

# Request for Proposal

**Reference No.: RFP-ROAP-2015-004**

(Re-Advertisement)

Developing a social mobilization campaign strategy and program on influencing perceptions and attitudes towards migrant women workers in receiving and sending countries

8 January 2016

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for *developing a social mobilization campaign strategy and program on influencing perceptions and attitudes towards migrant women workers in receiving and sending countries*

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure *services for developing a Social Mobilization Campaign Strategy and Program on influencing perceptions and attitudes towards migrant women workers in receiving and sending countries* 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:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. [Instructions to Proposers \(Annex I\)](http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf) available from this link <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>
  - iii. [Terms of Reference \(TOR\) \(Annex II\)](#)
  - iv. [Evaluation Methodology and Criteria \(Annex III\)](#)
  - v. [Format of Technical Proposal \(Annex IV\)](#)
  - vi. [Format of Financial Proposal \(Annex V\)](#)
  - vii. [Proposal Submission Form \(Annex VI\)](#)
  - viii. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex VII\)](#)
  - ix. [Proposed Model Form of Contract \(Annex VIII\)](#)
  - x. [General Conditions of Contract \(Annex IX\)](#)
  - xi. [Joint Venture/Consortium/Association Information Form \(Annex X\)](#)
  - xii. [Proposal Security Form \(Annex XI\)](#) *[copy from this link and insert if required]*
  - xiii. [Forms of Performance Security \(Annex XII\)](#) *[copy from this link and insert if required]*
  - xiv. [Submission Checklist \(Annex XIII\)](#)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

## PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this

<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time : <i>21 January 2016; 13:00 hrs</i> City and Country: <i>Bangkok, Thailand</i>  This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposal Submission</b>	Electronic submission of Proposal: Dedicated Secure E-mail address(s): <b>Technical Proposal:</b> <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a> <b>Financial Proposal:</b> <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a> <i>Technical and Financial Proposals must be submitted in separate emails</i>
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: <input checked="" type="checkbox"/> USD
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	If other, please indicate: <input type="text" value="90"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.

	<b>Contact address for requesting clarifications on the solicitation documents</b>	<p>Requests for clarification should be addressed to the e-mail address: <a href="mailto:s.thongthumrong@unwomen.org">s.thongthumrong@unwomen.org</a> with copy to <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a> Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><b><u>This Email Address is for clarifications ONLY.</u></b></p> <p><b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b></p>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<input checked="" type="checkbox"/> Not applicable
3.9	<b>Proposal Security</b>	<input checked="" type="checkbox"/> Not Required  No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.
7.4	<b>Performance Security</b>	<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.

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

Yours sincerely,

**Procurement Unit**

**UN Women Regional Office for Asia and the Pacific**

## Terms of Reference

### **Developing a social mobilization campaign strategy and program on influencing perceptions and attitudes towards migrant women workers in receiving and sending countries**

#### **I. BACKGROUND**

As part of its universal mandate to promote gender equality and the empowerment of women, UN Women has been responding to the continuing need to promote and protect the rights of women migrant workers through its DFAT, Australian Government funded Regional Project, “Preventing the Exploitation of women Migrant Workers in ASEAN Region”.

Social mobilization and campaigning has been derived as a key strategy to be adopted in the execution of the regional project in taking its objectives of preventing violence, exploitation and abuse of migrant women workers. A two-pronged approach that includes both strengthening the leadership, life skills and peer support of young women migrants in sending areas (including current or future potential migrant workers); as well as using public awareness campaigns and messaging to reduce acceptance of abuse and exploitation of women migrant workers, especially by targeting young people as campaigners of change in receiving areas (including potential future employers of migrant workers) is being considered in developing a social mobilization campaign under the project.

The main objectives of the Social Mobilization Campaign are to;

1. Increase capacity of women migrant worker organizations and social support networks including young men & boys, local communities for social mobilization to raise awareness of women migrant workers’ rights and promote mechanisms for protection of women migrant workers.
2. Improve regional partnerships, campaign and advocacy strategies, particularly peer support group of young women to protect the rights of women migrant workers, prevention and elimination of their exploitation
3. Increase awareness of economically potential young women migrant workers from Cambodia, Lao PDR, Myanmar and Viet Nam (CLMV) on ‘Safe Migration’.
4. Raise awareness about ‘Safe Migration’ and promote ‘Ethical recruitment and Dignified Conditions for decent work for Foreign Women Migrant Workers among Ministries of Labour, Foreign Affairs, Recruitment agencies, Workers Unions and CSOs of the sending countries of Cambodia, Laos, Myanmar and Vietnam.
5. Influence perceptions, attitudes and behavior of employer organizations/employers towards migrant women workers through awareness generation in destination countries especially Thailand and Malaysia.

#### **II. SCOPE OF WORK AND SPECIAL TASKS**

To meet the above objectives, UN Women ROAP is now seeking to recruit a qualified agency to develop a Social Mobilization Campaign to be launched in ASEAN Region. Under the direct supervision of the Regional Program Manager, Migration and guidance of the Regional Communications Specialist, the agency will be responsible for;

1. Designing and developing a Social Mobilization Campaign and messaging in close consultation with UN Women’s regional migration team and regional communications unit
  2. Design and conduct baseline and end-line studies in targeted/sample areas before and after the conduct of the campaign. Both surveys would serve to assess the level of awareness among key target audiences, before and after the interventions.<sup>1</sup>
  3. Develop communication assets including but not limited to:
    - TV, Radio, PSA’s
    - Online platforms
    - Social media packages
    - Printed materials
    - Press materials
- Implement the Social Mobilization Campaign in the chosen countries. This would include: Work with selected UN Women Country Offices Cambodia, Laos, Myanmar and Viet Nam (CLMV) to understand and integrate their on-going advocacy work into the design and development of the regional social mobilization campaign. Work with them in implementing the social mobilization activities at the National level.
  - Liaise with youth advocacy groups in sending countries (CLMV) to coordinate field interventions and actions and also work with similar networks in receiving countries of Malaysia and Thailand.
  - Liaise with governments, private sector, media and civil society partners in sending countries (CLMV) and receiving countries (Malaysia and Thailand) to coordinate interventions and activities
  - Develop, coordinate and monitor the online strategy to inform and educate target audiences on ‘Safe Migration’
  - Plan and implement advocacy events.
  - Coordinate traditional media coverage

### III. DURATION OF ASSIGNMENT AND DUTY STATION

The time required for the consultancy is from January 2016 – December 2016. Duty station is Bangkok, Thailand. Travel expenses will be borne by the contractor. All travel costs shall be budgeted and managed by contractor. It is anticipated that one trip (approximately 5 days per trip) to each of the five countries-Laos, Cambodia, Vietnam, Myanmar and Malaysia will be undertaken.

---

<sup>1</sup> Potential scoping for the baseline survey – awareness of existing migration process, pre-departure briefings, and rights of migrant workers and states obligations towards migrant workers specifically to address cases of abuse and violence against migrant workers whenever such cases occur, etc.

#### IV. CONTRACT SUPERVISION

The agency will work under the direct supervision of Regional Program Manager, Migration and under the guidance of the Regional Communications Specialist, UN Women Regional Office for Asia and the Pacific.

#### V. DELIVERABLES

There will be five deliverable outputs:

1. Develop and design the Social Mobilization Campaign and Messaging
2. Design and report findings from baseline and end-line studies
3. Develop Communication Assets including a) TV, Radio, PSA's, b) Online platform, c) Social media packages, d) Printed material, and e) Press material
4. Develop and execute Implementation Plan of 'Social Mobilization Campaigning' and advocacy events
5. Reporting the process and outputs of the social mobilization campaign

#### VI. SCHEDULE OF PAYMENT

The payment will be made in three installments

**1<sup>st</sup> installment** – 30% of total fee will be made against the presentation of the design and work plan of the social mobilization campaign and messaging and the design of the baseline survey.

**2<sup>nd</sup> installment** – 40% of total fee will be made against the presentation of

- Collecting data and reporting findings from baseline survey;
- Developing Communication Assets including a) TV, Radio, PSA's, b) Online platform, c) Social media packages, d) Printed material, and e) Press material

**3<sup>rd</sup> installment** – 30% of total fee will be made against the completion and/or presentation of

- Implementation of the Social Mobilization Campaign and Advocacy Events in CLMV, Thailand and Malaysia at the National levels
- Findings from the End-line study/surveys
- Reporting the process and outputs of the social mobilization campaign

PAYMENT	DELIVERABLE	ACTIVITY	TARGET DELIVERY DATE
<b>1<sup>st</sup> Installment, 30% of total fee</b>	Design and Plan of Social Mobilization Campaign and Messaging	Designing and developing a Social Mobilization Campaign and Messaging for all the listed destination and sending countries (Laos, Cambodia, Vietnam and Myanmar, Thailand and Malaysia) in close consultation with UN Women's Regional Migration team and Regional Communications Unit	February 2016
			February 2016

		Presentation of the design and work plan of the social mobilization campaign and key messages	February 2016
	Design of the Baseline and Endline Survey	Design and conduct baseline and end-line studies in targeted/sample areas before and after the conduct of the campaign. Both surveys would serve to assess the level of awareness among key target audiences, before and after the interventions.	February 2016
		Presentation of the design of baseline and end-line survey to UN Women for approval	
<b>(2<sup>nd</sup> installment, 40% of total fee)</b>	Presentation of collecting data and findings from baseline study/surveys	Conducting data collection and reporting findings from baseline survey	End March 2016
		Presentation of the findings from baseline survey	1 <sup>st</sup> week April 2016
	Communication Assets	Develop communication assets including but not limited to TV, Radio, PSA's, Online platforms, Social media packages, Printed materials, and Press materials	1 <sup>st</sup> week May 2016
		Presentation on developed communication assets to UN Women for review and approval	1 <sup>st</sup> week June 2016
<b>3<sup>rd</sup> installment, 30% of total fee)</b>	Satisfactory completion and/or presentation of Implementation of the Social Mobilization Campaign and Advocacy Events in CLMV, Thailand and Malaysia at the National Levels	<p>Implement the Social Mobilization Campaign in the chosen countries. This would include but not be limited to</p> <ul style="list-style-type: none"> <li>• Work with selected UN Women Country Offices Cambodia, Laos, Myanmar and Viet Nam (CLMV) to understand and integrate their on-going advocacy work into the design and development of the regional social mobilization campaign. Work with them in implementing the social mobilization activities at the National level.</li> <li>• Liaise with youth advocacy groups in sending countries (CLMV) to coordinate field interventions and actions and also work with similar networks in receiving countries of Malaysia and Thailand.</li> <li>• Liaise with governments, private sector, media and civil society partners in sending countries (CLMV) and receiving countries</li> </ul>	June to November 2016



		<p>(Malaysia and Thailand) to coordinate interventions and activities</p> <ul style="list-style-type: none"> <li>• Develop, coordinate and monitor the online strategy to inform and educate target audiences on ‘Safe Migration’</li> <li>• Plan and implement advocacy events</li> <li>• Coordinate traditional media coverage</li> </ul>	<p>June to November 2016</p> <p>December 2016</p>
	<p>Presentation of collected data and findings from Endline study/surveys (3<sup>rd</sup> installment)</p>	<ul style="list-style-type: none"> <li>• Conduct end-line studies in targeted/sample areas after the conduct of the campaign. The surveys would serve to assess the level of awareness among key target audiences after the interventions.</li> <li>• Reporting the process and outputs of the social mobilization campaign</li> </ul>	<p>December 2016</p>

**THE QUALIFICATIONS EXPECTED ARE AS FOLLOWS (Personnel / Qualifications):**

1. The applying organization must be registered.
2. Key personnel at the agency should have at least Bachelor degree in law, social sciences, public administration, international development or related field.
3. At least 5 years of experience in human rights and development. Previous experience on women’s migrant workers issues is a strong advantage.
4. At least 5 years of relevant professional experience combined on developing and implementing communications, social mobilization campaigns and interventions in the CLMV countries and sending countries is a strong advantage.
5. Knowledge of and work experience on Gender Equality and Women’s Rights is required.
6. Previous experience with UN agencies and work experience within the ASEAN region is an advantage.
7. Proven record on development and implementation of social mobilization and campaigning.
8. Excellent written and verbal English communications skills; particular experience in and knowledge of design, layout and creative presentations a merit.
9. Ability to work efficiently and responsively within a multicultural environment.
10. Strong commitment to gender equality, human rights and respect for diversity

All UN vendors shall adhere to the highest ethical standards, both during the procurement Process and throughout the performance of a contract. Agencies with a record of promoting Tobacco and alcohol, Gambling, pornography production, child labour and disadvantageous treatment of women and environmentally harmful practices will not be considered for this assignment.

**VII. LOCATION – Bangkok** with possibility to travel in ASEAN Region.

## Annex III

### Evaluation Methodology and Criteria

**Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 100 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 100 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 100 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

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

Technical proposal: 70 points

Financial proposal: 30 points

Total number of points: 100 points

#### **Evaluation of financial proposal:**

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

### Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 100 points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture A registered organization	10
1.2	At least 5 years of relevant professional experience combined on developing and implementing communications, social mobilization campaigns and interventions in the CLMV Countries and sending countries.	10
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
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.)	10
1.5	Quality assurance procedures, warranty	10
1.6	Relevance of: - Specialized Knowledge At least 5 years of experience in human rights and development. Previous experience of working on on women’s migrant concerns is an advantage.	10
	- Experience on Similar Programme / Projects Proven record on development and implementation of social mobilization and campaigning	
	- Experience on Projects in the Region	

	Work for other UN agencies/ major multilateral/ or bilateral programmes	
		60
<b>Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	10
2.2	Management Services – Timeline and deliverables.	10
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
		30
<b>Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory)	10
	Curriculum vitae of the proposed team that will be involved either full or part time	
	<b>70% of 100 pts = 70 pts needed to pass technical</b>	<b>100</b>

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 100 points for the technical proposal.

## Annex IV

### Format of Technical Proposal

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.**

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

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

#### **Section A: 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 Experience

- Include reference to relevant professional experience on developing and implementing communications, social mobilization campaigns and interventions

##### 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 other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

**Section B: 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.

<ul style="list-style-type: none"> <li>• UN Women’s general procurement principles:             <ul style="list-style-type: none"> <li>a) Best Value for money</li> <li>b) Fairness, integrity and transparency</li> <li>c) Effective competition</li> <li>d) The best interests of UN Women</li> </ul> </li> </ul>
<p><u>2.2 Management - timeline, deliverables and reporting</u></p> <ul style="list-style-type: none"> <li>• Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR</li> </ul>
<p><u>2.3 Environment-related approach to the service/work required</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Section C: Resource Plan, Key Personnel</b></p>
<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 Gender profile</u></p> <ul style="list-style-type: none"> <li>• Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer’s organization, women in leadership positions, and percentage of women shareholders. This will <i>not</i> be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women’s core mandate.</li> <li>• Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.</li> </ul>
<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><b>Substitution</b> 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) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	



## Format of Financial Proposal

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

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

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

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

1. A summary of the price in words and figures

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

f. Summary of total cost for the services proposed.

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

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

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

**A. Cost Breakdown per Deliverables**

	<b>Deliverables</b>	<b>Percentage of Total Price</b>	<b>Price (Lump Sum, All Inclusive)</b>	<b>Delivery time/time period (if applicable)</b>
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	USD .....	

**B. Cost Breakdown by Resources**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

<b>Description</b>	<b>Quantity</b>	<b>Number of Unit</b>	<b>Unit Cost (USD)</b>	<b>Total Cost (USD)</b>
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				

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

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

### Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

---

(Name of Organization)

---

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

**Annex VI**

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

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

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Proposal Submission Form]*

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

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of Proposer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Annex VII**

## **Voluntary Agreement**

### **Voluntary Agreement for Promoting Gender Equality in the Workplace**

**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 in UN Women;
- Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**

**Annex VIII**

## Proposed Model Form of Contract

This Contract dated [date] is made

BETWEEN

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, with its Headquarters at 220 East 42<sup>nd</sup> Street, New York, NY 10017, USA (hereinafter referred to as “UN Women”);

and

[official name of company in full], duly incorporated or organized under the laws of [country], with its registered offices at [address] (hereinafter referred to as “the Contractor”);

(Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

### **WITNESSTH**

**WHEREAS**, UN Women wishes to obtain the services of the Contractor as set forth below (the “Services”) in accordance with the terms and conditions set forth in this Contract (as defined below); and

**WHEREAS**, the Contractor represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, willing, and able to provide such services in accordance with the terms and conditions set forth in this Contract.

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

## **Article 1**

### **Contract Documents**

1.1 This document and the documents listed below (“Contract Documents”) constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”):

1.1.1 UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);

1.1.2 Terms of Reference, annexed hereto as Annex B (“TOR”) [*Include a Terms of Reference setting forth the description of the Services to be procured, clearly evidencing your requirements.*]

[1.1.3 *Fee Schedule (the “Fee List”)*]; [and]

[1.1.4 *Form of Performance Security*]; [and]

[1.1.5 *Other annexes that may be relevant*]

1.2 The Contract Documents are complementary of one another but in case of ambiguities, discrepancies, or inconsistencies between or among them, the following order of priority shall apply:

1.2.1 First, this document;

1.2.2 Second, Annex A;

1.2.3 Third, Annex B;

[1.2.4 *Fourth, Annex C*];

[1.2.5 *Fifth, Annex D*]; [and]

[1.2.6... *Other Annexes*]

1.3 This Contract embodies the entire agreement of the Parties with regard to the subject matter hereof and supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject. No promises, understandings, obligations or agreements, oral or otherwise, relating to the subject matter hereof exist between the Parties except as herein expressly set forth.

1.4 Any notice, document or receipt issued in connection with this Contract shall be consistent with the terms and conditions of this Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of this Contract shall prevail.

1.5 This Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with this Contract, shall be deemed to include, and shall be interpreted and applied consistently with, the provisions of Article 16 (Settlement of Disputes) and Article 17 (Privileges and Immunities) of the General Conditions.

## **Article 2**

### **Effective Date and Term**

2.1 This Contract shall take effect on the date both Parties have signed this Contract or if the Parties have signed it on different dates, the date of the latest signature (the “Effective Date”).

2.2 This Contract shall remain in effect until *[date]*/*[for a period of time]* from the Effective Date], unless earlier terminated in accordance with the terms of this Contract (the “Initial Term”). The United Nations may, at its sole option, extend the Initial Term of this Contract, under the same terms and conditions as set forth in this Contract, for a maximum of *[number]* additional period[s] of up to *[time period]* each (the “Extended Term”). The UN shall provide a written notice of its intention to do so at least *[number]* days prior to the expiration of the then Initial Term.

*[Optional] [2.3 Include any other relevant provisions regarding the objective or scope of the Contract.]*

### **Article 3 Representations and Warranties**

3.1 The Contractor represents and warrants that:

3.1.1 it is duly organized, validly existing and in good standing;

3.1.2 it has all necessary power and authority to execute and perform this Contract;

3.1.3 the execution and performance of this Contract will not cause it to violate or breach any provision in its charter, certificate of incorporation, by-laws, partnership agreement, trust agreement or other constituent agreement or instrument;

3.1.4 this Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms;

3.1.5 all of the information it has provided to UN Women concerning provision of the Services pursuant to this Contract is true, correct, accurate and not misleading;

3.1.6 it is financially solvent and is able to provide the Services to UN Women in accordance with the terms and conditions of the Contract;

*[Optional] [3.1.7 Include any other relevant representations and warranties regarding the Contractor that are appropriate for the Services to be provided under this Contract.]*



## Article 4

### Obligations of the Contractor

**(Select one option below and delete the other)**

#### OPTION 1 (DELIVERABLES SCHEDULE)

**(Delete title directly above after selecting option)**

4.1 The Contractor shall perform the services described in the TOR (the “Services”), in accordance with the terms and conditions of this Contract.

4.2 The Contractor shall submit to UN Women the deliverables specified hereunder according to the following schedule:

**[LIST DELIVERABLES]**

**[INDICATE DELIVERY DATES]**

[e.g.

*Progress report*

*.././....*

.....

*.././....*

*Final report*

*.././....]*

- 5.3. The Parties acknowledge that nothing in this Contract commits, or shall be construed as committing, UN Women to deal with the Contractor as an exclusive or sole-source supplier of the Services.
- 5.4. All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by [*mail, courier and/or fax*] to the address specified in Article 17 (Notices) below.

5 The Contractor and its Personnel (as defined in Article 4.12 below) shall perform the Services under this Contract with the necessary care and diligence, and in accordance with the highest professional standards.

6 Except as expressly provided in this Contract, the Contractor shall be responsible at 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 under this Contract.

7 The Contractor shall be responsible for obtaining, at its own cost, all licenses, permits and authorizations from governmental or other authorities necessary for the performance of this Contract.

4.8 The Contractor acknowledges that (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services other than as expressly set forth herein and in particular the TOR; and (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.

4.9 The Contractor shall at all times keep the premises free of accumulation of waste materials or rubbish caused by its operations. At the completion of the Services, the Contractor shall remove all its waste materials, rubbish, tools, equipment, machinery and surplus materials from, on and around the premises. If the Contractor fails to clean up the premises upon the completion of the Services, the UN may do so, and the Contractor shall be liable for the costs thereof.

4.10 In addition to its obligations under Article 25 (Observance of the Law) of the General Conditions, the Contractor shall be aware of and shall comply with all applicable international standards and local labor laws, ordinances, rules, and regulations pertaining to the employment of local and international staff in connection with the Services in countries where Services will be performed and the country where the Contractor is incorporated, including, without limitation, laws, ordinances, rules and regulations associated with the payment of the employer's portions of income tax, insurance, social security, health insurance, worker's compensation, retirement funds, severance or other similar payments.<sup>2</sup>

4.11 Except as expressly provided in this Contract, 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 under this Contract.

4.12 Without limiting and further to Articles 2.1 and 2.2 of the General Conditions, the Contractor shall supervise and be fully responsible and liable for all work and services performed by its personnel, employees, officials, agents, servants, representatives and sub-contractors (or any of those sub-contractors' personnel, employees, officials, agents, servants and representatives) ("Personnel") and for their compliance with the terms and conditions of this Contract. The Contractor shall ensure that all Personnel performing Services under this

Contract are qualified, reliable, competent, properly trained, and conform to the highest standards of moral and ethical conduct.

4.13 Without limiting and further to the General Conditions, the Contractor shall be fully responsible and liable for, and UN Women shall not be liable for (i) any action, omission, negligence or misconduct of the Contractor or its Personnel, (ii) any insurance coverage which may be necessary or desirable for the purpose of this Contract, or (iii) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor's Personnel. The obligations under this Article do not lapse upon expiration or termination of this Contract.

4.14 The Contractor shall maintain for the term of the Contract detailed financial records, which clearly identify all funds received from UN Women and expended by the Contractor for the implementation of the Contract. The Contractor shall ensure that adequate systems of internal control are put in place to ensure that the financial management of this Contract is conducted with the highest level of due diligence.

4.15 In addition to its obligations under Article 20 (Audits and Investigations) of the General Conditions, the Contractor shall promptly notify UN Women of any legitimate suspicion on the part of the Contractor of fraudulent or corrupt activities or other wrongdoing by UN Women personnel, Contractor's personnel (including its agents or subcontractors) or by other third parties through UN Women. Such notification shall be sent to UN Women in accordance with Article 18 (Notices) of this Contract. The Contractor acknowledges and agrees that this Article 4.15 is an essential term of the Contract and that any breach of this provision shall entitle UN Women to terminate the Contract or any other contract with UN Women immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

4.16 The Contractor expressly acknowledges and agrees that Article 25 (Observance of the Law) of the General Conditions includes, but is not limited to, Contractor's obligation to undertake all reasonable efforts to ensure that: (a) none of the UN Women funds received under this Contract are used to provide support to individuals or entities associated with terrorism, and (b) the recipients of any amounts provided by UN Women hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision, as well as Article 25 (Observance of the Law) of the General Conditions, must be included in all sub-contracts or sub-agreements entered into by Contractor under this Contract.

4.17 Without limiting and in addition to Article 2.6 of the General Conditions, the Contractor shall ensure that its Personnel abide by all security regulations, policies and procedures of UN Women.

4.18 Without limiting and further to Article 6 (Insurance and Liability) of the General Conditions, the foregoing provisions of this Article 4, and Article 8 (Insurance) below, the Contractor shall ensure that all of its Personnel used to perform the Services in connection with this Contract are (i) medically fit to perform such Services, and (ii) adequately covered by

insurance for any service-related illness, injury, death or disability. The Contractor shall submit proof of such medical fitness and such insurance satisfactory to the UN before commencing any Services under this Contract.”

[Optional] [4.19 The Contractor shall perform the Services using the personnel listed as key personnel below: [List] (collectively, the “Key Personnel”).]<sup>3</sup>

[Optional][4.20 .... Include any other provisions regarding the Contractor’s personnel (e.g., designation of managers, liaisons or points of contract) that are appropriate.]

## Article 5

### Contract Price

5.1 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].

5.2 The fee for the Services provided in Article 5.1 shall remain firm and fixed during the term of the Contract.

5.3 Without prejudice to or limiting the provisions of Article 18 (Tax Exemption) of the General Conditions, the fee for the Services provided hereunder is inclusive of all costs, expenses, charges or fees that the Contractor may incur in connection with the performance of its obligations under the Contract, including, all taxes, duties, levies, fees and other charges of any nature imposed by any authority or entity.

5.4 UN Women shall effect payments to the Contractor in accordance with Article 7 (Time and Manner of Payment) below against the Contractor’s invoices meeting the requirements of this Article and Article 6 (Submission of Invoices) below. Such invoices are to be submitted only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	./../....

<sup>3</sup> Insert list of Key Personnel if required.



## Article 7

### Time and Manner of Payment

7.1 Payments under this Contract 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 due to the Contractor under this Contract shall be made by electronic funds transfer to the Contractor's bank account, the details of which have been notified by the Contractor, as follows:

Name of Bank:  
Bank Address:  
Bank ID:  
Account No:  
Title/name:  
Currency of Payment:  
Currency of Bank Account:  
Type of Account:

7.2 Payments made in accordance with this Article shall constitute a complete discharge of UN Women's obligations with respect to the relevant invoices or portions thereof.

7.3 Payments effected by the UN Women to the Contractor shall not relieve the Contractor of its obligations under this Contract and shall not be deemed to be acceptance by UN Women of the Contractor's performance.

7.4 The Contractor acknowledges and agrees that UN Women may withhold payment in respect of any invoice in the event that, in the opinion of UN Women, the Contractor has not performed in accordance with the terms and conditions of this Contract, or if the Contractor has not provided sufficient documentation in support of the invoice.

7.5 If UN Women disputes any invoice or a portion thereof, UN Women shall notify the Contractor accordingly, including a brief explanation of why UN Women disputes the invoice or portion thereof. With respect to disputes regarding only a portion of the invoice, UN Women shall pay the Contractor the amount of the undisputed portion in accordance with Article 7.1 above. UN Women and the Contractor shall consult in good faith to promptly resolve outstanding issues with respect to any disputed invoice. Once a dispute regarding an invoice or a portion thereof has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days after the final resolution of such dispute.

7.6 In addition to any rights and remedies available to it, and without prejudice to any other rights or remedies that UN Women may have under this Contract, UN Women shall have the right, without prior notice to the Contractor, any such notice being waived by the Contractor, upon any amounts becoming due and payable hereunder to the Contractor, to set off, against any amount payable by UN Women under this Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UN Women to the Contractor) owing by the Contractor to UN Women hereunder or under any other contract or agreement between the Parties. UN Women shall promptly notify the Contractor of such set-off and the reasons therefore, provided, however, that the failure to give such notice shall not affect the validity of such set-off.

7.7 The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract nor any accrued interest on payments withheld by UN Women in connection with a dispute.

## **Article 8**

### **Review; Improper Performance**

8.1 UN Women reserves the right to review and inspect (including the performance of tests, as appropriate) all Services performed by the Contractor under this Contract, to the extent practicable, at all reasonable places and times during the term of this Contract. UN Women shall perform such review and inspection in a manner that will not unduly hinder the performance of the Services by the Contractor. The Contractor shall cooperate with all such reviews and inspections by UN Women, at no cost or expense to UN Women.

8.2 If any Services performed by the Contractor do not conform to the requirements of this Contract, without prejudice to and in addition to any of UN Women's other rights and remedies under this Contract or otherwise, UN Women shall have the following options, to be exercised in its sole discretion:

8.2.1 If UN Women determines that the improper performance can be remedied by way of re-performance or other corrective measures by the Contractor, UN Women may request the Contractor in writing to take, and the Contractor shall take, at no cost or expense to UN Women, the measures necessary to re-perform or take other appropriate actions to remedy the improperly performed Services within [number] days after receipt of the written request from UN Women or within such shorter period as UN Women may have specified in the written request if emergency conditions so require, as determined by UN Women in its sole discretion.

8.2.2 If the Contractor does not promptly take corrective measures or if UN Women reasonably determines that the Contractor is unable to remedy the improper

performance in a timely manner, UN Women may obtain the assistance of other entities or persons and have corrective measures taken at the cost and expense of the Contractor. In addition, in the event of UN Women obtains the assistance of other entities or persons, the Contractor shall cooperate with UN Women and such entity or person in the orderly transfer of any Services already completed by the Contractor.

8.2.3 If UN Women, in its sole discretion, determines that the improper performance cannot be remedied by re-performance or other corrective measures by the Contractor, UN Women, at the UN's sole discretion, may terminate the Contract in accordance with Articles 13.1 or 13.2 (second sentence) of the General Conditions, without prejudice to and in addition to any of its other rights and remedies under this Contract or otherwise.

8.3 Neither review nor inspection hereunder, nor failure to undertake any such review or inspection, shall relieve the Contractor of any of its warranty or other obligations under this Contract.

## Article 10

### Notices

10.1 Except as otherwise specified in this Contract, all notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be delivered either by: (i) personal delivery; (ii) recognized overnight delivery service; (iii) postage prepaid, return receipt requested, certified mail; or (iv) confirmed facsimile, transmitted to the Party for whom such notice or communication is intended, at the address or facsimile number shown below, or such other address or number as the intended recipient previously shall have designated by written notice given pursuant to this Contract:

If to the Contractor:

*[Please insert address of Contractor]*

Attn: *[name/title]*

Fax: *[number]*

Email: *[email]*

If to the UN Women:



*[Please insert address of UN Women]*

Attn: *[name/title]*

Fax: *[number]*

Email: *[email]*

10.2 Notices and other communications required or contemplated by this Contract delivered by mail or recognized overnight delivery service shall be effective on the date they are officially recorded by the postal or delivery service as delivered to (or refused by) the intended recipient by return receipt or equivalent. Such notices and other communications delivered by facsimile shall be deemed to have been delivered to and received by the addressee, and shall be effective, on the date indicated on the facsimile confirmation. Such notices and other communications delivered in person shall be effective on the date of actual receipt.

## **Article 11**

### **Amendment**

Any modification to this Contract shall be in accordance with Article 19 (Modifications) of the General Conditions.

## **Article 12**

### **Miscellaneous**

12.1 Without limiting the provisions of Article 19 (Modifications) of the General Conditions, no terms or provisions of this Contract shall be deemed waived and no breach excused, unless such waiver or excuse shall be in writing and signed by the Party giving the waiver or excuse. No consent to, or excuse or waiver of, a breach of this Contract shall constitute a consent to, or excuse or waiver of, any other subsequent breach.

12.2 If any provision of this Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

12.3 Headings and titles used in this Contract are for reference purposes only and shall not be deemed a part of this Contract for any purpose whatsoever.

12.4 This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument.

12.5 Unless the context otherwise clearly indicates, all references to the singular herein shall include the plural and vice versa.

12.6 This Contract and everything herein contained shall inure to the benefit of, and be binding upon, only the Parties and their respective successors and permitted assigns.

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

**FOR [NAME OF CONTRACTOR]**

**FOR UN WOMEN**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX A**

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

The General Conditions can be accessed at:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.ashx>

## ANNEX B

### TERMS OF REFERENCE

<b>Deliverables</b>	<ol style="list-style-type: none"> <li>1. <i>Develop and design the Social Mobilization Campaign and Messaging</i></li> <li>2. <i>Design and report findings from baseline and end-line studies</i></li> <li>3. <i>Develop Communication Assets including a) TV, Radio, PSA's, b) Online platform, c) Social media packages, d) Printed material, and e) Press material</i></li> <li>4. <i>Develop and execute Implementation Plan of 'Social Mobilization Campaigning' and advocacy events</i></li> <li>5. <i>Reporting the process and outputs of the social mobilization campaign</i></li> </ol>
<b>Activities/Tasks</b>	<ol style="list-style-type: none"> <li>1. <i>Designing and developing a Social Mobilization Campaign and Messaging in close consultation with UN Women's regional migration team and regional communications unit</i></li> <li>2. <i>Presentation of the design of baseline and end-line survey</i></li> <li>3. <i>Design and conduct baseline and end-line studies in targeted/sample areas before and after the conduct of the campaign. Both surveys would serve to assess the level of awareness among key target audiences, before and after the interventions.</i></li> <li>4. <i>Develop communication assets including but not limited to TV, Radio, PSA's, Online platforms, Social media packages, Printed materials, and Press materials</i></li> <li>5. <i>Implement the Social Mobilization Campaign in the chosen countries. This would include but not be limited to</i> <ul style="list-style-type: none"> <li>▪ <i>Work with selected UN Women Country Offices Cambodia, Laos, Myanmar and Viet Nam (CLMV) to understand and integrate their on-going advocacy work into the design and development of the regional social mobilization campaign. Work with them in implementing the social mobilization activities at the National level.</i></li> <li>▪ <i>Liaise with youth advocacy groups in sending countries (CLMV) to coordinate field interventions and actions and also work with similar networks in receiving countries of Malaysia and Thailand.</i></li> <li>▪ <i>Liaise with governments, private sector, media and civil society partners in sending countries (CLMV) and receiving countries (Malaysia and Thailand) to coordinate interventions and activities</i></li> <li>▪ <i>Develop, coordinate and monitor the online strategy to inform and educate target audiences on 'Safe Migration'</i></li> <li>▪ <i>Plan and implement advocacy events.</i></li> <li>▪ <i>Coordinate traditional media coverage</i></li> </ul> </li> </ol>
<b>Personnel/Qualifications</b>	<ol style="list-style-type: none"> <li>1. <i>The applying organizations must be registered</i></li> <li>2. <i>Key Personnel of the agency should have at least Bachelor degree in law, social sciences, public administration, international development or related field</i></li> <li>3. <i>At least 5 years of experience in human rights and development. Previous experience on women's migrant workers issues is a strong advantage.</i></li> <li>4. <i>At least 5 years of relevant professional experience combined on developing and implementing communications, social mobilization campaigns and interventions in the CLMV countries and sending countries is a strong advantage.</i></li> </ol>

	<ol style="list-style-type: none"> <li>5. <i>Knowledge of and work experience on gender equality and women's rights is required.</i></li> <li>6. <i>Previous experience with UN agencies and work experience within the ASEAN region is an advantage.</i></li> <li>7. <i>Proven record on development and implementation of social mobilization and campaigning.</i></li> <li>8. <i>Excellent written and verbal English communications skills; particular experience in and knowledge of design, layout and creative presentations a merit.</i></li> <li>9. <i>Ability to work efficiently and responsively within a multicultural environment.</i></li> <li>10. <i>Strong commitment to gender equality, human rights and respect for diversity.</i></li> <li>11. <i>All UN vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract. Agencies with a record of promoting Tobacco and alcohol, Gambling, pornography production, child labour and disadvantageous treatment of women and environmentally harmful practices will not be considered for this assignment.</i></li> </ol>
<p><b>Roles and responsibilities of the parties</b></p>	<p><i>UN Women will help coordinate the arrangement for baseline and end-line data collection with selected target audience.</i></p>
<p><b>Timeframe and location</b></p>	<p><i>The total duration of the Contract is one year (12 months)</i></p> <p><i>1<sup>st</sup> installment (February 2016) – 30% of total fee will be made against the presentation of the design and plan of the social mobilization campaign and messaging and the design of the baseline survey.</i></p> <p><i>2<sup>nd</sup> installment (June 2016) – 40% of total fee will be made against the presentation of</i></p> <ul style="list-style-type: none"> <li>- <i>Collecting data and reporting findings from baseline survey;</i></li> <li>- <i>Developing Communication Assets including a] TV, Radio, PSA's, b] Online platform, c] Social media packages, d] Printed material, and e] Press material</i></li> </ul> <p><i>3<sup>rd</sup> installment December 2016) – 30% of total fee will be made against the completion and/or presentation of</i></p> <ul style="list-style-type: none"> <li>- <i>Implementation of the Social Mobilization Campaign and Advocacy Events in CLMV, Thailand and Malaysia at the National levels</i></li> <li>- <i>Findings from the End-line study/surveys</i></li> <li>- <i>Reporting the process and outputs of the social mobilization campaign</i></li> </ul>
<p><b>Communication and reporting obligations</b></p>	<p><i>Supplier is expected to report (related to the Deliverable milestones), to Ms. Ruchika Bahl, UN Women Regional Migration Programme Manager on quarterly basis. The reports may cover such aspects as progress made in the provision of the Services, identification of unforeseen issues or areas of concern, delays in the provision of the Services, causes of such delays and proposed measures to correct such causes.</i></p>

## Annex IX

### General Conditions of Contract

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

For [Services \(Available from this link](#)

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>)

**Annex X**

**JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**  
(to be completed and returned with your technical Proposal)

<b>JV / Consortium/ Association Information</b>	
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 Proposers)}</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>
<b>Consortium/Association's names of each partner and contact information</b>	(inset name, address, telephone numbers, fax numbers, e-mail address)
<b>Consortium/Association Agreement</b>	[attach agreement]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[insert name, address, telephone/fax or cell number, and the e-mail address]

Signatures of all partners:

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 XI**

**Proposal Security Form**

*[copy from this [link](#) and insert if required]*



## Annex XII

### **Forms of Performance Security**

*[copy from this [link](#) and insert if required. If Performance Security is required to be provided by the Proposer, please select whether it should be in the form of a First Demand Guarantee or Standby Letter of Credit.]*

## Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
  - [Proposal submission form](#) \_\_\_\_\_
  - [Joint Venture Form \(if in a joint venture\)](#) \_\_\_\_\_
  - Performance Security Form (if Required) \_\_\_\_\_
  - [Inner envelope containing technical proposal](#) \_\_\_\_\_
  - [Second inner envelope containing Financial Proposal](#) \_\_\_\_\_

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
  - [Technical Proposal](#) \_\_\_\_\_
  - [Proposal submission form](#) \_\_\_\_\_
  - [Joint Venture Form \(if in a joint venture\)](#) \_\_\_\_\_
  - Performance Security Form (if required) \_\_\_\_\_
- [Financial Proposal](#) PDF sent to E-mail address specified in Invitation Letter \_\_\_\_\_

[Model Form of contract has been read and understood](#) \_\_\_\_\_

[General Conditions of Contract have been read, understood and accepted](#) \_\_\_\_\_