

**Request for Proposal**

**Reference No.: *WCA-WEE-062017- 2***

19/06/2017

Dear Sir/Madam,

**Subject**: Request for Proposal (RFP) for the recruitment of an International Firm for the formulation of a study on ***“Research Project on Affirmative Procurement Assessment in Senegal”***

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure research study 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:
3. This letter (and the included Proposal Instruction Sheet (PIS)
4. Instructions to Proposers [(Annex 1)](http://www.unwomen.org/~/media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link: <http://www.unwomen.org/~/media/commoncontent/procurement/rfp-instructions-en.pdf>
5. Terms of Reference (TOR) (Annex 2)
6. Evaluation Methodology and Criteria (Annex 3)
7. Format of Technical Proposal (Annex 4)
8. Format of Financial Proposal (Annex 5)
9. Proposal Submission Form (Annex 6)
10. Voluntary Agreement for to Promote Gender Equality and Women’s Empowerment (Annex 7)
11. Proposed Model Form of Contract (Annex 8)
12. General Conditions of Contract (Annex 9)
13. Submission Checklist (Annex 10)
14. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers](http://www.unwomen.org/~/media/commoncontent/procurement/rfp-instructions-en.pdf) (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** | Date and Time: Wednesday 28 June 2017 12:00 AM (EDT)  [for local time reference, see [**www.greenwichmeantime.com**](http://www.greenwichmeantime.com)]  City and Country: **Dakar, Sénégal**  This is an absolute deadline. Any proposal received after this date and time will be disqualified. |
| 4.1 | **Manner of Submission** | Personal Delivery/ Courier mail/ Registered Mail  Electronic submission of Proposal |
| 4.1 | **Address for Proposal Submission** | Personal Delivery/ Courier mail/ Registered Mail:  UN Women  Address, City, Country:  “NOT TO BE OPENED BY REGISTRY”  Electronic submission of Proposal:  [**Technical Proposal**](#_Format_of_Technical): waroenquiries@unwomen.org  [**Financial Proposal**](#_Evaluation_Methodology_and_1)*:* procurement.wcaro@unwomen.org  Proposals should be submitted to the designated address by the date and time of the deadline given. |
| 3.1 | **Language of the Proposal:** | English  French  Spanish  Other (pls. specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3.4.2 | **Proposal Currencies** | Preferred Currency: USD  If no, please indicate Currency:  *Proposer may submit proposal in any freely convertible currency* |
| 3.5 | **Proposal Validity Period** commencing after the deadline for submission of proposals (see 4.2 above) | 90 days |
| 2.4 | **Clarifications of solicitation documents** | Requests for clarification shall be submitted latest 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: [procurement.wcaro@unwomen.org](mailto:procurement.wcaro@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.  **The e-mail address above is for clarifications ONLY.**  **IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.** |
| 2.5 | **Pre-Proposal/Bid Meeting** | Not applicable  Mandatory:  Optional |

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

Yours sincerely,

**ANNEX 2**

# TERMS OF REFERENCE (TOR)

**Terms of Reference**

**Research Project on Affirmative Procurement Assessment in Senegal**

1. **Background**

UN Women has developed a high-impact Flagship Programming Initiative (FPI) in the field of women’s economic empowerment to support women-owned businesses to access affirmative procurement supply chains. The initiative, “*Stimulating Equal Opportunities for Women Entrepreneurs through Affirmative Procurement, Investment and Supply Chain Policies*” focuses on the need to extend the role of women in their countries’ economies to promote sustainable growth and development.

Globally, women-owned businesses secure a mere 1% of government contracts, suggesting systematic gender disparities within procurement systems. On the other hand, procuring entities, corporations and investors lack the information necessary to analyse the gender impact of their decisions and identify women-owned suppliers. The general consensus on the positive correlation between gender equality and the socio-economic environment of a country calls for incentives to ensure equal opportunities for women entrepreneurs and their male counterparts, for instance in the form of preferential treatment for marginalized groups when it comes to public procurement.

Three countries, namely South Africa, Kenya and Senegal have been initially identified to conduct a study on the status of public procurement and how women-led businesses are benefiting from this opportunity. While Kenya and South Africa had already conducted similar studies in the past, for Senegal this is a baseline research to assess the participation of women-led Small and Medium-Sized Enterprises (SMEs) in public procurement and the challenges faced by the women entrepreneurs.

* 1. **Senegal**

In Senegal, the total share of women-owned businesses (WOBs) has grown from 23.8% in 2007 to 32.1% in 2014. In addition, the share of female entrepreneurs in newly established business ventures has grown from 25% in 2000 to 38.1% in 2010 (Seck et al., 2015). In view of the potential economic and social benefits of SMEs, the Senegalese government has adopted a *Law on the Promotion and Development of SMEs* in 2008, with measures geared towards facilitating access to finance, guaranteeing funds, helping with relocation of SMEs into regions with development priority, among others. One article of the SME Promotion Law (Art. 33) refers to specific measures for women entrepreneurship, stating that 15% of public procurement is earmarked for qualified women-owned SMEs. However, due to the lack of information, the success of this policy is difficult to assess and the results of the baseline study will provide substantive evidence to develop future programs.

Taking into consideration the framework that has been put in place in Senegal, the aim of the study is to analyse the extent to which women-led enterprises have benefitted from this procurement opportunity in the Senegalese context. The study falls within the framework set by the 2030 Agenda for Sustainable Development and it will inform interventions to address SDG8, target 8.3, to “*promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro, small and medium enterprises, including through access to financial services*”.

1. **Scope of Work**

UN Women, in partnership with the African Development Bank (AfDB), wish to contract the consultancy firm to perform a baseline study on women entrepreneur’s access to public procurement in Senegal. The study will provide evidence on the percentage of women who are taking advantage of affirmative public procurement policy in Senegal and the challenges they face. This study is the first of its kind to be conducted in the country and it will provide the necessary background and recommendations for future interventions.

Specifically, the main responsibilities of the consulting firm would include:

1. Planning of the study;
2. Design of the methodological framework;
3. Data collection;
4. Organize and coordinate stakeholders’ meetings;
5. Preparation of a consolidated report from the research products;
6. Coordination of the study and its launch.

Reporting will be done to the technical team comprising of representatives from UN Women and the AfDB.

1. **Research Objectives and Expected Deliverables**

**C.1 Research Objectives**

To deliver the Final Report, the following research objectives have been identified:

1. Research on the current situation and conduct of a comprehensive analysis of the access for women-owned businesses in government procurement in Senegal;
2. Identify common issues and challenges (e.g. access to information, financial and structural capacity), as well as concerns and misconceptions that women face to access public procurement in Senegal;
3. Compile recommendations, including key areas of opportunity for engagement by UN Women in order to assist with overcoming key barriers and challenges faced by women-owned businesses and female entrepreneurs to access government supply chains.
4. Identify actions to speed up the implementation of the Affirmative Procurement Law

**C.2 Expected Deliverables**

1. Inception report: upon commencement of the research, the lead researcher will prepare an inception report outlining the study methodology and a work plan;
2. Data collection: the research will employ both quantitative and qualitative research methods;
3. Draft baseline report based on the data collected;
4. Facilitate a workshop with key stakeholders to discuss the women’s access to public procurement in Senegal;
5. Final baseline report including recommendations from stakeholders to be submitted to the technical team.
6. **Timeframes and Location**

The duration of the consultancy is for 45 calendar days (not including travel time). The location is Senegal.

The consultancy firm will be paid upon certification of work and deliverables agreed upon.

1. **Core values / Guiding principles**

* Integrity: Demonstrate consistency in upholding and promoting the values relating to gender-related issues;
* Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work;
* Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity;
* Results-oriented.

1. **Core Competencies**

* Ethics and Values: Demonstrate and safeguard ethics and integrity, Organizational Awareness;
* Demonstrate corporate knowledge and sound judgment;
* Innovativeness;
* Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
* Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication;
* Self-management and Emotional Intelligence;
* Continuous Learning and Knowledge Sharing: Encourage learning and sharing of knowledge;
* Appropriate and Transparent Decision Making: Demonstrate informed and transparent decision making.

1. **Functional Competencies**

* Proven experience in research, strategic planning and programming on Women’s Economic Empowerment, particularly in UN Women’s thematic focus areas - and preferably, mainly in Africa;
* Strong track record of experience in researching, monitoring and evaluation of research projects;
* Strong familiarity of Results Based Management (RBM) principles and approaches;
* Demonstrated good oral and written communication skills.

1. **Recruitment Qualifications**

The Consultancy team must possess the following qualifications:

* The team leader will have experience and research experience in the following: Gender issues, Development Finance/Economics, International Development, Public Procurement, Public Policy;
* Practical international experience in consulting and the conduct of case studies with extensive experience in West Africa, in Senegal in particular;
* Minimum 10 years strategic planning experience for international and/or UN agencies at the national or international level in design, planning, implementation, monitoring and evaluation of research projects and establishing inter-relationships among international organization and national governments, preferably in the field of gender, economic empowerment, procurement-related issues and economic empowerment of women;
* Knowledge of women’s empowerment initiatives, economic development and informal sector initiatives.

**ANNEX 3**

**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 proposer’s 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 based on *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 100 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 (μ/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 70 points):

|  |  |  |
| --- | --- | --- |
| **1.0 Expertise and Capability of Proposer** | | **Points obtainable** |
| Expertise of organization submitting proposal | |
| 1.1 | Organizational Architecture | 50 |
| 1.3 | Relevance of: | 50 |
| -          Specialized Knowledge |
| -          Experience on Similar Programme / Projects |
| -          Experience on Projects in the Region |
| Work for other UN agencies/ major multilateral/ or bilateral programmes |
|  | | 100 |
| **2.0 Proposed Work Plan and Approach** | | **Points obtainable** |
| Proposed methodology | |
| 2.1 | Analysis Approach, Methodology- including Proposer’s understanding of UN Women’s work, adherence to procurement principles and TOR. | 200 |
| 2.2 | Management Services – Timeline and deliverables. | 50 |
| 2.3 | Environmental Considerations :  Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures. | 50 |
|  |  | 300 |
| **3.0 Resource Plan, Key Personnel** | | **Points obtainable** |
| Qualification and competencies of proposed personnel | |
| 3.1 | Composition of the team proposed to provide , and the work tasks (including supervisory) |  |
|  | Curriculum vitae of the proposed team that will be involved either full or part time |
|  |  | 300 |
|  | [70%] **of** [700] **pts = 490** **pts needed to pass technical** |  |

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 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 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. |
| 1.2 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 undertaking the goods/services/works | Reference Contact Details (Name, Phone, Email) | | 1- |  |  |  |  |  | | 2- |  |  |  |  |  | | 3- |  |  |  |  |  | |
| **Section 2.0: Proposed Work Plan and Approach** |
| 2.1 Analysis approach, methodology   * Provide a description of the organization’s approach, methodology, and timeline for how the organization will achieve the TOR. * Explain the organization’s understanding of UN Women’s needs for the goods/services/works. * Identify any gaps/overlaps in UN Women’s coverage based on the information provided. * Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:   a) Best Value for money  b) Fairness, integrity and transparency  c) Effective competition  d) The best interests of UN Women |
| 2.2 Management - timeline, deliverables and reporting   * Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR |
| 2.3 Environment-related approach to the service/work required   * Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. |
| **Section 3.0: Resource Plan, Key Personnel** |
| 3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)  Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted. |
| 3.2 Profile on Gender Equality   * Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment. * Proposers are also invited to: (1) become a signatory to the [Women Empowerment Principles](http://www.weprinciples.org/Site/Companies/1) (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://www.empowerwomen.org/business-hub): <http://weprinciples.org/Site/CompaniesLeadingTheWay/> |
| Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.  Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.  ***Substitution*** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract. |
| Please use the format below, with each CV no more than THREE pages in length. |

**ANNEX 5**

**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 3.4.1of 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

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 (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.

1. **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.

**Cost Breakdown per Deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** | **Delivery time/time period (if applicable)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  | Total | 100% |  |  |

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

*Address, City, Country]*

We, the undersigned, declare that:

1. We have examined and have no reservations to the Proposal Solicitation Documents*;*
2. We offer to supply in conformity with the Proposal 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 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.
4. 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;
5. 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;
6. If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
7. 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]*
8. We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
9. 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;
10. 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](http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment](http://weprinciples.org/Site/PrincipleOverview/);

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**

*[Select applicable one then copy and paste the final version of contract that will be signed by contractor below]*

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|  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | |  | |  | |  | Word document | | [Model Institutional Service Contract - Under 30,000 Value](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Model%20Institutional%20Service%20Contract%2050,000-100,000%20Value.docx) | |  |  |  | |  | Word document | | [Model Professional Service Contract - Over 30,000 Value](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/Model%20Professional%20Service%20Contract%20-%20Over%20100,000%20Value.docx) | |  |  |  | |  | Word document | | [UN Women Long Term Agreement (LTA)](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/UN%20Women%20Long%20Term%20Agreement%20(LTA).docx) | |  |  |  | |  | | * [Model Contract for Goods](https://unwomen.sharepoint.com/management/Legal%20Support/Agreement%20Templates/Model%20Contract%20for%20Goods.doc) | | |  |  |  |
|  |  |  |  |  |  |

**ANNEX 9**

**GENERAL CONDITIONS OF CONTRACT**

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

*[Keep only the relevant link and delete the others]:*

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

*OR*

* + For Services,available from this link: [http://www.unwomen.org/~/media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf](http://www.unwomen.org/~/media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf%20)

*OR*

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

**ANNEX 10**

**SUBMISSION CHECKLIST**

For submissions by courier mail/hand delivery:

|  |  |
| --- | --- |
| **Outer envelope containing the following forms:** | |
| * Proposal Submission Form |  |
| * Voluntary Agreement to Promote GE & WE (Voluntary) |  |
| **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 |  |
| * 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 A LEGAL ENTITY FOR MY ORGANIZATION’S ABILITY TO COMPLY AND ACCEPT ALL TERMS. |  |