Annex II: Price Proposal Submission Form

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

**Ref: International Consultant to Provide Extensive Support to Romani Women to Get Involved in Electoral Processes**

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. Cost Breakdown per Deliverables\*

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Payment Amount**  **(As percentage of total contract price)** | **Proposed Price** |
| Submission of the final approved report on provision of advice on development of the methodology for the support programme for Romani women, and on development of call for applications and selection criteria. | *10%* |  |
| Submission of the report on delivery of the first training session for up to 50 Romani women willing to run for local elections. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The developed documents, life agendas, PPTs, training handouts, etc. should be attached as Annexes. | *15%* |  |
| Submission of the report on delivery of the last training session for up to 50 Romani women willing to run for local elections. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The developed documents, life agendas, PPTs, training handouts, etc. should be attached as Annexes. | *15%* |  |
| Submission of the report on provided support and coaching during post electoral period, including delivery of one-day training session for elected women. All supporting documents, like agendas and hand-outs, will be attached as Annexes. | *25%* |  |
| Submission of the report on provided support to company/ organization to strategize on the best ways of provision of coaching for participants willing to run for elections.  Submission of the mission report in 15 targeted communities aimed at supporting political participation of Romani women in electoral cycle as voters. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information.  The report should contain as an Annex:   * The report on key challenges and barriers faced by Romani women in using their electoral rights | *35%* |  |
| **TOTAL AMOUNT** | %100 | USD.......................... |

*\*Basis for payment tranches*

1. **Cost Breakdown by Cost Component[[1]](#endnote-1):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of Activity | Unit of measure (e.g., day, month, etc.) | Unit price, USD | No. of units | Total Price, USD |
| Consultancy (daily) fee |  |  |  |  |
| Cost of mission 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, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.

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

**I agree to complete the two Safety & Security Courses (BSIF II & ASIF), with details to be provided by UN Women upon contracting.**

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

1. The Applicants 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 for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services. [↑](#endnote-ref-1)