the quantity, working order and condition of the equipment or supplies in accordance with Article 15.4, above.

## Article 10

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## Notices

10.1 Except as otherwise specified in this Contract, all notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be delivered either by: (i) personal delivery; (ii) recognized overnight delivery service; (iii) postage prepaid, return receipt requested, certified mail; or (iv) confirmed facsimile, transmitted to the Party for whom such notice or communication is intended, at the address or facsimile number shown below, or such other address or number as the intended recipient previously shall have designated by written notice given pursuant to this Contract:

If to the Contractor:

*[Please insert address of Contractor]*

Attn: *[name/title]*

Fax: *[number]*

Email: *[email]*

If to the UN Women:

*[Please insert address of UN Women]*

Attn: *[name/title]*

Fax: *[number]*

Email: *[email]*

10.2 Notices and other communications required or contemplated by this Contract delivered by mail or recognized overnight delivery service shall be effective on the date they are officially recorded by the postal or delivery service as delivered to (or refused by) the intended recipient by return receipt or equivalent. Such notices and other communications delivered by facsimile shall be deemed to have been delivered to and received by the addressee, and shall be effective, on the date indicated on the facsimile confirmation. Such notices and other communications delivered in person shall be effective on the date of actual receipt.

## Article 11 Amendment

Any modification to this Contract shall be in accordance with Article 19 (Modifications) of the General Conditions.

## Article 12 Miscellaneous

12.1 Without limiting the provisions of Article 19 (Modifications) of the General Conditions, no terms or provisions of this Contract shall be deemed waived and no breach excused, unless such waiver or excuse shall be in writing and signed by the Party giving the waiver or excuse. No consent to, or excuse or waiver of, a breach of this Contract shall constitute a consent to, or excuse or waiver of, any other subsequent breach.

12.2 If any provision of this Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

12.3 Headings and titles used in this Contract are for reference purposes only and shall not be deemed a part of this Contract for any purpose whatsoever.

12.4 This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument.

12.5 Unless the context otherwise clearly indicates, all references to the singular herein shall include the plural and vice versa.

12.6 This Contract and everything herein contained shall inure to the benefit of, and be binding upon, only the Parties and their respective successors and permitted assigns.

**IN WITNESS WHEREOF**, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

**FOR [NAME OF CONTRACTOR]**

**FOR UN WOMEN**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annex VIII**

### **General Conditions of Contract**

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/Unwomen-GeneralConditionsOfContract-Services-en.pdf>

**Annex X**

**JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM  
(to be completed and returned with your technical Proposal)**

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

Signatures of all partners:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
  - [Proposal submission form](#) \_\_\_\_\_
  - [Joint Venture Form \(if in a joint venture\)](#) \_\_\_\_\_
  - Performance Security Form (if Required) \_\_\_\_\_
  - [Inner envelope containing technical proposal](#) \_\_\_\_\_
  - [Second inner envelope containing Financial Proposal](#) \_\_\_\_\_

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
  - [Technical Proposal](#) \_\_\_\_\_
  - [Proposal submission form](#) \_\_\_\_\_
  - [Joint Venture Form \(if in a joint venture\)](#) \_\_\_\_\_
  - Performance Security Form (if required) \_\_\_\_\_
- [Financial Proposal](#) PDF sent to E-mail address specified in Invitation Letter \_\_\_\_\_

[Model Form of contract has been read and understood](#) \_\_\_\_\_

[General Conditions of Contract have been read, understood and accepted](#) \_\_\_\_\_