

Request for Proposal

Reference No.: *UKR/2018-009*

to conduct the baseline survey on public perceptions and attitudes towards gender-based violence in Donetsk, Luhansk and Zaporizhzhia Oblasts

July 31, 2018

Dear Sir/Madam,

Subject: Request for Proposal (RFP) to conduct the baseline survey on public perceptions and attitudes towards gender-based violence against women in Eastern Ukraine

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of the national/international organization/think-tank/survey research organization **to conduct the baseline survey on the perceptions and attitudes towards gender-based violence in Donetsk, Luhansk and Zaporizhzhia Oblasts** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS)
 - b. Instructions to Proposers (Annex 1) available from this link: <http://www.unwomen.org/-/media/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 and General Conditions of Contract (Annex 8)
 - j. Joint Venture/Consortium/Association Information Form (Annex 9)
 - k. Submission Checklist (Annex 10)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex-I –see above link).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed 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: Monday 20 August 2018 5:00 PM (EEST)</p> <p>[for local time reference, see www.greenwichmeantime.com]</p> <p>City and Country: Kyiv, Ukraine</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 :</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal:</p> <p>Technical Proposal: procurement.ukraine@unwomen.org</p> <p>Financial Proposal: fin.bids@unwomen.org</p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> UAH for national organizations
3.5	Proposal Validity Period commencing after the	90 days.

	deadline for submission of proposals	
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <u>7</u> business days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: uliana.bila@unwomen.org</p> <p>Clarification emails should include a subject header in the following format:</p> <p><i>"UNW RFP Reference # UKR/2018-009, Request for Clarification, Company/Contractor Name"</i></p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p><u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u></p>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required 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.
7.4	Performance Security	<input checked="" type="checkbox"/> Not Required 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.

3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.
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4. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



31.07.2018

Olga Osaulenko

Programme Coordinator/Officer-in-Charge, UN Women Ukraine



TERMS OF REFERENCE (TOR)

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women work in Ukraine focuses on supporting the government and civil society in advancing gender equality and implementation of the national and international commitments. In line with its Country Strategy for 2018-2022, UN Women covers the following thematic areas: Making gender equality priorities central to national reforms, governance, planning and budgeting; Ending violence against women and girls; and Strengthening implementation of the Women, Peace and Security agenda.

Ukraine has been slowly making progress in implementing its gender equality and women's empowerment commitments. The most significant recent developments are the enactment of important national reforms and the adoption of strategic documents aiming at eliminating gender discrimination and inequalities, such as: the Decentralization strategy, the adoption of the National Action Plan (NAP 1325) for Implementation of UN Security Council Resolution 1325 on Women, Peace and Security (WPS) for 2016-2020¹ and its mid-term review; the specific Action Plans of Ministries of Interior and Defence on UNSCR 1325, the National Strategy on Human Rights and the Action Plan (2016-2020), the State Programme on Equal Opportunities (2017-2020)² and the localization of the Sustainable Development Goals (SDGs) adopted in September 2017.

Despite the progress in political commitments, Ukraine still faces strong gender inequalities at all levels. Women in the Verhovna Rada represent only 11% of the MPs, 12% of the Cabinet of Ministers and 16% of the executive civil servants at the top level of public administration.³ Female participation in the labor market in 2017 was 55% against 69% of male participation⁴, while the gender wage gap in 2015 was 24%, leading to higher gender gap in pensions of about 30%⁵. Women account for 36.8%, 33% and 17% of the seats in the municipal councils of

¹ National Action Plan on implementation of UN Security Resolution 1325 on Women, Peace and Security, adopted by Decree № 113 of the Cabinet of Ministers of Ukraine, dated 24 February 2016

² The Concept of the Ukraine State Programme on Equal Rights and Opportunities of Women and Men (2018 – 2021): http://www.mlsp.gov.ua/labour/control/uk/publish/article.jsessionid=6862CD38AE3D6FCD652DFF8D4C500A9B.app1?art_id=193466&cat_id=160760

³ 11% of representation of women MPs in the 2014 elections, represented an increase from the previous 8.6% representation. *Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine*, Summary, September 2017, UNDP/UN Women Joint Programme “Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine” funded by the European Union <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine> and Report of the UN Country Team in Ukraine presented at the CEDAW 66th session, February 2017, <http://un.org.ua/en/information-centre/news/4040-report-of-the-un-country-team-in-ukraine-is-presented-at-the-cedaw-66th-session>.

⁴ In 2016, female participation was almost half compared to two thirds of male counterparts, UNDP, Human Development Report for Ukraine 2016, data accessed at: <http://hdr.undp.org/en/countries/profiles/UKR>. Data on 2017 participation rate, take from State Statistics Service of Ukraine, <http://www.ukrstat.gov.ua>, data accessed on June 24th 2018.

⁵ “Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme “Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine” funded by the European Union, page 24, accessible at <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine> and World Bank Country Gender Assessment for Ukraine, 2016, p.65.

Donetsk and Luhansk and Zaporizhzhia Oblasts and around 18% are heads of households and 38% deputy heads.⁶ The causes of these gender inequalities lie in the patriarchal structures, attitudes and social norms, deeply rooted systemic gaps, weak rule of law and access to justice, and low capacities of the institutional mechanisms to advance gender equality.⁷ The armed conflict and the economic crisis as of 2014 affected women disproportionately and further exacerbated the existing gender inequalities, especially in the conflict affected areas of Eastern Ukraine. There are more than 1,604,059 internally displaced persons (539,547 in Donetsk, 213,758 in Luhansk and 99,300 in Zaporizhzhia), out of which 63% are women and children.⁸ The deteriorating security, social, economic and political situation in the conflict-affected areas has resulted in multiple discrimination faced by women, in growing level of unemployment of women and their increased burden in terms of childcare, care for the sick, the elderly, the persons with disabilities and other family members.⁹ According to UNDP Survey (2017)¹⁰, the burden of taking care of the small children is 14,5% more on women IDPs than on men (27,1% men IDPs live together with their children younger than 18 years old, compared to 41,6% women). Also, women IDPs three times more frequently live in the families with many children, two times more frequently- in poor families and 9% more frequently in families that are in difficult living conditions. According to the Survey, only 35,9% women IDPs are employed.

While the number of women aged 15-49 in Ukraine, who suffer from physical and sexual violence annually, is 1.1 million¹¹, the high concentration of military and armed groups – coupled with a proliferation of weapons, weak law enforcement and impunity – has increased the risk of gender-based violence (GBV) for people living along the “contact line”, particularly women, adolescent girls and young men. Survival sex, including by minors, is being reported, further increasing risks to mental, physical and reproductive health.¹² The 2015 UNFPA Survey¹³ on GBV in the Conflict Setting confirmed the increased vulnerability of women to various forms of violence during the conflict: the share of displaced women reporting at least one situation of violence outside the family was three times higher than the corresponding share of local women surviving any violence in the host communities (15.2 against 5.3 percent of respondents); 90.6% of rape survivors and 73.5% of domestic violence survivors are women.

Despite some progress made by Ukraine to improve legislative and policy frameworks to prevent and respond to GBV in Ukraine, the pending ratification of the Council of Europe Convention on preventing and combating violence against women and domestic violence (the Istanbul Convention) delays creation of the necessary comprehensive policies, legal acts and programmes. Nevertheless, despite the lack of formal ratification, the

⁶ Ibidem, page 24.

⁷ “Leaving No One Behind – Analysis of Vulnerabilities of women and men in the context of Decentralization in the conflict affected areas of Ukraine, Summary, September 2017, UNDP/UN Women Joint Programme “Restoration of Governance and Reconciliation in Crisis-Affected Communities of Ukraine” funded by the European Union., page 24, accessible at <http://eca.unwomen.org/en/digital-library/publications/2017/12/analysis-of-vulnerabilities-of-women-and-men-decentralization-in-the-conflict-affected-areas-ukraine>

⁸ As of October 2017, Ministry of Social Policy of Ukraine at <http://www.msp.gov.ua/news/13919.html>

⁹ Georgetown Institute for Women, Peace and Security, Women’s Peacebuilding Strategies Amidst Conflict: Lessons from Myanmar and Ukraine, GIWPS, 2018, page.32, available at: <https://giwps.georgetown.edu/wp-content/uploads/2017/01/Womens-Peacebuilding-Strategies-Amidst-Conflict-1.pdf>

¹⁰ Report on Gender Analysis of the results of All-Ukrainian Survey on Rights of IDPs, UNDP, 2017, available at: https://www.ua.undp.org/content/ukraine/uk/home/library/democratic_governance/undp-rights-gender-perspective.html

¹¹ Economic costs of violence against women in Ukraine, UNFPA, 2017, available at: <http://ukraine.unfpa.org/en/publications/economic-costs-violence-against-women-ukraine-0>

¹² Humanitarian Needs Overview, Humanitarian Country Team, Ukraine, 2018, available at: <http://www.who.int/health-cluster/countries/ukraine/ukraine-humanitarian-needs-overview-2018.pdf>

¹³ Gender-based violence in the conflict-affected regions of Ukraine, UNFPA (2015), available at: https://reliefweb.int/sites/reliefweb.int/files/resources/gbv_study_2015_final_eng.pdf

country is making some progress to prepare its legal system to comply with the principles and obligations associated with the Convention. Among the recent legislative initiatives is the Law “On Preventing and Combating Domestic Violence”, adopted in late 2017. The law criminalizes domestic violence, introduces an integrated approach to combat violence, and extends the range of tools to protect survivors. Another step in addressing limitations in the institutional capacity to respond to GBV is Law “On amending the Criminal Code of Ukraine and the Criminal Procedural Code of Ukraine to implement the provisions of the Council of Europe Convention on preventing and combating violence against women and domestic violence”. This Law sets more dissuasive sentencing guidelines for domestic violence, introduces a series of restrictive measures to ensure adequate protection of survivors and effectively prevent the escalation of violence and introduces a series of new aggravating factors into the Criminal Code, such as offences based on sexual identity, offences committed in the presence of a minor, and against a current or former spouse.

With the aim to further support the regional and local governments efforts in addressing gender inequalities, UN Women started implementing projects¹⁴ focusing on gender responsive governance, prevention of gender-based violence, social cohesion and implementation of WPS commitments in the crisis-affected communities of Donetsk, Luhansk and Zaporizhzhia regions. The elimination of gender-based discrimination, and violence against women is one of its most pervasive forms, requires a comprehensive, coordinated and sustained effort in all spheres. It requires actions in different areas, including legislation, service provision, awareness-raising, and attitudinal and behavioral change. Gender-based discrimination is a complex phenomenon that needs to be understood within the wider social context and cultural norms that permeate it. Community attitudes and responses regarding violence against women reflect these norms and play an important role in shaping the social climate in which discrimination, and more particularly, violence occur. Comprehending attitudes toward gender equality and violence against women is key to better understanding its roots cause and, therefore, developing more effective intervention measures.

To this end, UN Women is launching a **Request for proposals for conducting baseline survey of prevailing attitudes, perceptions, opinions and beliefs toward gender equality and gender-based violence at community (hromada) level in Donetsk, Luhansk and Zaporizhzhia Oblasts.**

II. Scope of Work/Duties and Responsibilities

The overall objective of this RFP is to collect and analyze data on gender stereotypes and public perceptions of gender roles and attitudes towards gender-based violence required for the baseline and end-line studies/survey of current and dominant attitudes, perceptions, opinions and beliefs toward gender equality and gender-based violence in target hromadas in Donetsk, Luhansk and Zaporizhzhia Oblasts. The Survey will contribute to the implementation of the national strategic documents related to the implementation of Women, Peace and Security Agenda, such as the National Action Plan on UN Security Council Resolution 1325 and the Action Plan of the Ministry of Internal Affairs on implementation of NAP UNSCR 1325 and its specific indicators related to gender-based violence.¹⁵ The below described assignment will be implemented in the framework of the

¹⁴ “Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women’s Empowerment in Ukraine” funded by the Government of Denmark; “Building democratic, peaceful and gender-equal society in Ukraine” funded by the of Government of Norway; “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance” funded by European Union.

¹⁵ The relevant indicators included in the MIA Action Plan on UNSCR 1325 are: a) Percentage of women,men,girls and boys who know what is GBV; b) Percentage of women,men,girls and boys who think GBV is a human rights violation; c) Percentage of women,men,girls and boys who know where to address in case they became a survivor or a witness of GBV; d) Percentage of women,men,girls and boys who are ready to report the GBV case if it was

following UN Women projects: "Building democratic, peaceful and gender-equal society in Ukraine" funded by the Government of Norway and "Decentralisation and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine", funded by the Government of Denmark joint programme.

Under overall guidance of the UN Women Country Programme Manager/Head of Office and direct supervision of a Specific Programme Specialist, the selected organization/think-tank/survey research organization will work in close cooperation with the UN Women staff of the above-mentioned projects and implement the following set of tasks:

1. Develop a research methodology that will contain background information on the subject of the research (data on prevalence of violence, existing opinion polls on gender-based discrimination and violence etc.) and the overall approach to be applied for the conducting of a baseline survey;
2. Design a representative survey sample and sampling frame by using a stratified multistage sampling where number of sampling points are drawn proportional to the estimated population size of residents and internally displaced persons in 19 ATHs¹⁶ of the Oblasts of Donetsk, Luhansk and Zaporizhzhia;
3. Develop a questionnaire for the field survey to be conducted through CAPI (Computer Assisted Personal Interview) technique; the questionnaire should be designed and consulted closely with UN Women and focus on examining the perceptions in communities on gender roles and power relations between women and men, girls and boys, understanding of the concept of gender-based discrimination and gender-based violence, its causes and consequences, opinions on how it should be prevented and addressed, information on the knowledge of the legal provisions that protect the survivors and punish the perpetrators, experiences of women and men, girls and boys who have been exposed to messages/ campaigns or activities challenging gender roles, norms and stereotypes .
4. Develop the background materials and organize trainings of interviewers with the aim to acquaint them with the basic concepts related to gender equality (gender-based discrimination and violence, gender norms and power relations, gender stereotypes etc), explain the questionnaire in detail, the procedure of interviewing and the potential risks and mitigation measures.
5. Conduct questionnaire pre-testing on a quota-controlled sample of maximum 30 respondents and provide a brief report to UN Women on key findings and potential suggestions for questionnaire improvements/refinement.
6. Carry out field survey, data collection based on the sampling size and stratification, and fieldwork supervision (the applicant should specify in the application what kind of fieldwork supervision will be done)
7. Perform data entry into statistical database (SPSS or other software for social research) and logical control of the data;
8. Conduct gender-based analysis of the information collected and submit the preliminary draft of analytical report to UN Women;

committed against them or they became a witness of it; e) Percentage of women,men,girls and boys who trust the police with regards to reporting and addressing GBV; f) Percentage of women,men,girls and boys who know about the help/services they are entitled to in case of GBV. Percentage of women, men, girls and boys who know about the legislative measures/punishment for committing GBV.

¹⁶ The target communities in the frame of the Project "Building democratic, peaceful and gender-equal society in Ukraine" funded by the of Government of Norway' are: Bilenke, Komyshuvakha, Ostrykivka, Komysh-Zoria and Hirsivka in Zaporizhzhia Oblast, Pryvillia, Starobilsk, Rubizhne, Girska and Shulhynka in Luhansk oblast and Novodonetske, Soledar, Olhynka, Volnovakha and Khlibodarivka in Donetsk region. The target communities in the frame of the Project "Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women's Empowerment in Ukraine", funded by the Government of Denmark, are: Siversk, Oleksandrivka in Donetsk region, and Svatove and Lozno-Oleksandrivka in Luhansk region.

9. Carry out qualitative research for validation of quantitative data through at least 9 focus groups discussions encompassing different marginalized groups of women and men in the communities, such as persons with disabilities, persons living with HIV/AIDS, Roma women/men, internally displaced persons;
10. Organize validation meetings with representatives from national, regional and local administrations where the findings from the quantitative and qualitative research will be presented;
11. Submit the final analytical report to UN Women; Submit the database of quantitative and qualitative research and final report to UN Women containing conclusions and recommendations for further research and advocacy.

III. Assignment Deliverables:

#	Deliverables	Payment amount	Deadline
1.	Workplan for the assignment with specified timeline	10% of the contract amount	30 August 2018
2.	Written methodology for the assignment including information on a) design of survey sample and stratification significant to represent each of target hromada in Donetsk, Luhansk and Zaporizhzhia Oblasts (sample size for each Oblast makes between 1 000 to 1 500 persons), b) and draft questionnaire survey both in Russian and Ukrainian.	15% of the contract amount	15 September 2018
3.	Training of interviewers, pre-testing of questionnaire and finalization of questionnaire based on pre-testing findings	10% of the contract amount	15 October 2018
4	Quantative data in the field collected, field supervision performed, and data entry and logical control completed and provided to UN Women.	30% of the contract amount	30 November 2018
5.	First draft of analytical report from field survey submitted to UN Women	15% of the contract amount	28 February 2019
6.	Minimum 7 in-depth interviews per each target Oblast and at least 9 focus groups discussions as a source of qualitative information conducted. Key findings for each Oblast are validated in a validation meeting with key responsible actors and stakeholders, final analytical report, data base and report to UN Women submitted	20% of the contract amount	30 April 2019

- All the deliverables (reports, summaries, findings, recommendations, etc.) should be provided in English language; (supporting documents, such as training agendas, evaluations, etc. can be submitted in Ukrainian language).

IV. Inputs

- UN Women will provide the Contractor with key background materials, surveys, publications etc;
- UN Women will share with the Contractor the list of already identified target 19 Hromadas, inclusive of all relevant and currently available information (socio economic profile of the Hromada).

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;
- Officially registered legal entity eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal);
- The offer is complete and eligible.

2. Cumulative Analysis Methodology: A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

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

Technical proposal: 700

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> <ul style="list-style-type: none"> Officially registered legal entity in Ukraine eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal) The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes 	15
1.2	<u>Financial capacity and adverse judgments or awards:</u> <ul style="list-style-type: none"> The organization demonstrates strong financial capacity and reliability to deliver the activities described in the TOR 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. 	25
1.3	<u>General Organizational Capability</u> General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	15
1.4	<u>Quality assurance procedures and mitigation measures</u>	15
1.5	<u>Relevance of Specialized Knowledge:</u> <ul style="list-style-type: none"> Experience on similar Programmes/Projects on conducting quantitative household surveys in Ukraine. Previous experience on conducting household surveys on public perceptions and attitudes of people in communities; Previous experience in conducting field researches related to gender equality, gender based discrimination, gender-based violence. Previous experience in conducting quantitative field research in Eastern Ukraine is an asset. Reference letters on at least two relevant projects implemented in the past three years. 	60
1.6	<u>Experience of working with international and donor organizations</u>	20
Total		150

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. The task is well understood, properly addressed and correspond to this RFP requirements (especially ToR Annex II), aspects of the task in question are addressed in sufficient details	200
2.2	Efficient and realistic work plan corresponding to the needs/specifics and actions stipulated in the ToR (sequence of activities is realistic and will ensure effective implementation of the work plan in compliance with the ToR time frame)	200
	Total	400
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Team Leader/senior researcher	
3.1.1	At least an MA degree in statistics, research methods, social science or relevant fields	5
3.1.2	Minimum 5 years of professional experience of supervising/leading at least 3 quantitative household surveys of 1,000 respondents or more	40
3.1.3	At least 3 years experience of working with international and donor organizations	10
3.1.4	Fluency in Ukrainian and Russian language. Knowledge of English would be an asset.	5
	Total	60
3.2	Field Work Coordinator	
3.2.1.	At least a bachelor's degree in statistics, research methods, social science or relevant fields	5
3.2.2.	At least 3 years of experience in field management, supervision and coordination, experience in training interviewers, coordinating enumerators and managing field supervision	20
3.2.3.	Fluency in Russian and Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
3.3	Data production specialist	
3.3.1	At least Bachelor's degree in statistics, mathematics, economic, social sciences or related fields	5

3.3.2.	At least 3 years of experience in data processing and production, questionnaire programming preparing data files, creating data tabulations, data logic control, data processing and statistical analyses.	20
3.3.2	Fluency in Russian and Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
3.4	Gender Expert/Specialist	
3.4.1.	M.A. degree in gender studies, social and economic studies, development studies or related;	5
3.4.2	Experience in conducting gender analysis, based on quantitative and qualitative data, experience with complex analysis and cross-tabulations of statistical data proven through at least 2 such analysis performed;	20
3.4.3.	Fluency in Russian and Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
	Total for key personnel	150
	TOTAL FOR TECHNICAL PROPOSAL	700
	[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 700 points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

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

Proposer is requested to include a one-page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Provide supporting documents on official registration of the organization eligible of the assignment (Organization Charter, license etc.)
- 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 Financial capacity and adverse judgments or awards

- 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.
- 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 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.

1.5 Relevance of Specialized Knowledge

- Describe experience on similar Programmes/Projects on conducting quantitative household surveys in Ukraine. Previous experience on conducting household surveys on public perceptions and attitudes of people in communities; Previous experience in conducting field researches related to gender equality, gender based discrimination, gender-based violence. Previous experience in conducting quantitative field research in Eastern Ukraine is an asset.
- Detail any specialized knowledge that may be applied to performance of the TOR.
- Provide references of at least two relevant projects implemented in the past three years.

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1					
2					

1.6 Experience of working with international and donor organizations

- Describe experience with international and donor organizations;
- Experience with other UN organizations/ major multilateral / bilateral programmes is highly desirable.

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.
- 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

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:		
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

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:** The payment schedule will be linked to the delivery of the outputs specified in the TOR. UN Women will make payments in national currency (Ukrainian Hrivnas) according to UN official rate on the date of payment.

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 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 UAH	Total Cost UAH
Personnel	Per person			
Team Leader/Senior researcher	1 person	Day/week/month		
Field Work Coordinator	XX person	Day/week/month		
Data Production Specialist	XX person	Day/week/month		
Gender Expert/Specialist	XX person	Day/week/month		
Other personnel (interviewers/enumerators etc.)	XX person	Day/week/month		
Operational cost	1 lump sum			
Printing, stationary, translation and communication costs				
Travel of personnel (coordinator, enumerators), including tickets/per diem, if any				
Activities costs	Per item			
Training of interviewers				

Interviews and focus group discussions				
Validation meetings with representatives from national, regional and local administrations				
TOTAL CONTRACT AMOUNT				

[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: _____

PROPOSAL SUBMISSION FORM

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

To: *UN Women office in Ukraine, 20 Esplanadna st. Kiev, Ukraine*

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
We offer to supply in conformity with the Proposal Solicitation Documents the following services on **organization to enhance capacities of public officials at national, regional and local level on Gender Responsive Policy Planning and Budgeting in Eastern Ukraine** and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (b) 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.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of [90] days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) 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]*
- (g) We have no conflict of interest in accordance with Clause 1.2 *(Eligible Proposers)* of the RFP Instructions to Proposers;
- (h) 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;
- (i) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing this form]*

Name: _____ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: _____ *[insert complete name of proposer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEX 7

VOLUNTARY AGREEMENT

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

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

On behalf of the contractor:

Name : _____, Title : _____

Address : _____

Signature : _____

Date: _____

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)	[insert name, address, telephone/fax or cell number, and the e-mail address]
JV's Party Legal Name:	[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}
JV's Party Country of Registration:	[insert JV's Party country of registration]
JV's Party Year of Registration:	[insert JV's Party year of registration]
JV's Party Legal Address in Country of Registration:	[insert JV's Party legal address in country of registration]
Consortium/Association's names of each partner/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>€ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p>€ JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
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Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SUBMISSION CHECKLIST

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)	
• Joint Venture Form (if a joint venture)	
Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:	
• Financial Proposal	
Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY AN LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	

