

# Request for Proposal

## Reference No.: JOR30RFP55

*To support rural women's leadership in the agricultural sector in Jordan*

08 March 2016

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) to support rural women's leadership in the agricultural sector in Jordan**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services **to support rural women's leadership in the agricultural sector in Jordan** 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:
  - a. This letter (and the included [Proposal Instruction Sheet \(PIS\)](#))
  - b. Instructions to Proposers ([Annex 1](#)) available from this link:  
<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - c. Terms of Reference (TOR) (Annex 2)
  - d. Evaluation Methodology and Criteria (Annex 3)
  - e. Format of Technical Proposal (Annex 4)
  - f. Format of Financial Proposal (Annex 5)
  - g. Proposal Submission Form (Annex 6)
  - h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
  - i. Proposed Model Form of Contract (Annex 8)
  - j. General Conditions of Contract (Annex 9)
  - k. Joint Venture/Consortium/Association Information Form (Annex 10)
  - l. Submission Checklist (Annex 11)
3. The Proposal Instruction Sheet (PIS), below, provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I – see above link\)](#).

## PROPOSAL INSTRUCTION SHEET (PIS)

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

<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 : <b>April 7, 2016 3:00 PM</b></p> <p>Amman, Jordan (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>This is an absolute deadline, proposals received after this date and time will be disqualified.</p>
4.1	<b>Manner of Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Email</p>
4.1	<b>Address for Proposal Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail :</p> <p>UN Women Country Office for Jordan Um-Uthaina, Jeddah Street, Villa #6 P.O Box 830896 Jordan, Amman 11814 Tel: +962 6 52-000-60 <b>Attn. Procurement Section.</b></p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation: <a href="mailto:Jordan.procurement@unwomen.org">Jordan.procurement@unwomen.org</a></p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	<b>Language of the Proposal:</b>	<p><input checked="" type="checkbox"/> <b>English</b>      <input type="checkbox"/> French      <input type="checkbox"/> Spanish</p>
3.4.2	<b>Proposal Currencies</b>	<p>Preferred Currency: <input checked="" type="checkbox"/> <b>USD</b></p>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	<p>120 days</p>

2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="7"/> business days before the deadline for submission of proposal.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	<p>Requests for clarification should be addressed to the e-mail address: <a href="mailto:jordan.procurement-info@unwomen.org">jordan.procurement-info@unwomen.org</a></p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><b><u>This email address is for clarifications ONLY.</u></b></p> <p><b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b></p>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<p>Date and time: <b>March 20, 2016 10:00 AM</b></p> <p>Location:</p> <p>UN Women Country Office for Jordan Um-Uthaina, Jeddah Street, Villa #6 P.O Box 830896 Jordan, Amman 11814 Tel: +962 6 52-000-60 <b>Attn. Procurement Section.</b></p> <p><input type="checkbox"/> Not applicable   <input type="checkbox"/> Mandatory   <input checked="" type="checkbox"/> Optional</p>
3.9	<b>Proposal Security</b>	<p><input checked="" type="checkbox"/> <b>Not Required</b></p> <p>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.</p>
7.4	<b>Performance Security</b>	<p><input checked="" type="checkbox"/> <b>Not Required</b></p> <p>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.</p>

4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Giuseppe Belsito  
Country Representative  
UN Women Country Office  
for the Hashemite Kingdom of Jordan

## Annex 2

### Terms of Reference

#### UN Women Country Office for Jordan

#### INTRODUCTION

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

UN Women Jordan supports the Government of Jordan to response to the impact of the Syria crisis in Jordan, through the framework of the Jordan Response Plan (JRP) to the Syria Crisis (2015). This includes targeted support to refugees living inside and outside of camp settings and support to Jordan's hosting communities, through a framework of gender equality and women's empowerment, and technical support on issues of humanitarian action and resilience. To support the Government of Jordan to address the on-going impact of the crisis on Jordan's hosting communities, UN Women is working with the Food and Agriculture Organisation (FAO) to support food security in Irbid and Mafrq. To this end UN Women will be working with rural and agricultural organisations in these areas to bolster women's leadership within them and to strengthen women's leadership in rural organisations to promote gender equality and women's empowerment. This includes working with policy makers to enable them to better advocate for rural women's needs.

#### BACKGROUND/PROBLEM ANALYSIS

The Syrian crisis has led to the displacement of over 11.7 million people. Jordan is hosting 1.4m refugees, of which some 639,704<sup>1</sup> are registered with the United Nations Refugee Agency (UNHCR) as Syrian refugees. Of these, an estimated 83% live in host communities. This large influx of refugees has had a profound impact on Jordan. The sudden and massive increase in population has led to an over-stretching of the absorptive capacity of Jordanian communities, competition over employment and depressed wages<sup>2</sup>.

The Jordan Response Plan for the Syrian Crisis (2015) stated that between 2012 and 2013 the unemployment rate in Mafrq and Irbid respectively increased from 10.7 to 14.5 per cent, and from 11.7 to 13 per cent, settling above the national level.<sup>3</sup> In 2015, the national unemployment rate stands at 11%, with women's unemployment rate twice that of men,<sup>4</sup> and for youth between the ages of 15-24 it stood above 30 per cent<sup>5</sup>. Competition over employment opportunities, particularly of an informal nature, is prominent and this is particularly true in the agricultural sector, where Syrian refugees are mostly employed without work permits, in exploitative conditions and for wages lower than the national minimum wage. Among the least resilient to shocks and stresses affecting food and livelihood security are vulnerable households with limited income earning opportunities, female-headed households, and poor smallholder farming families in governorates hosting large numbers of Syrian refugees. Refugees feature highly among this population due to their challenges accessing employment. The annual World Food Programme (WFP) Comprehensive

<sup>1</sup> <http://www.unhcr.io/about-us-2/figures-at-a-glance/> accessed March 10, 2016

<sup>2</sup> Svein Erik Stave and Solveig Hillesund, Impact of Syrian refugees on the Jordanian labour market. Findings from the governorates of Amman, Irbid and Mafrq, 2014 (FAO and FAFO)

<sup>3</sup> Department of Statistics, Labour and Unemployment Survey, 2014.

<sup>4</sup> The unemployment rate for women was 22.2 per cent, while it was 10.6 per cent for men in 2013 according to the Department of Statistics.

<sup>5</sup> Department of Statistics, 2013

Food Security Monitoring Exercise (CFSME) for 2015 has found that 85% of Syrian refugee households are either vulnerable to food insecurity or food insecure, a dramatic increase in comparison to 50 percent in 2014. Of these female-headed households are the most vulnerable to food insecurity, with 43% of female headed households living independently from male header households suffering from extreme food insecurity. As poverty deepens, refugees and Jordanians in host communities are increasingly turning to negative coping mechanisms to help meet their basic needs. Studies show that among the Syrian refugee population this has included a reliance on child labour and early marriage.<sup>6</sup> These pressures have altered dynamics within host communities, aggravating social tensions and threatening to undermine social cohesion.

This challenges are particularly acute in rural areas, where Jordanians and refugees are challenged by a lack of social services, markets, employment opportunities and affordable transportation. For this reason, UN Women and FAO are working together to support Jordanians and Syrian refugees living in the rural areas of Jordan's hosting communities to meet their food security needs. This will be done through agricultural and gender equality as entry points. This approach is in line with the recommendations of the Convention on the Elimination of all forms of Discrimination (CEDAW) Committee to Jordan, which noted that, *'the latest economic and social development plan recognized that rural women's participation in agriculture had declined, and noted the weakness of farm workers' organizations and the lack of conditions conducive to the participation of farm workers and other rural workers, especially women, in commercial agriculture. The plan also acknowledged the lack of programmes for training rural women and of voluntary programmes to foster their participation in agricultural development and in the protection of agricultural resources and the environment.'*<sup>7</sup> The more recent report of the CEDAW committee to Jordan (2012) built on this, calling on the Government of Jordan to, *'pay special attention to the needs of rural women; ensure that they have access to health, education; and intensify income-generating projects'*.<sup>8</sup>

The agricultural sector offers a powerful platform for engaging rural women and men in supporting them to meet their food security needs. Women in Jordan are active within the agricultural sector, and play a central role in the development of rural areas. Data suggests that women make up 65% of farm labourers in Jordan earning on average 4JD per day, with men earning on average of 15-17JD per day.<sup>9</sup> Moreover, they have restricted access to productive resources, such as land, agricultural inputs, finance and credit, extension services, and technology, which limits their agricultural outputs as well as their capacities more generally. Unpaid care work further hampers rural women's ability to take advantage of on- and off-farm employment and new market opportunities in the agricultural sector. Women's leadership and participation in producer organizations, decision making and local governance remains low and rural and agricultural policies insufficiently address their needs and priorities.

UN Women and FAO are working to address food insecurity in Jordan while also bolstering the role and conditions of women working in the agricultural sector. This will be done through a resilience focused intervention that seek to give women and their families the skills need to support food security, rather than through direct cash or food handouts, while also working with them to advocate for better working conditions and leadership positions within rural and agricultural governance structures. The will be undertaken through an approach that seeks to foster community ties and social cohesion. To this end the overarching goal of this work is to secure rural women's food security and rights as an entry point for building resilience in the context of the Syrian crisis, thereby supporting improved family food security and social cohesion in hosting communities.

<sup>6</sup> [http://www.unicef.org/mena/media\\_9469.html](http://www.unicef.org/mena/media_9469.html); <http://jordantimes.com/new-project-targets-child-labour-among-syrians>

<sup>7</sup> <http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N00/260/52/PDF/N0026052.pdf?OpenElement>. Paragraph 42

<sup>8</sup> <http://www2.ohchr.org/english/bodies/cedaw/docs/co/CEDAW-C-JOR-CO-5.pdf>. Paragraph 42

<sup>9</sup> Data from the Specific Union for Farmer Women, Jordan. December 2015

**This work falls under the following national priorities:**

Jordan Response Plan for the Syria Crisis 2016-18: Livelihoods Sector –

REF 1.1: To support efficient and gender sensitive agricultural livelihood and food security emergency and recovery programming in Jordan in response to the protracted Syria crisis.

RES 3.1: To enhance income generating opportunities and food utilization capacities of vulnerable farm households including women & girls, of rural communities hosting Syrians refugees

To this end UN Women is seeking to support initiatives that address this and support women's leadership and empowerment, including economic empowerment, in rural areas – with a specific focus on women's engagement in the agricultural sector.

**PURPOSE**

To address the above, UN Women is requesting proposals that **reinforce women's leadership and organizational capacities and support to the creation of a conducive policy environment to guarantee long-term sustainability of development actions.**

Specifically, UN Women is looking for proposals that promote rural women's participation and leadership in rural organizations and local governance systems, and where possible targeting both refugees and Jordanians. Work should engage men, including religious and traditional leaders, local authorities and men in general, in all activities to guarantee political and social recognition of the role of women by the whole community. Work should also ensure the engagement of, and with, the Government of Jordan to support the development of an enabling environment within local organisations to promote the effective engagement and (where possible) enforcement of rural women's economic, social and cultural rights and their access to decent wage employment. Strategies should involve generating research, working to review the current governance frameworks of lead organizations within the agricultural sector and advocating with relevant stakeholders to deliver greater development outcomes to rural women.

Proposals should respond to the following outputs:

Output 1. Rural women, including young women have enhanced confidence and leadership skills to take an active part in local decision-making.

Indicative activities

- Build the capacities of rural women, including young women, enable them to adopt leadership roles in local decision-making (land committees, community development initiatives) and producer organisations (POs);
- Enhance the ability of rural women to organize into and participate in cooperatives, service provider and producer organizations;
- Assist informal rural women's groups to affiliate with formal organisations;
- Support POs and cooperatives to make their corporate governance more transparent, effective, accountable, gender equitable and age inclusive through: developing quotas on boards; setting up gender committees; implementing gender policies and strategies; and providing managerial and leadership training.

Output 2. Rural women, including young women, have increased capacity to engage in and influence relevant policy forums at the national level, with a particular focus on advocacy for climate change issues.



#### Indicative activities

- Facilitate networking of rural women's organisations at sub-national and national levels, and their links with the women's movement for better information exchange, advocacy, coordination and participation in national policy and decision making processes;
- Raise awareness of rural women's rights through community groups and other forums and platforms for communication;
- Foster a supportive and enabling environment, including by involving and sensitizing male advocates at all levels to champion and support change: community dialogue to change gender discriminatory norms and attitudes, sharing of knowledge, networking, participatory methodologies and consultative mechanisms.

Output 3. Policy makers and decision makers have enhanced capacities to effectively mainstream gender into land, food, agriculture, nutrition, socio-cultural and tourism development and rural employment policies and budgets.

#### Indicative activities

- Produce advocacy oriented research on rural women's role in the agricultural sector in Jordan, and the current legislative framework;
- Produce advocacy oriented research on the effects of climate change in Jordan, in particular the gendered impact of climate change;
- Advocate for enhancing women's opportunities, and access to services in the agriculture sector.

#### **TIMEFRAME**

The services will be required for **11 months**.

## EVALUATION METHODOLOGY AND CRITERIA

### 1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements.

- Submitting companies are not included among United Nations suspended companies;
- *Offers are signed by an authorized party, including Power of Attorney if stipulated;*
- *The offer is valid for the number of days requested;*
- *The technical offer was submitted in separated e-mail from the financial offer or in different envelopes.*
- *The offer is complete and eligible.*

**2. Cumulative Analysis Methodology:** A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining 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 assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

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

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [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:

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

Where:

$p$  = points for the financial proposal being evaluated

$y$  = maximum number of points for the financial proposal

$\mu$  = 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):

Expertise of organization submitting proposal		Points Obtainable
1.1	Reputation of Organisation and Staff (Competence / Reliability)	25
1.2	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support, e.g. project financing capacity and project management controls)	25
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills).	25
1.4	Relevance of: <ul style="list-style-type: none"> <li>- Specialized knowledge</li> <li>- Experience on similar programmes / projects</li> <li>- Experience on projects in the region</li> <li>- Work for other UN agencies / major multilateral / bilateral programmes</li> </ul>	25
		<b>TOTAL: 100</b>
Proposed Work Plan and Approach		Points Obtainable
2.1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	50
2.2	To what extent has the Offeror proposed to use national partners and structures in the implementation of the project?	30

2.3	To what extent has the Offerer clearly outlined the gender equality challenges and mainstreamed a gender equality and women's empowerment approach throughout the project?	100
2.4	To what extent has the Offerer provided a sound model for supporting women's leadership in rural, agriculture-focused organisations in Irbid and Mafraq	80
2.5	To what extent has the offer articulated a clear theory of change and proposal to address issues of gender equality and women's leadership?	50
2.6	Is the conceptual framework and logical framework adopted appropriate for the task? Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
2.7	Does the project integrate a sound methodology for engaging decision-makers in advocacy on issues affecting rural women – and linking rural women's voices to decision makers in Jordan?	90
		<b>TOTAL: 500</b>
<b>Resource Plan and Key Personnel</b>		<b>Points Obtainable</b>
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed and the work tasks for each team member (including supervisory roles)  Curriculum vitae of the proposed team that will be involved either full- or part-time	50
3.2	Has a monitoring and evaluation plan been included? Are indicators specific, measurable, achievable, and relevant and timebound (SMART)?	25
3.3	Is there a clear reporting framework to UN Women?	25
		<b>TOTAL: 100</b>
<b>70% of 700 pts = 490 pts needed to pass technical proposal</b>		

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.

## ANNEX 4

# FORMAT OF TECHNICAL PROPOSAL

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

**Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.**

Proposer is requested to include a *one-half* 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:	
E-mail:	

### Section 1.0: Expertise of organization submitting proposal

#### 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.
- 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 ( list any organizations you are planning to partner with to carry out your proposal) 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. Please list any organizations you are planning to partner with to carry out your proposal

#### 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 2.0: Proposed Work Plan and Approach

2.1 Metodology and Approach	Description/Guidance
<b>Executive Summary</b>	An overview of the work and its aims.
<b>Project Duration and Geographical Focus</b>	Implementation should be 11 months in duration and cover Mafrq and Irbid.
<b>Context and Justification</b>	This should outline how you intend to undertake the work.
<b>Expected Results</b>	Please describe the outputs and the outcomes of your proposal.
<b>Logical Framework</b>	This should include: goal, outcome, outputs, activities, indicators, means of verification and targets/baselines (sex disaggregated where applicable) for each indicator.
<b>Workplan</b>	Please indicate responsibilities and timeframes for each of your activities.
<b>Monitoring and Evaluation</b>	This section should detail the plan for the monitoring of the project. This should also include information on reporting to UN Women.

<b>Communication Plan</b>	The communication plan should include details of the audience, purpose, messages, communication channels and resources. The final plan will be in line with UN Women's contractor rules and regulation, and approved by UN Women.
<b>2.2 Timeline, deliverables and reporting</b>	
<b>Deliverables</b>	<p>Key deliverables over an 11-month period are:</p> <ul style="list-style-type: none"> <li>• Comprehensive workplan and communication plan. A clear M&amp;E plan with impact oriented indicators to be collected and reported.</li> <li>• 1000 women targeted for enhanced leadership and empowerment within rural communities;</li> <li>• At least 5 rural farmer's organisations strengthened to better support women's leadership and engagement; and</li> <li>• 2 policy papers produced on strengthening women's leadership in the agriculture sector and gender and climate change. This includes advocacy oriented research on rural women's role in the agricultural sector in Jordan, and the current legislative framework.</li> <li>• One six month progress report and a final narrative and financial report.</li> </ul>
<b>Activities/ Tasks</b>	<p>Activities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Build the capacities of rural women, including young women, enable them to adopt leadership roles in local decision-making (land committees, community development initiatives) and producer organisations (POs);</li> <li>• Enhance the ability of rural women to organize into and participate in cooperatives, service provider and producer organizations;</li> <li>• Assist informal rural women's groups to affiliate with formal organisations;</li> <li>• Support POs and cooperatives to make their corporate governance more transparent, effective, accountable, gender equitable and age inclusive through: developing quotas on boards; setting up gender committees; implementing gender policies and strategies; and providing managerial and leadership training.</li> <li>• Facilitate networking of rural women's organisations at sub-national and national levels, and their links with the women's movement for better information exchange, advocacy, coordination and participation in national policy and decision making processes;</li> <li>• Raise awareness of rural women's rights through community groups and other forums and platforms for communication;</li> <li>• Foster a supportive and enabling environment, including by involving and sensitizing male advocates at all levels to champion and support change: community dialogue to change gender discriminatory norms and attitudes, sharing of knowledge, networking, participatory methodologies and consultative mechanisms.</li> <li>• Produce advocacy oriented research on rural women's role in the agricultural sector in Jordan, and the current legislative framework;</li> <li>• Produce advocacy oriented research on the effects of climate change in Jordan, in particular the gendered impact of climate change;</li> <li>• Advocate for enhancing women's opportunities, and access to services in the agriculture sector.</li> </ul>

<b>Timeframe and location</b>	Projects should be eleven months in duration and target <u>both</u> Irbid and Zarqa governorates.
<b>Communication and reporting obligations</b>	<p>The contractor will be asked to submit one bi-annual progress report and one final report to the UN Women Recovery Specialist on progress and results. The report may cover such aspects as progress made in the provision of the services, identification of unforeseen issues or areas of concern, delays in the provision of the services, causes of such delays and proposed measures to correct such causes. The final report must include an analysis of results and impact, not simply the tabulation of input data and activities. To receive payment for a deliverable the contractor will be required to submit an invoice with proof of the deliverable(s).</p> <p>As detailed above, a final financial and narrative report will be submitted upon completed delivery of the services procured. This should be delivered within 3 months of the closing of the project. Upon satisfactory receipt of the reports, final payment will be provided.</p>
<b>Section 3.0: Resource Plan, Key Personnel</b>	
<b>Personnel / Qualifications</b>	<p>At a minimum it is expected that the following personnel will be needed to undertake this work:</p> <ul style="list-style-type: none"> <li>• Project Manager: Providing project oversight, quality assurance</li> <li>• Women's empowerment and leadership officer/consultant</li> <li>• Finance officer (50%)</li> </ul> <p>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. <b>Substitution</b> 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.</p>
<b>Roles and responsibilities of the parties</b>	The contractor will be responsible for delivering the above results. UN Women will join the contractor for key events and will work with the contractor to ensure that necessary visibility is provided to UN Women and its donors.
<b>Profile on Gender Equality</b>	<ul style="list-style-type: none"> <li>• 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. <b>While this will not be a factor of evaluation</b>, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.</li> <li>• Proposers are also invited to: (1) become a signatory to the <u>Women Empowerment Principles</u> (if more than 10 employees) <a href="http://weprinciples.org/Site/PrincipleOverview">http://weprinciples.org/Site/PrincipleOverview</a> ; 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 <u>here</u>: <a href="http://weprinciples.org/Site/CompaniesLeadingTheWay/">http://weprinciples.org/Site/CompaniesLeadingTheWay/</a></li> </ul>



### Sample CV template:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
<p>Employment Record: [Insert details of as many other appropriate records as necessary]</p> <p>From [Year]: _____ To [Year]: _____</p> <p>Employer: _____</p> <p>Positions held: _____</p>		
<p>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]</p>		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken

## Annex V

### Format of Financial Proposal

The Financial Proposal must be prepared as a **separate 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 the compliance of the proposal with requirements as per the 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. The Proposer should 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.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer's overhead and backstopping facilities.

b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment (should be listed separately)

c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member (should be listed separately).

d. An all-inclusive amount for local travel, if applicable (should be listed separately).

e. If applicable, other costs required for the purposes of the assignment not covered in the foregoing or beneath paragraphs, such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payments might be expressed by the Proposer, and payments 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 the 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 a best and final offer from both proposers and shall make a final comparison of the competing proposers.

#### A. Cost Breakdown per Deliverables

Payment will be based on the following schedule of deliverables, with payment conditional upon the satisfactory acceptance of deliverables by UN Women.

Deliverable	Payment (as % of awarded budget)
Comprehensive workplan and communication plan. This includes a clear M&E plan with impact oriented indicators to be collected and reported	30%
5 rural farmer organisations strengthened identified and assessed for support to upgrade women's leadership and engagement (demonstrated through an assessment and detailed plans for capacity development and support).	30%
Progress Report 2: 2 policy papers produced on strengthening women's leadership in the agriculture sector and gender and climate change. 2 policy papers produced on strengthening women's leadership in the agriculture sector and gender and climate change. This includes advocacy oriented research on rural women's role in the agricultural sector in Jordan, and the current legislative framework.	20%
Final Narrative and Financial Report: 1000 women targeted for enhanced leadership and empowerment within rural communities; 5 rural farmer organisations strengthened – including equality based amendments to governing frameworks - to promote women's leadership and gender equality.	20%
<b>TOTAL</b>	

## B. Cost Breakdown by Resources

### C.

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Project Manager: Providing project oversight, quality assurance	1 person	Day/week/month		
Women's empowerment and leadership officer/consultant	XX person	Day/week/month		
Finance office	1 person			
Other (pleas specify)	XX person			
<b>Operational cost</b> Please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation				
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

**[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]**

### **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 6

### **Proposal Submission Form**

*[The Proposer shall fill in this Form in accordance with the instructions indicated. **No** alterations to its format shall be permitted and no substitutions shall be accepted.]*

To:

UN Women Country Office for Jordan  
Um-Uthaina, Jeddah Street, Villa #6  
P.O Box 830896  
Jordan, Amman 11814

Date: *[insert date of Proposal Submission]*

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 **[Title of goods/services/works]** 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) 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]*
- (f) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (g) 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;
- (h) 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 8

### Proposed Model Form of Contract



Model Professional  
Service Contract - Ov

A model of the contract that will be used is attached.



## Annex 9

### **General Conditions of Contract**

The UN Women's General Conditions of Contract is attached and can be accessed by Proposer from UN Women website by clicking on the below link.

**For Services (Available from this link:**

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



General Conditions  
for Services.pdf

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## Annex 10

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

JV / Consortium/ Association Information	
JV's Party legal name:	[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Proposers)}
JV's Party Country of Registration:	[insert JV's Party country of registration]
JV's Party Year of Registration:	[insert JV's Part year of registration]
JV's Party Legal Address in Country of Registration:	[insert JV's Party legal address in country of registration]
<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: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

## Annex 11

### Submission Checklist

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
  - [Technical Proposal](#) \_\_\_\_\_ ☐
  - [Proposal submission form](#) \_\_\_\_\_ ☐
- [Financial Proposal](#) PDF sent to E-mail address specified in Invitation Letter \_\_\_\_\_ ☐

For Mail/Courier/Hand Delivery

- Technical Proposal sent to mail address specified in Invitation Letter, includes:
  - [Technical Proposal](#) \_\_\_\_\_ ☐
  - [Proposal submission form](#) \_\_\_\_\_ ☐
  - [Financial Proposal](#) in separate inner envelope \_\_\_\_\_ ☐

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

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