**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 - Women’s Economic Empowerment Specialist: – Private Sector Engagement and WEPs**

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

| **No** | **Deliverables** | **Estimated workload (workdays)** | **Timeframe** | **Proposed price, USD** |
| --- | --- | --- | --- | --- |
| 1. | **Detailed Work Plan**, including methodology, timelines and brief description of activities to be undertaken and methodologies to be used. | 1 day  *(home based work)* | Within 3 days after signing the contract |  |
| 2. | Support the organization and facilitation of a launching event in cooperation with UN Women and Business Consulting Institute (beginning of December 2019)   * provide support in drafting the Concept and agenda for the event and the draft declaration of WEPs signatories. * deliver a presentation on good international practices on WEPs, with concrete examples and facilities in implementing WEPs. | 1st mission in Moldova  4 days  *(2 working days in Moldova and*  *2 days home-based work)* | By mid- December 2019 |  |
| 3. | *Capacity development activities with 15 signatory companies*   * 2 series of meetings with representatives of signatory companies to ensure their buy-in, support, interest and understanding of possible next steps with regards to WEPs implementation and engage in discussion on their needs and areas for further support in this area; * Provide support capacity development of employers’ representatives and employers’ associations to actively engage with their members on WEPs. * In partnership with the national consultant, develop the outline of the signatory company’s session and deliver the session; * Prepare the report on the session, outlining key challenges, areas of support, conclusions and recommendations. | 2nd and 3rd mission in Moldova  9 days  *(5 working days in Moldova and*  *4 days home-based work)* | March – July 2020 |  |
| 4. | *Workshop on WEPs with representatives of employers’ associations and other stakeholders*   * Provide the input into and support in developing the Concept and agenda of the 2 days’ workshop; * Propose and deliver selected workshop sessions that will focus on interactive work and discussions amongst participants on possibilities and methods on practical implementation of WEPs; * Propose methodology of pre and post assessment of participants knowledge and prepare a comprehensive evaluation report; * Prepare the comprehensive workshop report. | 4th mission in Moldova    6 days  *(3 working days in Moldova and*  *3 days home-based work)* | August 2020 |  |
| 5. | Final synthesis report providing a brief summary on carried out activities, achievements and challenges, as well as recommendations for the future WEPs promotion and implementation. | 2 days  *(home-based work)* | September 2020 |  |
|  | **Total** | 22 days | 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 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: