

Request for Proposal

Reference No.: **GEO30RFP242**

Mandatory External Mid-term Evaluation of UN Joint Programme for Gender Equality in Georgia

24 July 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for Mandatory External Mid-term Evaluation of UN Joint Programme for Gender Equality in Georgia

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Mandatory External Mid-term Evaluation of UN Joint Programme for Gender Equality in Georgia** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS))
 - b. Instructions to Proposers ([Annex I](#)) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
 - 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. UN Women Model Forms of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 8)
 - k. Joint Venture/Consortium/Association Information Form (Annex 9)
 - l. Submission Checklist (Annex 12)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex I\)](#)

PROPOSAL INSTRUCTION SHEET (PIS)

4. 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/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

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: Thursday 09 August 2018 6:00 PM (Tbilisi Time)</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: Tbilisi, Georgia</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 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 type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Address, City, Country: “NOT TO BE OPENED BY REGISTRY”</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal: Technical Proposal: geo.procurement@unwomen.org Financial Proposal: geo.finoffers@unwomen.org Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other (pls. specify) _____</p>
3.4.2	Proposal Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text"/></p>

		<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)	90 days If other, please indicate: <input type="text"/> 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: geo.clarifications@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 type="checkbox"/> Required Amount:

		<p>Form: See Annex XI</p> <p><input checked="" type="checkbox"/> Not Required</p> <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	<p><input type="checkbox"/> Required</p> <p>The Performance Security will be equivalent to of your total offered price for this assignment. The amount will be determined by your price proposal.</p> <p>Form: See Annex XII</p> <p><input checked="" type="checkbox"/> Not Required</p> <p>Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<p><input checked="" type="checkbox"/> Not Required</p> <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p> <p><input type="checkbox"/> Required</p> <p>Return this Waiver to UN Women in advance of the site inspection, to the contact below;</p> <p>email to: _____</p>

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

Erika Kvapilova
Country Representative
UN Women, Georgia

TERMS OF REFERENCE (TOR)

Title: Mandatory External Mid-term Evaluation of UN Joint Programme for Gender Equality in Georgia

Geographic coverage: Georgia

Duration: 3,5 months (38 working days), 25 August – 5 December 2018

Background

1. Background of the Project

The UN Joint Programme for Gender Equality (UNJP) is the II phase of an intervention implemented from 20 November 2015 until 31 December 2020 jointly by UNDP (Administering Agent), UN Women (Convening Agency), and UNFPA with the generous support of the Government of Sweden. The first phase of the UNJP was implemented during 2012-2015 and the findings and recommendations of its final external evaluation have significantly informed the design of the second phase.

The second phase of the Programme continues to respond directly to the women's rights and gender equality commitments undertaken by the Government of Georgia (GoG) on the international and national levels upscaling the results achieved by the first phase of the UNJP implemented in the period of 1 December 2011-30 April 2015.

The Joint Programme addresses gender inequality in a coherent and comprehensive manner, covering a wide range of issues, such as political and economic empowerment of women, reducing violence against women and girls and promotion of women's sexual and reproductive health and rights. Therefore, three UN agencies have unified efforts towards the achievement of its goals and objectives.

The overall goal of the project is to promote gender equality and women's empowerment by means of strengthening capacities of government at both central and local levels and across the executive, legislative and judicial branches, engaging civil society and raising public awareness about gender equality. This ambitious goal will be achieved by realization of the following outcomes:

- Enhanced women's political and economic empowerment (led by UNDP);
- Enabling environment to eliminate violence against women and girls, especially sexual and domestic violence, created in Georgia (led by UN Women);
- Advanced gender equality and reproductive rights, including for the most vulnerable women, adolescents and youth (led by UNFPA).

The project exercises a holistic approach by simultaneously targeting three interrelated levels (national, local and grassroots) and applying multi-tiered programming approaches:

- **Policy advice** - to advocate for streamlining of national legislation and policies in view of gender equality including, political and economic empowerment, violence against

women and girls, reproductive rights; and recommend improvements; adjust policies, develop/update the action plans; support evidence-based policy dialogue between policy and decision makers, the legislature and women's rights and gender equality advocates as well as communities at grassroots level;

- **Strengthening national systems** – to enhance coordination and implementation of innovative policies and plans related to gender equality, including political and economic empowerment, SRH&RR, prevention and response to violence against women and girls, as well as supporting development and institutionalization of monitoring mechanisms of implementation.
- **Strengthening public advocacy** – to enhance the capacities of rights-holders on the issue of gender equality and women's political and economic empowerment, domestic and other forms of violence against women and girls, harmful practices and reproductive rights by mobilizing and supporting participatory advocacy platforms with civil society and communities at grassroots level.

The UNJP is fully aligned with national priorities in the area of gender equality and women's empowerment and the stated goals and priority areas of the UN Partnership for Sustainable Development for 2016-2020 (UNPSD); namely, UNPSD Outcome 2: focus area 1 - democratic governance and Outcome 4: focus area 2 - Jobs, Livelihood and Social Protection, as well as the Results Strategy for Sweden's Reform Cooperation with Eastern Europe, the Western Balkans and Turkey (2014 – 2020). The Programme is further in line with Georgia's commitments under nationalized Sustainable Development Goals (SDGs), especially with Goal 1 (target 1.4), Goal 3 (targets 3.1 & 3.7), Goal 4 (targets 4.3.a and 4.7), Goal 5 (targets 5.1, 5.2, 5.3, 5.6 and 5.c) and Goal 16 (targets 16.1, 16.3, 16.7 and 16.b).

Target population: Society-at-large, women, men and youth and especially excluded groups of women such as – IDPs and conflict affected populations, ethnic and religious minorities, female-headed households, victims/survivors of domestic violence and sexual violence.

Geographic areas: Tbilisi, Samegrelo and Kakheti regions

Basic information on the Programme and some of its key documents (for both I and II phases) can be accessed at: <http://mptf.undp.org/factsheet/fund/JGE00>

2. Evaluation Purpose and Use

After two years of the UNJP implementation, as established in the Project Document, a mandatory joint external mid-term evaluation is to be conducted by the implementing entities. This mid-term evaluation will take place towards the middle of the implementation of the intervention and its main purpose is assessing the programmatic progress of the intervention to make any necessary adjustments. The evaluation is expected to provide actionable recommendations and will have a formative focus and will use relevance, effectiveness, organizational efficiency and sustainability criteria.

The information generated by the evaluation will be used by different stakeholders to:

- Contribute to building of the evidence base on effective strategies for political and economic empowerment of women, reducing violence against women and girls and promotion of women's sexual and reproductive health and reproductive rights;

- Facilitate Participating UN agencies' (UNDP, UNFPA and UN Women) strategic reflection, learning and further planning for programming in the areas of political and economic empowerment of women, reducing violence against women and girls and promotion of women's sexual and reproductive health and reproductive rights to strengthen national stakeholders and structures with the aim to increase sustainability of the results beyond the programme

Main evaluation users include UNDP, UNFPA and UN Women offices in Georgia as well as Government of Sweden (project donor). Furthermore, national stakeholders - NGO partners, Parliamentary counterparts, targeted state agencies, and local governments will be also closely involved in the evaluation process to increase ownership of findings, draw lessons learned and make and greater use of this mid-term evaluation results.

The findings of the evaluation are expected to contribute to effective joint programming on GEEW in Georgia.

3. Evaluation Objectives, Criteria and Key Evaluation Questions:

The **overall objective** of the mid-term evaluation is to assess the progress made towards the achievement of the set outcomes and objectives, analyze the results achieved and challenges encountered, adjust implementation modalities as needed and incorporate changes throughout all program components for the remaining implementation period.

The specific evaluation objectives are:

- To analyze the relevance of the UNJP II implementation strategy and approaches to UN and national development policy priorities;
- To review the relevance of the logical framework and respective Monitoring and Evaluation Plan of the project;
- To assess effectiveness and organizational efficiency in progressing towards the achievement of the project's results
- To assess the sustainability of the results and the feasibility of ongoing, nationally-led efforts in the thematic areas tackled by the project from the viewpoint of national ownership, national capacity development, partnership and coordination between the implementing UN agencies and other development partners;
- To document lessons learned, best practices, success stories and challenges to inform future work of UNDP, UNFPA and UN Women in the frameworks of the UNJP II;
- To assess how the intervention and its results relate and contribute to the Sustainable Development Goals in Georgia.

The evaluation will address the criteria of project relevance, effectiveness, efficiency, sustainability and coordination. More specifically, the evaluation will address the following key questions:

Relevance:

- To what extent is the intervention aligned with international, regional and national agreements and conventions on gender equality and women's empowerment?
- How does the project design match with the complexity of national structures, systems and decision-making processes?
- How does UNJP assure that the project reflects and aligns to Georgia's national plans on gender equality as well as the country's internationally undertaken obligations and/or best practices?
- To what extent the UNJP is aligned with Georgia's UN Partnership for Sustainable Development 2016-2020 (UNPSD) and nationalized SDGs?
- To what extent the UNJP is contributing to the implementation UNDP CPD, UNFPA CPD and UNW SN?
- To what extent key national partners were involved in the project's conceptualization and design process?
- To what extent does the project's design and implementation process include a collaborative process, shared vision for delivering results, strategies for joint delivery and sharing of risks among implementing UN entities?
- Is the implementation based on quality analysis, including gender and human rights-based analysis, risk assessments, socio-cultural and political analysis?
- To what extent was the design of the intervention relevant to the needs and priorities of the beneficiaries?

Effectiveness

- What has been the progress made towards achievement of the expected outputs and outcomes?
- How effective have the selected programme strategies and approaches been in progressing towards achieving programme results?
- What contributions are -if any- participating UN agencies making to implement global norms and standards for GEEW in Georgia in the framework of this UNJP?
- Has the project achieved any unforeseen results, either positive or negative? For whom? What are the good practices and the obstacles or shortcomings encountered? How were they overcome?
- To what extent have capacities of relevant duty-bearers and rights-holders been strengthened at this stage of implementation?
- Does the project have effective monitoring mechanisms in place to measure progress towards results?
- How adaptably and rapidly did UNJP react to changing country context?
- What -if any- types of innovative good practices have been introduced in the programme for the achievement of GEEW results?

- Has the UNJP led to complementary and synergistic effects on broader UN efforts to achieve GEEW in Georgia?
- To what extent the joint programme modality led to improved communication, coordination and information exchange within the United Nations family in Georgia?

Efficiency:

- Have resources (financial, human, technical support, etc.) been allocated and split amongst the different implementing entities strategically to progress towards the achievement of the project outputs and outcomes?
- Does progress towards the achievement of outputs correspond to the mid-term phase of the project implementation?
- How has the joint nature of the project affected efficiency of delivery, including reduced duplication and increased cost-sharing, reduced/transferred burdens and transaction costs? What factors have influenced this?
- Is the established coordination mechanism of “*jointness*” leading to better programme results if compared to UNJP’s phase I?
- Has there been effective leadership and management of the project including the structuring of management and administration roles to maximize results?
- To what extent are the programme’s individual entity and joint monitoring mechanisms in place effective for measuring and informing management of project performance and progress towards targets? To what extent was the monitoring data objectively used for management action and decision making?

Sustainability:

- To what extent has the UNJP been able to establish relevant partnerships with key stakeholders? To what extent are relevant national stakeholders and actors included in the UNJP programming and implementation and policy advocacy processes?
- To what extent the intervention succeeded in building sustainable individual and institutional capacities of rights-holders and duty-bearers?
- Do key national partners including women’s movements and women’s organizations etc. have voice and influence within the programme implementation??
- What is the likelihood that the benefits from the project will be maintained for a reasonably long period of time after the project phase out?

4. Scope of the evaluation:

The mid-term evaluation of UNJP II is to be conducted externally by a company selected through a competitive process. It is planned to be conducted in the period of **August-December** 2018. The evaluation will cover project implementation period from 20 November 2015 until 30 March 2018 (29 months).

The evaluation will be conducted in Georgia, where the project has been implemented; in the capital Tbilisi with travel to Samegrelo and Kakheti regions (the project target regions) to collect data as defined by the agreed evaluation work-plan.

The evaluation will examine all the relevant documents of the UNJP, including logical framework of the project, its Monitoring and Evaluation Plan, annual work plan, annual reports to the donor, knowledge products produced in the frameworks of the project, etc.

5. Evaluation Design Process, and Methods

The evaluation methodology will deploy mixed methods, including quantitative and qualitative data collection methods and analytical approaches to account for complexity of gender relations and to ensure participatory and inclusiveness processes that are culturally appropriate. A theory of change approach will be followed. The reconstructed theory of change should elaborate on the objectives and articulation of the assumptions that stakeholders use to explain the change process represented by the change framework that this project considered and should assess how UNJP's action has contributed to promote gender equality and women's empowerment. Assumptions should explain both the connections between early, intermediate and long-term project outcomes and the expectations about how and why the project has brought them about. Interviews and focus group discussions with all key stakeholders involved in the project implementation, including but not limited to UNJP project team, local NGO partners beneficiaries, legislative body, central and local government partners, etc. shall also take place.

The evaluation process is divided in five phases: 1) **Preparation**, mainly devoted to structuring the evaluation approach, preparing the TOR, compiling programme documentation, and hiring the evaluation company; 2) **Inception**, which will involve reconstruction of theory of change, evaluability assessment, online inception meetings with the UNJP team, inception report and finalization of evaluation methodology; 3) **Data collection** and analysis, including desk research and preparation of field missions, visits to project sites; 4) **Data analysis and synthesis stage**, focusing on data analyzed, interpretation of findings and drafting of an Evaluation Report; and 5) **Dissemination and follow-up**, which will entail the development of a Management Response by the different implementing UN entities.

The contractor will be responsible for inception, data collection and data analysis and synthesis.

- **Inception phase:** at the beginning of the consultancy, the contractor will be provided with key sources of information for an initial desk review. The online inception meetings

will be conducted with the UNJP team. At the end of this phase an inception report that will include the refined evaluation methodology will be delivered. The inception report will be validated and approved by UN Women.

- **Data collection phase:** based on the inception phase, the contractor will carry out an in-depth desk review, and field mission/s will be conducted to complete data collection and triangulation of information. Interviews and focus group discussions with key stakeholders, as relevant, will take place.
- **Data analysis and synthesis phase:** The collected information will be analyzed and mid-term evaluation report will be delivered. A validation meeting will be organized where the contractor will validate the final report with participating UN agencies to be approved by all three UNDP, UNFPA and UN Women.

In addition, UN Women, UNDP and UNFPA are all UN-SWAP reporting UN entities and the contractor has to take into consideration that the evaluations managed by UN Women, UNDP and UNFPA are annually assessed against the UN-SWAP Evaluation Performance Indicator and its related scorecard. The evaluation will be conducted in accordance with UN Women evaluation guidelines and UNEG [Norms](#) and [Standards](#) for evaluation and the [UNEG Code of Conduct for Evaluations in the UN System](#).¹

6. Stakeholders Participation and Evaluation Management

The mid-term evaluation will be a consultative, inclusive and participatory process and will ensure the participation of project beneficiaries. The evaluation will be Human Rights based and Gender responsible and an Evaluation Reference Group (ERG) will be constituted.

UN Women as the convening agency of the JPGE will appoint an officer who will serve as the **Evaluation Task Manager** and who will be responsible for the day-to-day management of the evaluation and ensures that the evaluation is conducted in accordance with the sister entities Evaluation Policies, United Nations Evaluation Group Ethical Guidelines and Code of Conduct for Evaluation in the United Nations system and other key relevant guidance documents. The evaluation process will be supported by the UN Women Europe and Central Asia Regional Evaluation Specialist.

Moreover, an **Evaluation Management Group (EMG)** comprising of relevant senior managers of the participating UN agencies and/or their delegated programme staff will be established to oversee the evaluation process, make key decisions and quality assure the different deliverables. The EMG will quality assure and approve all deliverables. EMG will be responsible for the coordination in the field including logistical support during field missions.

¹ UNEG Ethical Guidelines: http://uneval.org/papersandpubs/documentdetail.jsp?doc_id=102; The UNEG Code of Conduct for Evaluation: http://uneval.org/papersandpubs/documentdetail.jsp?doc_id=100

The establishment of an **Evaluation Reference Group (ERG)** will facilitate the participation of key stakeholders in the evaluation process and will help to ensure that the evaluation approach is robust and relevant to staff and stakeholders. Furthermore, it will make certain that factual errors or errors of omission or interpretation are identified in evaluation products. The reference group will provide input and relevant information at key stages of the evaluation: terms of reference, inception report, draft and final reports and dissemination of the results. The establishment of an ERG will enable the participation of relevant stakeholders in the design and in the validation of the evaluation, raising awareness of the different information needs, quality assurance throughout the process and in sharing the evaluation results. The Evaluation Reference Group will be engaged throughout the process and will be composed of relevant National Government and local stakeholders, representatives from Civil Society Organizations. The ERG group will review the draft evaluation report and provide substantive feedback to ensure quality and completeness of the report.

Within six weeks upon completion of the evaluation, UN Women together with UNDP and UNFPA will approve a management response that addresses the evaluation recommendations to ensure learning and inform implementation of the remaining period of the UNJP.

7. Expected Deliverables, Duties and Responsibilities

The evaluation team is expected to deliver the following product:

1. **Inception Report** where the evaluation team will present a refined scope, a detailed outline of the evaluation design and methodology, evaluation questions, and criteria for the approach for in-depth desk review and field work to be conducted in the data collection phase. The report will include an evaluation matrix and detailed work plan. A first draft report will be shared with the evaluation management group and, based upon the comments received the evaluation team will revise the draft. The revised draft will be shared with the evaluation reference group for feedback. The evaluation team will maintain an audit trail of the comments received and provide a response on how the comments were addressed in the final inception report. - by 20 September 2018
2. **Conducted field visits to Tbilisi and project sites** and key informant interviews and focus group discussions, observations to collect the data and analyzed data - by 25 September 2018
3. **Power Point Presentation of preliminary findings** (conducted in Tbilisi) A PowerPoint presentation detailing the emerging findings of the evaluation will be shared with the evaluation management group for feedback. The revised presentation will be delivered to

the reference group for comment and validation. The evaluation team will incorporate the feedback received into the draft report- by 15 October 2018

4. Draft Evaluation report which will be shared with the evaluation management group for initial feedback. The second draft report will incorporate evaluation management group feedback and will be shared with the evaluation reference group for identification of factual errors, errors of omission and/or misinterpretation of information. The third draft report will incorporate this feedback and then be shared with the reference group for final validation. The evaluation team will maintain an audit trail of the comments received and provide a response on how the comments were addressed in the revised drafts – by 5 November 2018

5. Final Mid-term Evaluation report taking into consideration comments and feedback collected from UNDP, UNFPA and UN Women. The report shall include the following chapters: Executive Summary, Introduction and Background, Evaluation approach and methodology (including limitations), Findings, Conclusions, Lessons learnt, Recommendations and relevant Annexes - by 20 November 2018

The evaluation will be conducted in the period of 25 August – 5 December 2018 for 38 working days. All deliverables will be presented in English.

8. Requirements

Minimum requirements for the Organization:

1. At least 5 years of past international experience in the field of monitoring and evaluations of projects, preferably in the area of women's rights and gender equality;
2. Demonstrated experience of the organization to produce high quality evaluation reports (verified by at least one letter of recommendation and produced evaluation report)
3. Experience of working in Georgia or in a country with similar political, economic and social situation, preferably with particular focus on women's rights and gender equality;
4. Experience in working with multiple stakeholders: government, civil society, community-based organizations, and the UN/multilateral/bilateral institutions;
5. Financial Sustainability of the Organization
6. General Organizational Capacity

The evaluation team should consist of at least four specialists – international gender expert – Team leader, experienced in evaluation of women's political and economic empowerment interventions, two more international experts – one with background in ending violence against women and girls and domestic violence and the other with background in reproductive health and rights and one local/national gender expert.

Minimum requirements for the Team Leader:

- A master's degree or its equivalent in one or more of the following: economics, social sciences, development studies, water management, gender or youth studies;
- Relevant experience of conducting evaluation over at least seven years in the area of development and GEEW;
- Knowledge and experience of gender-responsive and human rights-based approaches to evaluation;
- Experience of designing and leading/participating in gender-responsive evaluations and/or applied research utilizing a wide range of approaches and methods;
- Ability to produce well written reports;
- Demonstrated facilitation and communications skills, experience in participatory approaches and ability to negotiate amongst a wide range of stakeholders;
- Experience in working with the UN/multilateral/bilateral institutions;
- Knowledge of UN system, practices, procedures, including UNDP, UNFPA and UN Women programme modalities will be an asset;
- Fluency in English.

Minimum requirements for the Team Members:

Senior International Expert:

- Advanced (Masters of equivalent) university degree in social sciences, gender studies, political science, health, development studies or another related field;
- Substantive international (eastern Europe, CIS) experience (at least seven years) in the field of gender equality and women's rights;
- Five years of international experience in managing monitoring and evaluation of projects and programmes;
- Fluency in English.

International Expert:

- Advanced (Masters of equivalent) university degree in social sciences, gender studies, political science, development studies or another related field;
- Substantive international (eastern Europe, CIS) experience (at least seven years) in the field of gender equality and women's rights;
- Three years of international experience in managing monitoring and evaluation of projects and programmes;
- Fluency in English.

Senior Local Expert:

- Advanced (Masters of equivalent) university degree in social sciences, gender studies, political science, development studies or another related field;
- At least five years of work experience in the field of gender equality and women's empowerment in Georgia;
- Five years of experience in monitoring and evaluation of projects and programmes;
- Fluency in English and Georgian.

9. Selection of the Evaluation Company

The Selection of the evaluation company will be based on the fulfillment of the specifications established in the TOR. The submitted proposals will be assessed on the three main categories: the expertise and competencies of the evaluation company and evaluators, as reflected in the company documentation and CVs of the experts; the technical proposal for the specific evaluation. The categories will be assigned different weighting, which will total to 100 %. Technical passing score of 700 (70%) points.

I. The company and team composition (60%)

The company and the team's experience and qualifications meet the criteria indicated in the TOR. The team is gender balanced.

II. Proposed Methodology (40%)

1. Evaluation Matrix. The matrix clearly addresses the TOR, relating evaluation questions with the evaluation criteria, with the indicators and with Means of Verification.
2. Evaluation approach and methodology. The proposal presents a specific approach and a variety of techniques for gathering and analyzing qualitative and quantitative data that are feasible and applicable in the timeframe and context of the evaluation and incorporates human rights and gender equality perspectives.
3. Work plan. The timeframe and resources indicated in the work plan are realistic and useful for the needs of the evaluation.
- 4.

TOR Annexes

1. UNEG Code of Conduct for Evaluations ²
2. UNEG Ethical Guidelines³
3. UNEG Norms for Evaluation in the UN System⁴

² <http://www.unevaluation.org/document/detail/100>

³ <http://www.unevaluation.org/document/detail/102>

⁴ <http://www.uneval.org/document/detail/21>

4. UNEG Standards for Evaluation in the UN System⁵
5. UNEG Guidance Integrating Human Rights and Gender in the UN System⁶
6. UN Women Evaluation Handbook⁷
7. UNDP Evaluation Handbook⁸
8. UNFPA Evaluation Handbook⁹
9. UN SWAP Evaluation Performance Indicator and related Scorecard¹⁰
10. Evaluation Consultants Agreement Form
11. M&E template for Evaluation Report¹¹
12. Evaluation Matrix -

Table A. Sample evaluation matrix						
Relevant evaluation criteria	Key Questions	Specific Sub-Questions	Data Sources	Data collection Methods/Tools	Indicators/Success Standard	Methods for Data Analysis

⁵ <http://www.uneval.org/document/detail/22>

⁶ <http://www.uneval.org/document/detail/1616>

⁷ <http://genderevaluation.unwomen.org/en/evaluation-handbook>

⁸ <http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>

⁹ https://www.unfpa.org/sites/default/files/admin-resource/eval_policy_e5_dp_fpa_2013%20%281%29.pdf

¹⁰ <http://www.uneval.org/document/detail/1452>

¹¹ http://procurement-notice.undp.org/view_file.cfm?doc_id=142960

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Womes Empowerment Principles](#).

Other Formal Requirements:

- *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 Proposal Instruction Sheet 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 **490** 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 **490** 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 **490** 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**

Financial proposal: **300**

Total number of points: **1000**

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	<u>Organizational Architecture</u> <i>Officially registered international or Georgian research organization that engages international experts;</i>	5
1.2	<u>Adverse judgments or awards:</u> <ul style="list-style-type: none"> <i>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</i> <i>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</i> 	5
1.3	<u>General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)</u>	20

	At least 5 years of past international experience in the field of monitoring and evaluations of projects, preferably in the area of women's rights and gender equality	
1.4	Demonstrated experience of the organization to produce high quality evaluation reports (verified by at least one letter of recommendation and produced evaluation report)	20
1.5	<u>Quality assurance procedures, warranty</u> Experience of working in Georgia or in a country with similar political, economic and social situation, preferably with particular focus on women's rights and gender equality	15
1.6	<u>Relevance of:</u> Experience in working with multiple stakeholders: government, civil society, community-based organizations, and the UN/multilateral/bilateral institutions	15
1.7	Financial Sustainability of the Organization	5
1.8	General Organizational Capacity	5
		90
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Evaluation Matrix. The matrix clearly addresses the TOR, relating evaluation questions with the evaluation criteria, with the indicators and with Means of Verification	140
2.2	Evaluation approach and methodology. The proposal presents a specific approach and a variety of techniques for gathering and analyzing qualitative and quantitative data that are feasible and applicable in the timeframe and context of the evaluation and incorporates human rights and gender equality perspectives.	105
2.3	Work plan. The timeframe and resources indicated in the work plan are realistic and useful for the needs of the evaluation	35
		280
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Minimum requirements for the Team Leader	
3.1.1	A master's degree or its equivalent in one or more of the following: economics, social sciences, development studies, water management, gender or youth studies	15
3.1.2	Relevant experience of conducting evaluation over at least seven years in the area of development and GEEW	15
3.1.3	Knowledge and experience of gender-responsive and human rights-based approaches to evaluation	15

3.1.4	Experience of designing and leading/participating in gender-responsive evaluations and/or applied research utilizing a wide range of approaches and methods	10
3.1.5	Ability to produce well written reports	5
3.1.6	Demonstrated facilitation and communications skills, experience in participatory approaches and ability to negotiate amongst a wide range of stakeholders	5
3.1.7	Experience in working with the UN/multilateral/bilateral institutions	5
3.1.8	Knowledge of UN system, practices, procedures, including UNDP, UNFPA and UN Women programme modalities will be an asset	5
3.1.9	Fluency in English	5
3.2	Minimum requirements for Senior International Expert:	
3.2.1	Advanced (Masters of equivalent) university degree in social sciences, gender studies, political science, health, development studies or another related field	15
3.2.2	Substantive international (eastern Europe, CIS) experience (at least seven years) in the field of gender equality and women's rights	35
3.2.3	Five years of international experience in managing monitoring and evaluation of projects and programmes	25
3.2.4	Fluency in English	5
3.3	Minimum requirements for International Expert:	
3.3.1	Advanced (Masters of equivalent) university degree in social sciences, gender studies, political science, development studies or another related field	15
3.3.2	Substantive international (eastern Europe, CIS) experience (at least seven years) in the field of gender equality and women's rights	35
3.3.3	Three years of international experience in managing monitoring and evaluation of projects and programmes	25
3.3.4	Fluency in English	10
3.4	Minimum requirements for Senior Local Expert:	
3.4.1	Advanced (Masters of equivalent) university degree in social sciences, gender studies, political science, development studies or another related field	15
3.4.2	At least five years of work experience in the field of gender equality and women's empowerment in Georgia	30
3.4.3	Five years of experience in monitoring and evaluation of projects and programmes	30
3.4.4	Fluency in English and Georgian	10
	Subscore	330
	[70%] of [700] pts = [490] pts needed to pass technical	700

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **490** of the obtainable score of **700** points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

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

Proposer is requested to include a *[one/half/quarter]* 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:	

[The sections below should be changed and adapted to best reflect the TOR]

Section 1.0: Expertise and Capability of Proposer
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> • 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. <p><i>[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]</i></p>
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> • 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, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with another 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 Detail (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 (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://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.

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 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 3.4.1 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.

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	Deliverable 1			
2	Deliverable 2...			
	Total	100%	USD	

[OR]

B. 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)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation				
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			
	1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

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

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative: _____

Address: _____

Telephone: _____

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 *[Title of goods/services/works]* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We 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 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]*

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

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

[Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

ANNEX 9

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>
------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 12

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)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
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.	