

Request for Proposal

Reference No.: JOR30RFP94

*(READVERTISEMENT - Education Services in Za'atari Refugee Camp
(Adult basic skills, After-school learning, day-care)*

Important note to bidders:

[ALL BIDDERS SHOULD COMPLETE ALL REQUESTED ANNEXES IN THIS RFQ TEMPLATE AND RETURN ALONG WITH THEIR SUBMISSION, ALL SUBMISSIONS THAT DO NOT INCLUDE OUR TEMPLATE WILL BE IMMEDIATELY DISQUALIFIED]

(على جميع الراغبين في التقديم لهذا العطاء ملأ هذا النموذج كاملاً مع إرفاق عروضهم بشكل منفصل عند التسليم، ذلك و نود أن نعلمكم بأن أي عطاء لا يتضمن هذا النموذج مملوء و حسب الطلب سوف يتم إبعاده و بشكل تلقائي من المنافسة و لن يتم فتح العرض المرفق)

17 November 2016

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for *Education Services in Za’atari Refugee Camp (Adult basic skills, After-school learning, day-care).*

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans **to procure education services** 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.

1. 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)

2. 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 Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from 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	Deadline for Submission of Proposals	<p>Date and Time: Sunday 04 December 2016 11:59 PM</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: <i>Amman, Jordan</i></p> <p>This is an absolute deadline. Any proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<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 Attn. Procurement Section.</p> <p><i>Please indicate the reference number of this tender in the main cover of your submission and the name of your company</i></p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p>Technical Proposal: Jordan.tech-bids@unwomen.org Financial Proposal: jordan.fin-bids@unwomen.org</p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>

3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other (pls. specify) _____
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> USD If no, please indicate Currency: <input type="text"/> <i>Proposer may submit proposal in any freely convertible currency</i>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	If other, please indicate: <input type="text" value="120"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: jordan.procurement@unwomen.org. Clarification emails should include a subject header in the following format: "UNW RFP Reference #, Request for Clarification, Company/Contractor Name" Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>The e-mail address above is for clarifications ONLY.</u> <u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u>

2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory: <input type="checkbox"/> Optional:
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required <p>Proposal 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 bidder at any stage.</p>
7.4	Performance Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required <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>
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p> <input type="checkbox"/> Required <p>Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____</p>

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,

Ziad Sheikh

Country Representative

UN Women Country Office for the Hashemite Kingdom of Jordan



ANNEX 2

TERMS OF REFERENCE (TOR)

INTRODUCTION

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors. UN Women is also increasing its engagement in humanitarian response through interagency collaboration.

The Syria conflict, now in its sixth year, has affected more than 10.8 million of the country's 22 million population.¹ Of these, 4,835,187 Syrian refugees have been registered by the United Nations Refugee Agency (UNHCR) in countries bordering Syria as of April 25, 2016.² Slightly over half of these are women and girls. The willingness of neighboring countries to host Syrian refugees has had considerable economic and social consequences. Government resources have been depleted and the coping capacities of local authorities and populations have been severely tested. The Hashemite Kingdom of Jordan is currently hosting 664,102³ refugees within its borders.

UN Women works at multiple levels to respond to the specific needs of Syrian women refugees and communities. In Za'atari refugee camp it implements a multi-sectoral protection and support programme safe spaces for women and girls, one of which is run in collaboration with the World Food Programme (WFP). The overall goal of the project is to empower vulnerable Syrian women refugees through increased access to self-reliance opportunities and meaningful engagement in community life to put in place the foundational cornerstones for increased self-reliance and durable solutions for the 'day after' in Syria.

This work seeks to: a) Create and sustain access to self-reliance opportunities for Syrian women refugees through cash for work activities b) Build a conducive environment for increasing Syrian women refugees' active participation in decision-making processes in the camp including meaningful engagement in community mobilizations efforts; c) Increase awareness on women

¹ <http://www.unhcr.org/pages/49e486a76.html>

² <http://data.unhcr.org/syrianrefugees/regional.php>

³ <http://www.unhcr.org/pages/49e486566.html>. Accessed May 17, 2016

rights and responsibilities for an inclusive, equitable and peaceful society through training, enhancement of life skills and other social cohesion approaches; this includes addressing prevention and response to gender based violence through awareness raising, trainings, and referrals to service providers of psychosocial, health, and legal services as appropriate.

To this end UN Women manages three safe spaces for women and girls – Oasis’s – across Za’atari refugee camp, one managed with the WFP. These host on average of 16,000 visitors per year for services covering incentive-based volunteering, protection referral services, adult basic skills services, after-school learning support, day care services, leadership training, awareness raising and social recreation such as dance classes. UN Women and WFP are in the process of rolling out this package of services in Azraq camp – through one centre with services tailored to the specifics of Azraq camp.

UN Women currently attracts roughly 700 visits a month for its adult basic skills services and after-school learning support in Za’atari camp. It also engages roughly 150 children per day through its day care services. Those attending the adult education services tend to be barely literate or illiterate women, while those attending the after-school learning are children and adolescents whose parents/siblings are engaged in centre activities and looking for space and support to do homework and additional learning.

STATEMENT OF NEED:

UN Women is requesting proposals to enhance the quality of the following three services offered across its three spaces in Za’atari,

1. Adult basic skills;
2. After-school learning support; and
3. Day-care services.

Specifically, the following outcome and outputs need to be delivered:

Outcome statement: Improve and promote quality educational learning outcomes for refugees in Za’atari and Azraq camp (with a focus on adult learning, after-school programming and quality day care).

Outputs:

1. At least 3 competence development exercises undertaken to upgrade the quality of the education services provided.
2. Enrollment of at least 100 women engaged in adult basic skills services; 100 children in day care services and 80 children/adolescents in after-school learning support.

3. At least 36 learning sessions undertaken in pursuit of adult skills engagement and after school learning (a minimum of 4 sessions per month per centre across the three centre's in Za'atari, for 3 months – 1 month of curriculum building, 2 months of learning;).
4. Monitoring report charting the impact of the intervention on – a) learning outcomes (before and after assessments), b) pedagogical staff's professional skills and competences (learner satisfaction, observation etc) and c) parental satisfaction with the quality of the day care services.
5. 2 media friendly success stories – including 40 high quality images and 1 short video.

This can be done through the following activities and initiatives:

1. Assessment of needs of current service users and potential service users
2. Assessment of the training needs of learning professionals
3. Design and establish curriculum for adult basic skills (outlining learning objectives, conception of learning, learning environment, operational culture, teaching approaches, learner assessment etc.) The adult basic skills aims are Arabic literacy, English literacy, basic numeracy and basic ICT skills (a computer lab is available on site – but no internet to date).
4. Design and establish clear enrollment processes for adult basic skills services (with the identification of educational needs, baseline level assessment, recognition of prior learning and placement of learners in the appropriate learning levels and classes) and criteria for successful learning dynamics (e.g. number of learners per class, teacher ratio, etc).
5. Design and establish clear lesson plans – including an annual lesson plan for each Oasis site - and graduation sequence (e.g. number of classes per module, progression from one module to the next) for adult learning.
6. Design teaching methods and establish a schedule for after-school learning support (what type of support is provided, what type of space is provided, how often, criteria for engagement, etc).
7. Design and establish curriculum for day care services – age appropriate and with a focus on play, refining motoric skills, social skills/acting as a group member, child's individuality and active learning.
8. Undertake structured competence development with the learning professionals – adult basic skills, after school learning and day care - engaged through UN Women's programme (Syrian refugees earning cash for work) – this includes training on diverse, inter-active,

learner-focused teaching methods and learning activities as well as how to undertake lesson planning, addressing the identified training needs of those professionals. There are about 30 refugees in total that fall into this category.

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 submitted as per the instructions to proposers ref: 4.1 and detailed in the PIS above;***
- ***The offer is valid;***
- ***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 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:

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

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):

1.0 Expertise and Capability of Proposer		Points Obtainable
Expertise of organization submitting proposal		
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"> 5. Specialized knowledge 6. Experience on similar programmes / projects 7. Experience on projects in the region 8. Work for other UN agencies / major multilateral / bilateral programmes 	25

		TOTAL: 100
2.0 Proposed Work Plan and Approach		Points Obtainable
Proposed methodology		
2.1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail? Does the Offeror have a clear theory of change on how adult learning, after-school support and day-care services can be enhanced in camp settings?	50
2.2	To what extent does the Offeror understand and set out the education and learning challenges in Za'atari camp?	100
2.3	To what extent has the Offeror 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 Offeror provided a sound model for promoting age appropriate learning and capacity building for those providing the learning?	100
2.5	Is the sustainability of the intervention clear – e.g. structures in place for high quality education services to continue after the exit of the intervention?	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
		TOTAL: 500
Resource Plan and Key Personnel		Points Obtainable
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)? Does the project integrate a sound monitoring plan for assessing the effectiveness of the teaching methods and capacity development?	25
3.3	Is there a clear reporting framework to UN Women?	25
		TOTAL: 100
70% of 700 pts = 490 pts needed to pass 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 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- 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 Methodology and Approach	Description/Guidance
Executive Summary	An overview of the work and its aims.
Project Duration and Geographical Focus	Implementation should be 3 months and 10 days in duration; the proposer should include activities in Za'atari camp
Context and Justification	This should outline how you intend to undertake the work.
Expected Results	Please describe the outputs and the outcomes of your proposal.

Logical Framework	This should include: goal, outcome, outputs, activities, indicators, means of verification and targets/baselines (sex disaggregated where applicable) for each indicator.
Workplan	Please indicate responsibilities and timeframes for each of your activities.
Monitoring and Evaluation	This section should detail the plan for the monitoring of the project. This should also include information on reporting to UN Women.
Communication Plan	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.

2.2 Timeline, deliverables and reporting

Deliverables	<ol style="list-style-type: none"> I. Assessment of learning needs from UN Women beneficiaries and potential beneficiaries in Za'atari. II. UN Women approved learning plan, annual lesson plan, tools and age-appropriate curriculums for English literacy, Arabic literacy, basic math and basic ICT. III. UN Women approved learning plan, annual lesson plan, tools and age-appropriate curriculums for after-school learning support. IV. UN Women approved learning plan, annual lesson plan, tools and age-appropriate curriculums for day care facilities. V. Comprehensive capacity development training rolled out for teachers and day care professionals engaged under the cash for work programme (at least 30 teachers). This should include class room based training, one-on-one mentoring, scenario based trainings, etc. This should result in at least 3 competence development exercises undertaken in order to upgrade the quality of the education services provided. VI. Enrollment of at least 100 women engaged in adult skills services; 100 children in day care services and 80 children/adolescents in after-school learning support. VII. At least 36 learning sessions undertaken in pursuit of adult skills engagement and after school learning (a minimum of 4 sessions per month per centre across the three centre's in Za'atari, for 3 months – 1 month of curriculum building, 2 months of learning;). VIII. Monitoring report charting the impact of the intervention on – a) learning outcomes (before and after assessments), b) teaching capacities (student satisfaction, etc) and c) parental satisfaction with the quality of the day care services. IX. 2 media friendly success stories – including 40 high quality images and 1 short video. X. Final narrative and financial report.
Activities/ Tasks	<p>Activities include, but are not limited to, the following:</p> <ol style="list-style-type: none"> i. Assessment of needs of current service users and potential service users ii. Assessment of the training needs of learning professionals iii. Design and establish curriculum for adult basic skills (outlining learning objectives, conception of learning, learning environment, operational culture, teaching

	<p>approaches, learner assessment etc.) The adult basic skills aims are Arabic literacy, English literacy, basic numeracy and basic ICT skills (a computer lab is available on site).</p> <ul style="list-style-type: none"> iv. Design and establish clear enrollment processes for adult basic skills service rollout (with the identification of educational needs, baseline level assessment, recognition of prior learning and placement of learners in the appropriate learning levels and classes) and criteria for successful learning dynamics (e.g. number of learners per class, teacher ratio, etc). v. Design and establish clear lesson and graduation sequence (e.g. number of classes per module, progression from one module to the next) for supporting adult basic skills development. vi. Design teaching methods and establish a schedule for after-school learning support (what type of support is provided, what type of space is provided, how often, criteria for engagement, etc). vii. Design and establish curriculum for day care services – age appropriate and with a focus on play, refining motoric skills, social skills/acting as a group member, child's individuality and active learning. viii. Undertake structured competence development with the learning professionals – adult basic skills, after school learning and day care - engaged through UN Women's programme (Syrian refugees earning cash for work) – this includes training on diverse, inter-active, learner-focused teaching methods and learning activities as well as how to undertake lesson planning, addressing the identified training needs of those professionals. There are 30 refugees in total that fall into this category. ix. Roll out the education services, providing on site daily support for 3 months,. x. Awareness raising of available services with UN Women camp personnel and recruitment of individuals for enrollment in education services. xi. Produce media friendly success stories – including high quality images and short video.
Timeframe and location	Project should be delivered within a maximum of 3 months and 10 days and should be completed no later than 31 st of March 2017 and target Za'atari refugee camp.
Communication and reporting obligations	<p>The contractor will be asked to submit one final report to the UN Women Recovery Specialist on progress and results. The report must include an analysis of results and impact, including a breakdown by area, 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 report will be submitted upon completed delivery of the services procured. Upon satisfactory receipt of the report, final payment will be provided.</p>
Section 3.0: Resource Plan, Key Personnel	
Personnel / Qualifications	<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"> i. Project Manager: Providing project oversight, quality assurance (100%)

	<p>ii. Education Specialist/Trainer (70%)</p> <p>iii. Finance officer (20%)</p> <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. 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.</p>
Roles and responsibilities of the parties	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.
Profile on Gender Equality	<p>1. Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will not be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.</p> <p>2. Proposers are also invited to: (1) become a signatory to the <u>Women Empowerment Principles</u> (if more than 10 employees) http://weprinciples.org/Site/PrincipleOverview ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found <u>here</u>: http://weprinciples.org/Site/CompaniesLeadingTheWay/</p>

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)	

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.

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 (otherwise known as a "per diem 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 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 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.

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

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	<ul style="list-style-type: none"> Comprehensive workplan and communication plan. This includes a clear M&E plan with impact oriented indicators to be collected and reported. Assessment of learning needs from UN Women beneficiaries and potential beneficiaries in Za'atari. UN Women approved learning plan, lesson plan, tools and age-appropriate curriculums for English literacy, Arabic literacy, basic math and basic ICT. UN Women approved learning plan, lesson plan, tools and age-appropriate curriculums for after-school learning support. 	20%		Within three weeks from effective date

	UN Women approved learning plan, lesson plan, tools and age-appropriate curriculums for day care facilities.			
2	<ul style="list-style-type: none"> Monitoring report charting the impact of the intervention on – a) learning outcomes (before and after assessments), b) teaching capacities (student satisfaction, etc) and c) parental satisfaction with the quality of the day care services. Enrollment of at least 100 women engaged in adult skills services; 100 children in day care services and 80 children/adolescents in after-school learning support. 	30%		Within three months from effective date
	<ul style="list-style-type: none"> Comprehensive capacity development training rolled out for teachers and day care professionals engaged under the cash for work programme (at least 30 teachers). This should include class room based training, one-on-one mentoring, scenario based trainings, etc. This should result in at least 3 competence development exercises undertaken in order to upgrade the quality of the education services provided. At least 36 learning sessions undertaken in pursuit of adult skills engagement and after school learning (a minimum of 4 sessions per month per centre across the three centre's in Za'atari, for 3 months – 1 months of curriculum building, 2 months of learning;). 2 media friendly success stories – including 40 high quality images and 1 short video. <p>Final narrative and financial report.</p>	50%		Within five months from effective date
	Total	100%	USD	

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: _____

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: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *To produce advocacy oriented research on rural women's role in the agricultural sector in Jordan and the current legislative framework* 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 ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) 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;
- (e) Our proposal shall be valid for a period of **[120]** 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;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) 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]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) 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;
- (j) 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 this 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 7

VOLUNTARY AGREEMENT

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

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 & principles of [gender equality](#) and [women's empowerment](#);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

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 General Conditions of Contracts can be accessed by the proposer by clicking on the below link.

- For Services, available from this link:
<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

ANNEX 10

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
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)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
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 Bidders)}</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>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

<p>Consortium/Association Agreement</p>	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
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Signatures of all partners/authorized representatives:

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 11

SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
•)	
•	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
• Financial Excel Spreadsheet (if required)	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY AN LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	