

Request for Proposal

Reference No.: UNW-NPL-RFP-2019-002

Thematic Evaluation of Women's Economic Empowerment Programming
undertaken by UN Women Nepal



Dear Sir/Madam,

Subject: Request for Proposal (RFP) for a Thematic Evaluation of Women's Economic Empowerment Programming undertaken by UN Women Nepal.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure service for a Thematic Evaluation of Women's Economic Empowerment Programme undertaken by UN Women Nepal 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. Diversity matrix (Annex 10)
 - l. Submission Checklist (Annex 11)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex 1- See link above\)](#)

PROPOSAL INSTRUCTION SHEET (PIS)

4. Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex 1 (“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 1	Instruction to Proposers	Specific Requirements as referenced in Annex 1
4.2	Deadline for Submission of Proposals	Date and Time: <u>Monday 08 April 2019 10:00 AM</u> (Nepal Standard Time) [for local time reference, see www.greenwichmeantime.com] City and Country: Kathmandu, Nepal This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women House No KA1/333 Thapathali Heights Kathmandu, Nepal Tel: +977-1-4255110/4216028/4239089 Fax: +977-1-4247265 “NOT TO BE OPENED BY REGISTRY” <input checked="" type="checkbox"/> Electronic submission of Proposal: Technical Proposal: technical-bid.np@unwomen.org Financial Proposal: financial-bid.np@unwomen.org Proposals should be submitted to the designated address by the date and time of the deadline given.
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English

3.4.2	Proposal Currencies	Preferred Currency: <input type="checkbox"/> USD If no, please indicate Currency: <input type="text" value="NPR"/> <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)	120 days
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: procurement.nepal@unwomen.org Clarification emails should include a subject header in the following format: "UNW RFP Reference # (UNW/NPL/RFP/2019/002), 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 type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory: <input checked="" type="checkbox"/> Optional: <i>[Date and time: Friday 22 March 2019 11:00 AM (Nepal Standard Time) [for local time reference, see www.greenwichmeantime.com]</i> <i>Location: Dhokaima Café, Patan Dhoka, Lalitpur/ Tel. 977-1-5522113, 977-1-5553767</i> Please pre-confirm your participation for pre-proposal meeting via email procurement.nepal@unwomen.org or office phone, no later than 21 March 2019. If you have any specific question, you may send in advance to procurement.nepal@unwomen.org .

3.9	Proposal Security	<input type="checkbox"/> Required <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 Proposal Security from the successful proposer at any stage.
7.4	Performance Security	<input type="checkbox"/> Required <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. <input type="checkbox"/> Required

5. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex 3.
6. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Damar Prasad Ghimire
Operations Manager

ANNEX 1

INSTRUCTION TO PROPOSERS

Detailed Instruction to Proposers can be accessed 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>

ANNEX 2

TERMS OF REFERENCE (TOR)

Thematic Evaluation of Women's Economic Empowerment Programming undertaken by UN Women Nepal

UN Women Nepal is seeking an organization or a company to conduct a summative evaluation of its work on women's economic empowerment between January 2014 and June 2019 with respect to its new Country Strategic Note.

1. Background

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of National priorities and efforts, building effective partnerships with government, civil society and other relevant actors.

The work of UN Women is guided by its integrated mandates:

1. Normative work: to support national governments to contribute to setting international norms that advance gender equality and empowerment of women and to apply these norms in national legal and policy frameworks;
2. Operational work: to support national governments to implement their commitments to gender equality and empowerment of women in partnership with civil society; and
3. Coordination work: to facilitate coordinated efforts and accountability for gender equality across the UN system, and mobilizing and convening broader stakeholders and partners to strengthen efforts to achieve gender equality and social inclusion.

In Nepal, UN Women works in partnership with the Government of Nepal (GoN), UN system, civil society and development partners to advance equality and empowerment for Nepali women, who face multiple forms of discrimination and exclusion. The work of the Nepal Country Office (NCO) is guided by its Strategic Note (SN) and Annual Work Plan (AWP). This evaluation covers the SN 2014 to 2017 and the first 18 months of the SN 2018 to 2022.

1.1 Women's economic empowerment in Nepal

Nepal has set the goal of graduating from Least Developed Country (LDC) status and emerging as an inclusive, equitable, and prosperous middle-income country by 2030. This vision is enshrined in Nepal's

new Constitution (2015)¹ which envisages substantial changes to its system of governance through the devolution of powers to the provincial and local levels. The historic change has already brought more than 14,600 women into elected positions (33.5 per cent of federal members; 34.5 per cent of provincial members and 41 per cent in local government) and created provincial and local governments which share authority and responsibility for advancing gender equality.

In 2017, Nepal achieved a growth rate of 7.5 per cent despite a slowdown caused by the 2015 earthquake and trade disruptions at the southern border². However, poverty reduction and human development continue to be hindered by limited economic diversification and over-reliance on agriculture and remittances. In 2017, at the 61st session of the Commission on the Status of Women (CSW), the GoN reaffirmed its commitments to gender equality and women's empowerment and also recognized several persistent challenges to women's rights to participate in and benefit from inclusive economic growth, and to recognizing and valuing women's contribution to unpaid domestic care work.

The Concluding Observations of the Convention of Elimination of Discrimination Against Women (CEDAW) Committee in 2018 recognized several positive policy steps taken by the Government toward greater economic equality. For example, the Labour Act (2017) represents a key advancement towards ensuring equal opportunities for men and women, the reduction of the gender wage gap, and the elimination of discrimination at work. The Agriculture Development Strategy (2015) defines the achievement of gender equality in agriculture as an integral component. The Contribution-Based Social Security Act (2017) widened the scope of entitlements of social security to informal sectors and self-employment. Likewise, a number of government programmes are being implemented to improve access of poor and marginalised women to employment and credit to support women entrepreneurs through more available loans.³ CEDAW however emphasized the need to increase women's awareness of their entitlements under these acts and ensure adequate resourcing.

Persistent challenges still exist, however, to women's economic empowerment. Nepal ranks very high in terms of women's labour force participation,⁴ but without any implication on their economic empowerment and autonomy. The 2018 CEDAW Concluding Observations note concerns about horizontal and vertical segregation in the labour market. Considerably more men compared to women occupy managerial positions and are considered 'professionals' in their sector.⁵ Only 17 per cent of private firms include women in top management positions.⁶ Wage inequality between sexes for equal work

¹ Government of Nepal, National Planning Commission Secretariat (2015) Presentation *Nepal's Implementation of Istanbul Programme of Action for LDSs 2011-2020 : Initiatives, Achievements, Constraints and way forward*, delivered on 7-8 December, 2015, available at : <http://www.ipoareview.org/wp-content/uploads/2016/04/NEPAL.pdf>

² Executive Board of the International Monetary Fund (IMF) Article IV Consultation with Nepal, March 2017, available at: <https://www.imf.org/en/News/Articles/2017/03/27/PR17100-Nepal-IMF-Executive-Board-Concludes-2017-Article-IV-Consultation>

³ Government of Nepal (2018), Replies of Nepal to the List of Issues and questions in relation to the sixth periodic report of Nepal, at para 56.

⁴ Government of Nepal, Central Bureau of Statistics (2016) *Annual Household Survey 2014/15 (Major Findings)*, available at: <http://cbs.gov.np/image/data/2016/Annual%20Household%20Survey%20Report%202014-15.pdf>, male and female labour force participation is 86.3 per cent and 79.8 per cent respectively.

⁵ *ibid.* By the Nepal Standard Classification of Occupations, male managers are about three times more than female managers and the proportion of male who are in professional field are almost two times of female.

⁶ World Economic Forum (2016) *The Global Gender Gap Report 2016, Nepal Country Profile*, available at: http://www3.weforum.org/docs/GGGR16/WEF_Global_Gender_Gap_Report_2016.pdf.

remains high,⁷ and women's contribution to unpaid domestic and care work is yet to be recognised and valued in the national economy⁸ or substantially redistributed. A narrow asset base, lack of access to resources, limited decision-making power, and the burden of domestic work, leave women, especially those from excluded and vulnerable groups, more exposed to natural hazards and impacts of climate change. Poverty, limited employment opportunities and lack of skills for employment in rural settings are fuelling unsafe internal and external migration and trafficking.⁹ With large scale urbanisation, migration of female workers from villages to cities is an increasing trend. Women going through irregular or illegal channels of migration are mostly from marginalised and disadvantaged communities and indigenous groups.¹⁰ Lack of adequate information, skills training and institutional support adds to the vulnerability of women migrant workers, increasing their risk of being trafficked.¹¹ According to the National Human Rights Commission, an estimated total of 6,100 persons were subject to trafficking in FY 2015/16.¹² However, this figure is possibly subject to underreporting, with some estimates claiming higher numbers of real victims.

Young women, in particular, are underrepresented in the work force¹³ and women's mobility, especially during the formative adolescence and youth years, is restricted – exactly at the time when boys develop their political and leadership skills. Individuals considered of lower caste continue to be excluded from certain jobs and services, and Dalits earn considerably less than non-Dalits. Discriminatory treatment of persons with disabilities is widespread.¹⁴ While the Constitution provides rights to sexual and gender minority citizens, political advances have not yet been fully translated into implementation, and therefore lesbian, gay, bi-sexual, transgender and intersex (LGBTI) individuals continue to experience discrimination and violence in numerous aspects of their life.¹⁵ The root cause of the ongoing exclusion of women from exercising their full economic rights in Nepal is the structural discrimination emanating from socio-cultural traditions, norms, and practices developed over centuries, including patriarchy, the caste system and other causes of economic and political domination of certain communities over others.¹⁶ In addition to

⁷ Ibid. By the estimated earned income in the USD value at Purchasing Power Parity, women in Nepal earned 56 per cent of men's income. The values were calculated using the methodology of the United Nations Development Programme (UNDP)'s Human Development Report 2007/2008. Data used to calculate this indicator includes: world population by country, GDP PPP (current international \$), labour force participation rate, and mean nominal monthly earnings of employees by economic activity.

⁸ Statement by the Government of Nepal at the 61st session of the Commission of the Status of Women, 15 March 2017.

⁹ CEDAW Committee (2017) *Sixth Periodic Report of States parties due in 2015, Nepal*.

¹⁰ SAHAVAGI, DIDI BAHINI and Feminist Dalit Organisations with support from UN Women Nepal (2015) *Progress of Women in Nepal (1995-2015) Substantive Equality: Non-negotiable*, available at: http://un.org.np/sites/default/files/Progress%20of%20Women%20in%20Nepal%20-%20Low-res_1.pdf

¹¹ CEDAW Committee (2011) *Concluding Observations of the Committee on the Elimination of Discrimination against Women*, paragraphs 33-34; MDG Report 2013, p.33.

¹² National Human Rights Commission (2017) *Trafficking in Person, National Report 2015-16*, available at: http://nhrcnepal.org/nhrc_new/doc/newsletter/TIP_National_Report_2015_2016.pdf

¹³ British Council, Association of Youth Organisations Nepal (2011) *Youth Survey of Nepal*, available at: http://www.youthpolicy.org/national/Nepal_2011_Youth_Survey.pdf.

¹⁴ Ibid.

¹⁵ SAHAVAGI, DIDI BAHINI and Feminist Dalit Organisations with support from UN Women Nepal (2015) *Progress of Women in Nepal (1995-2015) Substantive Equality: Non-negotiable*, available at: http://un.org.np/sites/default/files/Progress%20of%20Women%20in%20Nepal%20-%20Low-res_1.pdf USAID, UNICEF, UNDP (2014) *Being LGBT in Asia: Nepal Country Report: A Participatory Review and Analysis of the Legal and Social Environment for Lesbian, Gay, Bisexual and Transgender (LGBT) Persons and Civil Society*, available at: https://www.usaid.gov/sites/default/files/documents/1861/Being_LGBT_in_Asia_Nepal_Country_Report.pdf

¹⁶ United Nations Country Team Nepal (2012) *United Nations Development Assistance Framework for Nepal 2013 – 2017*, available at: http://www.np.undp.org/content/dam/nepal/docs/legalframework/UNDP_NP_UNDAF%202013-2017.pdf.

gender, women face intersectional discrimination based on class, caste, geography, language, religion and sexual orientation to name some.

1.2 UN Women Nepal’s approach to Women’s Economic Empowerment

The overall goal of UN Women NCO is to achieve gender equality and social inclusion and empower women and girls in Nepal to realise their human rights. In line with the inclusive vision of the Constitution of Nepal and the Sustainable Development Goals (SDGs), the Theory of Change for the 2018 to 2022 Nepal country programme is as follows:

If gender discriminatory social norms and practices are reformed, if state institutions and political support for gender equality and social inclusion are strengthened, and if women and girls—especially those from vulnerable and excluded groups—are politically and economically empowered with greater resilience and freedom from discrimination and violence to influence decision-making processes at all levels, then, better enjoyment of human rights by all Nepali women and girls will be achieved because an enabling environment for inclusive governance, non-discrimination, economic autonomy, decent work and a violence-free society will have been created through profound changes in institutional capacities and practices, social norms, laws, policies and direct improvements in women’s economic and political influence.

Through the programme on **women’s economic empowerment (WEE)**, UN Women NCO seeks to promote income security, better jobs and economic independence of vulnerable women, taking into account the vulnerability of women and girls in the contexts of disaster risk and climatic changes. This will contribute to changes to ensure that vulnerable women’s groups in Nepal have income generation opportunities and are resilient to climate change and disasters that affect their livelihoods by 2022 (Outcome 2, SN 2018-22). The anticipated outputs include:

- 1) Planet 50:50 Nepal advanced by engaging men/boys, interfaith leaders, vulnerable groups and youth networks in addressing adverse social and economic norms, structural barriers, and gender-based discrimination;
- 2) Key line ministries and select local governments have increased technical capacity to develop and implement gender responsive macroeconomic policies (fiscal and budgetary) and sectoral policies (agriculture, energy, labour, industry and DRR) to advance the implementation of SDG 5 and 8; and
- 3) A substantive equality¹⁷ approach to women's economic empowerment tested and adopted in select target sectors (agriculture, energy) for income generation, improved climate resilient livelihoods and to address safe migration with vulnerable women’s groups.

In taking a substantive equality approach to WEE, UN Women NCO will address the complex nexus of economic, social and structural challenges and barriers that excluded and marginalized women face when entering, participating and contributing in the economy. **When taken together, NCO’s WEE initiatives are designed to be holistic in accounting for women’s unequal power, experiences, access to opportunities,**

¹⁷ Substantive equality refers to equality of opportunity, access and results (CEDAW). To achieve substantive equality requires a holistic and comprehensive approach which extends beyond enhancing the economic competency of women (by ensuring their access to skills, technologies, resources, capital, services, and information), to also addressing the social dimensions of their challenges, including in leadership and decision-making in both the private and public spheres. In taking this approach, the NCO seeks to promote women’s economic empowerment within the larger objective of substantive equality.

and decision making in the different dimensions of their lives, including in their families and communities, as well as in relation to the public policies and programmes which impact them directly and indirectly.

The WEE work for 2018 to 2022 (described above) builds on the results achieved and lessons learned from 2014 to 2017. The second outcome under the 2014-17 SN was: Policies to advance women’s economic empowerment and sustainable development are developed and implemented. Contributing toward that outcome were:

- 1) Select Government officials [Ministry of Agriculture Development, Forest and Soil Conservation, Labour & Employment, Federal Affairs and Local Development, Cooperatives and Poverty Alleviation, Women, Children and Social Welfare, Energy, Planning Commission] at the national and district level have capacity to integrate and monitor the inclusion of gender equality provisions in economic policies;
- 2) Networks of excluded women [returnee women migrant workers, HIV positive women and home-based workers] have skills and enterprise development assistance for sustainable livelihoods;
- 3) Networks of excluded women [from rural women farmers, conflict affected, trafficked survivors, returnee migrant workers, home base workers, HIV positive women] have increased capacity and opportunity to influence local and national decision-making processes for sustainable development;
- 4) Evidence base for policy advocacy on women’s economic empowerment and rights available.

In order to achieve the results outlined in its strategic plans, UN Women NCO has undertaken the following initiatives focused on WEE:

Programmes	Purpose / Goal	Objective / Outcomes	Location
Advancing Women’s Economic Empowerment (AWEE) 03/2015 – 03/2019 Budget: EUR 4 Million	To support the Government of Nepal in its efforts to develop and implement policies to advance women’s economic empowerment and sustainable development at the national and local levels.	1. Enhance the capacity of selected Government officials at the national and district level to integrate and monitor the inclusion of gender equality provisions in economic policies 2. Contribute to ensuring that networks of excluded women have the skills and enterprise development assistance for sustainable livelihoods 3. Increase the capacity and opportunity of networks of excluded women to influence local and national decision-making processes for sustainable development	Sunsari, Kavre, Makwanpur, Nawalparashi, Banke, Kailali
The Future We Want: Creating Sustainable Foundations for	Survivors of trafficking and returnee women migrant workers enjoy	1. Create an enabling environment in homes and communities to address	Sindhupalchowk Dhading

<p>Addressing Human Trafficking and Unsafe Migration of Women and Girls in Nepal (FWW)</p> <p>10/2016 – 10/2019</p> <p>Budget: USD 1 million</p>	<p>fundamental freedoms and economic and personal security in Dhading and Sindhupalchowk districts</p>	<p>structural barriers, gender-based discrimination and stereotypical intergenerational socialization patterns in project districts</p> <p>2. Enhance capacity of women migrant workers and survivors of trafficking to become independent economic actors in select project districts</p> <p>3. Enhance coherence/synergy between institutions and policies on the issues of national gender equality commitments particularly in the areas of foreign employment and human trafficking</p>	
<p>Joint Programme on Accelerating Progress Toward Economic Empowerment of Rural Women in Nepal (JP RWEE)</p> <p>Joint with FAO, IFAD and WFP</p> <p>10/2012 – 09/2019 (Note: the implementation in Nepal started in 2015)</p> <p>Budget: USD 938,730 (for UN Women)</p>	<p>To secure rural women’s livelihoods and rights in the context of sustainable development and the SDGs.</p>	<p>UN Women contributes to the following outcomes of the programme:</p> <p>Outcome 3: Rural women have enhanced leadership and participation in their communities and in rural institutions, and in shaping laws, policies and programmes</p> <p>Outcome 4: More gender responsive policy environment is secured for the economic empowerment of rural women</p>	<p>Sindhuli, Sarlahi, Rautahat</p>
<p>Empowering Adolescent Girls and Young Women through the Provision of Comprehensive Sexuality Education and a Safe Learning Environment in Nepal</p> <p>Joint with UNFPA and UNESCO</p>	<p>To increase learning opportunities for adolescent girls and women through an integrated approach to education, gender and health.</p>	<p>UN Women’s contribution is to:</p> <p>Outcome 3: Increased access for vulnerable, out-of-school adolescent girls and young women to comprehensive sexuality, gender-based violence, including violence against women and girls and reproductive health information, services, life skills</p>	<p>Achham, Bajura, Rautahat, Sarlahi Sunsari</p>

<p>01/2017 – 12/2019</p> <p>Budget: USD 540,000 (for UN Women)</p>		<p>and other relevant programmes.</p> <p>Output 3.2: Vocational skills training provided and advantages to enter and remain in the labour market created, with a specific focus on the most vulnerable adolescent girls and young women.</p>	
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Linked to these programmes, NCO has also used its normative mandate and coordination role to further commitments and action on women’s economic empowerment.

As with other thematic areas, WEE is supported by many units in the Country Office. The WEE Unit leads the work under guidance of the Country Representative and Deputy Country Representative. The Operations, Strategic Partnership and Governance Unit also have specific roles in supporting WEE programming.

Key partners and stakeholders in the work to strengthen women’s economic empowerment include:

- The GoN, in particular Ministry of Women, Children and Senior Citizens (MoWCSC), the Ministry of Labour, Employment and Social Security (MoLESS), Ministry of Federal Affairs and Local Development, National Planning Commission and National Women Commission.
- UN agencies, in particular partners in the joint programmes (FAO, IFAD, IOM, UNFPA, UNESCO and WFP), International Labour Organization, International Organization for Migration, the UN Country Team’s Migration Task Force,
- Partners implementing WEE programmes, including SAARC Business Association for Home-based Workers Nepal (SABAH Nepal), Pourakhi Nepal, Vocational Skills and Development Training Center Nepal, Training Center Nepal, Equal Access International, F-Skill Nepal, Forum for Women, Law and Development and Media Advocacy Group.
- Development partners and donors including the Embassy of Finland, Multi-Partner Trust Fund for Accelerating Progress towards the Economic Empowerment of Rural Women, and Zonta International as funding partners, and other key stakeholders such as Swiss Agency for Development and Cooperation and the Department for International Development of the UK Government.
- Women’s organizations and relevant other civil society organizations including the UN Women Civil Society Advisory Group

2. Purpose, scope and objectives of the evaluation

The main purpose of this thematic evaluation is to contribute to enhancing UN Women Nepal’s approach to women’s economic empowerment and strengthening implementation of the 2018 - 2022 Strategic Note. The evaluation will generate knowledge and organizational learning on what works and doesn’t to advance gender equality through women’s economic empowerment and leadership. Thus, the findings

will be used for strategic revisions and programmatic decisions. The evaluation will also support accountability to donors and partners for implementation and results of specific WEE projects.¹⁸

The main users of the evaluation are donors of UN Women's WEE programming, UN Women staff in Nepal, other country offices, partners and stakeholders involved in promoting women's economic empowerment.

This thematic evaluation follows on, and will be informed by, a 2014 corporate evaluation of UN Women's contribution to women's economic empowerment¹⁹, which recognizes WEE as a part of the core work of UN Women that still remains less developed and conceptualized thematic area. The evaluation also concluded that one of UN Women's most significant contributions on WEE was 'harnessing and disseminating knowledge and information related to WEE.' One of the recommended actions that followed was that Country Offices (COs) design processes to generate evidence for specific normative and policy work on WEE, including through evaluations. This expectation for UN Women to act as a hub of knowledge on GEWE and to deepen support for its partners to develop capacity to analyse critical challenges and catalyse more effective progress was reinforced by the mid-term evaluation of NCO's SN 2014-2017.

The evaluation also found that some of UN Women's work on income generation and micro-credit has had limited effectiveness in supporting more holistic empowerment. The agency can make the most effective contribution when it identifies and addresses structural barriers and bottlenecks to women's realization of their economic and social rights. NCO's 'substantive equality approach' to WEE and focus on discriminatory social norms responds to this finding. Similarly, the global evaluation suggested stronger linkages between WEE and other issues, including climate change adaptation. NCO has been trying to address this through the RWEE JP that aims to contribute to climate resilient agricultural livelihoods.

This evaluation is an opportunity to assess the effectiveness of NCO's approach and draw lessons from the evidence base that can inform future steps to advance women's economic empowerment under the 2018-22 strategic plan. It is particularly timely as two WEE programmes are coming to completion and others are in the design or inception stage. The evaluation will also generate knowledge and lessons for other UN Women country offices.

Given UN Women's interest in continuing to strengthen and develop its approach to WEE and advancing gender equality in Nepal as the central focus, a primarily formative focus of the evaluation is being proposed. Formative evaluations are usually conducted during the development of a programme or during operation. They provide feedback for improvement, are prospective and proactive in their orientation, and serve quality assurance purpose. "Formative evaluations assess and assist with the formulation of goals and priorities, provide direction for planning and assessing alternative courses for action and draft plans, and guide programme management by assessing implementation of plans and

¹⁸ In particular, the two case studies to be included in this evaluation will serve as end of programme evaluations for AWEE and FWW.

¹⁹ UN Women (2015) An Empowered Future: Corporate evaluation of UN Women's contribution to women's economic empowerment. Available at: <http://www.unwomen.org/en/digital-library/publications/2014/12/evaluation-of-un-women-s-contribution-to-women-s-economic-empowerment>

interim results.”²⁰ Nevertheless, given that two key projects are coming to an end a summative focus will also be included in order to assess the contributions towards outcomes and lessons learned for future programming.

This formative evaluation will analyze the planning and implementation of WEE programmes, initiatives, results and assess progress towards UN Women’s strategic goal for WEE from **the time period 2014 to mid-year 2019**. It will take into consideration the approach to WEE identified in the NCO Strategic Note for 2018-2022 and ongoing initiatives by UN Women with the aim of providing strategic input to the process. The scope of the evaluation will cover all WEE programming by UN Women Nepal across all three mandates (normative, operational and coordination). In an effort to identify and assess WEE linkages with other thematic areas of work and provide input to strengthen synergies across initiatives, the evaluation will include a review of all programmes/initiatives with explicit cross-cutting linkages to WEE within its scope.

Considering the mandates to incorporate human rights and gender equality in all UN work and the UN Women Evaluation Policy, which promotes the integration of women’s rights and gender equality principles, these dimensions will have a special attention in this evaluation.

The overall goal of the thematic evaluation is to assess the effectiveness and sustainability of UN Women Nepal’s WEE programmes. To achieve this goal, the formative evaluation will focus on the following specific objectives:

1. Assess the **relevance** of UN Women Nepal’s WEE approach to advancing gender equality in Nepal in the context of federalism and the 2015 Constitution;
2. Assess **effectiveness and organizational efficiency** in progress towards the achievement of results defined in the 2014-2017 and 2018-22 strategic plans;
3. Analyze how **human rights approach and gender equality principles** are integrated in WEE area of work.
4. **Identify and validate lessons learned, good practice examples and innovations** of work supported by UN Women Nepal;
5. Provide **actionable recommendations** with respect to UN Women’s WEE strategies and approaches.

Key evaluation questions

To assess the effectiveness and sustainability of UN Women Nepal’s WEE programmes, the evaluation team will seek to primarily answer “to **what extent do the WEE activities undertaken by UN Women Nepal address the underlying causes of inequality and discrimination?**” The answer to this broad question is to be synthesized from answers to following questions corresponding to the specific evaluation objectives:

²⁰ Stufflebeam, D.L and Shinkfield, A.J (2007) Evaluation Theory, Models, and Applications. John Wiley & Sons. P 25.

Specific evaluation questions	Detailed Breakdown of Questions	Remarks
1. How relevant has UN Women Nepal's WEE approach been in advancing gender equality in Nepal in the context of federalism and the 2015 Constitution?	To what extent does UN Women's work on WEE address the challenges and opportunities of the transition to a federal system of governance in Nepal and how can this be further enhanced?	
	To what extent the work on WEE addresses development and policy priorities of the Government of Nepal focusing on the needs of Nepali women and girls, at individual and collective level, especially of those sub-groups who are from marginalized and vulnerable groups?	
2. How effective UN Women contributions have been in progress towards achievement of results defined in country strategic notes of 2014-17 and 2018-22?	What is the progress towards intended results (normative, operational and coordination) and how has UN Women contributed to these? Elaborate based on case studies programmes of AWEE and FWW project.	<i>WEE programme's effectiveness</i>
	What has been the contribution of WEE programme to facilitate enabling macro-economic and sectoral policy environment in Nepal that prioritizes women's economic empowerment?	
	What are enabling and limiting factors that affected the achievement of results and what actions need to be taken to overcome any barriers that limit progress?	
3. How the organizational efficiency contributed in progress towards the achievement of results defined in 2014-17 and 2018-22 strategic plans.	How have operational mechanisms (procedures, management arrangements, etc.) affected implementation and results of WEE programming and what changes could make UN Women Nepal's approach to WEE more efficient and effective?	<i>Organizational Efficiency</i>
	How can the programme monitoring and evaluation systems strengthen the efficiency and effectiveness of the programme implementation?	
	Were the resource for economic empowerment programme managed in transparent and accountable manner which promotes equitable and sustainable development?	
4. To what extent has UN Women's approach integrated gender equality and human rights in the design and implementation of programmes?	Were there any constraints (e.g., political, practical, bureaucratic, etc.) to addressing human rights and gender equality efficiently during implementation? What level of effort was made to overcome these challenges?	<i>Human rights and gender equality</i>
	To what extent has the programme engaged key beneficiaries, especially those representing marginalized community and belonging to vulnerable group, in planning and monitoring of the intervention.	
5. What are the key lessons learnt by the WEE programme	What are the perceived and real barriers or enablers? What good practices are worth highlighting? What innovative approaches worked?	

that worked or did not work?		
6. What are the recommendations to UN Women on enhancing WEE strategies and approaches?	What further actions can UN Women take to women's economic empowerment?	

Methodology

The evaluation will be a transparent and participatory process involving all relevant UN Women stakeholders. The evaluation will be based on gender and human rights principles, as defined in the UN Women Evaluation Policy²¹ and adhere to the United Nations Evaluation Group norms and standards²² as well as the Ethical Guidelines for evaluations in the UN system²³. Once finalized, the evaluation report will be quality-assessed based on the UN Women Global Evaluation Reports Assessment and Analysis System (GERAAS). GERAAS standards and GERAAS rating matrix are available at <http://www.unwomen.org/en/about-us/evaluation/decentralized-evaluations>

A theory-based design and utilization focus is the suggested approach, which will be discussed with the evaluation team during the inception phase. The evaluation methodology will employ qualitative data collection methods and use innovative approaches as needed to capture results and **ensure that the perspectives of the most excluded groups of women are represented** in the evaluation. An important component of this evaluation will be the assessment of UN Women's results logic and approach for enhancing women's economic empowerment. The theory of change based on UN Women Nepal Strategic Note 2018-2022, and how this built on learning from 2014-17, will be used to assess whether UN Women's approach to WEE is on the right track and whether the proposed interventions have the potential to contribute to the proposed outcomes in suggested time-frame. The analysis of the application of human rights and gender equality principles in WEE interventions will be an integral part of the final evaluation report.

A comprehensive and detailed methodology will be set out in the Inception Report (see deliverables) however the evaluation will, at least, **use and triangulate the following data sources** to ensure validity and reliability:

- Review of key documents: Strategic Notes / Annual work plans; NCO Annual Reports; donor reports for specific programmes and initiatives; Mid-term Evaluation and any other relevant evaluations; knowledge and communication products from programmes or from the CO in relation to WEE, etc.

²¹ Available at <http://www.unwomen.org/en/digital-library/publications/2012/10/evaluation-policy-of-the-united-nations-entity-for-gender-equality-and-the-empowerment-of-women>

²² Available at <http://www.unevaluation.org/document/detail/1914>

²³ Available at <http://www.unevaluation.org/document/detail/102>

- Interviews and focus group discussions with a purposive sample of UN Women staff, UN system partners, GoN partners, civil society partners, development partners, private sector partners and gender equality activists.
- Interview focus group discussions or other methods to gather perspectives of women participating in UN Women Nepal activities, in particular those who are considered to be most excluded
- Two case studies of programmes (AWEE and FWW) that are ending in 2019.²⁴ (Note: The AWEE and FWW's information is available in section 1.2 (page 5-6).

Evaluation Process

The evaluation has the following five phases:²⁵

- 1) **Preparation:** gathering and analyzing project data, conceptualizing the evaluation approach, internal consultations on the approach, preparing the TOR, establishment of the reference group, and recruitment of the evaluation team
- 2) **Inception:** consultations between the evaluation team and NCO, project / portfolio review, stakeholder mapping, inception meetings with the Evaluation Management Group and Reference Group, review of the results logic and theory of change for WEE, finalization of evaluation methodology and inception report
- 3) **Data collection and analysis:** in-depth review of relevant documents, online and/or in-person interviews, focus groups, and field visits for case studies
- 4) **Analysis and synthesis stage:** analysis of information and findings, and drafting of an evaluation report and other communication products; and
- 5) **Dissemination and follow-up:** development of a Management Response, publishing of the evaluation report, uploading the published report on the GATE website, and production of other knowledge products, learning events and/or an evaluation brief as relevant.

3. Ethical Conduct

The evaluation shall be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and the UNEG 'Ethical Guidelines for Evaluation'. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation. The UNEG Ethical Guidelines can be found here. The UNEG Code of Conduct for Evaluation in the UN system can be found here. The UN Women Code of Conduct for Evaluators should also be signed.

4. Evaluation management

UN Women NCO will be responsible for overall management of the thematic evaluation with the Monitoring and Evaluation Officer (M&E Officer) who is responsible for the day-to-day management of the evaluation, supported by technical inputs from Unit Manager of Economic Empowerment (EE) Unit and relevant unit staff. The EE Unit will facilitate contact between the evaluators and partners and service

²⁴ These case studies will serve as an end-of-programme/ project evaluation for the AWEE Programme and FWW Project focusing programme/project specific results.

²⁵ Phases 1 and 5 are the responsibility of UN Women Nepal

providers in the field. During the evaluation process, the NCO will consult with UN Women Regional Evaluation Specialist, as part of the quality assurance process.

NCO will hire an **external and independent evaluation organization or company** to conduct the evaluation. The evaluation organization / company will have a combination of the requisite experience in evaluation and technical expertise in the thematic area (see required expertise in Annex II below).

The evaluation will be managed by an **Evaluation Management Group (EMG)** comprised of UN Women Nepal Representative, Deputy Representative, Economic Empowerment Unit Manager, WEE Program Officers and M&E Officer, supported by the Regional Evaluation Specialist (RES). As well as overall management of the process, this group will provide technical feedback and support essential decision-making throughout the evaluation. The Evaluation Management Group, with the support of the RES, will ensure that the evaluation is conducted in accordance with the UN Women Evaluation Policy, United Nations Evaluation Group Ethical Guidelines and Code of Conduct for Evaluation in the UN System and other key guidance documents (Please refer to the link: <http://www.unwomen.org/en/digital-library/publications/2015/4/un-women-evaluation-handbook-how-to-manage-gender-responsive-evaluation> and UNEG Norms and Ethical Guideline of Evaluation). The **M&E Officer** will provide day-to-day oversight (be the NCO Task Manager) and the **EE Unit of NCO** will support coordination and liaison with concerned partners and stakeholders as needed.

A **Reference Group** will be established and chaired by UN Women to help ensure that the evaluation approach is robust and relevant to staff and stakeholders and make certain that factual errors or errors of omission or interpretation are identified in evaluation products. The Reference Group will include representation of the donors and key stakeholders (Embassy of Finland, MoWCSC, MoLESS, UN partners, UN Women personnel and select programme partners) and will provide input at key stages of the evaluation including the inception report, draft and final reports.

5. **Evaluation team**

The core evaluation team will be composed of at least three evaluation team members with extensive experience in evaluation and in the thematic area of women's economic empowerment. The team shall include (1) an experienced international evaluation team leader, (2) a national feminist economist or senior national expert on women's economic empowerment and (3) a national evaluation research assistant. Applying companies/organizations can propose other personnel including any additional required technical expert(s) or research assistant(s) and field enumerators. All team members must sign the "Evaluation consultants agreement form," based on the United National Evaluation Guideline (UNEG) Code of Conduct and Ethical Guidelines for Evaluation in the UN system (see Annex I). Detailed profiles of key team members are provided in Annex II.

The combined expertise of the team should include:

- Advanced evaluation expertise and experience in a wide range of evaluation approaches including utilization-focused, gender and human rights responsive, and mixed methods evaluations
- Previous experience in conducting thematic evaluations as well as complex multi-stakeholder evaluations, preferably for the UN system
- Knowledge of the relevant international frameworks pertaining to gender equality and women's economic empowerment

- Country level programming expertise in gender equality and women’s empowerment especially women’s economic empowerment; experience/knowledge of women’s movements
- Expertise in gender equality and women’s empowerment, gender mainstreaming, gender analysis, and the related UN mandate
- Strong experience and knowledge in human rights issues, the human rights-based approach to programming, human rights analysis and related UN mandates
- Excellent analytical, facilitation and communications skills; ability to negotiate with a wide range of stakeholders
- Fluency in English and Nepali (as a team)
- The proposed team must be at least 50% women. UN Women is committed to achieving workforce diversity in terms of gender, nationality and culture. Applying companies / organizations are highly encouraged to propose human resources accordingly.

6. Evaluation timeframe and expected deliverables

The timeframe of the thematic evaluation is from April to August 2019. The final timeframe and expected products will be discussed with the evaluation team and refined in the inception report, but the final date of this assignment must be on or before 31 August 2019. UN Women Nepal reserves the right to ensure the quality of products submitted by the external evaluation team and will request revisions until the product meets the quality standards as expressed by the Evaluation Management Group and as set forth in UN Women’s [Evaluation Handbook Tool 14 GERAAS](#). All data collected and documents produced during the course of this evaluation will remain the property and copyright of UN Women.

Activity	Product to be delivered by Evaluation Team	General Timeframe (tentative)
Inception phase of evaluation		April 2019
Inception report (including presentation and two rounds of revision)	<p>Based on inception phase activities the inception report will present a refined scope, a detailed outline of the evaluation design and methodology, evaluation questions, and detailed approach for two case studies. The report will include an evaluation matrix and detailed work plan.</p> <p>A first draft report will be shared and presented to the EMG and, based upon the comments received, the evaluation team will revise the draft. The revised draft will be shared with the 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.</p>	End April 2019

Data collection phase of evaluation		May to June 2019
Analysis and reporting phase		July to August 2019
Case Study #1 (AWEE) (including two rounds of revisions)	The findings from the case studies will be summarized in a report format. The format of the case study report will be defined in the inception report. The case study reports will be shared with the EMG and revised based on comments received. The revised case studies will then be shared with relevant members of the 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 case study reports.	July 2019
Case Study #2 (FWW) (including two round of revisions)		July 2019
Draft Report (including three sets of revisions prior to final report)	A first draft report will be shared with the EMG for initial feedback. The second draft report will incorporate EMG feedback and will be shared with the Reference Group for identification of factual errors, errors of omission and/or misinterpretations of information during the validation presentation of findings. The evaluation team will maintain an audit trail of the comments received and provide a response on how the comments were addressed.	July 2019
Validation (Presentation) of findings	A PowerPoint presentation detailing the emerging findings of the evaluation and ideas on the way forward will be shared with the Reference Group for feedback and validation. The evaluation team will incorporate the feedback received into the draft report.	July 2019
Final report	The final report will include a concise Executive Summary and annexes detailing the methodology and any analytical products developed during the evaluation. The structure of the report will be defined in the inception report.	August 2019
Evaluation Brief	A dissemination product with relevant infographics as per UN Women's corporate template extracting the key findings, conclusions, lessons learned and recommendations of the evaluation report in a user-friendly format.	August 2019

Annex I: Outline of inception and evaluation report.

Outline of inception report

- I. Introduction
 - Background and context
 - Purpose, objectives and scope of the evaluation
 - Theory of change or programme theory
- II. Methodology
 - Evaluation criteria and elaboration of key questions
 - Indicators for measuring results (should be based on programme indicators)
 - Evaluation design (method of data collection and analysis)
 - Limitations to the evaluation
- III. Evaluation matrix
 - Summarizes the key aspects of the evaluation exercise by specifying what will be evaluated and how
- IV. Work plan
- V. Responsibilities, logistics and support
- VI. Annexes
 - Documents reviewed
 - Stakeholder analysis matrix
 - Draft data collection instruments (questionnaires and interview guides, lists of evaluation team members and contact details).
 - Terms of reference
 - Evaluation management and reference group members names

Outline of evaluation report

- I) Title and opening pages
- II) Executive summary
- III) Background and purpose of the evaluation
- IV) Programme/object of evaluation description and context
- V) Evaluation objectives and scope
- VI) Evaluation methodology and limitations
- VII) Findings
- VIII) Conclusions
- IX) Recommendations
- X) Lessons learned
- XI) Annexes:
 - Terms of reference
 - Documents consulted
 - Lists of institutions interviewed or consulted and sites visited (without direct reference to individuals)
 - Analytical results and methodology related documentation, such as evaluation matrix
 - Triangulation matrix -to show the triangulation of information
 - List of findings and recommendations

ANNEX II: Team Members Profile

As indicated in the TOR, the evaluation team should be composed of at least one international evaluation expert (team Leader) and two national members that include a senior WEE expert (preferable with evaluation experience) and an evaluation research assistant. Ideally, the team leader should have expertise in UN programming processes, while the senior evaluator has strong knowledge of human rights and gender issues in evaluation. Other required technical expert(s), research assistant and/or field enumerators can be proposed by applying companies / organizations. The team must be at least 50% women. Below is a more detailed description of the tasks and qualification requirements for each team member.

Team Leader (International Senior Evaluator)

The team leader (international), with at least 10 years of evaluation experience, will be responsible for delivering the key evaluation products. S/he will coordinate the work of all other team members during all phases of the evaluation process, ensuring the quality of outputs and application of methodology as well as timely delivery of all products. In close collaboration with the NCO Task Manager, s/he will lead the conceptualization and design of the evaluation, the coordination and conduct of field visits.

More specifically the tasks of the team leader include:

- Conducting an inception mission and developing an inception report outlining the design, methodology and the approach for the case studies, required resources and indicative work plan of the evaluation team. Assigning and coordinating team tasks within the framework of the TOR.
- Directing and supervising any research assistant(s) in carrying out research and analysis of secondary evidence, project documents, databases and all relevant documentation.
- Coordinating the conduct of case studies and preparing case study reports.
- Overseeing and assuring quality in the preparation of the case studies and taking a lead in the analysis of evaluation evidence.
- Drafting the evaluation report and leading the preparation of specific inputs from designated team members, based on case study reports prepared by the team members, desk research, focus groups, surveys, etc.
- Preparing for meetings with the evaluation manager (M&E Officer), Evaluation Management Group and Reference Group to review findings, conclusions and recommendations.
- Leading the stakeholder feedback sessions, briefing the evaluation manager (M&E Officer) and Evaluation Management Group on the evaluation through informal sessions and finalizing the report based on feedback from the them.
- Preparing evaluation briefs, PPT presentation and working with the report editor, responding to final edits on the evaluation report.

Qualifications:

- Minimum education of Masters' degree from the recognized university in social science research, economics, development or gender is required; preference will be given for a relevant PhD degree.
- At least 10 years practical experience in conducting evaluations of development programming utilizing a wide range of approaches and methods including utilization focused, gender and human rights responsive, and mixed methods with a background in social research;
- Extensive experience acting as team leader for complex evaluations and proven ability to manage a diverse evaluation team;
- Previous experience in conducting evaluations on WEE or related themes is desirable;

- Knowledge of the UN system and UN Women programming at the country level;
- Experience and knowledge on gender equality and women's empowerment, gender mainstreaming, gender analysis and the related mandates within the UN system; experience/knowledge of women's movements;
- Experience and knowledge on human rights issues, the human rights-based approach to programming, human rights analysis and related mandates within the UN system;
- Excellent analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders;
- Fluent in English

Senior WEE Expert

The senior women's economic empowerment expert (national expert) will provide substantive advice on the integration of WEE issues and analysis in evaluation. Under the overall supervision of the evaluation team leader, the senior WEE expert will participate in the inception and the conduct phases of the evaluation. S/he will provide inputs to the inception report, participate in the case studies and the drafting of the case study reports based on a standardized approach and format. In addition, s/he will contribute to the preparation of the final report and evaluation briefs as necessary and will support the team leader in the supervision of research assistant(s) / field enumerators work.

Qualifications:

- At least a Masters' degree in a relevant field such as social science, research, economics, gender and development from a recognized university
- At least 7 years professional experience in women's economic empowerment;
- Experience/knowledge on gender equality and women's empowerment issues, gender mainstreaming, gender analysis and thorough knowledge of the related mandates within the UN system and particularly that of UN Women's;
- Experience/knowledge of women's movements;
- Knowledge of links between social norms change and women's economic empowerment;
- Knowledge of the UN system and UN programming at the country level;
- Knowledge of human rights issues, the human rights-based approach to programming, human rights analysis and related mandates within the UN system;
- Strong analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders;
- Fluent in English and Nepali; knowledge of a local language from the areas of WEE programming is highly desirable

Evaluation Research Assistant

A Evaluation Research Assistant (national) will provide support on the design and implementation of evaluation methodology. Under the overall supervision of the evaluation team leader, the evaluation research assistant will participate in the inception and the conduct phases of the evaluation. S/he will provide inputs to the inception report, participate in the case studies and in drafting the case study reports based on a standardized approach and format. In addition, s/he will contribute to the preparation of the final report and evaluation briefs as necessary and will support the team leader in the supervision of other research assistant(s), if any, and field enumerators.

Qualifications:

- At least 3 years practical experience in conducting evaluations utilizing a wide range of approaches and methods including utilization focused, gender and human rights-responsive, and background in social research;
- Demonstrated experience in gender- and human rights-responsive data collection and analysis, including quantitative and qualitative methodologies.
- Knowledge of human rights issues, the human rights-based approach to programming, human rights analysis and related mandates within the UN system;
- Knowledge of the UN system and UN programming at the country level;
- Experience and knowledge in gender equality and women's empowerment, gender mainstreaming, gender analysis and the related mandates within the UN system is an asset;
- Experience/knowledge of women's movements would be considered an asset;
- Excellent analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders;
- Fluent in English and Nepali knowledge of other official UN languages; knowledge of a local language from the areas of WEE programming is highly desirable

Note:

Please attach the written signed commitments of the proposed experts that they willingly wish to undertake the assignment and the proposed roles and responsibilities.

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*
- *Organizational latest Audit Report (at least past 1 year);*
- *Latest tax clearance certificate;*
- *Organizational Board of Directors/composition of management.*
- *Company registration certificate in English.*

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

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

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

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation document. 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	Organizational Architecture	10
1.2	Adverse judgments or awards <ul style="list-style-type: none"> 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. 	5

	<ul style="list-style-type: none"> 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. 	
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	20
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	15
1.5	Quality assurance procedures, warranty	20
1.6	Relevance of: <ul style="list-style-type: none"> Specialized Knowledge Experience on Similar Programme / Projects Experience on Projects in the Region Work for another UN agencies/ major multilateral/ or bilateral programmes	80
		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.	200
2.2	Management Services – Timeline and deliverables.	40
2.3	Environmental Considerations: Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	10
		250
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to perform TOR, and the work tasks (including supervisory). <ul style="list-style-type: none"> Availability of resources in terms of personnel and facilities required for the TOR. Structure of the proposed team/personnel, and the work tasks, organigram, reporting lines Diversity, inclusion and gender equality in the team composition 	30
3.2	Team Leader (International Senior Evaluator)	120

The team leader (international), with at least 10 years of evaluation experience, will be responsible for delivering the key evaluation products. S/he will coordinate the work of all other team members during all phases of the evaluation process, ensuring the quality of outputs and application of methodology as well as timely delivery of all products. In close collaboration with the NCO Task Manager, s/he will lead the conceptualization and design of the evaluation, the coordination and conduct of field visits.

More specifically the tasks of the team leader include:

- Conducting an inception mission and developing an inception report outlining the design, methodology and the approach for the case studies, required resources and indicative work plan of the evaluation team. Assigning and coordinating team tasks within the framework of the TOR.
- Directing and supervising any research assistant(s) in carrying out research and analysis of secondary evidence, project documents, databases and all relevant documentation.
- Coordinating the conduct of case studies and preparing case study reports.
- Overseeing and assuring quality in the preparation of the case studies and taking a lead in the analysis of evaluation evidence.
- Drafting the evaluation report and leading the preparation of specific inputs from designated team members, based on case study reports prepared by the team members, desk research, focus groups, surveys, etc.
- Preparing for meetings with the evaluation manager (M&E Officer), Evaluation Management Group and Reference Group to review findings, conclusions and recommendations.
- Leading the stakeholder feedback sessions, briefing the evaluation manager (M&E Officer) and Evaluation Management Group on the evaluation through informal sessions and finalizing the report based on feedback from the them.
- Preparing evaluation briefs, PPT presentation and working with the report editor, responding to final edits on the evaluation report.

Qualifications:

- Minimum education of Masters' degree from the recognized university in social science research, economics, development or gender is required; preference will be given for a relevant PhD degree. **(15)**
- At least 10 years practical experience in conducting evaluations of development programming utilizing a wide range of approaches and methods including utilization focused, gender and human rights responsive, and mixed methods with a background in social research; **(40)**
- Extensive experience acting as team leader for complex evaluations and proven ability to manage a diverse evaluation team; **(20)**
- Previous experience in conducting evaluations on WEE or related themes is desirable; **(10)**
- Knowledge of the UN system and UN Women programming at the country level; **(5)**
- Experience and knowledge on gender equality and women's empowerment, gender mainstreaming, gender analysis and the related

	<p>mandates within the UN system; experience/knowledge of women’s movements; (10)</p> <ul style="list-style-type: none"> • Experience and knowledge on human rights issues, the human rights-based approach to programming, human rights analysis and related mandates within the UN system; (5) • Excellent analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders; (5) • Fluent in English 	
3.3	<p>Senior WEE Expert</p> <p>The senior women’s economic empowerment expert (national expert) will provide substantive advice on the integration of WEE issues and analysis in evaluation. Under the overall supervision of the evaluation team leader, the senior WEE expert will participate in the inception and the conduct phases of the evaluation. S/he will provide inputs to the inception report, participate in the case studies and the drafting of the case study reports based on a standardized approach and format. In addition, s/he will contribute to the preparation of the final report and evaluation briefs as necessary and will support the team leader in the supervision of research assistant(s) / field enumerators work.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • At least a Masters’ degree in a relevant field such as social science, research, economics, gender and development from a recognized university; (15) • At least 7 years professional experience in women’s economic empowerment; (20) • Experience/knowledge on gender equality and women’s empowerment issues, gender mainstreaming, gender analysis and thorough knowledge of the related mandates within the UN system and particularly that of UN Women’s; (15) • Experience/knowledge of women’s movements; (5) • Knowledge of links between social norms change and women’s economic empowerment; (15) • Knowledge of the UN system and UN programming at the country level; (5) • Knowledge of human rights issues, the human rights-based approach to programming, human rights analysis and related mandates within the UN system; (5) • Strong analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders; (5) • Fluent in English and Nepali; knowledge of a local language from the areas of WEE programming is highly desirable (5) 	100
3.4	<p>Evaluation Research Assistant</p> <p>A Evaluation Research Assistant (national) will provide support on the design and implementation of evaluation methodology. Under the overall supervision</p>	50

	<p>of the evaluation team leader, the evaluation research assistant will participate in the inception and the conduct phases of the evaluation. S/he will provide inputs to the inception report, participate in the case studies and in drafting the case study reports based on a standardized approach and format. In addition, s/he will contribute to the preparation of the final report and evaluation briefs as necessary and will support the team leader in the supervision of other research assistant(s), if any, and field enumerators.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • At least 4 years practical experience in conducting evaluations utilizing a wide range of approaches and methods including utilization focused, gender and human rights-responsive, and background in social research; (10) • Demonstrated experience in gender- and human rights-responsive data collection and analysis, including quantitative and qualitative methodologies; (8) • Knowledge of human rights issues, the human rights-based approach to programming, human rights analysis and related mandates within the UN system; (5) • Knowledge of the UN system and UN programming at the country level; • Experience and knowledge in gender equality and women’s empowerment, gender mainstreaming, gender analysis and the related mandates within the UN system is an asset; (5) • Experience/knowledge of women’s movements would be considered an asset; (2) • Excellent analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders; (5) • Fluent in English and Nepali knowledge of other official UN languages; knowledge of a local language from the areas of WEE programming is highly desirable. (5) 	
		300
	[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 **70%** of the obtainable score of **700** points for the technical proposal.

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 half page value statement indicating why they are most suitable to carry out the assignment.

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

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- **Background:** Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- **Financial capacity:** The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).

- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, 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
<p><u>2.2 Management - timeline, deliverables and reporting</u></p> <ul style="list-style-type: none"> • Provide a detailed description of how the management for the requested services will be implemented in regard to the TOR
<p><u>2.3 Environment-related approach to the service/work required</u></p> <ul style="list-style-type: none"> • 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
<p><u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u></p> <p>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.</p>
<p><u>3.2 Profile on Gender Equality</u></p> <ul style="list-style-type: none"> • 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 <i>not</i> 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 <u>Women Empowerment Principles</u> (if more than 10 employees) http://weprinciples.org/Site/PrincipleOverview ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found <u>here</u>: http://weprinciples.org/Site/CompaniesLeadingTheWay/
<p>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.</p> <p>Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.</p> <p>Please use the format below, with each CV no more than THREE pages in length.</p>

Sample CV template:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) <i>[Insert details of as many other appropriate assignments as necessary]</i>		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

FORMAT OF FINANCIAL PROPOSAL

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out-of-pocket expenses should be listed separately.

In case of an equipment component to the service provided, the financial proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.
 - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.
 - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
 - d. An all-inclusive amount for local travel, if applicable.
 - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
 - f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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 (USD)	Total Cost (USD)
Evaluation Team Leader	1 person	Day/week/month		
Senior WEE Expert	1 person	Day/week/month		
Evaluation Research Assistant	1 person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any) 2. Accommodation and other expenses away from home (if any) 3. Local transportation 4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum 1 lump sum 1 lump sum 1 lump sum			
Consultation workshop and other meeting expenses, if any	1 lump sum			
Publications if any (printing, etc.)	1 lump sum			
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:

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 **120** days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries _____ *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

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

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

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

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

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

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

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference annexed hereto as Annex B (“TOR”);

2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until 31 August 2019, unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract.

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of [*insert currency & amount in figures and words*]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

MILESTONE	AMOUNT (in %)	TARGET DATE
Upon submission of inception report	20 %	30 April 2019
Upon submission of draft evaluation report and validation presentation	40%	31 July 2019
Upon submission of final evaluation report	40%	15 August 2019

5. INVOICES

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

UN Women Nepal Country Office
House No. Ka 1/333
Thapathali Heights
Kathmandu, Nepal
Tel No. +977-1-4255110/4216028/4239089
Fax: +977-1-4247265
E-mail: registry.nepal@unwomen.org
Attn: Damar Prasad Ghimire, Operations Manager

6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:
Bank Address:
Bank ID:
Account No:
Title/name:

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

For UN Women:

UN Women Nepal Country Office
 House No. Ka 1/333
 Thapathali Heights
 Kathmandu, Nepal
 Tel No. +977-1-4255110/4216028/4239089
 Fax: +977-1-4247265
 E-mail: registry.nepal@unwomen.org
 Attn: Damar Prasad Ghimire, Operations Manager

For the Contractor:

[Insert Name, Address, Phone and Email]

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature	_____	_____
Name	_____	_____
Title	_____	_____
Date	_____	_____

CONTRACTOR RETAINS 1 ORIGINAL CONTRACT AND RETURNS TO UN WOMEN 1 DULY SIGNED AND DATED ORIGINAL.

ANNEX A

UN WOMEN GENERAL CONDITIONS OF CONTRACT—CONTRACTS FOR THE PROVISION OF SERVICES

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>

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 10

DIVERSITY MATRIX

(Instructions: *The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 strongly encourages its clients, partners and allies to partake in achieving the objectives of gender equality and women’s empowerment. UN Women aims to promote pluralism and equal opportunity and an end to discrimination based on race, ethnicity, and gender. By asking to provide information on the below tables, UN Women wants to ensure that its clients and partners provide opportunities in the proposed assignment to historically disadvantaged groups within their organizations. UN Women will fully maintain the confidentiality of the information and will not use for any other purpose other than the one exclusively mentioned in this document)*

SN	Human Resources	*Minority				**Non-minority			
		Male	Female	Others *** (LGBTI)	Total	Male	Female	Others *** (LGBTI)	Total
1	Board of Directors/Trustees (In numbers)								
	Currency and amount allocated, if applicable								
	% of total allocation								
2	Project Advisory Board (In numbers)								
	Currency and amount allocated, if applicable								
	% of total allocation								
3	Professional Staff (in numbers):								
	Currency and amount allocated,								
	% of total allocation								
4	Support Staff:								
	Currency and amount allocated,								
	% of total allocation								

* *Minority groups include: Dalits (hill and Terai), Disadvantage Janajatis (hill and Terai), Madhesis, Religious Minorities, Other Background Community, People with disabilities and others.*
 ** *Non-minority groups include: Advantage Janajatis (Newars, Gurungs and Thakalis) and Hill Brahmins/Chhetris.*
 *** *Lesbian, gays, bi-sexual, transgender and inter-sex*

Descriptions (Please elaborate on the organizational policies, guidelines on diversity, if any) as your long-term commitment:

Detail list of Human Resources:

A) Minority (please write the names of everyone):

Board of Directors/Trustees	Sex (Male/ Female / others)	Project Advisory Board	Sex (Male/ Female / Others)	Professional Staff	Sex (Male/ Female / others)	Support Staff:	Sex (Male/ Female / others)
1. <u>Example: AAA</u>	F	1. BBB	F	1. <u>ABC</u>	O	1.	

B) Non-minority (please write the names of everyone):

Board of Directors/Trustees	Sex (Male/ Female / others)	Project Advisory Board	Sex (Male/ Female / Others)	Professional Staff	Sex (Male/ Female / others)	Support Staff:	Sex (Male/ Female / others)
1. Example: AAA	F	1. Example: BBB	O	1.		1.	
2							

List of ethnic groups (Reference: UNDP Workforce Diversity Policy, 2010):

Madhesis here include the Madhesi Brahman, Rajput, Yadav, Teli, Kalwar, Sudhi, Sonar, Lohar, Koiri, Kurmi, Kanu, Haluwai, Hajam/Thakur, Badhe, Bahae, Rajbar Kewat, Mallah, Nuniya, Kumhar, Kahar, Lodhar, Bing/Banda, Bhediyar, Mali, Kamar, Dhunia, Baniya, Kayastha.

Dalits include both Hill and Madhesi Dalits. Dalits, according to the Dalit Commission, include the following groups: Kami, Damai, Sarki, Gaine, Badi, Kalaar, Kakaihiya, Kori, Khaatik, Khatwe, Chamar (Ram, Mochi, Harijan, Rabidas), Chidimaar, Dom (Marik), Tatma (Tanti, Das), Dusaadh (Pawan, Hajaraa), Dhobi (Hindurajak), Patharkatta, Paasi, Baantar, Musahar, Mestaar (Halkhor), Sarawangaa (Sarawariyaa).

Disadvantaged Janajatis for this policy are the following: Magar, Tamang, Rai, Limbu, Sherpa, Bhote, Walung, Byansi, Hyolomo, Bhujel, Surel, Kumal, Darai, Majhi, Danuwar, Bote, Raji, Baram, Pahari, Yakkah, Chhantyal, Jirel, Dura, Sunuwar, Thami, Lepcha, Chepang, Hayu, Raute, Kusunda; Larke, Lhopa, Topkegola, Dolpo, Lhomi, Thudam, Thanbe, Tingaunle, Barhagaunle, Marphali Thakali, Chhaintan, Mugal, Bankariya, Siyar (Chumwa), Tharu, Dhanuk, Rajbanshi, Tajpuriya, Gangai, Dhimal, Meche, Kisan, Santhal/Satar, Dhangad/Jhangad, Koche, Kusbadiya,

Religious minorities are Muslims, Christians, Sikhs, etc.

Advantaged Janajatis for this policy are the following: Newars, Thakalis, and Gurungs

SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Offers are signed by an authorized party, including Power of Attorney if stipulated	
• Evidence of legal registration including an English translated copy	
• In case of NGO, dual registration certificates including an evidence of registration as a profit-making agency	
• Organization latest Audit Report (at least past 1 year)	
• Latest tax clearance certificate, as applicable	
• Organization Board of Directors and composition of management including the diversity matrix as mentioned in annex-11	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
First inner envelope containing:	
• Technical Proposal	
Second inner envelope containing:	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Offers are signed by an authorized party, including Power of Attorney if stipulated	
• Evidence of legal registration including an English translated copy	
• In case of NGO, dual registration certificates including an evidence of registration as a profit-making agency	
• Organization latest Audit Report (at least past 1 year)	
• Latest tax clearance certificate, as applicable	
• Organization Board of Directors and composition of management including the diversity matrix as mentioned in annex-11	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	

Financial Proposal 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 A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	