

Request for Quotation (RFQ) for Services

Reference No: RfQ17/01618

National company to broadcast 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence

Dear Sir/Madam,

Subject: Request for Quotation RfQ17/01618 for national Company to broadcast 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) from **national company/ies to ensure broadcasting of 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence**, as described in the annex 1 to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. Detailed Terms of Reference (Annex 1)
 - c. Quotation Submission Form and Quotation Format (Annex 2)
 - d. UN Women General Conditions of Contract (Annex 3)
 - e. Voluntary Agreement (Annex 4)
 - f. Model Form of Contract (Annex 5)
3. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time: 7 November 2017, 02.00 PM</p> <p>(for local time reference, see www.greenwichmeantime.com)</p> <p>City and Country: <i>Chisinau, Republic of Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: "RfQ17/01618 for National Company to broadcast 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence"</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Quotation Currencies	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Quotation Validity Period commencing after closing date of RFQ	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 3 days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.</p>

Instructions to Suppliers	Specific Requirements
	<p>Clarification requests of this RFQ shall include the following subject header format: “RfQ17/01618 for National Company to broadcast 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence”</p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>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.</p>
<p>Contact for requesting clarifications:</p>	<p>E-mail address dedicated for this purpose: marina.vatav@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
<p>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</p>	<p><input type="checkbox"/> Paper Mail</p> <p><input type="checkbox"/> E-mail</p> <p><input checked="" type="checkbox"/> UNDP Website</p> <p><input type="checkbox"/> Other:</p>
<p>Expected Delivery Date and Time.</p> <p><i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i></p>	<p><input checked="" type="checkbox"/> As per Delivery Schedule described in the terms of reference (Annex 1)</p> <p>Time Zone of Reference: Chisinau, Republic of Moldova</p>
<p>Value Added Tax on Price Quotation</p>	<p><input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p>
<p>Documents to be submitted</p>	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the Terms of Reference in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company’s Registration Certificate and licenses for broadcasting or advertising agency agreement;</p> <p><input checked="" type="checkbox"/> Proposed media-plan;</p> <p><input checked="" type="checkbox"/> Information about the audience of the proposed TV station;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p>
<p>Evaluation Criteria</p>	<p><input checked="" type="checkbox"/> Technical responsiveness/ Full compliance to minum requirements under Annex 1;</p> <p><input checked="" type="checkbox"/> Officially registered legal entity with full capacity to act;</p> <p><input checked="" type="checkbox"/> At least 2 years’ experience of working in media environment, with a particular focus broadcasting in audiovisual media;</p> <p><input checked="" type="checkbox"/> Previous experience working with an international organization, particularly UN Agency would be an asset;</p>

Instructions to Suppliers	Specific Requirements
	<input checked="" type="checkbox"/> Availability of licenses for broadcasting or advertising agency agreement; <input checked="" type="checkbox"/> Compliance with delivery time under Annex 1; <input checked="" type="checkbox"/> Full acceptance of UN Women conditions of payment and work; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract; <input checked="" type="checkbox"/> Lowest price.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Service Contract
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Asya Varbanova,
Country Representative, a.i.
UN WOMEN Moldova

TERMS OF REFERENCE

National company to broadcast 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence

Project: 00098995
 Primary category: Ending Violence against Women
 Location: Chisinau, Republic of Moldova
 Period: November 15 – December 30, 2017
 Organizer: UN Women

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, 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 Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women in Moldova has prioritized VAW as one of the priority results area for its SN for 2014-2017. While implementation of the VAW related laws and policies is lagging behind, most significant challenge for eliminating and preventing violence, however, remains the persistence of attitudes and behaviours of men and women in society, including law enforcement and judiciary staff, politicians, decision-makers, service providers, community leaders etc. that perpetuate negative stereotypes, discrimination and gender inequality, including in the education sector as root causes of VAW. Despite some promising practices, prevention of violence against women and girls remains a relatively new area of work without a critical mass of data and clear evidence of "what works".

Hence, UN Women Moldova in partnership with the Government and local NGOs partners (Drochia, Causeni, and Chisinau) has launched its innovation prototypes to eliminate violence against women and girls. A new innovative approach (prototypes) on eliminating violence against women was launched in 2016 in communities of 3 districts of Moldova and the culmination of these efforts to end violence against women was the "16 days campaign" which witnessed over 100 events throughout the country and the engagement of over 44 positive champions (women who are survivors of violence and now are helping other women to take the first step) to advocate in their communities and in mainstream media for behavioural change.

The 16 Days of Activism Against Gender-Based Violence is an international campaign which takes place each year, and runs from 25 November, (International Day for the Elimination of Violence against Women), to 10 December (Human Rights Day), also encompassing other important key dates. The '16 Days Campaign' is used as an organizing strategy by individuals and groups around the world to call for the elimination of violence against women and girls. It originated from the first Women's Global Leadership Institute coordinated by the Center for Women's Global Leadership in 1991.

As part of the innovative approach undertaken, UN Women Moldova looks forward to fostering the efforts of the society in ending gender-based violence and promoting women's rights generally by making use of informative videos to transmit relevant messages on what works rather what doesn't through social media channels and connect with the community at a deeper level.

According to the data provided by the Public Opinion Barometer published in April 2017, television (TV) is the most important source of information for the population (65%) followed by the Internet (24% of respondents).

The most trustworthy source of information is also the TV (40% of respondents) followed by the Internet (22%).¹ Therefore, production of informative video materials which will be broadcasted on TV and on the Internet represents an effective way to inform the public about the new legal provisions and to call on women and men to claim their rights as well as on all responsible institutions to respect the provisions of the Law.

Due to this, UN Women plans to broadcast the 3 developed video spots during 20 November- 15 December 2017, on two TV channels with nationwide and local wide coverage:

- Moldova 1, public owned TV channel has a nationwide coverage, reaching a broad group of audience from all the corners of the country.
- Another TV channel from the top 4 of most important source of information for citizens in Moldova, per the latest Public Opinion Barometer.²

By broadcasting video spots using the mentioned TV channels, a wide reach of population will be ensured, in all the districts of Moldova, targeting various groups of population.

Therefore, UN Women Moldova will subcontract a company to broadcast 3 video spots on ending violence against women during the 16 days campaign of activism against gender based violence in Romanian with subtitles in Russian throughout the period of 20 November- 15 December 2017.

SCOPE of WORK

Under the overall guidance and direct supervision of the UN Women Programme Specialist and in close collaboration with Communications Associate, the selected company/organization will be responsible for broadcasting of 3 (three) video spots in Romanian with subtitles in Russian.

Tasks

To complete this assignment, UN Women is looking for a company to perform following specific tasks:

- Airing of 3 video spots, developed in Romanian, with Russian subtitles, with focus on ending violence against women with a duration of up to 40 seconds each in the period 20 November - 15 December 2017
- Booking the place for video spots in prime-time and presenting a media plan with indication of timeframe for TV spots airing

Schedule of requirements of Services

Purpose: Airing of 3 video spots on ending violence and calling society to solidarity:

<u>Languages:</u>	Romanian (with Russian subtitles);
<u>Channels:</u>	<ul style="list-style-type: none"> - Moldova 1, public owned TV channel has a nationwide coverage, reaching a broad group of audience from all the corners of the country. - Another TV channel from the top 4 of most important source of information for citizens in Moldova, per the latest Public Opinion Barometer.
<u>Length of the spots:</u>	40 seconds each video
<u>Time of airing:</u>	Each video should be aired up to 2 times per day (every day during the period: 20 November - 15 December 2017) during the following hours: Prime time (7-10 pm)
<u>Period of spots airing:</u>	20 November- 15 December 2017

¹ <http://ipp.md/old/libview.php?l=ro&idc=156&id=820>, p. 29- 31

² <http://ipp.md/old/libview.php?l=ro&idc=156&id=820>, p. 35

I. Airing of 3 video spots on Moldova 1 TV channel

Item	Generic Description	Period of broadcasting	Video spot duration	Number of broadcasts	Total broadcasting time
1	Broadcasting 3 video spots on ending violence and calling society to solidarity on Moldova 1	20 November - 15 December 2017	40 seconds	Twice per day/every day/ prime time	Up to 35 minutes (52 appearances)

II. Airing of 3 video spots on another TV channel from the top 4 of most important source of information for citizens in Moldova, per the latest Public Opinion Barometer.

Item	Generic Description	Period of broadcasting	Video spot duration	Number of broadcasts	Total broadcasting time
1	Broadcasting 3 video spots on ending violence and calling society to solidarity	20 November - 15 December 2017	40 seconds	Twice per day/every day/ prime time	Up to 35 minutes (52 appearances)

Deliverables and Timeframe

During the implementation of this assignment, the company shall be responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverables	Tentative timeframe for accomplishment of task	Percentage of milestone/output
1.	Final agreed media plan for airing of video spots in the period November- December 2017	By 15 November, 2017	40%
2.	Media report and monitoring report on airing video spots, during November- December, 2017	By 18 December, 2017	60%

MANAGEMENT ARRANGEMENTS

Organizational Setting

The Company will work under the overall guidance and direct supervision of the Programme Specialist and Communications Associate. UN Women will provide the selected organization/company all the necessary materials for a better understanding of the context and for the successful fulfilment of the.

Duration of the Work:

It is expected that the company shall begin work by 15 November 2017 with work being completed before or on December 31, 2017, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section. However, the above-mentioned timeframe is tentative. UN Women will require at least five (5) days to review the outputs, provide comments, approve and certify acceptance of deliverables.

Language requirements:

The video spots will be in Romanian language, with Russian subtitles.

Location of work:

The Company/organization will not be located in the UN Women Office for the implementation of the assignment.

Travel and other logistic arrangements

Transportation costs are not envisaged for undertaken of current assignment.

Performance evaluation

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, creativity, accuracy and quality of the products delivered.

Financial arrangements

Payment will be disbursed in one installments, upon submission and approval of deliverables, certified by the Programme Specialist, indicating that the services have been satisfactorily performed.

REQUIREMENTS to ORGANIZATIONS

The qualifications that make organizations/companies eligible under this assignment:

1. Officially registered legal entity as per Republic of Moldova's regulations;
2. At least 2 years' experience of working in media environment, with a particular focus broadcasting in audiovisual media;
3. Previous experience working with an international organization, particularly UN Agency would be an asset.
4. Availability of licenses for broadcasting or advertising agency agreement;
5. Full acceptance of the Contract General Terms and Conditions.

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: *UN Women*
131, 31 August 1989,
Chisinau, Moldova

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the **RFQ17/01618 - National Company to broadcast 3 (three) video spots with focus on ending violence against women during the 16 days campaign of activism against gender based violence**
- (d) and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (e) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (f) Our offer shall be valid for a period of **60** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (g) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Financial Quotation

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier 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.

A. Cost Breakdown per Deliverables

No	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period
1	Final agreed media plan for airing of video spots in the period November - December 2017	40%		
2	Media report and monitoring report on airing video spots, during November - December, 2017	60%		

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.

I - Airing of 3 video spots on Moldova 1 TV channel

Item	Generic Description	Period of broadcasting	Video spot duration	Number of broadcasts	Total broadcasting time	Unit Price (in MDL)	Total Price (in MDL)
1	Broadcasting 3 video spots on ending violence and calling society to solidarity on Moldova 1	20 November - 15 December 2017	40 seconds	Twice per day/every day/ prime time	Up to 35 minutes (52 appearances)		

II - Airing of 3 video spots on another TV channel from the top 4 of most important source of information for citizens in Moldova, per the latest Public Opinion Barometer.

Item	Generic Description	Period of broadcasting	Video spot duration	Number of broadcasts	Total broadcasting time	Unit Price (in MDL)	Total Price (in MDL)
1	Broadcasting 3 video spots on ending violence and calling society to solidarity	20 November - 15 December 2017	40 seconds	Twice per day/every day/ prime time	Up to 35 minutes (52 appearances)		

* Additional budget details explaining the calculations are welcomed.

[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.]

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name of Organization

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

End of Annex 2

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

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

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

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 (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ 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, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ 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: ____/____/____

DD

MM

YYYY

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL 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 [insert date], 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, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

4. PRICE & PAYMENT

FIXED FEE

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:

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

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:

[Insert address and contact details for submission of invoices].

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:

[Insert Name, Address, Phone and Email]

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	_____	_____