**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.

# **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 das invested for completion of the deliverables).

# **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.

# **Daily Subsistence Allowance**

Not applicable.

# **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 conduct analysis on economic empowerment of women survivors of gender-based violence in 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. Cost Breakdown per Deliverables

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Payment amount**  **(% of total contract price)** | **Proposed price, USD** |
| *Inception Report*, including the proposed methodology and work plan for delivering the assignment, submitted to UN Women and MoHLSP | 30% |  |
| *Report* on reviewing of existing frameworks, mechanisms and good international practices on the economic empowerment, securing economic independence and job placement for women who experience gender-based violence. The report shall include but limited to all specifications underTask 1; |  |
| *Report* on current situation of the the national legislation and institutional mechanism in the social assistance, health, employment and economic areas in the Republic of Moldova, regarding the economic empowerment of women who have experienced gender-based violence (Task 2); | 35% |  |
| The *Draft Analytical Note* submitted to UN Women and representatives of the MoHLSP and NEA for their review, consensus and approval. | 30% |  |
| The *Final Analytical Note* updated based on the received inputs on the Draft document, submitted to UN Women and representatives of the MoHLSP and NEA (Task 3). |  |
| *Final synthesis report* providing a brief summary on carried out activities, achievements and challenges. | 5% |  |
| **Total** | 100 % | USD |

1. 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 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, 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.

**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: