**Annex I**

**Price Proposal Guideline and Template**

The prospective Individual Consultant should take the following explanations into account during submission of his/her price proposal.

**1. Lump Sum Amount**

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

Contract price is fixed to activities/deliverables indicated in the TOR, regardless of the changes in the cost components (such as those invested for completion of the deliverables).

**2. Travel costs**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

**3. Daily Subsistence Allowance**

Not applicable.

**4. Currency of the price proposal**

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD at the date of applications’ submission deadline.

**Annex II:**

**Price Proposal Submission Form**

**To:** United Nations Entity for Gender Equality and the Empowerment of Women

**Ref: International Consultant to Mainstream Gender in the Comprehensive Education Sector Analysis (ESA), Republic of Moldova**

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

1. A. Cost Breakdown per Deliverables

|  |  |  |
| --- | --- | --- |
| Deliverables | **Percentage of milestone / output** | **Proposed price, USD** |
| **Deliverable 1, consisted of:** * Work plan for gender mainstreaming in the comprehensive education sector analysis, prepared in consultation with the team of experts hired by UNICEF on a separate contract, UN Women, UNICEF and the MECR, with clear timelines and responsibilities;
* Gender review of the methodology and assessment tools which will be used for the analysis of the sector;
* Inputs to the Power Point presentation on the methodology and concept of the analysis;
* Inputs to the minutes of the discussion of the methodology with UNICEF, UN Women, MECR and LEG
 | 20% |  |
| **Deliverable 2, consisted of:** * Report with main findings of the desk review of existing materials/ relevant recent studies from gender perspectives
* Set of recommendations on gender disaggregated data collection
* Inputs to the Power Point presentation on key findings reflected in first draft report
 | 40% |  |
| **Deliverable 3, consisted of:** * Inputs to the first draft report
* Inputs to the second draft report
* Inputs to the Final Report on the analysis, including an Executive Summary
 | 40 % |  |
|  | 100% | USD |

1. B. Cost Breakdown by Cost Component

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of measure (days, units)** | **No of Units** | **Unit price, USD** | **Total Price, USD** |
| Consultancy, daily fee, all inclusive  |  |  |  |  |
| Cost of missions to Moldova (travel, etc.)  |  |  |  |  |
| Other related costs, please specify.  |  |  |  |  |

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is gross, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 60 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: