**National company/organization to capacitate young women and men in accelerating peace, social cohesion and gender equality within communities across both banks of Nistru river.**

**GUIDANCE/CHECKLIST ON THE USE OF THE RFP TEMPLATE**

This is intended to gather specific procurement needs and records from the Requesting Unit/Office that will be entered/uploaded in Quantum. The information sheet should be filled jointly by the requester and procurement practitioner. This page must be deleted before attaching to the RFP in Quantum.

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| **For Requesting Unit**  The requesting unit should complete this Information Sheet, where:   * Texts/questionnaires highlighted in **red** must be filled/answered; * Texts in **blue** should be replaced/amended/removed as required; * Inapplicable options and footnotes should be deleted.   **Checklist for Procurement Notice Documents:**  The Procurement Case Manager must check the documents listed in the below checklist and attach to the RFP Negotiation (solicitation) in the Quantum system: | | |
| **Document Name:** | **Format** | **Included** |
| Section 1: Letter of Invitation | “Cover Page” section | Yes |
| Section 2: Instructions to Vendors | “Overview” > “Terms” section | Yes |
| Section 3: Information Sheet | This document | Yes |
| Section 4: Terms of Reference | This document | Yes |
| Section 5: Evaluation Criteria and Methodology | This document | Yes |
| Form A: Proposer Information Form | “Requirements” section | Yes |
| Form B: Voluntary Agreement to Promote Gender Equality | “Requirements” section | Yes |
| Form C: Technical Proposal | “Requirements” section | Yes |
| Form D: Eligibility and Qualification Form | This document | Yes |
| Form E: Proposal Submission Form | “Requirements” section | Yes |
| Form F: Format of Financial Proposal | This document | Yes |
| Form G: Joint Venture/Consortium/Association Form | This document | Yes |
| Form H: Format For CV Of Proposed Key Personnel | This document | Yes N/A |
| Form I: Statement of Exclusivity and Availability | This document | Yes N/A |
| Form J: Proposal Security | This document | Yes N/A |
| Form K: Performance Security | This document | Yes N/A |
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| **Normative documents:**  The following normative documents will govern all UN Women procurement activities:   * [Staff Rules & Regulations (ST/SGB/2018/1)](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fundocs.org%2FST%2FSGB%2F2018%2F1&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885133163&sdata=W4N8D68f%2FbJddO4GMjVr7kKEtnz4xVntVu5aFvw6rvs%3D&reserved=0); * [Article 100 of the Charter of the United Nations](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.un.org%2Fen%2Fcharter-united-nations%2F&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885133163&sdata=rVdb6hatHgiCDF5TobAiDzEKT66TKHxe09Zc386pDDU%3D&reserved=0); * [UN Women Financial Regulations and Rules (FRR)](https://nam10.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Funwomen.sharepoint.com%2Fmanagement%2FPOM%2FResources%2FUNW_2012_6%2520Financial%2520Regulations%2520and%2520Rules.pdf&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885143157&sdata=%2Bo4ix0FjlpGw7GQPTehMAVC%2Fk5YkEASE2zYVkfqSKO0%3D&reserved=0); * Contracts and Procurement Management Policy; * [UN Women Delegation of Authority Policy](https://nam10.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Funwomen.sharepoint.com%2Fmanagement%2FAccountability%2FResources%2FDoA-Framework-20-Jan-2017-Revision%25202.pdf&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885143157&sdata=mn9lNR9J86Nu1puqL1vmYY8iCHCnWE2pM0Uv6UMuwYM%3D&reserved=0); * [UN Women Internal Control Policy](https://nam10.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Funwomen.sharepoint.com%2Fmanagement%2FAccountability%2FResources%2FUNWICFApproved.pdf&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885153147&sdata=hUEg6MRRghbumciEXlIJx4u5uo6pK2c1jUhRUPRTiLc%3D&reserved=0).   Professional standards of ethical conduct of UN Women personnel are stated in:   * 1. [Articles 100 and 101 of the Charter of the United Nations](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.un.org%2Fen%2Fcharter-united-nations%2F&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885153147&sdata=6iIYC9F5Cn2L69uTW16EKuaCCMV7UqgljkrAis0AGtw%3D&reserved=0);   2. Staff Rules & [Regulations](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fundocs.org%2FST%2FSGB%2F2018%2F1&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885163146&sdata=EYUMKGujNgqZ9C3H2z%2BC01qlRplvvy8K5J2Pux0sD3Q%3D&reserved=0) (ST/SGB/2018/1);   3. ICSC: [Standards of Conduct for the International Civil Service](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Ficsc.un.org%2Fresources%2Fpdfs%2Fgeneral%2FstandardsE.pdf&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885163146&sdata=wvCokbF4csJRyhFrknwkMJuEdDIFVSZ6gCOhhBidw%2FU%3D&reserved=0);   4. [Status, basic rights and duties of United Nations staff members](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unops.org%2FSiteCollectionDocuments%2FEthics%2FUN_Status-rights-duties_SGB2002-13_EN.pdf&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885163146&sdata=AmKGIpfXCo9eqnYaHGeJHhT0W79dvvXvAlY0QYTJKJs%3D&reserved=0) (ST/SGB/2002/13);   5. [UN Women Financial Regulations and Rules](https://nam10.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Funwomen.sharepoint.com%2Fmanagement%2FPOM%2FResources%2FUNW_2012_6%2520Financial%2520Regulations%2520and%2520Rules.pdf&data=02%7C01%7C%7C38a9f8e971b64d6f5fa908d864aef3f8%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637370049885173137&sdata=kHUbuJD9tqJqpWdrxDtKOwW0Oct3ZsHgIUstynZPPQA%3D&reserved=0) (FRR). | | |

# SECTION 1. LETTER OF INVITATION

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a proposal(s) in accordance with the Request for Proposal (RFP) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFP.

To enable you to submit a proposal, please read the following documents carefully.

* Section 1. This Letter of Invitation
* Section 2. Instructions to Vendors (including referenced General Conditions of Contract and Model Forms of Contract, available publicly on the UN Women website at: https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract
* Section 3. Information Sheet
* Section 4. Terms of Reference
* Section 5. Evaluation Criteria and Methodology (Requirements)

Your submission should include the following:

* Form A: Proposer Information Form (*completed online*)
* Form B: Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (*optional - completed online*)
* Form C: Technical Proposal (*completed online*)
* Form D: Eligibility and Qualification Form (*upload document*)
* Form E: Proposal Submission Form (*completed online*)
* Form F: Format of Financial Proposal (*upload document* to *"From Supplier: Commercial"*)
* Form G: Joint Venture/Consortium/Association Information Form, if applicable
* Form H: Format For CV Of Proposed Key Personnel
* Form I: Statement of Exclusivity and Availability, if required in the solicitation documents
* Proposal Security, Performance Security and Advance Payment Forms, if required in the solicitation documents, and using the format provided

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the “Messages” function in Quantum.

We look forward to receiving your proposal,

UN Women Procurement Section

**SECTION 2. INSTRUCTIONS TO VENDORS**

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| **GENERAL PROVISIONS** | |
| 1. **Scope** | Vendors are invited to submit a proposal for the services specified in the Terms of Reference (TOR), in accordance with this Request for Proposal (RFP).  Vendors shall adhere to all the requirements of this RFP, including any amendment made in writing. This RFP is conducted in accordance with Policies and Procedures of UN Women. |
| 1. **Interpretation of the RFP** | Any proposal submitted will be regarded as an offer by the vendor and does not constitute or imply the acceptance of the proposal by UN Women. UN Women is under no obligation to award a contract to any vendor as a result of this RFP. Nothing in or in connection with this RFP shall give rise to any liability on the part of UN Women unless and until the contract is signed by UN Women and the successful vendor. |
| **3. Supplier Code of Conduct** | All vendors must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment, and ethical conduct** may be found at [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct.](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) Vendors who take part in this solicitation exercise, and willing to do business with UN Women must take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration, and benefits.  Moreover, vendors should note that the provisions of the Code of Conduct will be binding on the vendor in the event that the vendor is awarded a contract, pursuant to the terms and conditions of any such contract.  UN Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and requests that all vendors observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this RFP.  UN Women implements a policy of zero tolerance on proscribed practices, including fraud[[1]](#footnote-2), corruption[[2]](#footnote-3), collusion[[3]](#footnote-4), unethical practices[[4]](#footnote-5), and obstruction[[5]](#footnote-6). UN Women requires all vendors to observe the highest standard of ethics at all stages, including pre-bidding/solicitation, during the procurement process, post-contract award, and contract implementation.  UN Women is committed to prevent, identify, and address all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. In pursuance of this policy, UN Women:   1. Shall reject a proposal if it determines that the selected vendor has engaged in any corrupt or fraudulent practices in competing for the contract in question. 2. Further, UN Women shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UN Women contract. |
| **4. Eligible Vendors** | Vendors should be a legally incorporated commercial entity with legal capacity as a firm(s) with a valid registration, to enter into a binding commercial contract with UN Women.  A vendor, and all parties constituting the vendor, may have the nationality of, or be incorporated in, any country. A vendor shall be deemed to have the nationality of a country if the vendor is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.  Vendor shall not be eligible to submit a proposal if at the time of proposal submission:   * is suspended by or has any pending disputes or litigations with UN Women or other Organizations, Funds or Programs of the UN System; * has engaged in any money-laundering activities, which include, but are not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means. * is included in the Ineligibility List, hosted by [UNGM,](https://www.ungm.org/) that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List,](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list) including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list) * is included in the [World Bank Corporate Procurement Listing of Non-Responsible](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) [Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms).   As part of the RFP exercise, by submitting a Proposal(s), vendor(s) declares that it, its parent, affiliate and subsidiary entities:   * + is/are not a company, or associated with a company or individual, under procurement prohibition lists as stated above.   + Is/are not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.   + has not declared bankruptcy, is/are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;   + undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with UN Women or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risks to UN Women.   It is the vendor’s responsibility to ensure that its employees, joint venture partners, sub- contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UN Women. |
| **5. Conflict of Interest** | All vendors found to have a conflict of interest shall be disqualified. Vendors may be considered to have a conflict of interest if:   * they are or have been associated in the past, with a person or an entity or any of its affiliates that have been involved in the preparation of the design, specifications, TOR, cost analysis/estimation and other documents to be used for the procurement of the goods/ services/ civil works required in the present procurement process. * They have a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in any stage of the RFP-process of such contract; or (ii) would be involved in the implementation or supervision of such contract; * They have an interest in other vendors (who are submitting a proposal/s in response to this RFP) including when they have common ownership and/or management. Vendors shall not submit more than one proposal, except for alternative offers, if permitted.   This will result in the disqualification of all proposals in which the vendor is involved.  Vendors must disclose any actual or potential conflict of interest in their proposal, and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Failure to disclose any actual or potential conflict of interest may lead to the vendor being sanctioned or debarred by UN Women, and the proposal security (if applicable) shall be surrendered to UN Women. |
| **6. Proprietary information** | The RFP documents and any Terms of Reference or information issued or furnished by UN Women are issued solely to enable a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to vendors shall remain the property of UN Women. All documents which may form part of the proposal will become the property of UN Women, and will not be returned to vendors. |
| **7. Publicity** | The UN Women name and logo may never be used by any person or entity without the prior written agreement by UN Women.  During the RFP process, a vendor is not permitted to create any publicity in connection with the RFP. The UN Women name and logo cannot be used to solicit public awareness of its products or services on the basis of a connection with UN Women. |
| **SOLICITATION DOCUMENTS** | |
| **8. Clarification of Solicitation Documents** | Vendors may request clarifications on any of the RFP documents no later than the date indicated in the RFP. Any request for clarification and all other correspondence in relation to this RFP must be sent in writing through the “Messages” functionality in the [Quantum](http://supplier.quantum.partneragencies.org/) system. Communication through any other channels than as described in the RFP at any stage of the solicitation process may be cause for the vendor’s proposal to be compromised and ultimately rejected  UN Women will publish the responses (including an explanation of the query but without identifying the source of inquiry) to all prospective vendors in the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system. Responses will be made to clarification questions received by the deadline for questions indicated in the RFP. Responses to clarification requests shall be binding for all vendors.  Explanations or interpretations provided by UN Women personnel through the use of other communication channels, than described above, will not be considered binding or official.  UN Women shall endeavor to respond to clarifications expeditiously, but any delay in such response shall not cause an obligation on the part of UN Women to extend the submission date of the proposals unless UN Women deems that such an extension is justified and necessary. |
| **9. Amendment of Solicitation Documents** | At any time prior to the deadline for proposal submission, UN Women may for any reason, such as in response to a clarification requested by a vendor, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective vendors.  If the amendment is substantial, UN Women may extend the deadline for submission of proposals to give the vendors reasonable time to modify and resubmit the proposal in accordance with the amendment requirements. |
| **PREPARATION OF PROPOSALS** | |
| **10. Costs of Preparation of Proposal** | The vendor shall bear all costs related to the preparation and/or submission of the proposal, attendance at any pre-proposal conference, meetings, or oral presentations regardless of whether its proposal is selected or not. Vendors acknowledge that their participation in any stage of the solicitation process for this RFP is at their own risk and cost and shall not in any way include these as a direct cost of the assignment.  UN Women shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| **11. Language** | The proposal, as well as any and all related documents and correspondence exchanged by the vendor and UN Women, shall be written in the English language, or as otherwise indicated in the RFP. Any document furnished by the vendor in another language than what is indicated in the RFP must be submitted together with an English translation of relevant excerpts. In such a case, for purposes of interpretation of the Proposal, the English translation shall govern. |
| **12. Documents Establishing Eligibility and Qualifications of the Vendor** | The vendor shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms/instructions provided in the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system and providing the documents required. In order to award a contract to a vendor, its qualifications must be documented to UN Women’s satisfaction. |
| **13. Technical Proposal Format and Content** | The vendor is required to submit a technical proposal using the forms/instructions provided in the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system and taking into consideration the requirements in the RFP.  The technical proposal shall **not** include any price or financial information. A technical proposal containing material financial information will be declared non-responsive.  References to supporting documentation, including descriptive material and brochures should be included in the text of the Technical Proposal and the supporting documentation attached as annexes to the Technical Proposal.  Any information in the Technical Proposal which the vendor considers proprietary, should be clearly marked “proprietary” next to the relevant part of the text. Proprietary information will remain internally as part of the confidential procurement process only and will be redacted if a document containing such information is published publicly. |
| **14. Financial Proposal** | The financial proposal shall be prepared using the form/instructions provided in the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services and the detailed breakdown of such costs.  Any output and activities described in the technical proposal but not priced in the financial proposal shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices quoted shall be fixed during the performance of the contract and not subject to variation on any account, unless otherwise specified in the RFP and agreed by both parties.  Prices and other financial information must not be disclosed in any other place except in the financial proposal. Proposals with no fixed prices will not be considered for evaluation and will be disqualified. |
| **15. Currencies** | All prices shall be quoted in the currency or currencies indicated in the RFP, or any freely convertible currency. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:   * UN Women will convert the currency quoted in the proposal into United Stated Dollars (USD), in accordance with the UN Operational Rate of Exchange in force at the time of the proposal submission deadline date and time. * In the event that UN Women selects a proposal for an award that is quoted in a currency different from the preferred currency, UN Women shall reserve the right to award the contract in the currency of UN Women’s preference, using the conversion method specified above. |
| **16. Duties and Taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations (which includes UN Women as a subsidiary organ) is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles imported or exported by the United Nations for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified in the RFP. |
| **17. Proposal Validity Period** | Proposals shall remain valid for the period specified in the RFP, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UN Women and considered non-responsive.  During the proposal validity period, the vendor shall maintain its original Proposal without any change, including the availability of the key personnel, the proposed rates, and the total price.  In exceptional circumstances, prior to the expiration of the proposal validity period, UN Women may request vendors to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered an integral part of the proposal. A vendor granting the request will not be required nor permitted to modify its proposal.  If the vendor agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with the provision of-Proposal security - in all respects.  The vendor has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case the proposal shall not be further evaluated. |
| **18**. **Proposal Security/Bid Bond[[6]](#footnote-7)** | Proposal security, if required, shall be provided in the amount and form indicated in the RFP. The proposal security shall be valid for a minimum of thirty (30) days after the final date of the validity of the proposal, after which the proposal security will automatically become null and void, unless a dispute arises in relation to the proposal security.  The Original Proposal Security must be sent via courier or hand delivery to UN Women procuring office. The vendor must arrange for the Original Proposal Security to be received by UN Women procuring office before the deadline for submission of the proposals. If the Original Proposal Security is required by the RFP but is not received by UN Women before the deadline for submission, the offer shall be rejected.  The proposal security shall be denominated in the currency indicated in the RFP. The proposal security shall be issued by a regulated financial institution (e.g. a bank) that is certified by the central bank in the country where the bank is located. UN Women may, at its discretion, reject any proposal security that does not comply with this requirement. The proposal security shall be in one of the following forms:   1. Bank guarantee or irrevocable letter of credit, or 2. Cashier’s check, or certified check.   If the proposal security amount, or its validity period, is found to be less than is required by UN Women, UN Women shall reject the proposal.  In the event an electronic submission is allowed in the RFP, vendors shall include a copy of the proposal security in their electronic proposal and the original of the proposal security must be sent via courier or hand delivered as per the instructions of the RFP.  Unsuccessful vendors’ proposal securities will be discharged as promptly as possible and can be physically picked up by the vendor at UN Women’s location, no later than thirty (30) days after the expiration of the period of proposal validity, unless amended thereafter, as prescribed by UN Women.  The Proposal security may be forfeited by UN Women, and the proposal rejected, in the event of any, or combination, of the following conditions:   * If the vendor withdraws its offer during the period of the proposal validity, or * In the event the successful Vendor fails:   + to sign the contract resulting from the RFP process in accordance with the terms and conditions set forth in the RFP (and within the timeframe required for signature), including if applicable, variation of requirement; or   + to furnish the performance security, insurances, or other documents that UN Women may require as a condition precedent to the effectivity of the contract that may be awarded to the vendor. |
| **19. Joint Venture, Consortium or Association** | A vendor may submit a proposal in association with other entities, particularly with an entity in the country where the goods and/or services are to be provided. If the vendor is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:   * they have designated one party to act as a lead entity, duly vested with the authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and * if they are awarded the contract, the contract shall be entered into by and between UN Women and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the Joint Venture, Consortium or Association. * all parties of such joint venture, /consortium/association shall be jointly and severally liable to UN Women for any obligations arising from their proposal and the contract that may be awarded to the joint venture/consortium/association as a result of this RFP.   After the deadline for submission of the proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UN Women.  If a JV, Consortium, or Association’s proposal is the proposal selected for an award, UN Women will award the contract to the Joint Venture, Consortium or Association in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.  The lead entity and the member entities of the JV, Consortium, or Association shall abide by the provisions of Article 20 below - “Only one Proposal”- herein in respect of submitting only one proposal.  The description of the organization of the JV, Consortium, or Association must clearly define the expected role of each of the entities in the Joint Venture, Consortium or Association in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium, or Association shall be subject to the eligibility and qualification assessment by UN Women.  A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:   * Those that were undertaken together by the members of the JV, Consortium or Association; and * Those that were undertaken individually by the members of the JV, Consortium, or Association.   Previous contracts completed by experts working individually, but who are currently permanently or temporarily associated with any of the member entities, cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.  JV, Consortium, or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one entity. |
| **20. Only one Proposal** | The vendor (including the individual members of any Joint Venture, Consortium or Association) shall submit only one proposal, either in its own name or as part of a Joint Venture, Consortium or Association.  Proposals submitted by two (2) or more vendors shall all be rejected if they are found to have any of the following:   * they have at least one partner, director or shareholder in common; or * any one of them receive or have received any direct or indirect subsidy from the other/s; or * they have the same legal representative for purposes of this RFP; or * they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another vendor regarding this RFP process. * they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as a lead vendor, or some key personnel proposed to be in the team of one vendor participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal. |
| **21. Alternative Proposals** | Unless otherwise specified in the RFP, alternative proposals shall not be considered. If the submission of alternative proposals is allowed in the RFP, a vendor may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UN Women reserves the right to award a contract based on an alternative proposal.  If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”. If no indication is provided as to which proposal is the main proposal and which is/are the alternative proposal(s), then all proposals may be rejected. |
| **22. Pre-Proposal Conference** | When appropriate, a pre-proposal conference will be conducted at the date, time, and location and according to any instructions specified in the RFP.  If it is stated that the pre-proposal conference is mandatory, a Vendor who does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP. If it is stated that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested vendor.  Information about each vendor’s representatives who will attend the pre-proposal conference shall be submitted in writing to the UN Women contact as listed in the RFP, including the full name and position of each representative at least 48 hours before the pre-proposal conference is to be held.  UN Women will not issue any formal answers to questions from vendors regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in writing through the “Messages” functionality in the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system.  The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting the Article 25 below - “Vendors Responsibility to Inform Themselves”-, vendors shall not rely upon any information, statement, or representation made at the pre-proposal conference unless that information, statement, or representation is confirmed by UN Women in writing.  Minutes of the pre-proposal conference will be disseminated through the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless specifically incorporated in the minutes of the vendor’s conference or issued/posted as an amendment to RFP. |
| **23. Site inspection** | When appropriate, a site inspection will be conducted at the date, time, and location and according to any instructions specified in the RFP.  If it is stated in the RFP that the site inspection is mandatory, a vendor who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.  If it is stated that the site inspection is not mandatory, non-attendance shall not result in the disqualification of an interested vendor.  Vendors participating in a site inspection shall be responsible for:   1. Arranging for and wearing any necessary personal protective equipment, including at a minimum: safety helmets, boots and reflective vests; and 2. Making and obtaining any travel/visa arrangements that may be required for the vendors to participate in a site inspection.   Prior to attending a site inspection, vendors shall execute an indemnity waiver releasing UN Women in respect of any liability that may arise from:   * 1. loss of or damage to any real or personal property;   2. personal injury, disease or illness, or death of any person;   3. financial loss or expense, arising out of the carrying out of that site inspection; and   4. transportation by UN Women to the site (if provided) as a result of any accidents or malicious acts by third parties.   UN Women will not issue any formal answers to questions from vendors regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 8 – “Clarification of solicitation documents”.  A site inspection will be conducted to provide background information only. Without limiting the Article 25 - “Vendors Responsibility to inform themselves”- vendors shall not rely upon any information, statement, or representation made at a site inspection unless that information, statement, or representation is confirmed by UN Women in writing. |
| **24. Errors or Omissions** | Vendors shall immediately notify UN Women in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults, and clarify their proposal. Vendors shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults. |
| **25. Vendors Responsibility to Inform Themselves** | Vendors shall be responsible for informing themselves in preparing their proposals. In this regard, vendors shall ensure that they:   * examine and fully inform themselves in relation to all aspects of the RFP, including the general conditions of contract and terms and conditions of the specific contract, and all other documents included or referred to in this RFP; * review the RFP to ensure that they have a complete copy of all documents; * obtain through the [Quantum](http://supplier.quantum.partneragencies.org/) system and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry; * verify all relevant representations, statements, and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site Inspection or any discussion with UN Women, its employees or personnel; * attend any pre-proposal conference or a site inspection if it is mandatory under this RFP; * fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the provision of the goods/services/works; and * form their own assessment of the nature and extent of the services required as included in the Terms of Reference and other relevant documents, and properly account for all requirements in their proposal.   Vendors acknowledge that they have not relied upon any information not included in this RFP, and that UN Women, its directors, employees, and personnel make no representations or warranties (express or implied) as to the accuracy or completeness of this RFP or any other information provided to the vendors. |
| **26. No Material Change(s) in Circumstances** | The vendor shall inform UN Women of any change(s) of circumstances arising during the RFP process, including but not limited to:   * a change affecting any declaration, accreditation, license or approval; * re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the vendor or its major sub-contractors; * a change to any information on which UN Women may rely in assessing proposals. |
| **27. Instruction for Proposal Submission** | The vendor shall submit a complete proposal electronically through the [Quantum](http://supplier.quantum.partneragencies.org/) system. The original Proposal Security, if required, must be sent via courier or hand-delivered, in addition to the electronic copy (as described under Article 18 – “Proposal Security/Bid Bond” above).  Electronic files that form part of the Proposal must be documents and forms in accordance with the format and requirements indicated in the RFP (use the templates provided, where applicable).  Documents related to the Technical and the Financial parts of the Proposal must be submitted in separate envelopes, named respectively the “Technical” and the “Commercial” (Financial). The Proposal shall be submitted through the “Negotiations” section of the “Supplier Portal” in the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system. The Proposal shall consist of the documents listed in the RFP.  Documents containing any information on the financial aspects of the Proposal MUST be attached only to the Commercial (Financial) Envelope. Failure to do so may result in disqualification.  The proposal shall be signed by the vendor’s representative duly authorized to commit the proposal. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.  Vendors must be aware that the mere act of submission of a proposal, in and of itself, implies that the vendor fully accepts the UN Women General Conditions of Contracts and the terms and conditions of the specific contract. |
| **28. Deadline for Proposal Submission** | Complete proposals must be received by UN Women in the manner, and no later than the date and time, specified in this document and the RFP. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <http://www.timeanddate.com/worldclock/>. It shall be the sole responsibility of the vendors to ensure that their proposal is received by UN Women by the closing date and time. UN Women shall accept no responsibility for proposals that arrive late due to the courier company or any technical issues and shall only recognize the actual date and time that the proposal was received by UN Women. Any proposals received after the stipulated deadline will be rejected. |
| **29. Withdrawal, Substitution, and Modification of Proposals** | A vendor may withdraw, substitute or modify its proposal after it has been submitted at any time prior to the deadline for submission. In case of withdrawal, the vendor shall send a written notice to UN Women through the “Messages” functionality in [Quantum](http://supplier.quantum.partneragencies.org/), duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). In case of substitution or modification of the proposal, if any, the vendor shall resubmit their proposal in the [Quantum](http://supplier.quantum.partneragencies.org/) system. The substituted or modified proposal shall supersede the initial proposal.  It is the responsibility of the vendor to properly follow the portal instructions. Detailed instructions on how to cancel or modify a proposal directly in the portal are provided in relevant guidelines. However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UN Women for the entire proposal validity period, which may be extended.  Any samples submitted with respect to the RFP will be made available for collection by the vendor that submitted it within 15 days of notification of the outcome of the solicitation by UN Women. Otherwise, UN Women shall have the right to discard such samples without further notice to the vendor. UN Women shall not be responsible to return any samples to the vendor at UN Women’s cost. |
| **30. Storage of Proposals** | Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the proposal opening date stated in the RFP. No responsibility shall be attached to UN Women for prematurely opening an improperly addressed and/or identified proposal. |
| **31. Proposal Opening** | There is no public proposal opening for RFPs. UN Women will open the proposals through the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system in accordance with its internal regulations, policies and procedures.  There will be separate proposal openings for technical and financial proposals. Vendor Proposals that include both Technical and Commercial (Financial) proposals together will be rejected. |
| **32. Late Proposals** | Late proposals are any submissions received after the deadline and will be rejected and automatically disqualified from consideration.  It will be the vendor’s responsibility to collect any hard copies of any documents or samples if submitted with their proposals within a specified period of business days if they wish to do so. UN Women may dispose of such documents or samples not collected after a specified period. |
| **33. Confidentiality** | Information relating to the examination, evaluation, comparison and post-qualification of proposals, and the recommendation of contract award, shall be treated as strictly confidential and shall not be disclosed to vendors or any other persons not officially concerned with such process, even after publication of the contract award, except as otherwise set out herein.  Any effort by a vendor or anyone on behalf of the vendor to influence UN Women in the examination, evaluation, and comparison of the proposals or contract award decisions; or any effort by a vendor or anyone on behalf of the vendor to obtain proprietary information from any sources, including UN Women personnel, other than using the [Quantum](https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/supplier.quantum.partneragencies.org) system, at UN Women’s decision, may result in the rejection of its proposal and may also subsequently be subject to the application of prevailing UN Women’s vendor sanctions procedures.  Notwithstanding this instruction, from the time of proposal opening to the time of Contract Award, if any Vendor wishes to contact UN Women on any matter related to the solicitation process, they should do so in writing through the [Quantum](http://supplier.quantum.partneragencies.org/) system. |
| **EVALUATION OF PROPOSALS** | |
| **34. Evaluation of Proposals** | UN Women shall evaluate a proposal using the methodologies and criteria defined in this RFP.  UN Women shall conduct the evaluation solely on the basis of the technical and commercial (financial) proposals, duly submitted.  Evaluation of proposals shall be undertaken in the following steps:   * Preliminary examination * Evaluation of minimum eligibility and qualification * Evaluation of technical proposals * Evaluation of financial proposals   The above steps are further explained below.  After completion of the evaluation, but prior to award, UN Women shall conduct a Post- qualification assessment of the vendor recommended for award (if pre-qualification was not done) as per Article 38 - “*Post-qualification*”. |
| **35. Preliminary Examination** | UN Women shall examine the proposals to determine whether they are: submitted before the deadline, complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage.  UN Women may reject any proposal during the preliminary examination which does not comply with the minimum requirements set out in this RFP, without further consultation with the vendor. |
| **36. Evaluation of Eligibility and Qualification** | Eligibility and qualification of the vendor will be evaluated against the minimum eligibility and qualification requirements specified in this RFP document and the Article 4 *-* “*Eligible vendors*”. |
| **37. Evaluation of Technical and Financial Proposals** | The evaluation committee shall review and evaluate the technical proposals based on their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and points system specified in the RFP. A proposal shall be rendered non- responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the RFP. When necessary, and if stated in the RFP, UN Women may invite technically responsive vendor/s for a presentation related to their technical proposals.  In the next stage, only the financial proposals of those vendors who achieve the minimum technical score will be opened for evaluation.  The evaluation method that applies for this RFP shall be as indicated in the RFP, which may be either of two (2) possible methods, as follows: (a) the combined scoring method which will be based on a combination of the technical and financial score, or (b) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive vendors;  When the RFP specifies a cumulative (composite) scoring method, the formula for the rating of the proposals will be as follows:  The maximum number of points assigned to the financial proposal is allocated to the lowest- priced proposal. All other price proposals receive points in inverse proportion.  The formula is as follows:  p = y (μ/z)  Where:  p = points for the financial proposal being evaluated  y = maximum number of points for the financial proposal  μ = price of the lowest-priced proposal  z = price of the proposal being evaluated  The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers the best value for money. |
| **38. Post-qualification** | UN Women reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity/authenticity of the information provided by the vendor.  Such exercise shall be fully documented and may include, but is not limited to, all or any combination of the following:   1. Verification of accuracy, correctness, and authenticity of the information provided by the vendor; 2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation committee; 3. Inquiry and reference checking with Government entities with jurisdiction on the vendor, or with previous clients, or any other entity that may have done business with the vendor; 4. Inquiry and reference checking with previous clients on the performance of on- going or completed contracts, including physical inspections of previous works, as deemed necessary; 5. Physical inspection of the vendor’s offices, branches or other places where business   transpires, with or without notice to the vendor;   1. Other means that UN Women may deem appropriate, at any stage within the selection process, prior to awarding the contract.   After completion of the evaluation but prior to award, UN Women may carry out audits of the vendor’s accounting records and financial statements and conduct background checks/due diligence on the vendor recommended for award, to confirm the vendor meets the criteria set forth in the RFP or as appropriate to the nature of the procurement process. UN Women may reject a vendor on the basis of such findings.  Vendor shall permit UN Women representatives to access their facilities at any reasonable time to inspect the vendor’s premises. |
| **39. Clarification of Proposals without material deviation** | To assist in the examination, evaluation and comparison of proposals, UN Women may, at its discretion, ask the vendor for clarification of its proposal (without material deviation, reservation, or omission). The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted. UN Women may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.  Any unsolicited clarification submitted by a vendor with respect to its proposal which is not a response to a request by UN Women, shall not be considered during the review and evaluation of the proposals.  Clarification requests do not signify an intent to award to that vendor. Proposals may still be rejected after clarifications are received if the information is not sufficient for technical requirements or pricing data. |
| **40. Responsiveness of Proposal** | UN Women’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself without recourse to extrinsic evidence. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR, and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:   1. affects in any substantial way the scope, quality, or performance of the services specified in the contract; or 2. limits in any substantial way, inconsistent with the solicitation documents, UN Women’s rights or the vendor’s obligations under the contract; or 3. if rectified would unfairly affect the competitive position of other vendors presenting substantially responsive proposals.   If a proposal is not substantially responsive, it shall be rejected by UN Women and may not subsequently be made responsive by the vendor by correction of the material deviation, reservation, or omission. |
| **41. Nonconformities, Reparable Errors and Omission** | Provided that a proposal is substantially responsive, UN Women may waive any non- conformities or omissions in the proposal that, in the opinion of UN Women, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other vendors.  Provided that a proposal is substantially responsive, UN Women may request the vendor to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the vendor to comply with the request may result in the rejection of its proposal. |
| **AWARD OF CONTRACT** | |
| **43. Award Criteria** | Prior to the expiration of the proposal validity, UN Women shall make every effort to award the contract to the qualified vendor based on the award criteria indicated in the RFP. When making the award decision, and other stages of procurement, due consideration will be given to the general principles of UN Women procurement. UN Women reserves the right to conduct negotiations with the vendor recommended for award on the content of their proposal.  The contract may be awarded for one or more lots/items at the discretion of UN Women.  It is UN Women’s intention to issue the contract as presented in the RFP. Therefore, vendors should ensure any due diligence regarding the legal review and ability to comply with general conditions of contract and terms and conditions of the specific contract is undertaken prior to the submission of the proposal. Submission of a proposal will be confirmation of accepting UN Women general conditions of contract and terms and conditions of the specific contract. |
| **44. Right to Vary Requirement at the Time of the Award** | At the time the contract is awarded, UN Women reserves the right to increase or decrease the quantity of services originally specified in the Terms of Reference, by up to a maximum twenty- five percent (25%), provided this does not exceed the percentages specified in the RFP and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document. If there is any restriction associated with the quantity, the vendor must clearly state such restrictions and any price variation in their financial offer. |
| **45. Notification of Award** | Prior to the expiration of the period of proposal validity, UN Women will notify the successful vendor in writing by email, fax, or post, that its proposal has been accepted.  After the award process is concluded and the decision is made, UN Women will share with the winning vendor(s) the finalized contract. Within ten (10) calendar days of receipt of the contract from UN Women, the successful vendor(s) shall sign, date and return the signed contract to UN Women.  Failure to sign and return the contract as instructed allows UN Women to annul the award, reject the offer and launch a new solicitation process or proceed to select other vendor(s). Failure may also result in the forfeit of the proposal security (if any). UN Women further reserves the right to suspend, debar, sanction successful vendor(s) from doing any business with UN Women and any other UN Organization, Agency, Fund or Programme. |
| **46. Debriefing** | Normally, UN Women does not offer a detailed debrief to involved unsuccessful vendors on any tender exercise. In the event that a vendor is unsuccessful, and in case of high-value or highly complex contracts, the vendor may request a debriefing from UN Women and UN Women may, in its own discretion, offer a debriefing in writing. The purpose of the debriefing is to discuss the strengths and weaknesses of the vendor’s submission, in order to assist the vendor in improving its future proposals for UN Women procurement opportunities. The scope of such debriefing is upon UN Women to decide. The content of other proposals and how they compare to the vendor’s submission shall not be discussed. |
| **47. Publication of Contract Award** | Disclosure of awards will be made transparent to the general public through the publication of Notice of awards on the [UN Women website](file:///C:/Users/ASkuk/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/P6A224TP/unwomen.org) and/or [UNGM](file:///C:/Users/ASkuk/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/P6A224TP/ungm.org), for awards valued at USD 100,000 and above. The information posted will contain the following:   * Name of the contractor (unless for security reasons, and based on the request of the contractor it is not disclosed); * Beneficiary Country; * Contract amount in USD; * A general description of the contract |
| **48. Performance Security** | The successful Vendor, if so specified in the RFP shall furnish a Performance Security in the amount and form specified therein, within the specified number of days after receipt of the Contract from UN Women. Banks issuing performance securities must be acceptable to UN Women, i.e. banks certified by the central bank of the country to operate as a commercial bank. UN Women shall promptly discharge the proposal securities of the unsuccessful vendors pursuant to the Article 18 - “Proposal security/Bid Bond”. The format of the Performance Security is publicly available on the UN Women website.  Failure of the successful vendor to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event, UN Women may award the contract to the next ranked vendor or cancel the solicitation process. |
| **49. Payment terms and Bank Guarantee for Advance Payment** | UN Women shall affect payment to the vendor within 30 days after satisfactory receipt of the goods/services and upon submission of payment documentation and acceptance of the documentation by UN Women, unless otherwise stated in the RFP. Payment will be affected by bank transfer in the currency of contract.  Except when the interests of UN Women so require, it is UN Women’s standard practice not to make any advance payment(s) (i.e., payments without having received any outputs). Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment must be justified and documented in the Financial Proposal. The justification must explain the need for the advance payment, itemize the amount requested, and provide a time-schedule for utilization of the requested advance payment amount.  A vendor shall not be permitted to request advance payment at a later stage if s/he fails to apply for advance payment in accordance with the provisions above.  If the request for an advance payment is approved and the advance payment is allowed, UN Women shall require the vendor to submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to UN Women, i.e., banks certified by the central bank of the country to operate as a commercial bank. |
| **50. Contract Management, Liquidated Damages and Warranties** | UN Women will continuously monitor contractors’ performance during the contract-life and will conduct performance evaluation based on Key Performance Indicators (KPIs) or Service Level Agreements (SLA).  If specified in the RFP, UN Women shall apply Liquidated Damages for the damages and/or risks caused to UN Women resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order. |
| **51. Proposal Protest** | UN Women’s [vendor protest procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides an opportunity for appeal to vendors who believe that they have been unjustly treated in connection with this RFP. The vendor protest procedure is available online and accessible from this link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>, which provides further details regarding UN Women’s vendor protest procedures.  Vendors, their affiliates, subsidiaries, agents, intermediaries, and principals must cooperate with the Internal Audit Service (IAS) of UN Women’s Independent Evaluation and Audit Services 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 Vendor; as well as the 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 vendor from UN Women’s list of registered suppliers. |
| **52. Inter-Agency Applicability** | In the event of UN Women signing a Long-Term Agreement (LTA), any UN Women business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Office, as well as any United Nations entity, may benefit from the retainer and order Goods and/or Services from the Contracted Vendor, unless otherwise stated in the RFP. |
| **53. Gender-Responsive and Sustainable Procurement** | In support of UN Women’s mandates, proposals from eligible women-owned businesses (a legal entity that is more than 51% owned, managed and controlled by one or more women) are encouraged.  In the case where more than one fully responsive offers receive the same score, which is the highest combined score for technical and financial proposals, UN Women will award the contract to the entity that is women-owned. If more than one company is women-owned, UN Women will request the Best and Final Offer (BAFO) from all those which are women-owned entities. In the case none of the highest-ranking offers are women-owned, UN Women will request BAFO from all those who received identical score, which is the highest combined score for technical and financial proposals.  UN Women expects all vendors in the areas of, including but not limited to, transportation, facilities and meeting venues, to include disability considerations for the services to be accessible for all, where applicable. |

# SECTION 3. INFORMATION SHEET

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| **Title of requirement** | **National company/organization to strengthen media professionals' capacities in producing gender and conflict-sensitive media products to contribute to dialogue, social cohesion, and peace on both banks of Nistru river.** |
| **Deadline for Submitting Clarification Questions** | 3 days before deadline for responses. |
| **Offer Validity Period** | 90 business days |
| **Value Added Tax on Proceed Quotation[[7]](#footnote-8)** | Must be exclusive of VAT and other applicable indirect taxes |
| **Pre-Proposal Conference:** | Optional |
| [Proposal Security](https://www.unwomen.org/en/about-us/procurement) | Not Required |
| [Performance Security](https://www.unwomen.org/en/about-us/procurement) | Not Required |
| **Liquidated Damages** | Will not be imposed |
| **Partial Proposals (Require Full Quantity)** | Submitting proposals for parts or sub-parts of the ToR is not allowed. |
| **Alternative Proposals (Allow Multiple Responses)** | Shall not be considered. |
| **Site Inspection** | A site inspection will not be held. |
| **Contract award to one or more vendor** | UN Women will award a contract to:  One Proposer Only. |
| **Method of Evaluation**  *(RFP - Two-envelope system)* | Cumulative Analysis |
| **Technical Proposal** *(points)* | 700  *(Default – 700 points)* |
| **Pass Score** | 70%  *(490 of 700 points)* |
| **Financial Proposal** *(points) - for cumulative analysis method only* | 300  *(Default – 300 points)* |
| **Financial Weighting** *(%) – for cumulative analysis method only* | *30%* |
| **Type of contract award (or Outcome of the process)** | Contract Order |
| **Other information related to the RFP** | Not applicable |

# SECTION 4. TERMS OF REFERENCE

**Terms of Reference**

**National company/organization to strengthen capacities of media professionals from both banks of the Nistru river on Gender and Conflict-sensitive reporting**

|  |  |
| --- | --- |
| **Location:** | Chisinau, Republic of Moldova |
| **Issue date:** | Mai 2023 |
| **Languages required:** | Romanian, Russian, English |
| **Application deadline:** | 29 May 2023, 23:00, Chisinau local time |
| **Starting date:** | June 2023 |
| **Duration of the implementation:** | Up to 12 months |
| **Project:** | "Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova " 00133100 |
| **Purpose of the activity:** | Empowerment of Moldovan new and traditional media ecosystem in producing evidence-based, human rights, gender, and conflict-sensitive media products to challenge gender stereotypes, to contribute to dialogue, social cohesion, and peace. |

**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.

The work of UN Women in Moldova is guided by its new Country Strategic Note 2023-2027, aligned with the UN Sustainable Development Cooperation Framework for Moldova (2023-2027), [UN Women Global  Strategic Plan](https://www.unwomen.org/en/digital-library/publications/2021/09/un-women-strategic-plan-2022-2025), National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women’s Leadership and Governance; 3) Women’s Economic Empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on Gender equality.

All over the world, UN Women works to promote peace by supporting women of all backgrounds and ages to participate in processes to prevent conflict and build and sustain peace. UN Women supports women’s full and equal representation and participation in all levels of peace processes and security efforts. UN Women’s work on women, peace, and security is guided by 10 UN Security Council resolutions—[1325](https://undocs.org/en/S/RES/1325(2000)),  [1820](https://undocs.org/en/S/RES/1820(2008)),  [1888](https://undocs.org/en/S/RES/1888(2009)),  [1889](https://undocs.org/en/S/RES/1889(2009)),  [1960](https://undocs.org/en/S/RES/1960(2010)),  [2106](https://undocs.org/en/S/RES/2106(2013)),  [2122](https://undocs.org/en/S/RES/2122(2013)),  [2242](https://undocs.org/en/S/RES/2242(2015)),  [2467](https://undocs.org/en/S/RES/2467(2019)), and [2493](https://undocs.org/en/S/RES/2493(2019)) and is bolstered by a number of [related normative frameworks](https://www.unwomen.org/en/what-we-do/peace-and-security/global-norms-and-standards), which make up the broader women, peace, and security (WPS) agenda. UN Women leads on implementing the WPS agenda through research initiatives, data collection, learning exchanges, and documentation of good practices to inform policy and programming.

The Republic of Moldova is a country with a wide ethnic diversity, with rich cultural and linguistic backgrounds. However, that very diversity is also a reason for significant differences in geo-political preferences and visions regarding which development vector to follow. Another challenge in the settlement process, which inhibits the interaction between individuals and communities from the opposite banks of Nistru river resulting from the thirty years of protracted conflict.

The overall social cohesion within the different groups of the Moldovan population living on the right bank, left bank, in the Security Zone is fragile, according to the United Nations Social Cohesion and Reconciliation Index in Moldova (SCORE), whereas already existent divisions became even more deeply pronounced with the outbreak of the war in Ukraine in February 2022. Women from both banks of Nistru river, especially the left bank, are underrepresented in the decision-making structures, including in formal conflict resolution process and, where present, mainly focused on 'feminized' areas of activity such as education, healthcare, social protection and humanitarian aid. Traditional, patriarchal culture that shapes the women’s role dominates, especially on the left bank of Nistru river community, which remains isolated and has little exposure to sustainable development processes. The most recent Gender Barometer[[8]](#footnote-9) organized on the left bank of Nistru river confirmed that girls and boys are educated differently, following a patriarchal pattern which negatively impacts the full and meaningful participation of women’s role in political and peace processes. More specifically, the current value system leans toward setting up a victim profile of women more than the profile of women as agents of peace. There is little understanding of gender equality principles or gender-based violence on the left bank of the Nistru river, which make the women more vulnerable to human security threats.

Traditional and new media outlets contribute significantly to promoting social inclusion and community engagement in Moldova. In practice, media development often faces obstacles in the form of insufficient professional preparedness and technical skills, a lack of financial resources and equipment, fragmented legal framework, professionals’ risks and insecurity, other limitations, that can serve as a reason of their reluctance of involvement in delivering peace-driven community projects or initiatives, advancing the Women Peace and Security agenda.

Under the Peacebuilding Fund, UN Women, jointly with OHCHR and UNDP, is implementing a two-years project “Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova” (hereinafter – PBF project) on both banks of the Nistru river. The project seeks to facilitate an enabling environment for improved cross-river cooperation, reduced social tensions and the continuation of the fragile Transnistrian region settlement process in the context of growing regional and domestic geopolitical tensions exacerbated by the war in Ukraine, through the advancement of, and cross-river collaboration on human rights, Women, Peace and Security agenda, and the promotion of equal access to services and through ensuring early intervention to prevent deepening divisions between the populations on either side of the conflict divide which are currently being affected by highly divisive narratives and dis/misinformation.

UN Women collaborates closely with the media as a key ally in advancing women’s rights, facilitates in-depth media coverage of women’s rights issues continuously, undertakes and supports [research](http://seejane.org/wp-content/uploads/full-study-gender-disparity-in-family-films-v2.pdf) on the portrayal of women in news, media as well as the entertainment industry, and analyzes codes of conduct used by journalists and media organizations across the world. Since 2010 UN Women in Moldova works at the intersection between gender equality and media to raise awareness among media stakeholders, including through advocacy, specialized workshops and toolkits on Gender-sensitive reporting. [[9]](#footnote-10) Although much has changed since then, including the Law on Ensuring Equal Opportunities[[10]](#footnote-11) and the sanctions mechanisms for discrimination in place, this does not automatically lead to a mind-shift and cannot convince all people to counter and eradicate gender stereotypes. For example, a clear gender imbalance prevails between the main presenters and protagonists of audiovisual programs on the topics of politics, security, and peace processes in Moldova. In specific, these television programs more often suppose exclusively men's presence. This rooted pattern ultimately echoes the general picture of the under-presence of women in peace processes, and what is more, it favors the dynamics to remain unchangeable.

The media can serve as an effective platform to contribute to the mitigation of tensions and conflicts in communities especially when the media workers/journalists are informed and knowledgeable about Gender and Conflict-sensitive reporting, self-safety rules and peace journalism issues, which suggests how to frame events carefully, including how to cover [women portrayal in conflict and peacebuilding](https://www.unwomen.org/en/news/stories/2019/10/compilation-the-power-of-women-peacebuilders) settings, create an atmosphere conducive and supportive of peace initiatives and peacebuilding, without relinquish the basic principles of qualitative journalism.

The PBF project aims to facilitate creation of media professional networks by delivering trainings on Gender and Conflict-sensitive reporting and supporting media initiatives that address key drivers of conflict and insecurity in local communities and the country at large.

It is imperative for media professionals, regardless of political tensions, to be sensitized on the importance of reporting in a well-researched, factual, and non-biased way, to respect gender balance, avoid gender stereotypes and narrow perspectives on the root-causes of conflict.

**Scope of work**

Through this Call for Proposal, UN Women within the Peacebuilding Fund’s project aims to contract a company/organization or a consortium of companies/organizations (hereinafter “the contractor”), that will conceptualize and implement an innovative capacity building program, strengthening traditional and non-traditional media outlets through institutional development, providing trainings on Gender and Conflict-sensitive reporting, and will build networks for joint creation and experience sharing among journalists, editors, producers, and other media professionals from both banks of the Nistru river.

Activities should challenge gender stereotypes and discrimination in reporting in general and around the conflict and broader peacebuilding context, in specific (i.e. view of women as victims of conflict, rather than agents of peace) and build the capacity of media professionals to report in a well-researched, factual, and non-biased way to avoid narrow perspectives on the root-causes of conflict.

Under the overall guidance of the Programme Officer on Women, Peace and Security and Programme Analyst on Women in Leadership and Governance (WILG), and under the direct supervision of the Project Officer on Gender Equality in Peacebuilding, the selected company/organization will be responsible for the delivery of the following tasks:

**Task 1:** Elaborate a methodology and work plan containing specific activities and indicating corresponding team members responsible for each activity. Define the methodology and criteria for the selection of participants for the activities envisaged, taking into account the recommended requirement that at least 50% of beneficiaries are women and at least 40% of total number are young people (18-35 years old).

**Task 2:** Organize a series of trainings (at least 3 two-days in-person trainings) for media practitioners from both banks of the Nistru river (traditional outlets – newspapers, radio, TV and new: bloggers, reporters, social media activists, influencers, as well as PR professionals, editors, photographers, camera operators etc.) on Gender and Conflict-sensitive reporting, covering at least 50 media professionals.

*Note: This cycle of training activities is targeting 50 media professionals from both banks of the Nistru river and is expected to contribute to the strengthening of the professionalism of beneficiaries on non-stereotyped reporting, fighting prejudices, and gendered misinformation.*

**Task 3:** Develop at least 2 practical tools, knowledge products (guides, codes of conduct, recommendations, checklist, infographics, etc.) on Gender and Conflict-sensitive reporting.

The tools and knowledge products should contain both, general considerations of reporting in conflict settings and Transnistrian settlement process-specific context recommendations, including the right usage of conflict-sensitive terminology, and gender-sensitive language. These materials aim to increase media professionals’ literacy, support them in contributing to eliminating existing divisive narratives and providing solutions for inclusive peace and should be presented during the training sessions, encouraging participants to use them in addressing gender imbalances and gaps in conflict settings reporting.

**Task 4:** Organize a competitionfor media CSOs/portals (concept, procedure, application forms, etc. agreed upon with the UN Women project team) to strengthen their ability to engage in peacebuilding efforts from human security and gender perspective, by providing to winners (up to 4 media CSOs) institutional support, directed, but not limited to:

* Developing and adapting of gender-sensitive internal policies and integrate gender equality in their internal structures strategies;
* Strengthening the professional capacities of the staff of the organization;
* Updating of media formats and techniques to stay afloat and ensure the sustainability of media CSOsdespite the many disruptive effects of technology, proliferation of social media, and rise of the internet.
* Media professionals’ security awareness raising along with security equipment assistance (e.g. GPS trackers, surveillance cameras, secured web domains, antivirus software, etc.).

*Note: Traditional media outlets and new ones from both banks of the Nistru river should be involved, on equal footing, ensuring in this way continuity, inclusiveness, and consistency of development efforts.*

**Task 5:** Support 7 joint initiatives between media outlets on both banks (creation of joint media products, video testimonials, human stories, short documentary films, other approaches and ideas performed in an innovative way about social problems caused by the conflict, its influence on women and girls, and/or the visions on women’s agency in building and sustaining peace).

*Note: In these joint initiatives, the participants in the capacity building activities and beneficiaries of institutional support should be primarily targeted. It can be undertaken as a final assignment to practice newly acquired knowledge and skills in Gender and Conflict-sensitive reporting.*

**Task 6:** Organize a competition for media professionals (concept, procedure, application forms, selection criteria etc. agreed with UN Women project Team) to highlight their efforts and contribution in peacebuilding.

*Note: The materials produced in course of the abovementioned activity (Task 5) as well as other thematically related materials can be submitted for participation in this competition by every interested media professional from both banks of the Nistru river. An independent panel of judges will review the submissions and select the winners.*

**Task 7:** Organize 2 confidence-building/exchange/dialogue events (one-day each, in person, up to 50 participants from both banks of the Nistru river) on the role of the media in fostering social cohesion and peacebuilding processes from human rights and gender perspectives.

*Note: The first dialogue event should serve as a forum for the building of professional networks and future collaborations, exchange of views and experience sharing among media professionals from both banks of the Nistru river. At the final of the second dialogue event, media professionals from both banks of the Nistru river, who won the competition, should be awarded for their contribution to peacebuilding with merit trophies/certificates (to be created in coordination with UN Women Communications Consultant and agreed upon with the project team). During the dialogue events, the relevant visual materials, including those produced in the course of this programme, should be presented with follow-up discussions.*

The contractor will ensure the visibility of the program, adhering to the UN Women Rules and procedures as well as donor’s requirements, and websites, create content (video, visual, text), highlighting carried out events, and the results achieved, using storytelling techniques, promoting good practices and role models, participants’ bright experiences, and feedback.

The contractor will elaborate and submit periodic reports by deliverables, with supporting materials attached (list of participants, agendas, evaluation forms, etc.) on the assignment conducted, including lessons learned, and recommendations regarding the future course of action.

**Methods and Process**

The selected organization/company is expected to use a combination of techniques and tools, innovative approaches, including qualitative and quantitative instruments for effective implementation of the activities.

The entity shall apply a participatory, inclusive, and transparent approach during the assignment, making sure no one is left behind and ensuring the interventions are locally tailored.

The company/organization must ensure that the assignment can be delivered notwithstanding the epidemiological or security situations, or other unexpected circumstances, proposing in this sense a methodology/set of tools that can be implemented both online and offline.

**Deliverables and Timeframe**

During the implementation of this assignment, the selected entity shall be responsible for the delivery of the following outputs, comprised by the following main milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverables** | **Task Due Date** | **Instalments** |
| 1. | Concept and Detailed Working Plan, containing specific activities and corresponding team members responsible for each activity. | 26 June 2023 | 1st instalment |
| 2. | **Report on activities implemented:**  First dialogue event (up to 50 participants).  First training on Gender and Conflict-sensitive reporting conducted.  At least 1 practical tool developed. | 15 September 2023 | 2nd installment |
| 3. | **Report on activities implemented:**  Second training on Gender and Conflict-sensitive reporting conducted.  Institutional development support for 4 media CSOs provided.  At least 1 practical tool developed. | 22 January 2024 | 3rd installment |
| 4. | **Report on activities implemented:**  Third training on Gender and Conflict-sensitive reporting conducted.  7 joint media initiatives between media outlets on both banks developed and a competition for media professionals organized. | 22 April 2024 | 4th installment |
| 5. | **Final report** on the second dialogue (sum-up) event and entire assignment conducted, including lessons learned, recommendations regarding future similar programmes. | 5 June 2024 | 5th installment |
| **Total** | | 100% | |

All deliverables (concept, workplan, reports) should be agreed with the UN Women Project Team and be provided in English, in electronic copy (Word and PDF versions), being signed and stamped. Training materials, project proposals and other supporting materials will be delivered in Romanian and/or Russian.

**Management Arrangements:**

**Organizational Setting**

The Company will work under direct supervision of the Project Officer on Gender Equality in Peacebuilding, and overall guidance of the Programme Officer on Women, Peace and Security and Programme Analyst on Women in Leadership and Governance (WILG). The selected company/organization is expected to provide highly qualified specialists for this specific assignment, with appropriate skills and expertise. UN Women within PBF Project will provide all the necessary materials and background information for a better understanding of the context and for the successful fulfilment of the assignment.

**Duration of the work:**

It is expected that the company shall begin the assignment in June 2023 with work being completed by the end of June 2024, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section. UN Women PBF Project Team will require at least three (3) days to review the outputs, provide comments, approve, and certify acceptance of deliverables.

**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:**

In case of transportation costs, the company should envisage them in the submitted financial offer. The company/organization will also be responsible for all administrative and logistic issues associated with undertaking this assignment (accommodation for participants/experts, venue booking, catering, translations, transportation etc.).

**Performance evaluation:**

The Contractor’s performance will be evaluated against such criteria as: timeliness, responsiveness to local needs, responsibility, initiative, communication, accuracy, and quality of the products delivered.

**Financial arrangements:**

Payment will be disbursed in up to 5 instalments, upon submission of specific deliverables under the TOR and certification by the Project Officer on Gender Equality in Peacebuilding that the services have been satisfactorily performed.

**Communication and Reporting Obligations**

The company is expected to report and coordinate regularly with the PBF Project on the progress of the completion of the deliverables. The proposer is also expected to inform UN Women Project Team in written form about any unforeseen challenges or risks that might occur during the duration of the assignment.

**Requirements to company/CSO**

* Officially registered legal entity with full capacity to act in the Republic of Moldova;
* At least 2 years of experience in providing trainings to journalists, media professionals;
* At least 2 years of experience in media production;
* Experience implementing projects/initiatives/campaigns on social cohesion and/or peacebuilding from a gender/human rights perspective would be an asset;
* Proven experience with the UN or other international organizations would be considered as an asset;
* Full acceptance of the Contract General Terms and Conditions.

**Requirements to the Task Team of the Company/CSO**

The organization of the task team is of ultimate importance. The task team shall include one team leader and several qualified team members. The required experience of the project team shall be explicitly described in their CVs and shall include the following requirements:

**Team leader (project coordinator)**

* Bachelor's degree in journalism, law, sociology, human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment;
* At least 3 years of proven experience in managing journalism schools or other entities for adults’ education;
* At least 3 years of experience in the area of media and communications;
* Experience with UN Agencies and/or other international development organizations is considered an asset;
* Fluency in Romanian and Russian. Working knowledge of English will be considered and asset.

Qualified team member in Human Rights based Approach, Gender Equality perspective in Human Security/Peacebuilding

* Bachelor's degree in law, human rights, sociology, gender studies, development studies and/or other social science related areas relevant for the assignment;
* At least 2 years of experience in promoting human rights and/or gender equality, including through leadership, capacity building programmes involving various groups of professionals;
* At least 2 years of proven experience in conducting gender analysis, gender research, gender assessment, revision and/or development of knowledge products, regulatory/policy papers on gender equality or women’s empowerment, human security, peace processes (examples of work provided);
* Proven experience in implementation of projects and/or initiatives promoting social cohesion, local development, active citizenship and/or political participation will be considered an asset;
* Fluency in Romanian and Russian.

**Qualified team member in Journalism/ public relations/communication**

* Bachelor's degree in Journalism, public relations and/or Communications Studies;
* Experience and/or certifications in emerging technologies for journalists will be an asset;
* At least 1 programme/initiative in journalistic research/investigation/reporting/raising awareness on human rights, human security and/or gender equality issues within traditional and/or new media outlets;
* Proven experience in reporting in conflict affected environment will be an asset;
* Fluency in Romanian and Russian.

**Qualified team member-Procurement Officer**

* Bachelor's degree in economy studies;
* At least 2 years of experience of the analyzing the market, collecting commercial offers for goods/services, selecting the best option based on value-for-money;
* Experience in organizing events, assuring all logistical aspects, venue booking, transportation, translation, catering, etc.
* Fluency in Romanian and Russian.

**Values and Competencies**

*Core Values:*

* Integrity;
* Professionalism;
* Cultural sensitivity and respect for diversity;
* Gender sensitiveness and empathy towards women’s rights issues;
* Respect for UN principles.

*Core Competencies:*

* Communication;
* Planning and Organizing;
* Organizational Awareness;
* Team working ability;
* Accountability**;**
* Leadership;

The Team Leader will oversee the coordination and administrative tasks of the assignment and will be responsible for contacting and informing PBF Project Team regarding all aspects related to the execution of the contract. The Team Leader shall provide PBF Project Communication Officer with regular updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables and making sure that they are in line with objectives set for this contract.

# SECTION 5. EVALUATION CRITERIA AND METHODOLOGY

**Preliminary Examination Criteria**

Criteria in this section will be evaluated on a Pass/Fail basis and checked during Preliminary Examination. Failure to meet these criteria may lead to disqualification.

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance** |
| Completeness of the Proposal | All information and documentation requested in Instructions to Vendor have been provided and are complete |
| Vendor accepts UN Women General Conditions of Contract. In the event of a Contract, the standard UN Women General Conditions of Contract (GCC) for Goods and Services will apply, and any other terms and conditions outlined in this RFP. | Proposal Submission Form |
| Vendor accepts Proposal Validity for this RFP | Proposal Submission Form |
| The offer is submitted by an authorizing party | Proposal Submission Form |

**Minimum Eligibility and Qualification Criteria**

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

|  |  |
| --- | --- |
| **Eligibility Criteria** | **Documents to establish compliance** |
| Vendor is a legally registered commercial entity[[11]](#footnote-12) | Proposer Information Form (Online Form) |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors. | Proposal Submission Form |
| No conflicts of interest in accordance with Instructions to Vendors. | Proposal Submission Form |
| The Vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future | Proposal Submission Form |

|  |  |
| --- | --- |
| **Qualification Criteria** | **Documents to establish compliance** |
| Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years. | Eligibility and Qualification Form |
| Previous Experience of the organization: |  |
| **Company/CSO**   * Officially registered legal entity with full capacity to act in the Republic of Moldova; * At least 2 years of experience in providing trainings to journalists, media professionals; * At least 2 years of experience in media production; * Full acceptance of the Contract General Terms and Conditions. | Eligibility and Qualification Form |
| **Team leader (project coordinator)**   * Bachelor's degree in journalism, law, sociology, human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment; * At least 3 years of proven experience in managing journalism schools or other entities for adults’ education; * At least 3 years of experience in the area of media and communications; * Fluency in Romanian and Russian. Working knowledge of English will be considered and asset. | Eligibility and Qualification Form |
| Qualified team member in Human Rights based Approach, Gender Equality perspective in Human Security/Peacebuilding   * Bachelor's degree in law, human rights, sociology, gender studies, development studies and/or other social science related areas relevant for the assignment; * At least 2 years of experience in promoting human rights and/or gender equality, including through leadership, capacity building programmes involving various groups of professionals; * At least 2 years of proven experience in conducting gender analysis, gender research, gender assessment, revision and/or development of knowledge products, regulatory/policy papers on gender equality or women’s empowerment, human security, peace processes (examples of work provided); * Fluency in Romanian and Russian. | Eligibility and Qualification Form |
| Qualified team member in Journalism/ public relations/communication   * Bachelor's degree in Journalism, public relations and/or Communications Studies; * At least 1 programme/initiative in journalistic research/investigation/reporting/raising awareness on human rights, human security and/or gender equality issues within traditional and/or new media outlets; * Fluency in Romanian and Russian. | Eligibility and Qualification Form |
| Qualified team member-Procurement Officer   * Bachelor's degree in economy studies; * At least 2 years of experience of the analyzing the market, collecting commercial offers for goods/services, selecting the best option based on value-for-money; * Experience in organizing events, assuring all logistical aspects, venue booking, transportation, translation, catering, etc. * Fluency in Romanian and Russian. | Eligibility and Qualification Form |
| Financial Standing: |  |
| Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Vendor must include balance sheets (audited or certified) in their Proposal covering the last three years. | Copy of financial statements for the last three years. / Eligibility and Qualification Form |

**Technical Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Summary of technical proposal evaluation sections** | | **Points obtainable** |
| 1. | Proposer’s qualification, capacity and experience | 200 |
| 2. | Proposed methodology, approach and implementation plan | 180 |
| 3. | Management structure and key personnel | 320 |
|  | **Total** | **700** |

|  |  |  |
| --- | --- | --- |
| **Section 1. Vendor’s qualification, capacity and experience** | | **Points** |
| 1.1 | **Reputation of organization and staff credibility / reliability / industry standing**  Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken in the area of expertise. | **30** |
| 1.2 | **General Organizational Capability**  The Organization/Company demonstrates that has already developed and provide similar activities, including:  a) performance (strength of project management support e.g. project management controls, experts network, key - resources, financial stability);  b) Experience with media outlets, particularly in promoting gender equality/ human rights / peacebuilding / social cohesion / youth engagement. | **30** |
| 1.3 | **Relevance of specialized knowledge and experience on similar engagements done in the region / country**  Offeror shall:  a) Provide information confirming relevance of:  - Specialized Knowledge  - Experience on Similar Programme / Projects  b) Describe the experience of the organization performing similar services or works.  c) Provide at least 3 references with the following information:  - Client  - Contract value  - Period of performance (from/to)  - Role in relation to undertaking the goods/services/works  - Reference Contact Details (Name, Phone, Email) |  |
| 1.3.1 | At least 2 years of experience in providing trainings to journalists, media professionals | 30 |
| 1.3.2 | At least 2 years of experience in media production | 30 |
| 1.3.3 | Experience implementing projects/initiatives/campaigns on social cohesion and/or peacebuilding from a gender/human rights perspective would be an asset | 30 |
| 1.3.4 | Proven experience with the UN or other international organizations would be considered as an asset | 10 |
| 1.4 | **Quality assurance procedures, risk and mitigation measures**  Offeror shall describe the potential risks for the performance of the Terms of Reference that may impact achievement and timely completion of expected results as well as their quality, measures that will be put in place to mitigate these risks and ensure quality assurance (especially in light of the COVID-19 pandemic or the unstable situation in the region).  Provide certificate (s) for accreditation of processes, policy e.g. ISO etc. | 40 |
| **Total Points for Section 1** | | 200 |
| **Section 2. Proposed methodology approach and implementation plan** | | **Points** |
| 2.1 | **Analysis Approach, Methodology**  Offeror shall:  a) Provide in sufficient detail a description of the organization’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference;  b) Explain the organization’s understanding of Gender Equality, Women, Peace and Security, traditional and non-traditional media outlets, and Peacebuilding fields, as well as the UN Women’s needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered;  c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement. | 60 |
| 2.2 | **Management - timeline, deliverables and reporting**  Offeror shall provide a detailed description of how the management for the requested goods/services/works will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical and realistic. | 60 |
| 2.3 | **Sustainability-related approach to the service/work required**  Offeror shall:  Provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions, project environment and sustainability considerations. | 60 |
| **Total Points for Section 2** | | **180** |
| **Section 3. Management Structure and Key Personnel** | | **Points** |
| 3.1 | **Composition of the team**  The offeror shall:  a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.  b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.  c) For each of the key personnel provide the CV using the format provided | 30 |
| 3.1.1 | **Team leader (project coordinator)** | **100** |
| 3.1.1.1 | Bachelor's degree in journalism, law, sociology, human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment  *(10 pts for* Bachelor*’s degree, 5 pts for Master’s degree, 5 pts for additional certifications)* | 20 |
| 3.1.1.2 | At least 3 years of proven experience in managing journalism schools or other entities for adults’ education  *(3 years – 10 pts, each additional year – 5 pts up to 25 pts)* | 25 |
| 3.1.1.3 | At least 3 years of experience in the area of media and communications  *(3 years – 10 pts, additional years – 5 pts up to 25 pts)* | 25 |
| 3.1.1.4 | Experience with UN Agencies and/or other international development organizations is considered an asset  *(each assignment – 5 pct, up to a maximum of 15 pts)* | 15 |
| 3.1.1.5 | Fluency in Romanian and Russian. Working knowledge of English will be considered and asset  *(Romanian – 5 pts, Russian – 5 pts, English – 5 pts)* | 15 |
| 3.1.2 | **Qualified team member in Human Rights based Approach, Gender Equality perspective in Human Security/Peacebuilding** | 65 |
| 3.1.2.1 | Bachelor's degree in law, human rights, sociology, gender studies, development studies and/or other social science related areas relevant for the assignment  *(10 pts for Bachelor’s degree, 5 pts for Master’s degree)* | 15 |
| 3.1.2.2 | At least 2 years of experience in promoting human rights and/or gender equality, including through leadership, capacity building programmes involving various groups of professionals  *(2 years – 10 pts, each additional year – 5 pts)* | 15 |
| 3.1.2.3 | At least 2 years of proven experience in conducting gender analysis, gender research, gender assessment, revision and/or development of knowledge products, regulatory/policy papers on gender equality or women’s empowerment, human security, peace processes (examples of work provided)  *(2 years – 10 pts, each additional year – 5 pts)* | 15 |
| 3.1.2.4 | Proven experience in implementation of projects and/or initiatives promoting social cohesion, local development, active citizenship and/or political participation will be considered an asset  *(each assignment – 5 pct, up to a maximum of 10 pts)* | 10 |
| 3.1.2.5 | Fluency in Romanian and Russian  *(Romanian – 5 pts, Russian – 5 pts)* | 10 |
| **3.1.3** | **Qualified team member in Journalism/ public relations/communication** | 55 |
| 3.1.3.1 | Bachelor's degree in Journalism, public relations and/or Communications Studies  *(10 pts for Bachelor’s degree, 5 pts for Master’s degree)* | 15 |
| 3.1.3.2 | Experience and/or certifications in emerging technologies for journalists will be an asset  *(Yes/No)* | 10 |
| 3.1.3.3 | At least 1 programme/initiative in journalistic research/investigation/reporting/raising awareness on human rights, human security and/or gender equality issues within traditional and/or new media outlets  *(each assignment – 5 pct, up to a maximum of 10 pts)* | 10 |
| 3.1.3.4 | Proven experience in reporting in conflict affected environment will be an asset  *(Yes/No)* | 10 |
| 3.1.3.5 | Fluency in Romanian and Russian  *(Romanian – 5 pts, Russian – 5 pts)* | 10 |
| **3.1.4.** | **Qualified team member-Procurement Officer** | 60 |
| 3.1.4.1 | Bachelor's degree in economy studies  *(10 pts for Bachelor’s degree, 5 pts for Master’s degree)* | 15 |
| 3.1.4.2 | At least 2 years of experience of the analyzing the market, collecting commercial offers for goods/services, selecting the best option based on value-for-money  *(2 years – 10 pts, each additional year – 5 pts)* | 15 |
| 3.1.4.3 | Experience in organizing events, assuring all logistical aspects, venue booking, transportation, translation, catering, etc  *(Yes/No)* | 20 |
| 3.1.4.4 | Fluency in Romanian and Russian.  *(Romanian – 5 pts, Russian – 5 pts)* | 10 |
| 3.2 | **Gender Profile**  The offeror shall provide information on the gender profile of the organization:  - Women-owned Business status – whether the entity is owned, controlled or managed by at least 51% women;  - Proportion of women in managerial position;  - Gender balance of the proposed project/team;  - Policies in place that contribute to gender equality;  - Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain;  - Gender parity policy in place;  - Commitment to the Women’s Empowerment Principles (www.weps.org/join) - if more than 10 employees;  - Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment in case of contract award - if less than 10 employees;  Good practices of gender-responsive companies can be found here: <https://www.weps.org/about> | 10 |
| **Total Points** for Section 3 | | 320 |
| **TOTAL POINTS** | | 700 |

*If there is any inconsistency between the eligibility, qualification and technical criteria stated in TOR and the Evaluation Criteria document, the criteria included in Evaluation Criteria shall prevail.*

**Evaluation Methodology**

**Methodology 1: Cumulative Analysis 700/300**

The proposal is selected on the basis of cumulative analysis; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points ("maximum number of points") which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 points

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows: p =y (µ/z)

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

µ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal. Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points for the technical proposal.

# FORM D: ELIGIBILITY AND QUALIFICATION FORM

***If JV/Consortium/Association, to be completed by each partner.***

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| No non-performing contracts during the last 3 years | | | |
| Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Proposers may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | Year | Currency | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio  (current assets/ current liabilities) |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;

Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

# FORM F: FORMAT OF FINANCIAL PROPOSAL

The vendor is required to prepare the Financial Proposal following the below format and submit it in an envelope **separate** from the Technical Proposal as indicated in the Instruction to Vendors. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Vendors. The Financial Proposal should align with the requirements of the Terms of Reference and the vendor’s Technical Proposal.

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Total Amount** |
| **Professional Fees (from Table 2)** |  |
| **Other Costs (from Table 3)** |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate (per hour /day /month)** | **No. of hours / days / months** | **Total Amount** |
| *A* | *B* | *C=A\*B* |
| Team leader |  |  |  |  |
| Team member/expert 1 |  |  |  |  |
| Team member/expert 2 |  |  |  |  |
| etc |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of Measure** | **Unit Price** | **Quantity** | **Total Amount** |
| [International flights] | Return trip |  |  |  |
| [Subsistence allowance] | Day |  |  |  |
| [Local transportation costs] | Lump sum |  |  |  |
| [Out-of-pocket expenses] |  |  |  |  |
| [Other costs (specify)] |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

**Table 4: Breakdown of Price per Deliverable / Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable / Activity description** | **Professional Fees (Table 2)** | **Other Costs**  **(Table 3)** | **Total** |
| **Concept and Detailed Working Plan** containing specific activities and corresponding team members responsible for each activity - submitted |  |  |  |
| **Report on activities implemented:**  First dialogue event (up to 50 participants).  First training on Gender and Conflict-sensitive reporting conducted.  At least 1 practical tool developed. |  |  |  |
| **Report on activities implemented:**  Second training on Gender and Conflict-sensitive reporting conducted.  Institutional development support for 4 media CSOs provided.  At least 1 practical tool developed. |  |  |  |
| **Report on activities implemented:**  Third training on Gender and Conflict-sensitive reporting conducted.  7 joint media initiatives between media outlets on both banks developed and a competition for media professionals organized. |  |  |  |
| **Final report** on the second dialogue (sum-up) event and entire assignment conducted, including lessons learned, recommendations regarding future similar programmes. |  |  |  |

# FORM G: JOINT VENTURE/CONSORTIUM/ASSOCIATION FORM

If the proposer is a group of legal entities that will form or have formed a joint venture, consortium/association at the time of the submission of the proposal, they shall confirm in their proposal that:

1. they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture, consortium/association jointly and severally, and this shall be duly evidenced by the respective entitled document among the legal entities, which shall be submitted along with the proposal; and
2. if they are awarded the contract, the contract shall be entered into, by and between UN Women and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, consortium/association. The composition or the constitution of the joint venture, consortium/association shall not be altered without the prior consent of UN Women.

After the proposal has been submitted to UN Women, the lead entity identified to represent the joint venture, consortium/association shall not be altered without the prior written consent of UN Women. Furthermore, neither the lead entity nor the member entities of the joint venture, consortium/association may submit another proposal, either in its own capacity; or as a lead entity or a member entity for another joint venture, consortium/association submitting another proposal.

The description of the organization of the joint venture, consortium/association must clearly define the expected role of each of the entity in the partnership in delivering the requirements of the RFP, both in the proposal and the joint venture, consortium/association. All entities that comprise the partnership shall be subject to the eligibility and qualification assessment by UN Women.

Where a joint venture, consortium/association is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

1. Those that were undertaken together by the joint venture, consortium/association; and
2. Those that were undertaken by the individual entities of the joint venture, consortium/association expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by persons working in an individual capacity but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture, consortium/association or those of its members, but should only be claimed by the individual themselves in their presentation of their individual credentials.

**(to be completed and returned with your technical proposal)**

|  |  |  |  |
| --- | --- | --- | --- |
| **JV / Consortium/ Association Information** | | | |
| **Name of leading** partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | | *[insert name, address, telephone/fax or cell number, and the e-mail address]* | |
| JV’s Party Legal Name: | | *[insert JV’s Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)* | |
| JV’s Party Country of Registration: | | *[insert JV’s Party country of registration]* | |
| JV’s Party Year of Registration: | | *[insert JV’s Part year of registration]* | |
| JV’s Party Legal Address in Country of Registration: | | *[insert JV’s Party legal address in country of registration]* | |
| **Consortium/Association’s names of each partner/authorized representative and contact information** | | | |
| Name of partner 1: |  | Name of partner 2: |  |
| Address : |  | Address : |  |
| Phone Number(s) : |  | Phone Number(s) : |  |
| Email Address(es) : |  | Email Address(es) : |  |
| Name of partner 3: |  | Name of partner 4: |  |
| Address : |  | Address : |  |
| Phone Number(s) : |  | Phone Number(s) : |  |
| Email Address(es) : |  | Email Address(es) : |  |
| **Consortium/Association** **Agreement** | | Attached are copies of original documents of:*[check the box(es) of the attached original documents]*  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 *(Eligible Bidders)*.  JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties | |
| Signatures of all partners/authorized representatives:  We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract. | | | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|  |  |  |
| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
| Nationality: | Date of birth: |
| Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
| Address of employer: | |
| Telephone: | Email: |
| Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarise professional experience over the past 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

# FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

I, the undersigned, hereby declare that I agree to participate exclusively with the vendor Click or tap here to enter text. in the above referenced contract. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this contract is awarded, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this contract.

Furthermore, should this contract be awarded, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other UN Women solicitation procedures and contracts and that the notification of award of contract to the vendor may be rendered null and void.

Name:

Title:

Date:

Signature:

1. Fraud: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation. [↑](#footnote-ref-2)
2. Corruption: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party. [↑](#footnote-ref-3)
3. Collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party. [↑](#footnote-ref-4)
4. Unethical practice: conduct or behavior that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UN Women. [↑](#footnote-ref-5)
5. Obstruction: acts or omissions by a Vendor that prevent or hinder UN Women from investigating instances of possible proscribed practices. [↑](#footnote-ref-6)
6. The terms “Proposal Security” and “Bid Bond” are used interchangeably and have the same meaning, see the Proposal/Bid Security Form, available online and accessible through this link: https://www.unwomen.org/en/about-us/procurement [↑](#footnote-ref-7)
7. The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices. [↑](#footnote-ref-8)
8. Gender Barometer on the left bank of the Nistru River during the period 4-22 March 2019, <https://resonancengo.org/upload/userfiles/files/Resonance_Survey_2019_gender%20barometr_present.pdf> [↑](#footnote-ref-9)
9. <https://eca.unwomen.org/en/digital-library/publications/2017/06/promoting-gender-equality-with-media-in-moldova> [↑](#footnote-ref-10)
10. https://www.legis.md/cautare/getResults?doc\_id=135522&lang=ro# [↑](#footnote-ref-11)
11. Legally registered commercial entity – entity with legal status as a firm(s) with a valid registration to enter into a binding commercial contract with UN Women. [↑](#footnote-ref-12)