

Request for Proposal

Reference No. RfP17/01487

**National company / organization to provide support on
enhancing capacities of women with disabilities towards greater
participation in civic, public and political life (UN WOMEN)**

4 April 2017

Dear Sir/Madam,

Subject: Request for Proposal (RFP) for National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)/Women in Politics Programme plans to procure company consultancy services to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - i. This letter and the included Proposal Instruction Sheet (PIS)
 - ii. Instructions to Proposers (Annex 1)
 - iii. Terms of Reference (TOR) (Annex 2)
 - iv. Evaluation Methodology and Criteria (Annex 3)
 - v. Format of Technical Proposal (Annex 4)
 - vi. Format of Financial Proposal (Annex 5)
 - vii. Proposal Submission Form (Annex 6)
 - viii. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex 7)
 - ix. Proposed Model Form of Contract (Annex 8)
 - x. General Conditions of Contract (Annex 9)
 - xi. Joint Venture/Consortium/Association Information Form (Annex 10)
 - xii. Submission Checklist (Annex 11)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex 1).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex 1 (“Instruction to Proposers”) accessible from this <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	<p>Date and Time: <i>April 18, 2017 11:59 PM</i> (Moldova local time)</p> <p>City and Country: Chisinau, Republic of Moldova</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	Manner of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	Address for Proposal Submission	<p>Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p>Electronic submission of Proposal:</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format : PDF files only, password protected</p> <p><input checked="" type="checkbox"/> Password <u>must</u> not be provided to UN Women until the date and time of Bid Opening as indicated in No. 4.2</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmission: 5 (five) for technical proposal and 1 (one) for financial proposal</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal: “Technical Proposal for RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)”</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: “Financial Proposal for RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)”</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Proposals should be submitted to the designated address by the date and time of the deadline given.</p>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others:
3.4.2	Proposal Currencies	<input type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei Reference date for determining UN Operational Exchange Rate: 15 April 2017
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	60 days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted 5 days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: elena.ratoi@unwomen.org . Clarification emails should include a subject header in the following format: “UNW RFP Reference 17/01487, Request for Clarification, Company/Contractor Name” Proposers must not communicate with any other personnel of UN Women regarding this RFP. <u>This Email Address is for clarifications ONLY.</u> <u>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</u>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required No Proposal Security is required for this RFP at this stage; however, UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.
7.4	Performance Security	<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
3.2	Waiver & Release of Indemnity (if there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.

4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex 3.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Ulziisuren Jamsran,

Country Representative
UN WOMEN Moldova

ANNEX 1

RFP Instructions to Proposers

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1 INTRODUCTION

1.1 General

- a) Proposers are invited to submit a proposal for the goods/services/works described in the Terms of Reference (TOR) (Annex 2), in accordance with these solicitation documents in the form of a Request for Proposal (RFP). All correspondence in relation to this RFP shall be sent to the contact address referenced in the Proposal Instruction Sheet (PIS) found in the Invitation Letter.
- b) Proposers must strictly adhere to all the requirements of the RFP. No changes, substitutions or other alterations to the requirements stipulated in the RFP may be made unless in writing by UN Women.
- c) Submission of a proposal shall be deemed as an acknowledgement by the proposer that all obligations stipulated by the RFP will be met and, unless specified otherwise, the proposer has read, understood and agreed to all the instructions in and requirements of the RFP. The proposer also confirms that any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of offer. Submission of an offer will be confirmation of accepting the UN Women General Conditions of Contract and the contract model annexed to the RFP.
- d) Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of any proposal by UN Women. No binding contract, including a process contract or other understanding or arrangement will exist between the proposer and UN Women. 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 proposer. UN Women is under no obligation to award a contract to any proposer as a result of the RFP.
- e) UN Women may, at its discretion, cancel the requirement in part or in whole.
- f) UN Women implements a policy of zero tolerance on proscribed practices, including fraud¹, corruption², collusion³, unethical practices⁴, and obstruction⁵. UN Women is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. UN Women therefore:
 - a. will reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question;
 - b. will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
 - c. will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
 - d. will normally require a UN Women vendor to allow UN Women, or any person that UN Women may designate, to inspect or carry out audits of the vendor's accounting records and financial statements in connection with the contract.
- g) All Proposers must adhere to the [UN Supplier Code of Conduct](http://www.un.org/depts/ptd/pdf/conduct_english.pdf), which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf
- h) Information relating to the examination, evaluation, and comparison of Proposals and the recommendation of contract award shall be treated with appropriate confidentiality. Except as otherwise set out herein, UN Women shall not disclose information to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

¹ any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead thereby enabling a proposer to obtain a financial or other benefit or to avoid an obligation;

² offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of the Procuring UN Women Entity;

³ an arrangement between two or more proposers designed to achieve an improper purpose, including to influence improperly the actions of the Procuring UN Women Entity;

⁴ behavior that constitutes a conflict of interest, or that is contrary to the policies and requirements of doing business with UN Women, including but not limited to post-employment and gifts and hospitality provisions;

⁵ deliberately destroying, falsifying, altering or concealing of evidence material to an investigation or making false statements to investigators in order to materially impede UN Women investigation into allegations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing an investigation

1.2 Eligible Proposers

This RFP is open to all international and national organizations that can provide the requested goods/services/works, and are legally constituted or represented in the procuring country. A Proposer may be a private, public or government-owned legal entity or any combination of them in the form of associations(s) including joint ventures or consortiums with a formal intent to enter into an agreement.

In support of UN Women's mandate, proposal submissions from women-led/owned organizations or companies with 51% or more employment of women and from developing countries are encouraged. UN Women also expects vendors to engage in responsible practices, and highly recommends proposers to participate in the UN Global Compact <https://www.unglobalcompact.org/participation>.

Proposers should not have been engaged, directly or indirectly, in the preparation of any part of this RFP document or Annexes.

Proposer shall not be eligible to submit a proposal when at the time of proposal submission:

- a) Proposer is suspended by UN Women, or, the UN Procurement Division (UNPD);
- b) Proposer has been declared ineligible by the World Bank;
- c) Proposer is on the lists maintained by the Security Council of individuals and entities subject to the sanctions measures by General Assembly resolutions 1267 (1999), 1333 (2000), 1390 (2002), as reiterated in resolutions 1455 (2003), 1526 (2004), 1617 (2005), 1735 (2006), 1822 (2008), 1904 (2009), 1989 (2011) and 2083 (2012). UN 1267 is Terrorist list issued by the Security Council that establishes a sanction regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- d) Proposer has any pending disputes or litigation with United Nations organizations, specialized agencies or any of its member states;
- e) Proposer has engaged in any money-laundering activities, which includes, but is not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means.
- f) Proposers are not legally constituted or registered under existing law or regulations for doing business in their own and/or the beneficiary's country. And if requested by UN Women, proposer has not submitted copies of supporting documentation defining, for example, the constitution or legal status, place of registration, and principal place of business of the proposer, as required; or
- g) Proposer has a conflict of interest. Proposer may be considered to have a conflict of interest with one or more parties in this solicitation process, if they are or have been engaged directly or indirectly in the preparation of any part of this RFP (including, but not limited to the design, specifications, and Annex documents)s.

1.3 Cost of Proposal

The proposer shall bear all costs of preparing and submitting a proposal, attendance at any pre-proposal conference, meetings or oral presentations. UN procuring entities will in no case be responsible or liable for such costs, regardless of the conduct or outcome of the solicitation process. The proposer shall not in any way include these as a direct cost of the assignment.

2 SOLICITATION DOCUMENTS

2.1 Contents of Solicitation Documents

Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the terms of reference/statement of work.

2.2 Proposers' Responsibility to Inform Themselves

Proposers shall be responsible to inform themselves in preparing their proposal. In this regard, proposers shall ensure that they:

- a) Review the solicitation documents to ensure they have a complete copy;
- b) Examine and fully inform themselves in relation to all aspects of the solicitation documents, including the proposed model form of contract and all documents included or referred to in the RFP;
- c) Obtain and examine all other information relevant to the goods/services/works and the TOR available on reasonable enquiry;

- d) Verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or any discussion with UN Women, its employees or agents;
- e) Attend any Pre-Proposal Meeting that is mandatory under this RFP;
- f) Fully inform and satisfy themselves as to the requirements of any relevant authorities and laws that apply or may in the future apply to the provision of the requested goods/services/works; and
- g) Form their own assessment of the nature and extent of the goods/services/works requested and properly account for all the services in their proposal.

Proposers acknowledge and agree that the RFP does not purport to contain all relevant information in relation to the goods/services/works and is provided solely on the basis that proposers shall be responsible for making their own assessment of the matters referred to in the RFP, including the contract.

Proposers acknowledge that they have not relied upon any information not included in this RFP, and that UN Women, its employees, and agents made no representations or warranties (express or implied) as to the accuracy, decency or completeness of this RFP or any other information provided to the proposers.

Failure to comply with solicitation documents are at the proposer's risk and may affect the evaluation of their submitted proposal.

2.3 Errors or Omissions

Proposers shall immediately notify UN Women in writing with full detail of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other fault in any part of the RFP.

Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

2.4 Clarification of Solicitation Documents

Any request for clarification of the RFP Documents must be sent in writing at the mailing address indicated in the PIS. UN Women will respond in writing and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all prospective proposers via the method indicated in the PIS. Responses to clarification requests will be binding on all proposers.

2.5 Pre-Proposal Meeting

Unless otherwise instructed in writing by UN Women, a Pre-Proposal Meeting will only be held if stated in the PIS, at the time and place and in accordance with any instructions indicated in the PIS;

If the PIS states that a Pre-Proposal Meeting shall be mandatory, a proposer who does not attend the Pre-Proposal Meeting shall be ineligible to submit a proposal under this RFP.

Information about representatives of proposers who will attend the Pre-Proposal Meeting shall be submitted in writing by the proposers to the UN Women contact person as listed in the PIS, including the full name and position of each representative at least 48 hours before the Pre-Proposal Meeting is to be held.

UN Women will not issue any formal answers to question from proposers regarding the RFP or proposal submission or evaluation process during the Pre-Proposal Meeting. All questions shall be submitted in accordance with Article 2.4.

The Pre-Proposal Meeting shall be conducted for the purpose of providing background information only. Without limiting Article 2.5, proposers shall not rely upon any information, statement or representation made at the Pre-Proposal Meeting unless that information, statement or representation is confirmed by UN Women in writing.

UN Women shall prepare minutes of the Pre-Proposal Meeting and shall communicate them in writing in the form indicated on the PIS to all proposers who received the solicitation documents from UN Women shortly after the Pre-Proposal Meeting.

2.6 Amendments of Solicitation Documents

At any time prior to the deadline for submission of proposals, the UN Women procurement practitioner may, for any reason, amend the solicitation documents.

Prospective proposers will be notified in writing of all amendments to the solicitation documents. In cases where the RFP is posted on the UN Women website, all prospective proposers are requested to frequently check the UN Women procurement notices website at <http://www.unwomen.org/en/about-us/procurement>.

In order to afford prospective proposers reasonable time, the UN Women procurement practitioner may, at its discretion, extend the deadline for the submission of proposals, in accordance with [Clause 4.2](#).

3 PREPARATION OF PROPOSALS

3.1 Language of the Proposal

The proposals and all correspondence and documents relating to the proposal shall be written in the **English language**, unless otherwise indicated in the Proposal Instruction Sheet (PIS). Any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation of its pertinent passages. In this case, for purposes of interpretation of the bid, the **English Translation** shall govern.

3.2 Documents Comprising the Proposal

The proposer is required to complete, sign, and submit the following documents:

- a) *Proposal submission form*. Duly signed and dated with the proper authorization for the person signing the proposal, indicated by written power of attorney;
- b) *Technical Proposal* in accordance with the format in Annex 4 and corresponding clauses of these instructions, including documentation to demonstrate that the proposer meets all requirements (including eligibility);
- c) *Voluntary Agreement for Promoting Gender Equality and Women's Empowerment (optional)*;
- d) *Joint Venture, Consortium/Associations Form*.
 - In the case of a joint venture, consortium/association, the relevant form indicated in the invitation letter must be completed, signed and submitted along with the Technical Proposal;
 - All parties to the Joint Venture (JV) shall be jointly and severally liable, and
 - The JV shall nominate a representative who shall have the authority to conduct all businesses: for and on behalf of any and all the parties of the JV during the bidding process; and in the event the JV is awarded the contract, during the contract execution.
- e) *Financial Proposal* in accordance with the format in Annex 5 and corresponding clauses of these instructions;
- f) *Proposal Security* (if applicable);
- g) *Performance security* (if applicable); and
- h) *Release and Waiver of Liability Form* (if applicable).

3.3 Technical Proposal

The technical component of the proposal should be concisely presented and structured in the format contained in Annex 4, "Format of Technical Proposal".

3.3.1 Expertise and Capability of Proposer

In order to provide corporate orientation, the proposer shall provide all relevant support documentation including the proposer's entity profile information; proposer's entity legal registration certificates; reference list of similar projects; and any other appropriate documents.

3.3.2 Proposed work plan and approach

The proposer shall demonstrate its responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics, proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

3.3.3 Resource Plan, key personnel

The proposer should fully explain its availability of resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the proposer's current capabilities/facilities and any plans for their expansion.

The Technical Proposal should not contain any pricing information whatsoever on the goods/services/works offered. Pricing information shall be separated and only contained in the appropriate Financial Proposal.

It is mandatory that the proposer's proposal numbering system crossreferences the numbering system used in the "Format of Technical Proposal," Annex 4.

References to supporting documentation, including descriptive material and brochures should be included in the text of the proposal and the supporting documentation attached as annexes to the proposal. Any information which the proposer considers proprietary, if any, 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

3.4 Financial Proposal

3.4.1 Proposal prices

The proposer shall indicate in an appropriate Financial Proposal, the format included as Annex 5, the prices of goods/services/works it proposes to supply under the contract.

3.4.2 Proposal currencies

Prices in the Financial Proposal shall be quoted in the currency indicated in the PIS. For comparison and evaluation purposes, UN Women will convert the figures contained in the Financial Proposal into USD at the official applicable UN rate of exchange on the closing date of the RFP. Proposals with no fixed price will be disqualified and will not be considered for evaluation.

3.5 Proposal Validity Period

All proposals shall remain valid and open for acceptance for a period instructed in the PIS form after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A proposer granting the request will not be required nor permitted to modify its proposal.

3.6 Format and Signing of Proposals

The Proposal shall be typed or written in indelible ink and shall be signed by the proposer or a person or persons duly authorized to bind the proposer to the contract.

A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the proposer, in which case such corrections shall be initialed by the person or persons signing the proposal.

3.7 Payment

UN Women shall effect payments to the contractor for the performances of services rendered or good delivered to the satisfaction of UN Women. Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment should be justified and documented and submitted in the Financial Proposal. In such cases, UN Women will normally require a Performance Security.

3.8 Joint Venture, Consortium/Association

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:

- a) 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
- b) 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; nor 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:

- a) Those that were undertaken together by the joint venture, consortium/association; and
- b) 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.

3.9 Proposal Security

Where a Proposal Security is required, the Proposal Security shall be submitted in original and included along with the Technical Proposal, in the manner and for the amount indicated in the PIS. UN Women reserves the right to liquidate the Proposal Security, in the event of any or a combination of the following conditions:

- a) If the proposer withdraws its proposal after the deadline for submission, or;
- b) In the case the successful proposer fails to:
 - a. Sign the contract resulting from this RFP process in accordance with the terms and conditions set forth in this RFP (and within the timeframe required for signature), including if applicable, for variation of requirement, as per RFP Clause 7.2; or
 - b. Furnish Performance Security, comply with insurances requirements, or other documents that UN Women may require as a condition to rendering the effectivity of the contract that may be awarded to the proposer.

UN Women may reject the proposal in its entirety if the Proposal Security amount is found to be less than what is required by UN Women as indicated in the PIS.

The Proposal Security shall be issued by a regulated financial institution such as banks certified by the central bank of the country where the bank is located in the case of a banking institution. UN Women may, at its discretion, reject any Proposal Security that does not comply with this requirement.

The Proposal Security shall remain valid throughout the proposal validity period. After which the Proposal Security will automatically become null and void, unless a dispute arises in relation to the Proposal Security.

Proposal Security of unsuccessful proposers shall be returned. Unsuccessful proposers shall organize with UN Women to collect their Proposal Security. UN Women will make this available to proposers within fifteen days after UN Women and the successful proposer have entered into the contract.

4 SUBMISSION OF PROPOSALS

4.1 Sealing and Marking of Proposals

Your proposal comprising technical proposal and financial proposal shall be submitted in accordance with the below instruction(s);

The Financial Part and the Technical Part of proposals **MUST BE SUBMITTED COMPLETELY SEPARATELY** into two separate sealed envelopes if sent by postal mail or in two separate e-mails if sent electronically.

A) Mail/courier/personal delivery:

The Financial Part and the Technical Part of proposals **MUST BE COMPLETELY SEPARATE** in two separate envelopes and each of them must be sealed individually and **clearly marked on the outside as either "TECHNICAL PROPOSAL - RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)" or "FINANCIAL PROPOSAL RFP – RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)"**, as appropriate. These two envelopes can then be placed into a single envelope.

The proposals are to be delivered to and marked as follows:

UN Women Moldova
131, 31 August 1989 Street,
MD-2012 Chisinau,
Republic of Moldova
Attention: **Registry Office/Procurement**

- Both inner envelopes must be clearly marked with the following information:

UN Women Moldova 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova Submission 1 of 2: (name of the proposer) Technical Proposal	UN Women Moldova 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova Submission 2 of 2: (name of the proposer) Financial Proposal
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RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)"

RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)"

If the inner envelopes are not sealed and marked as per the above and information provided in PIS, the UN Women procurement practitioner will not assume responsibility for the proposal's misplacement or premature opening.

B) Proposals by e-mail:

In order to facilitate the submission, of both Technical and Financial Proposals, duly stamped and signed submissions can be send in electronic PDF format.

In case case of electronic submission, the Offeror shall send two (2) separate messages by e-mail to the following address:

tenders-Moldova@undp.org

The first e-mail message shall have the following subject: **"Technical Proposal for RfP17/01487: National company/ organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)"**. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: **"Financial Proposal for RfP17/01487: National company/ organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)"**.

Important Note for Offerors submitting proposals in electronic format/via e-mail.

Having prepared the Proposal in paper format as specified in Clause "4. Submission of Proposals" hereof, the entire Proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails.

The Financial Part and the Technical Part of proposals **MUST BE COMPLETELY SEPARATE and as separate e-mails** with a clear subject of te email formatted as:

- **"Technical Proposal for RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)"** and
- **"Financial Proposal for RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN) – DO NOT OPEN IN ADVANCE"**. The opening of the financial proposal must be secured with the password protected ZIP archive by the Offeror, which will be given to the UN Women procurement practitioner upon its request after the completion of the technical proposals evaluation.

To assist UN Women procurement practitioner in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open "Options", then "Voting and Tracking Options" and select "Request a delivery receipt for this message" AND "Request a read receipt for this message". This option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

Bids will not be considered and will be rejected in cases where:

- i. Proposals submitted to any other address or location, or copied to an e-mail address other than dedicated bid secure e-mail addresses as instructed above;
- ii. Proposals sent via the correct route after having been sent incorrectly;
- iii. If the Technical and Financial Proposals are sent in the same PDF file;
- iv. If financial information is included in the technical proposal.

4.2 Deadline for submission of Proposals

Proposals must be received by the UN Women procurement practitioner at the address specified in the PIS no later than the time and date specified in the PIS (for local time ref, see www.greenwichmeantime.com). It shall be the sole responsibility of the proposers to ensure that their proposal is received before the deadline.

Proposers are reminded that it can take some time to transmit the files via e-mail so they should submit their proposal well before the deadline.

The UN Women procurement practitioner may, at its own discretion extend the deadline for the submission of proposals by amending the solicitation documents by written notice. Deadlines set are strict and absolute. Proposals received later

shall be automatically disqualified from consideration. Late proposals will be rejected and burden will be on proposer to collect any proposal copies within 15 business days. Late bids are any submissions that are time-stamped as “received” after the deadline date and time

4.3 Modification and Withdrawal of Proposals

The proposer may withdraw or modify/correct its proposal after the proposal’s submission, provided that written notice of the withdrawal or modification is received by the UN Women procurement practitioner prior to the deadline prescribed for submission of proposals.

The proposer’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 4.1: Sealing and Marking of Proposals. The withdrawal notice may also be sent by e-mail but must be followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for submission of proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the proposer on the Proposal Submission Form.

5 OPENING AND EVALUATION OF PROPOSALS

5.1 Opening of Proposals

UN Women will open the proposals in the presence of a Bid Opening Committee formed in accordance with its regulations, rules, policies and procedures.

5.2 Confidentiality & Briefings

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after the publication of the Contract Award.

Disclosure of awards will be made transparent to the general public through the posting of Notice of awards to the UN-Women Procurement Section website, for awards valued at USD \$100,000 and above. The information posted will contain the following:

- Name of contractor;
- Beneficiary Country;
- Contract amount in USD; and
- A general description of contract

Generally, UN-Women does not offer a detailed debrief to involved unsuccessful bidders on any tender exercise. However, in the case of high-value or highly complex contracts, a debriefing request may be made by an unsuccessful bidder. Debriefs shall be made through writing and is limited to award information as listed above and identification of any major technical deficiencies or weaknesses in a proposal.

To reiterate, any information related to other bidders (including financial/cost pricing, technical information) and evaluation shall not be revealed. Determination for granting debriefings is at the discretion of UN-Women.

Any effort by a Bidder to influence UN Women in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Proposal. Notwithstanding this instruction, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact UN Women on any matter related to the bidding process, it should do so in writing.

5.3 Clarification without Material Deviation

To assist in the examination, evaluation and comparison of proposals, UN Women may at its discretion, ask the proposer 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.

Proposal with a material deviation, reservation, or omission include proposals that:

- a) affect in any substantial way the scope, quality, or performance of the requested services in the RFP; or,
- b) propose to limit in any substantial way the rights and obligation of the parties; or,
- c) if rectified, would unfairly affect the competitiveness of other proposals.

5.4 Preliminary Examination

Prior to the detailed evaluation of each proposal UN Women will undertake a preliminary examination of the proposals. UN Women may reject any proposal during the preliminary examination which does not comply with the requirements set out in this RFP, without further consultation with the proposer, including in cases where:

- a) The proposal is incomplete (i.e., does not include all required information and documents as specified in the PIS, [Section 3: Preparation of Proposals](#)), frivolous, or contains material deviations from or reservations to the RFP including any documentation contained therein;
- b) The proposer is not eligible as per [Clause 1.2: Eligible Proposers](#);
- c) The proposal has not been duly signed and/or not signed on the relevant signature-blocks;
- d) The validity of the proposal is not in accordance with the requirements of the RFP [Clause 3.5: Proposal Validity](#);
- e) [If required as per solicitation documents] The Proposal Security is not submitted or does not meet requirements;
- f) The Technical and Financial Proposals have not been submitted separately;
- g) The pricing information is included in the Technical Proposal;
- h) Proposer failed to attend a mandatory Pre-Proposal meeting, if required;
- i) Proposals and modification to proposals submitted to any other address or location, or copied to an e-mail address other than the address specified under [Section 4: Submission of Proposals](#);
- j) Proposal sent via the correct route after having been sent incorrectly;
- k) Proposal(s) are late.

UN Women will determine the substantial responsiveness of each proposal to the Request for Proposals (RFP). For purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations. UN Women's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

A proposal determined as not substantially responsive will be rejected by UN Women and may not subsequently be made responsive by the proposer by correction of the non-conformity.

6 EVALUATION METHODOLOGY AND CRITERIA

UN Women shall evaluate proposals pursuant to Annex 3: "Evaluation Methodology and Criteria".

7 AWARD OF CONTRACT

7.1 Award criteria

UN Women is not bound to select any of the firms submitting proposals. UN WOMEN reserves the right to accept or reject any proposal, and to cancel the solicitation process and reject all proposals, at any time prior to the award of contract, without thereby incurring any liability to the proposer(s)/bidder(s) or any obligation to provide information on the grounds for the UN Women Procurement practitioner's action.

Prior to expiration of the period of proposal validity, a contract may be awarded to the proposing firm/organization whose proposal offers best value for money being the proposal having obtained the overall highest score (technical and financial) according to the Evaluation Methodology and Criteria. Due consideration will be given to the general principles of UN Women procurement, including economy and efficiency.

The contract may be awarded for one or more lots/items listed under Annex 5 (format of financial proposal) at the discretion of UN Women. Therefore, proposers should indicate any price/quantity restrictions associated with their offer in case of award for limited number of items/lots listed under Annex 5. If negotiations have been entered into, or interview and/or background check is conducted by UN Women, the award is also subject to successful completion of negotiations, background check and/or interview. The successful completion of negotiations, background check and/or interview does not constitute an award of contract.

It is UN Women's intention to issue the contract as presented herein the RFP documents. Therefore, proposers should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your offer. Submission of an offer will be confirmation of accepting UN Women contract included herein.

7.2 UN Women Procurement practitioner's right to vary quantity at time of award

UN Women reserves the right to vary, at the time of award of contract, the quantity of services and/or goods, or scope of work, by up to a maximum twenty five per cent (25%) of the original TOR, without any change in the unit price or other terms and conditions. If there is any restriction associated with quantity, the proposer must clearly state such restrictions and any price variation in their financial proposal.

7.3 Signing of the contract

The UN Women procurement practitioner will send the successful proposer the contract which constitutes the Notification of Award.

After the award is concluded and the decision is made, UN Women will furnish the winning proposer(s) with filled copy of contract. Within 10 calendar days of receipt of the contract from UN Women, the successful proposer shall sign, date and return the signed contract to UN Women.

Failure to which UN Women shall withdraw the award, reject the offer and may launch a new tender exercise or proceed to select other proposer(s).

7.4 Performance Security

If performance security is requested, as stated in the PIS, the successful proposer will be required to provide the performance security using the Performance Security Form contained in the RFP and in accordance with the requirements of the contract, within 10 alendar days of the receipt of the contract from the UN Women along with the signed copy of the contract.

Failure of the successful proposer to comply with the requirement of Clause 7.3 or Clause 7.4 shall constitute sufficient grounds for the cancellation of the award and forfeiture of the Proposal Security if any, in which event the UN Women Procurement practitioner may make an alternate award or institute a new RFP.

7.5 Vendor Protest

UN Women's [vendor protest procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides an opportunity for appeal to proposer(s) who believe that they were not treated fairly. This [link \(http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure\)](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides further details regarding UN Women's vendor protest procedures.

Proposers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the Proposer; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

7.6 Inter-Agency Applicability

In the event of UN Women signing a Long Term Agreement (LTA), the contractor agrees that UN Women is free to share the LTA with other UN agencies for their use in directordering.

TERMS OF REFERENCE

for national company/ organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life

Project: 91401, Women in Politics
Primary category: Women Empowerment
Reference to the project: Women in Politics Program in Moldova
Location: Chisinau, Republic of Moldova
Period: May 5- October 15, 2017
Organizer: UN Women
Participants: Women with different types of disability from across the country

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women is operational in Moldova since 2010 on the basis of former UNIFEM projects, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

In the period 2014-2017, UN Women jointly with UNDP and in partnership with the civil society organizations (CSOs) East Europe Foundation (EEF) and the Centre Partnership for Development (CPD) is implementing a joint programme in Moldova: "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics⁶), implemented with the financial support of the Government of Sweden. The programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation, and providing support to capacity development of women before, during and after the elections at the central and local levels. It is also seeking to promote increased public awareness of women's contribution to political leadership. The programme supports the realization of women's rights and commitments undertaken by the Government of Moldova.

The programme consists of two inter-related components, and each UN Agency is responsible for the implementation of activities under particular areas of intervention. UN Women is responsible for the overall programme implementation, and is leading the specific parts related to the election legislation review and high-level advocacy for Temporary Special Measures (TSM), media capacity development, capacity of CSOs and women candidates, work with the communities and women on identifying their needs, among others. UNDP's area of responsibility is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on enhancing capacities of the Election Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and councillors for performing the elected official's duties. The inclusion of women from specific vulnerable and excluded groups is mainstreamed throughout the Programme interventions and there are also dedicated activities that target them specifically.

⁶ <http://md.one.un.org/content/unct/moldova/en/home/our-work/joint-un-projects/women-in-politics-in-moldova0.html>

Rationale

Women and girls constitute more than half of Moldova's population, yet they are under-represented in the bodies that make key decisions affecting their lives. Despite an increase in women's representation in the Parliament and at local level over the past years, the country did not reach its related MDG 2015 targets⁷ and the value of the Political Empowerment Sub-index of the Gender Gap Index is still low (0.196 – placing Moldova on 58th place⁸). In April 2016, the Moldovan Parliament adopted the Law 71/2016 stipulating a mandatory 40% gender quota for party lists for local and parliamentary elections. While this is an important breakthrough, the 40% target may not be reached unless parties place women in winnable positions on their lists. There are also no specific measures for ensuring the effective participation of women from disadvantaged groups.

The issue of under-representation in politics and decision-making processes is particularly acute for women from specific vulnerable groups who face multiple forms of discrimination and one of these groups is women with disabilities. According to Women with Disabilities' Profile⁹ "Women with disabilities are one of the most vulnerable social groups, facing double discrimination, both in terms of gender, because they are women, and also because they suffer from disabilities. About 5.4 thousand girls and 82.5 thousand women, including 30 thousand women of childbearing age, are part of this vulnerable group. The highest prevalence of disability is characteristic for women in the 55-70 age group, and, with the accentuation of the population aging process and increase in life expectancy, the number of women with disabilities will most likely register higher growth rates compared to that of men." There is no official data on women with disabilities running for elections and being elected in specific decision making positions.

The 2030 Agenda for Sustainable Development adopted by UN Member States in 2015 addresses the three dimensions of sustainable development, environmental, social and economic while "leaving no one behind"¹⁰. To implement this Agenda, countries need to carry out sustainable and inclusive policies, placing people and human rights at the centre of the development process. Furthermore, international conventions to which the Republic of Moldova is a signatory, highlight the importance of involving women with disabilities in public life and decision making. The Committee on the Elimination of Discrimination against Women in its 2013 Concluding Observations to the combined fourth and fifth periodic reports of the Republic of Moldova has expressed specific concerns that disadvantaged groups of women, including Roma women and women with disabilities, are, in practice, almost completely excluded from political and public life and has suggested to "introduce procedures to ensure their effective participation in elected offices and appointed bodies."¹¹ The Convention on the Rights of Persons with Disabilities¹² recognizes in its preamble that "women and girls with disabilities are often at greater risk, both within and outside the home, of violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation" and enshrines in Article 6 that "States Parties shall take all appropriate measures to ensure the full development, advancement and empowerment of women, for the purpose of guaranteeing them the exercise and enjoyment of the human rights and fundamental freedoms set out in the present Convention".¹³

While stereotyped views on women's capacity and role in decision making are strong for women in general, they are particularly strong when it comes to women with disabilities who are in general either invisible in the public sphere or when portrayed, represented as victims. This requires dedicated efforts towards challenging norms and stereotypes, and supporting women with disabilities in various information and awareness raising actions that create a positive image and reduce stigmatization and victimization.

At this backdrop, the Women in Politics Programme works towards ensuring that state bodies and other actors effectively promote and protect human rights, gender equality and non-discrimination, with particular attention to women from vulnerable and under-represented groups. Moreover, the inclusion of the voices and perspectives of all segments of the population – women and men from diverse groups – increases the quality of

⁷ http://www.un-rcm-europecentralasia.org/fileadmin/DAM/RCM_Website/Publications/RCM_MDG_full_report_final.pdf, Goal 3- p. 39

⁸ <https://reports.weforum.org/global-gender-gap-report-2016/economies/#economy=MDA>

⁹ http://www.statistica.md/public/files/Cooperare_internationala/PNUD/10_tablouri_femei_RM/prof_3_disabilitati.pdf

¹⁰ <https://sustainabledevelopment.un.org/post2015/transformingourworld>

¹¹ <http://www.refworld.org/pdfid/52f385744.pdf>

¹² Moldova submitted its initial country report to CRPD Committee in 2012. Concluding observations and recommendations will be provided at the 17 Session (20 Mar 2017 - 12 Apr 2017) - http://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1141&Lang=en

¹³ <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>, ratified by the Republic of Moldova on September 21, 2010

governance and decision-making. Based on international bodies recommendations and commitments signed by the Republic of Moldova and in line with the Agenda 2030 “leaving no one behind” principles, Women in Politics Programme has carried out initiatives to promote and empower women from marginalized, excluded and under-represented groups, such as women with disabilities. The main objective has been to create inclusive and equitable way for women from different groups to voice their needs and express their demands to participate in elections and in decision making processes.

In 2014, first National Forum of Women with Disabilities was organized with the support of Women in Politics Program, and resulted in a Resolution containing the demands of women with disabilities in front of Moldovan duty-bearers. The Resolution contained four key objectives: adoption of corresponding amendments to the legal framework in order to ensure adoption of Temporary Special Measures, empowering women to participate in politics and decision-making processes, empowering women in political parties, promotion and improvement of central and local public policies to ensure gender equality. In particular, women with disabilities expressed the need for leadership trainings to support and encourage them to hold decision-making positions in different sectors. Besides this, in 2016, the Women in Politics Programme implemented a capacity building program for 35 women from underrepresented groups, which included women with various types of disabilities, Roma women, women with non-traditional professions, women migrant workers, etc and strengthened their leadership and advocacy skills.

Taking into account the low representation of women with disabilities in civic, public and political and the multiple challenges they face to be politically and socially active, they need dedicated support to develop capacities and supportive networks and to access relevant information and knowledge. Considering the root causes for their exclusion, such as prejudices and stereotypes, lack of accessible institutions and infrastructure, fear and lack of self-confidence, etc., there is also a need for awareness raising activities to increase the visibility of their positive contribution to society.

Therefore, UN Women under the “Women in Politics” Programme is looking for a national company/organization which will provide support on developing a capacity building program for women with different types of disabilities on participation in civic, public and political life and decision making processes.

Scope of Work:

Under the overall guidance and direct supervision of the UN Women Component Manager of the Women in Politics Programme, the selected company/organization will be responsible for design and provision of a capacity building program, including training sessions, coaching and support for up to 30 women with different types of disabilities to develop their leadership skills in order to become more active in civic, public and political life, as well as for carrying out awareness raising activities to increase the visibility of women with disabilities’ contribution to society.

Tasks

The specific tasks required under this Assignment are the following:

1. Preparatory work, including: development of overall methodology for the capacity building and awareness raising programme; wide dissemination of the call for applications using all possible channels to ensure outreach among the target group; selection of participants based on pre-defined criteria.
2. Develop and deliver 3 two-days training sessions for up to 30 women with disabilities who have expressed interest to develop their skills and capacities for greater participation in public and political life.
3. Provide coaching and support between training sessions to women participants in completing provided “homework”, i.e. practical assignments for practicing the skills they have gained.
4. Carry out awareness raising activities to increase the visibility of the contribution of women with disabilities to the development and well-being of their families, communities and society, among the general public and among political decision-makers.

More specific description of the tasks follows:

1. Under the Task 1: Preparatory work, including: development of overall methodology for the capacity building programme; wide dissemination of the call for applications using all possible channels to ensure outreach among the target group; selection of participants based on pre-defined criteria;

- 1.1 Development of overall methodology for the capacity building and awareness raising programme. The methodology should outline expected overall objectives, results and means to reach them; Timeframe and work plan; Proposed specific objectives and topics for each of the three training sessions (to be validated after needs assessment with women participants); Call for applications and methods for ensuring its wide outreach among the target group, criteria for selection of participants; Brief concept for proposed awareness raising activities which will specify the expected objectives, activities to be implemented, and the rationale behind them; How sustainability of the proposed interventions will be ensured; The methodology will be shared with UN Women and adjusted based on feedback received.
- 1.2 Selection of participants in the capacity building programme. The selection should follow the following steps:
 - 1.2.1 Develop a call for applications for women with different types of disabilities. The Contractor should ensure to use all existing tools and methods for dissemination of call for applications in order to achieve maximum reach out to the target group of potential applicants. Implementation of innovative approaches for targeted invitations, such as SMS-texting directly to eligible participants in target communities, is encouraged. The call for applications should be opened from applicants from across the country, including ATU Gagauzia, and a special attention will be given to women from rural areas. Women selected to attend the program may or may not have any previous experience in elections, politics and/or decision making as members of political parties and/or as candidates for elections. The contractor should utilize existing Disabled Persons Organizations/Civil Society Organizations acting to advance the rights of people with disabilities and local public authorities in order to disseminate the call. Any selection criteria should be developed by the Contractor based on consultation and agreement with UN Women and should be included in the call for applications.
 - 1.2.2 Assessment of received applications based on the pre-defined criteria. The Contractor should establish an Evaluation Committee who will be responsible to analyze and to select the participants, with the participation of a UN Women/Women in Politics Programme representative. Minutes of evaluation the applications and the taken decisions should be elaborated.
- 1.3 Assessment of participants' needs. The Contractor should develop and carry out a needs assessment among selected participants in order to ensure that the envisaged training programme fully responds to their needs and expectations. Based on the needs assessment, initially considered training topics and methodologies may be reconsidered and adjusted.
- 1.4 Development of training sessions outline and proposed topics to be included in each of the three 2-day trainings. The topics should be based on existing information and research about the specific needs of women with disabilities in the area of increasing their civic, public and political engagement as well as the carried out participants' needs assessment. Proposed topics may include, but not limited to: leadership and self-empowerment, advocacy and communications techniques and skills, participation in electoral cycle processes, how to join political parties and position oneself for party support, functioning of central and local public administration and methods of citizen's engagement with decision-making processes, managing an electoral campaign (communication in the framework of electoral campaigning, electoral normative framework to register as candidate, communication with voters, budgetary management and fundraising, etc.). The training programme should also include topics related to gender equality in political, public, economic and social life, including existing normative framework internationally and in the Republic of Moldova. Each training session should include interactive sessions and case studies, and should draw as much as possible on the personal experiences of participants and the experiences of women with disabilities who are already active and serve as positive models for others.

Under Task 2: Develop and deliver 3 two-days training sessions for up to 30 women with disabilities who have expressed interest to develop their skills and capacities for greater participation in public and political life.

- 2.1 Engage the trainers who would ensure the proper delivery of trainings and coaching sessions. Each of the proposed trainers should have relevant professional background and experience with respect the modules s/he will be leading, and should ensure that gender equality and human rights are integrated in the delivery of their sessions.

- 2.2 Develop content and agendas for each of the 3 two-day training sessions as well as accompanying training materials (PTTs, handouts, etc.); Develop, distribute and analyse two types of evaluation questionnaires: one to assess the knowledge gained after each training and one to assess the knowledge before and after the overall capacity building programme (the same questionnaire will be given to participants at the beginning prior to start of the first training and at the end of the third training in order to assess overall change in knowledge and perceptions). As much as possible, ensure interactive training sessions throughout the capacity building program.
- 2.3 Deliver training sessions (3 two-days sessions delivered for up to 30 participants). The company will ensure the administrative and logistical arrangements for organizing the trainings. The trainings shall be delivered in Chisinau or up to 30 km farther from Chisinau. The venue should be reachable and accessible for persons with disabilities. Deliver training program toolkit: agenda, power point presentations, handouts, templates and relevant bibliography, other relevant support materials, USBs with all training related materials, evaluation forms and the results of the training evaluation, photos, list of participants, etc. The trainings should be delivered in Romanian and Russian translation should be provided on demand, including for materials. During the training, special needs of each participant should be taken into account. Personal assistance and interpretation will be provided by the company, in case of participants' request.
- 2.4 During at least one of the training sessions, the company should ensure provision of a best practice example of one or more women with disabilities with experience in being active in civil, public and political life, in running for elections or holding a decision-making position. Women positive champions/role models will be involved to inspire participants and share their experiences and lessons learnt.

Under Task 3: Provide coaching and support between training sessions to women participants in completing provided "homework", i.e. practical assignments for practicing the skills they have gained.

- 3.1 Develop two practical assignments/ "homework" that will be given to the participants after each of the first two trainings to practice the skills and knowledge gained. Ensure that the assignments given taken into account the specific circumstances of women with disabilities and provide assistance as needed to individual participants to implement them. Embed in the second and third trainings, sufficient time on sharing experiences and learning from implementing the homework assignments.
- 3.2 Provide guidance and advice to individual participants on the implementation of the homework assignments, including on how to address any challenges that may be encountered.
- 3.3 If any of the participating women expresses interest to join a political party and/or initiate dialogue with political party leaders in view of upcoming elections, provide individualized support to facilitate this process.

Under Task 4: Carry out awareness raising activities to increase the visibility of the contribution of women with disabilities to the development and well-being of their families, communities and society, among the general public and among political decision-makers.

- 4.1 Per the agreed upon concept, carry out awareness raising activities to increase the visibility of the contribution of women with disabilities to the development and well-being of their families, communities and society, among the general public and among political decision-makers; The purpose of awareness raising activities should be to: 1) Develop positive image of women with disabilities and challenge stigmatization and victimization; 2) Raise public awareness towards obstacles met by women with disabilities in the way to enter into politics and decision making and on solutions as to how these obstacles can be addressed. 3) Encourage political parties and decision-makers to draw upon the talents of women with disabilities in the entire electoral cycle and in policy-making processes at the national and local level. Awareness raising activities may take different forms such as public statements, public events, media campaigns, etc. Preference will be given to innovative and low-cost activities.

Methodology

The capacity building and awareness raising program will be coordinated with the Women in Politics Programme team and will be adjusted to needs of women with disabilities participants. The selected contractor will apply the "learning-by-doing" method employing the interactive style of training (including simulations and case studies). Trainers should avoid long theoretical sessions and use a skill-based training methodology. The contractor will develop and provide participants with a set of relevant supporting materials for the training subjects. Training sessions will be designed in such way to meet the language requirements of participants,

depending on the selected work language. Besides this, the contractor will take into account special needs of women with disabilities when designing the training. In case if required, personal assistance and sign- language interpretation will be provided and some training handouts and training materials will be designed to meet people with vision impairments' needs. The location for training delivery will be selected to meet accessibility requirements for people with disabilities. The selected company is expected to mainstream gender equality and human rights based approach in all phases of implementation of the assignment.

Deliverables and Timeframe

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

No	Deliverables	Tentative timeframe for accomplishment of task	Percentage of milestone/output
1.	Draft and final methodology for the overall capacity development and awareness raising programme, containing: expected overall objectives, results and means to reach them; Timeframe and work plan; Proposed specific objectives, topics and agenda for each of the three training sessions (to be validated after needs assessment with women participants); Proposed initial and final questionnaire for self-assessment by participant at beginning and end of the program; call for applications and methods for ensuring its wide outreach among the target group, criteria for selection of participants; brief concept for proposed awareness raising activities which will specify the expected objectives, activities to be implemented, and the rationale behind them; how sustainability of the proposed interventions will be ensured. The draft methodology will be shared with UN Women and finalized based on feedback received.	Draft: Within 15 work days following the date of contract signing Final: within 20 days	20%
2.	Report on delivery of first two trainings and provided support to undertaking of the first homework assignment. The report should also include analysis of the answers to the questionnaire filled in by participants and of each participant's fulfillment of the first homework assignment. All materials developed and used at the trainings, and the list of participants should be attached as Annexes.	By end-July, 2017	40%
3.	Report on delivery of the third and last training, on provided support to undertaking of the second homework assignment, and a detailed description of activities undertaken and results achieved under raising awareness activities. The report should also include analysis of the questionnaires filled in by participants and of each participant's fulfillment of the second homework assignment. All materials developed and used at the trainings, and the list of participants should be attached as Annexes.	By mid- October, 2017	40%

All written deliverables should be agreed with the UN Women Component Manager of the Women in Politics Programme and be provided in English, both hard and electronic copy (Word and PDF versions), being signed and stamped.

NOTE: All the reports will be presented for final approval to UN Women Component Manager of the Women in Politics Programme in English, electronic copy.

Management arrangements

Organizational Setting

The Company will work under the overall guidance and direct supervision of the Women in Politics UN Women Component Manager. UN Women will provide the selected organization/company all the necessary materials for a better understanding of the context and for the successful fulfilment of the task.

Duration of the Work:

It is expected that the company shall begin work by begin May, 2017 with work being completed before mid-October, 2017, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section. However, the above-mentioned timeframe is tentative.

UN Women will require at least 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/organisation will also be responsible for all administrative issues associated with undertaking this assignment.

Performance evaluation

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

Financial arrangements

Payment will be disbursed in three instalments upon submission and approval of deliverables, certified by the UN Women Component Manager of Women in Politics Programme, indicating that the services have been satisfactorily performed.

REQUIREMENTS to ORGANIZATIONS

1. Officially registered legal entity as per Republic of Moldova’s regulations with full capacity to act;
2. At least 5 years’ experience in the area of advancing the rights and inclusion of people with disabilities; dedicated focus and experience on promoting human rights and inclusion of women with disabilities will be considered an asset;
3. At least 3 years of work experience in developing and delivery various types of trainings and capacity building programs for people with disabilities; experience in training delivery on topics such as leadership, political participation, elections, civic engagement will be considered an asset;
4. Previous experience in delivery trainings with a focus on women’s empowerment and/or gender equality will be considered an asset;
5. Previous experience in working with UN Women or other UN Agencies will be considered an asset;
6. Adherence to UN/UN Women general terms and conditions of payment and work.

The organization of the task team is of ultimate importance. The required experience of the project team shall be explicitly described in their CVs. The team must include:

a) Team Leader

- Degree in gender, law, local governance, social sciences, public administration, human rights, or any other related field relevant to the assignment;
- At least 5 years as a team/group leader/manager in undertaking similar assignments;
- At least 5 years of experience in developing and delivery of training programs on leadership or other relevant topics for people with disabilities;
- Previous work experience in women's empowerment and/ or gender equality will be considered an asset;
- Experience with UN or other organizations, including donors and stakeholders will be considered an asset;
- Fluency in Romanian, Russian and English.

Team members

- Degree in gender, law, local governance, social sciences, public administration, human rights, or any other related field relevant to the assignment;
- At least 3 years of experience in developing and delivery of training programs on leadership or other relevant topics for people with disabilities;
- Previous work experience in women's empowerment and/ or gender equality will be considered an asset;
- Experience with UN or other organizations, including donors and stakeholders will be considered an asset;
- Fluency in Romanian and Russian.

The Task Manager will be in charge of the coordination and administrative tasks of the assignment, as well as being responsible for contacting and informing UN Women WiP Component Manager with regard to all aspects related to the execution of the contract. The Task Manager shall provide UN Women with frequent 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.

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements.

- Submitting companies are not included among United Nations suspended companies;
- Offers are signed by an authorized party, including Power of Attorney if stipulated;
- The offer is valid;
- The offer is complete and eligible.
- The proposal is complete (i.e., does include all required information and documents as specified in the PIS, Section 3: Preparation of Proposals)
- The proposer is eligible as per Clause 1.2: Eligible Proposers;
- The proposal has been duly signed and/or signed on the relevant signature-blocks;
- The validity of the proposal is in accordance with the requirements of the RFP Clause 3.5: Proposal Validity;
- The Technical and Financial Proposals have been submitted separately;
- The pricing information is not included in the Technical Proposal;
- Proposals and modification to proposals were not submitted to any other address or location, or copied to an e-mail address other than the address specified under Section 4: Submission of Proposals;
- Proposal(s) were submitted before the deadline indicated in the RFP.

1. **Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of 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 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:

$$p = y (\mu/z)$$

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. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 700 points):

1.0 Expertise and Capability of Proposer			Points obtainable
Expertise of organization submitting proposal			
1.1	Reputation of Organisation and Staff (Competence/Reliability) in the area of advancing the rights and inclusion of people with disabilities		30
1.2	General Organisational Capability which is likely to affect implementation (i.e. number and type of products/assessments produced in the past)		30
1.3	Quality assurance procedures, warranty		10
1.4	Relevance of:		20
	1.4.1. Specialized Knowledge the area of advancing the rights and inclusion of people with disabilities	10	
	1.4.2. Previous experience in developing and delivery various types of trainings and capacity building programs for people with disabilities	5	
	1.4.3. Previous experience in working with UN Women or other UN Agencies	5	
1.5	At least 5 years' experience in the area of advancing the rights and inclusion of people with disabilities; dedicated focus and experience on promoting human rights and inclusion of women with disabilities will be considered an asset		25
	Minimum 5 years	10	
	Between 5 and 7 years	20	
	More than 7 years	25	
1.6	At least 3 years of work experience in developing and delivery various types of trainings and capacity building programs for people with disabilities; experience in training delivery on topics such as leadership, political participation, elections, civic engagement will be considered an asset;		25
	Minimum 3 years	10	
	Between 3 and 5 years	20	
	More than 5 years	25	
Sub-total of the "Expertise of organization submitting proposal"			140
2.0 Proposed Work Plan and Approach			Points obtainable
Proposed methodology			
2.1	The task is well understood and properly (in sufficient detail) addressed and correspond to the ToR		75
2.2	Important aspects of the task are addressed in sufficient details		70
2.3	Different components of the project are adequately weighted relative to one another		70
2.4.	Proposal is based on a survey of the project environment; data input is properly used in the preparation of the proposal		60
2.5.	Efficient and realistic work plan corresponding to the needs/specifics stipulated in the TOR (sequence of activities is realistic and will ensure effective implementation of the work plan, plan is falling in indicated under the ToR time frames)		75
Sub-total of the "Proposed Work Plan and Approach"			350
3.0 Resource Plan, Key Personnel			Points obtainable
Qualification and competencies of proposed personnel			
3.1.	Task Manager/Team leader		110
3.1.1.	Degree in gender, law, local governance, social sciences, public administration, human rights, or any other related field relevant to the assignment;		10
3.1.2.	At least 5 years as a team/group leader/manager in undertaking similar assignments;		30
	Minimum 5 years	10	
	Between 5 and 7 years	20	

	More than 7 years	30	
3.1.3.	At least 5 years of experience in developing and delivery of training programs on leadership or other relevant topics for people with disabilities;		30
	Minimum 5 years	10	
	Between 5 and 7 years	20	
	More than 7 years	30	
	Previous work experience in women's empowerment and/ or gender equality;		5
	Experience with UN or other organizations, including donors and stakeholders;		5
	Fluency in Romanian, Russian and English.		30
Sub-total "Task Manager/Team leader"			110
3.2.	Team members/experts		
3.2.1.	Degree in gender, law, local governance, social sciences, public administration, human rights, or any other related field relevant to the assignment;		10
3.2.2.	At least 3 years of experience in developing and delivery of training programs on leadership or other relevant topics for people with disabilities;		30
	Minimum 3 years	10	
	Between 3 and 5 years	20	
	More than 5 years	30	
3.2.3.	Previous work experience in women's empowerment and/ or gender equality;		30
3.2.4.	Experience with UN or other organizations, including donors and stakeholders;		10
3.2.5.	Fluency in Romanian and Russian.		20
Sub-total Team members/experts			100
Sub total of the "Resource Plan, Key Personnel"			210
	70% of 700 pts = 490 pts needed to pass technical		

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 490 points for the technical proposal.

ANNEX 4

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.

Proposer is requested to include a half page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Det (Name, Photo, Email)
1-					
2-					
3-					

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women.
- UN Women's general procurement principles:
 - Best Value for money
 - Fairness, integrity and transparency
 - Effective competition
 - The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

2.3 Environment-related approach to the service/work required

- Please 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 and project environment.

Section 3.0: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women (1) employed in Proposer's organization, (2) in executive and senior positions, and (3) shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the [Women Empowerment Principles](http://weprinciples.org/Site/PrincipleOverview) (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://weprinciples.org/Site/CompaniesLeadingTheWay/): <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

ANNEX 5

FORMAT OF FINANCIAL PROPOSAL

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities
 - b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.
 - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
 - d. An all-inclusive amount for local travel, if applicable.
 - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
 - f. Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

NOTE: In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

Financial Proposal: Ref. RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)”

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Draft and final methodology for the overall capacity development and awareness raising programme, containing: expected overall objectives, results and means to reach them; Timeframe and work plan; Proposed specific objectives, topics and agenda for each of the three training sessions (to be validated after needs assessment with women participants); Proposed initial and final questionnaire for self-assessment by participant at beginning and end of the program; call for applications and methods for ensuring its wide outreach among the target group, criteria for selection of participants; brief concept for proposed awareness raising activities which will specify the expected objectives, activities to be implemented, and the rationale behind them; how sustainability of the proposed interventions will be ensured. The draft methodology will be shared with UN Women and finalized based on feedback received.	20%		Draft: Within 15 work days following the date of contract signing Final: within 20 days
2	Report on delivery of first two trainings and provided support to undertaking of the first homework assignment. The report should also include analysis of the answers to the questionnaire filled in by participants and of each participant's fulfillment of the first homework assignment. All materials developed and used at the trainings, and the list of participants should be attached as Annexes.	40%		By end-July, 2017
3	Report on delivery of the third and last training, on provided support to undertaking of the second homework assignment, and a detailed description of activities undertaken and results achieved under raising awareness activities. The report should also include analysis of the questionnaires filled in by participants and of each participant's fulfillment of the second homework assignment. All materials developed and used at the trainings, and the list of participants should be attached as Annexes.	40%		By mid- October, 2017
	Total	100%	MDL	

B. Cost Breakdown by Resources

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

#	Description	Unit of measure	Number of units	Duration	Unit Cost (MDL)	Total Cost (MDL)
1	Personnel services					
1.1	Team Leader	Per person				
1.2	Team Member 1 (specify)	Per person				
1.3	Team Member 2 (specify)	Per person				
1.4	Personal assistant	Per persons				

#	Description	Unit of measure	Number of units	Duration	Unit Cost (MDL)	Total Cost (MDL)
1.5	Sign language interpreter	Per persons				
1.6	Other (specify)					
2	Operational costs					
2.1	Venue & Logistics support					
	Conference room (up to 30 participants) for 2 day training Requirements to venue: - Accessible for people with disabilities; - Located within Chisinau	Event/day				
	Training handouts for participants (agenda, training materials, support materials, other specify)	Per person				
	Technical equipment for presentations (such as: laptop, overhead projector, screen, wireless microphones (2) etc.)	Per day				
	Catering services: - Continental breakfast - Coffee breaks (to include freshly brewed coffee, herbal and leaf teas, full cream, salty and sweet pastry, seasonal fresh fruit) - 3-course business lunch, including juice and water - Dinner (meat or fish and side dish (pasta or potatoes with vegetables or other side dish); salad bar or assorted vegetables, fruit juice, mineral water)	Per person				
	Accommodation: - in standard double rooms (two beds), minimum 3 stars or equivalent); - accessible for people with disabilities; - within Chisinau area or mostly 30 km farther from Chisinau	Room/Person/Night				
	Transportation costs (specify)	Per km				
	Communication costs					
	Management costs	%				
	Other costs (specify)*					
	TOTAL					

* Additional budget details explaining the calculations are welcomed.

[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

ANNEX 6

PROPOSAL SUBMISSION FORM

[The Proposer shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To: **UN Women Moldova**
131, 31 August 1989 Street,
MD-2012 Chisinau,
Republic of Moldova
Attention: Registry Office/Procurement

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following **RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)** and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN WOMEN contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of 60 days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Proposal Submission Form]*

Name: *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: *[insert complete name of Proposer]*

Dated on day of , *[insert date of signing]*

VOLUNTARY AGREEMENT

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (Name of the Contractor) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality](#) and [women’s empowerment](#);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name : _____, Title : _____

Address : _____

Signature : _____

Date: _____

ANNEX 8

PROPOSED MODEL OF CONTRACT

CONTRACT- PROFESSIONAL SERVICES

This Contract dated [date] is made

BETWEEN

The UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, with its Headquarters at 220 East 42nd Street, New York, NY 10017, USA (hereinafter referred to as “UN-Women”);

and

[official name of company in full], duly incorporated or organized under the laws of [country], with its registered offices at [address] (hereinafter referred to as “the Contractor”);

(Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

WITNESSTH

WHEREAS, UN-Women wishes to obtain the services of the Contractor as set forth below (the “Services”) in accordance with the terms and conditions set forth in this Contract (as defined below); and

WHEREAS, the Contractor represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, willing, and able to provide such services in accordance with the terms and conditions set forth in this Contract.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Article 1

Contract Documents

1.1 This document and the documents listed below (“Contract Documents”) constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”):

1.1.1 UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);

1.1.2 Terms of Reference, annexed hereto as Annex B (“TOR”) [*Include a Terms of Reference setting forth the description of the Services to be procured, clearly evidencing your requirements.*]

[1.1.3 Fee Schedule (the “Fee List”)]; [and]

[1.1.4 Form of Performance Security]; [and]

[1.1.5 other annexes that may be relevant]

1.2 The Contract Documents are complementary of one another but,

1.2.1 First, this document;

1.2.2 Second, Annex A;

1.2.3 Third, Annex B;

[1.2.4 Fourth, Annex C;]

[1.2.5 Fifth, Annex D;] [and]

[1.2.6... other Annexes]

1.3 This Contract embodies the entire agreement of the Parties with regard to the subject matter hereof and supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and

between the Parties on this subject. No promises, understandings, obligations or agreements, oral or otherwise, relating to the subject matter hereof exist between the Parties except as herein expressly set forth.

1.4 Any notice, document or receipt issued in connection with this Contract shall be consistent with the terms and conditions of this Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of this Contract shall prevail.

1.5 This Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with this Contract, shall be deemed to include, and shall be interpreted and applied consistently with, the provisions of Article 16 (Settlement of Disputes) and Article 17 (Privileges and Immunities) of the General Conditions.

Article 2

Effective Date and Term

2.1 This Contract shall take effect on the date both Parties have signed this Contract or if the Parties have signed it on different dates, the date of the latest signature (the "Effective Date").

2.2 This Contract shall remain in effect until *[date]*/*[for a period of time]* from the Effective Date], unless earlier terminated in accordance with the terms of this Contract (the "Initial Term"). The United Nations may, at its sole option, extend the Initial Term of this Contract, under the same terms and conditions as set forth in this Contract, for a maximum of *[number]* additional period[s] of up to *[time period]* each (the "Extended Term"). The UN shall provide a written notice of its intention to do so at least *[number]* days prior to the expiration of the then Initial Term.

1. Article 3

2. Representations and Warranties

3.1 The Contractor represents and warrants that:

- 3.1.1 it is duly organized, validly existing and in good standing;
- 3.1.2 it has all necessary power and authority to execute and perform this Contract;
- 3.1.3 the execution and performance of this Contract will not cause it to violate or breach any provision in its charter, certificate of incorporation, by-laws, partnership agreement, trust agreement or other constituent agreement or instrument;
- 3.1.4 this Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms;
- 3.1.5 all of the information it has provided to UN-Women concerning provision of the Services pursuant to this Contract is true, correct, accurate and not misleading;
- 3.1.6 it is financially solvent and is able to provide the Services to UN-Women in accordance with the terms and conditions of the Contract;

[Optional] [3.1.7 Include any other relevant representations and warranties regarding the Contractor that are appropriate for the Services to be provided under this Contract.]

Article 4

Obligations of the Contractor

4.1 The Contractor shall perform the services described in the TOR (the "Services"), in accordance with the terms and conditions of this Contract.

4.2 The Contractor shall submit to UN-Women the deliverables specified hereunder according to the following schedule:

[LIST DELIVERABLES]

[INDICATE DELIVERY DATES]

[e.g.

Progress report

.././....

.....

.././....

Final report

.././....]

4.3. The Parties acknowledge that nothing in this Contract commits, or shall be construed as committing, UN-Women to deal with the Contractor as an exclusive or sole-source supplier of the Services.

4.4 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by [mail, courier and/or fax] to the address specified in Article 17 (Notices) below.

4.5 The Contractor and its Personnel (as defined in Article 4.12 below) shall perform the Services under this Contract with the necessary care and diligence, and in accordance with the highest professional standards.

4.6 Except as expressly provided in this Contract, the Contractor shall be responsible at its sole cost for providing all the necessary Personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services under this Contract.

4.7 The Contractor shall be responsible for obtaining, at its own cost, all licenses, permits and authorizations from governmental or other authorities necessary for the performance of this Contract.

4.8 The Contractor acknowledges that (i) UN-Women shall have no obligation to provide any assistance to the Contractor in performing the Services other than as expressly set forth herein and in particular the TOR; and (ii) UN-Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services.

4.9 The Contractor shall at all times keep the premises free of accumulation of waste materials or rubbish caused by its operations. At the completion of the Services, the Contractor shall remove all its waste materials, rubbish, tools, equipment, machinery and surplus materials from, on and around the premises. If the Contractor fails to clean up the premises upon the completion of the Services, the UN may do so, and the Contractor shall be liable for the costs thereof.

4.10 In addition to its obligations under Article 25 (Observance of the Law) of the General Conditions, the Contractor shall be aware of and shall comply with all applicable international standards and local labor laws, ordinances, rules, and regulations pertaining to the employment of local and international staff in connection with the Services in countries where Services will be performed and the country where the Contractor is incorporated, including, without limitation, laws, ordinances, rules and regulations associated with the payment of the employer's portions of income tax, insurance, social security, health insurance, worker's compensation, retirement funds, severance or other similar payments.

4.11 Except as expressly provided in this Contract, the Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services under this Contract.

4.12 Without limiting and further to Articles 2.1 and 2.2 of the General Conditions, the Contractor shall supervise and be fully responsible and liable for all work and services performed by its personnel, employees, officials, agents, servants, representatives and sub-contractors (or any of those sub-contractors' personnel, employees, officials, agents, servants and representatives) ("Personnel") and for their compliance with the terms and conditions of this Contract. The Contractor shall ensure that all Personnel performing Services under this Contract are qualified, reliable, competent, properly trained, and conform to the highest standards of moral and ethical conduct.

4.13 Without limiting and further to the General Conditions, the Contractor shall be fully responsible and liable for, and UN-Women shall not be liable for (i) any action, omission, negligence or misconduct of the Contractor or its Personnel, (ii) any insurance coverage which may be necessary or desirable for the purpose of this Contract, or (iii) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor's Personnel. The obligations under this Article do not lapse upon expiration or termination of this Contract.

4.14 The Contractor shall maintain for the term of the Contract detailed financial records, which clearly identify all funds received from UN-Women and expended by the Contractor for the implementation of the Contract. The Contractor shall ensure that adequate systems of internal control are put in place to ensure that the financial management of this Contract is conducted with the highest level of due diligence.

4.15 In addition to its obligations under Article 20 (Audits and Investigations) of the General Conditions, the Contractor shall promptly notify UN-Women of any legitimate suspicion on the part of the Contractor of fraudulent or corrupt activities or other wrongdoing by UN-Women personnel, Contractor's personnel (including its agents or subcontractors) or by other third parties through UN Women. Such notification shall be sent to UN-Women in accordance with Article 18 (Notices) of this Contract. The Contractor acknowledges and agrees that this Article 4.15 is an essential term of the Contract and that any breach of this provision shall entitle UN-Women to terminate the Contract or any other contract with UN-Women immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

4.16 The Contractor expressly acknowledges and agrees that Article 25 (Observance of the Law) of the General Conditions includes, but is not limited to, Contractor's obligation to undertake all reasonable efforts to ensure that: (a) none of the UN-Women funds received under this Contract are used to provide support to individuals or entities associated with terrorism, and (b) the recipients of any amounts provided by UN-Women hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision, as well as Article 25 (Observance of the Law) of the General Conditions, must be included in all sub-contracts or sub-agreements entered into by Contractor under this Contract.

4.17 Without limiting and in addition to Article 2.6 of the General Conditions, the Contractor shall ensure that its Personnel abide by all security regulations, policies and procedures of UN-Women.

4.18 Without limiting and further to Article 6 (Insurance and Liability) of the General Conditions, the foregoing provisions of this Article 4, and Article 8 (Insurance) below, the Contractor shall ensure that all of its Personnel used to perform the Services in connection with this Contract are (i) medically fit to perform such Services, and (ii) adequately covered by insurance for any service-related illness, injury, death or disability. The Contractor shall submit proof of such medical fitness and such insurance satisfactory to the UN before commencing any Services under this Contract."

4.19 The Contractor shall perform the Services using the personnel listed as key personnel below: [List] (collectively, the "Key Personnel").

#	Name, Surname	Position with the organization	Role under current assignment
1			
2			

Article 5 Contract Price

5.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of _____ [insert currency & amount in figures and words].

5.2 The fee for the Services provided in Article 5.1 shall remain firm and fixed during the term of the Contract.

5.3 Without prejudice to or limiting the provisions of Article 18 (Tax Exemption) of the General Conditions, the fee for the Services provided hereunder is inclusive of all costs, expenses, charges or fees that the Contractor may incur in connection with the performance of its obligations under the Contract, including, all taxes, duties, levies, fees and other charges of any nature imposed by any authority or entity.

5.4 UN-Women shall effect payments to the Contractor in accordance with Article 7 (Time and Manner of Payment) below against the Contractor's invoices meeting the requirements of this Article and Article 6 (Submission of Invoices) below. Such invoices are to be submitted only upon achievement of the corresponding milestones and for the following amounts:

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

Invoices shall indicate the milestones achieved and corresponding amount payable, and shall include such supporting documentation as UN-Women may require.

5.5 All stipends and other allowances, if any, to be paid by UN-Women are to be compensated for at rates specified in the Contract, and if not so specified, at rates not to exceed any current rates for the stipend or allowance in question applicable to UN-Women.

Article 6

Submission of Invoices

6.1 The Contractor shall submit to UN-Women an original copy of its invoices for all Services supplied to the UN-Women in accordance with this Contract, together with such supporting documentation as is required in the preceding Article 5 (Contract Price), as follows:

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

6.2 Without limiting the requirements regarding invoices in Article 5 (Contract Price), above, the Contractor's invoices shall specify, at a minimum, a description of the Services performed in accordance with the Contract, the unit prices in accordance with the Fee Schedule and the total price of the Services.

Article 7

Time and Manner of Payment

7.1 Payments under this Contract shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN-Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN-Women disputes the invoice or a portion thereof. All payments due to the Contractor under this Contract shall be made by electronic funds transfer to the Contractor's bank account, the details of which have been notified by the Contractor, as follows:

1. Name of Bank:
2. Bank Address:
3. Bank ID:
4. Account No:
5. Title/name:
6. Currency of Payment:
7. Currency of Bank Account:
8. Type of Account:

All payments will be done by the United Nations Development Programme (UNDP) Moldova on behalf of UN Women Moldova Office

7.2 Payments made in accordance with this Article shall constitute a complete discharge of UN-Women's obligations with respect to the relevant invoices or portions thereof.

7.3 Payments effected by the UN-Women to the Contractor shall not relieve the Contractor of its obligations under this Contract and shall not be deemed to be acceptance by UN-Women of the Contractor's performance.

7.4 The Contractor acknowledges and agrees that UN-Women may withhold payment in respect of any invoice in the event that, in the opinion of UN-Women, the Contractor has not performed in accordance with the terms and conditions of this Contract, or if the Contractor has not provided sufficient documentation in support of the invoice.

7.5 If UN-Women disputes any invoice or a portion thereof, UN-Women shall notify the Contractor accordingly, including a brief explanation of why UN-Women disputes the invoice or portion thereof. With respect to disputes regarding only a portion of the invoice, UN-Women shall pay the Contractor the amount of the undisputed portion in accordance with Article 7.1 above. UN-Women and the Contractor shall consult in good faith to promptly resolve outstanding issues with respect to any disputed invoice. Once a dispute regarding an invoice or a portion thereof has been resolved, UN-Women shall pay the Contractor the relevant amount within thirty (30) days after the final resolution of such dispute.

7.6 In addition to any rights and remedies available to it, and without prejudice to any other rights or remedies that UN-Women may have under this Contract, UN-Women shall have the right, without prior notice to the Contractor, any such notice being waived by the Contractor, upon any amounts becoming due and payable hereunder to the Contractor, to set off, against any amount payable by UN-Women under this Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UN-Women to the Contractor) owing by the Contractor to UN-Women hereunder or under any other contract or agreement between the Parties. UN-Women shall promptly notify the Contractor of such set-off and the reasons therefore, provided, however, that the failure to give such notice shall not affect the validity of such set-off.

7.7 The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract nor any accrued interest on payments withheld by UN-Women in connection with a dispute.

Article 8

Review; Improper Performance

8.1 UN-Women reserves the right to review and inspect (including the performance of tests, as appropriate) all Services performed by the Contractor under this Contract, to the extent practicable, at all reasonable places and times during the term of this Contract. UN-Women shall perform such review and inspection in a manner that will not unduly hinder the performance of the Services by the Contractor. The Contractor shall cooperate with all such reviews and inspections by UN-Women, at no cost or expense to UN-Women.

8.2 If any Services performed by the Contractor do not conform to the requirements of this Contract, without prejudice to and in addition to any of UN-Women's other rights and remedies under this Contract or otherwise, UN-Women shall have the following options, to be exercised in its sole discretion:

8.2.1 If UN-Women determines that the improper performance can be remedied by way of re-performance or other corrective measures by the Contractor, UN-Women may request the Contractor in writing to take, and the Contractor shall take, at no cost or expense to UN-Women, the measures necessary to re-perform or take other appropriate actions to remedy the improperly performed Services within [number] days after receipt of the written request from UN-Women or within such shorter period as UN-Women may have specified in the written request if emergency conditions so require, as determined by UN-Women in its sole discretion.

8.2.2 If the Contractor does not promptly take corrective measures or if UN-Women reasonably determines that the Contractor is unable to remedy the improper performance in a timely manner, UN-Women may obtain the assistance of other entities or persons and have corrective measures taken at the cost and expense of the Contractor. In addition, in the event of UN-Women obtains the assistance

of other entities or persons, the Contractor shall cooperate with UN-Women and such entity or person in the orderly transfer of any Services already completed by the Contractor.

8.2.3 If UN-Women, in its sole discretion, determines that the improper performance cannot be remedied by re-performance or other corrective measures by the Contractor, UN-Women, at the UN's sole discretion, may terminate the Contract in accordance with Articles 13.1 or 13.2 (second sentence) of the General Conditions, without prejudice to and in addition to any of its other rights and remedies under this Contract or otherwise.

8.3 Neither review nor inspection hereunder, nor failure to undertake any such review or inspection, shall relieve the Contractor of any of its warranty or other obligations under this Contract.

Article 9 Special Conditions

Article 9D Liquidated Damages

9D.1 The Contractor acknowledges the requirement of UN-Women that the Services be performed in accordance with the TOR. In particular, UN-Women will suffer both financial loss and inconvenience as a result of late performance. The Contractor therefore acknowledges that time is of the essence in relation to the provision of the Services.

9D.2 In the event of the Contractor's failure to comply with the time periods in the Contract, without prejudice to any other rights or remedies that UN-Women may have under this Contract or otherwise, United Nations may, at its sole option, demand liquidated damages for such delay ("Liquidated Damages"). Such Liquidated Damages shall be *[percentage of payable amount, or any other amount representing a reasonable pre-estimate of damages to be suffered by UN-Women for the Contractor's delay]*, for each *[period of time]* of delay beyond the date upon which the Services were due to have been completed.

9D.3 The Parties agree that any rights to terminate this Contract shall have no effect on UN-Women's right to claim Liquidated Damages pursuant to this Article.

9D.4 UN-Women shall have the right to deduct any Liquidated Damages to which it is entitled under the terms of this Contract from any monies due from UN-Women to the Contractor, or to recover the same as a debt due from the Contractor.

9D.5 Liquidated Damages shall be payable by virtue of the sole fact of the delay without the need for any previous notice or any legal or arbitral proceedings, or proof of damage, which shall in all cases be considered as ascertained.

Article 9G Amendment of General Conditions

9G.1 Owing to *[insert reasons for amendment]*, Article(s) *[insert articles to be amended]* of the General Conditions in Annex A shall be amended to read/be deleted as follows: *[Insert amended language]*

Article 10 Notices

10.1 Except as otherwise specified in this Contract, all notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be delivered either by: (i) personal delivery; (ii) recognized overnight delivery service; (iii) postage prepaid, return receipt requested, certified mail; or (iv) confirmed facsimile, transmitted to the Party for whom such notice or communication is intended, at the address or facsimile number shown below, or such other address or number as the intended recipient previously shall have designated by written notice given pursuant to this Contract:

If to the Contractor:

[Please insert address of Contractor]

Attn: *[name/title]*

Fax: *[number]*

Email: *[email]*

If to the UN-Women:

[Please insert address of UN-Women]

Attn: *[name/title]*

Fax: *[number]*

Email: *[email]*

10.2 Notices and other communications required or contemplated by this Contract delivered by mail or recognized overnight delivery service shall be effective on the date they are officially recorded by the postal or delivery service as delivered to (or refused by) the intended recipient by return receipt or equivalent. Such notices and other communications delivered by facsimile shall be deemed to have been delivered to and received by the addressee, and shall be effective, on the date indicated on the facsimile confirmation. Such notices and other communications delivered in person shall be effective on the date of actual receipt.

Article 11 Amendment

Any modification to this Contract shall be in accordance with Article 19 (Modifications) of the General Conditions.

Article 12 Miscellaneous

12.1 Without limiting the provisions of Article 19 (Modifications) of the General Conditions, no terms or provisions of this Contract shall be deemed waived and no breach excused, unless such waiver or excuse shall be in writing and signed by the Party giving the waiver or excuse. No consent to, or excuse or waiver of, a breach of this Contract shall constitute a consent to, or excuse or waiver of, any other subsequent breach.

12.2 If any provision of this Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

12.3 Headings and titles used in this Contract are for reference purposes only and shall not be deemed a part of this Contract for any purpose whatsoever.

12.4 This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument.

12.5 Unless the context otherwise clearly indicates, all references to the singular herein shall include the plural and vice versa.

12.6 This Contract and everything herein contained shall inure to the benefit of, and be binding upon, only the Parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

FOR [NAME OF CONTRACTOR]

By: _____

Name: _____

Title: _____

Date: _____

FOR UN-WOMEN

By: _____

Name: _____

Title: _____

Date: _____

ANNEX 9

GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

For Services, available from this link:

<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

ANNEX 10

RfP17/01487: National company / organization to provide support on enhancing capacities of women with disabilities towards greater participation in civic, public and political life (UN WOMEN)”

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(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)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Party year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Consortium/Association Agreement	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders). <input type="checkbox"/> 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: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

ANNEX 11

SUBMISSION CHECKLIST

FOR SUBMISSIONS BY COURIER MAIL/HAND DELIVERY:

Outer envelope containing the following forms:

- Proposal Submission Form ☐
- Joint Venture Form (if a joint venture) ☐
- Voluntary Agreement to Promote GE & WE (Voluntary) ☐
- Proposal Security Form (if required) ☐
- Performance Security Form (if required) ☐

First inner envelope containing:

- Technical Proposal ☐

Second inner envelope containing:

- Financial Proposal ☐

FOR EMAIL SUBMISSIONS:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:

- Technical Proposal ☐
- Proposal Submission form ☐
- Joint Venture Form (if a joint venture) ☐
- Voluntary Agreement to Promote GE & WE (Voluntary) ☐

Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:

- Financial Proposal ☐
- Financial Excel Spreadsheet (if required) ☐

Please check-off to confirm the below:

- MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD ☐
- THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY
REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND
ACCEPT ALL TERMS. ☐