**Annex IV**

# Format of Technical Proposal

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

**Financial Proposal must be submitted in a separate envelope.**

Proposer is requested to include a **half page** value statement indicating why they are the 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: |  |

|  |
| --- |
| **Section A: Expertise and Capability of Proposer** |
| 1.1 Organizational Architecture   * Background: Provide a brief description of the organization submitting the proposal including, if relevant, the year and country of incorporation, types of activities undertaken, and approximate annual revenue. * 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, what 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 role, responsibilities, reporting lines and accountability. |
| 1.5 Quality assurance procedures, risks 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 any relevant certificate(s) for accreditation of processes, policies, e.g. ISO. |
| 1.6 Relevance of specialized knowledge and experience on similar projects   * Detail any specialized knowledge that may be applied to the performance of the TOR. Include experiences in the region. * Describe the experience of the organization in performing similar goods/services/works. Experience with other UN organizations/ major multilateral / 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   * Clearly articulate the envisaged results and provide a logical framework for the intervention. * Provide a clear monitoring framework for the project. * Provide a description of the organization’s approach, methodology, and timeline for how it will achieve the TOR. * Explain the organization’s understanding of UN Women’s needs for the goods/services/works. * Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. * UN Women’s general procurement principles:   a) Best value for money  b) Fairness, integrity and transparency  c) Effective competition  d) The best interests of UN Women |
| 2.2 Management - timeline, deliverables and reporting   * Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR. |
| 2.3 Environment-related approach to the service/work required   * Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. |
| **Section C: Resource Plan, Key Personnel** |
| 3.1 Composition of the staff proposed to perform TOR, and the work tasks  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 team member. An organigram illustrating the office location (city and country) and reporting lines, together with a description of the 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** **file** from the rest of the RFP response as indicated in Clause 3.4.1of 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

1. **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.

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.

d. An all-inclusive amount for local travel, if applicable.

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.

1. **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.

1. **Cost Breakdown per Deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** | **Delivery time/time period (if applicable)** |
| 1 | Deliverable 1 |  |  |  |
| 2 | Deliverable 2… |  |  |  |
|  | Total | 100% | USD …… |  |

1. **Cost Breakdown by Resources**

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)** |
| Team Leader | 1 person | Day/week/month |  |  |
| Team Member | XX person | Day/week/month |  |  |
| Operational cost  Please detail the following:   * + - * 1. Estimated return tickets for travel (if any)         2. Accommodation and other expenses away from home (if any)         3. Local transportation         4. Any relevant overhead costs (report preparation, communication, stationary, etc.) | 1 lump sum  1 lump sum  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 VI**

# 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 Date: *[insert date of Proposal Submission]*

Um-Uthaina, Jeddah Street, Villa #6

P.O Box 830896

Jordan, Amman 11814

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bid Solicitation Documents*;*
2. 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.
3. 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;
4. Our proposal shall be valid for a period of **[60]** 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;
5. 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]*
6. We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
7. 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;
8. 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]*

**Annex VII**

# 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 VIII**

# Proposed Model Form of Contract

**

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

**Annex IX**

# 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**](http://www.unwomen.org/~/media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf) **(Available from this link:** <http://www.unwomen.org/~/media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContrac-Services-en.pdf>)



**Annex X**

# 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]* |
| **Consortium/Association’s names of each partner and contact information** | (inset name, address, telephone numbers, fax numbers, e-mail address) |
| **Consortium/Association** Agreement | [attach agreement] |
| **Name of leading** partner (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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex XI**

# Submission Checklist

For submissions by courier mail/hand delivery:

* Outer envelope containing the following:
  + [Proposal submission form](#_Proposal_Submission_Form_1) \_ \_\_\_\_\_\_
  + [Joint Venture Form (if in a joint venture)](#_JOINT_VENTURE/CONSORTIUM/ASSOCIATIO) \_\_\_\_\_ \_\_\_\_\_\_\_\_
  + [Inner envelope containing technical proposal](#_Format_of_Technical) \_\_\_\_ \_\_\_\_\_\_\_\_\_\_
  + [Second inner envelope containing Financial Proposal](#_Evaluation_Methodology_and_1)\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

[Model Form of contract has been read and understood](#_Proposed_Model_Form_1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[General Conditions of Contract have been read, understood and accepted](#_General_Conditions_of_1) \_\_\_\_\_\_