**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 3.4.1of 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

1. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
2. 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
3. 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.
4. 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.
5. An all-inclusive amount for local travel, if applicable.
6. 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.
7. Summary of total cost for the services proposed.
8. **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.: RFP18/01757 for a** **for a Company/ Organization to work with the private sector companies on promoting Women’s Empowerment Principles (WEP) in Moldova**

**All prices/rates quoted must be inclusive of all taxes.**

1. **Cost Breakdown per Deliverables**

| **No** | **Deliverables/Tasks** | **Percentage of Total Price** | **Price**  **(lump sum, all inclusive)**  **MDL** | **Delivery time/time period (if applicable)** |
| --- | --- | --- | --- | --- |
|  | **Detailed Work Plan**, including timelines and brief description of activities to be undertaken and methodologies to be used. | 15 % |  | 15 %  Within one week after signing the contract |
|  | **Provision of support for establishment of WEPs Platform in Moldova, including its Executive Board, and facilitate its operations** *(activities under Task 1)*  ***Deliverables:***   * Report on the inception meeting with company representatives, including WEPs signatories, (in English). * Minutes of the first quarterly meeting of the WEPs Platform, (in English). | 10 % |  | 20 %  By mid - December 2018 |
|  | **To carry out mapping of good practices on WEPs implementation** *(activities under Task 2)*  ***Deliverables:***   * Report on the mapping of the current situation on the WEPs implementation in Moldova (in English). * Database on WEPs signatory companies, including information on WEPs focal points, the practices of the company and the assessment of the practices. * A tool for identification of good practices on WEPs implementation. * Report on good practices on WEPs implementation in Moldova (in English). | 10 % |  |
|  | **Provision of support for companies in: a) assessing their status and progress in applying WEPs, and b) determining their own road map on WEPs implementation** *(activities under Task 3)*  ***Deliverables:***   * Self-assessment tool for companies in Moldova on WEPs application (in Romanian and English). * Report on the facilitation of self-assessment exercise. * Road maps/action plans on WEPs implementation for at least 30 companies. * Monitoring tool (reflecting outcomes, activities, targets, indicators and timelines) for WEPs implementation. | 30 % |  | 25 %  By end of February 2019 |
|  | **Organizing awareness raising activities and dissemination of good practices on WEPs implementation** *(activities under Task 4)*  ***Deliverables:***   * Communication materials on WEPs. * WEPs Implementation Guide (Romanian 200 copies and English 50 copies). * Report on the information sessions on WEPs. * Report on the launching event on the WEPs initiative in Moldova (for up to 50 persons). * Minutes of the second quarterly meeting of the WEPs Platform, (in English). | 25 % |  | 30 %  By end June 2019 |
|  | **To advocate for laws and policies that promote gender equality and increase women’s economic participation** *(activities under Task 5)*  ***Deliverables:***   * 5 draft legislative and policy recommendations that promote gender equality and increase women’s economic participation through WEPs promotion (in Romanian and English). * Final Report, on the results of the technical support provided to companies, tools developed, lessons learned, recommendations for UN Women’s further engagement with the private sector (in Romanian and English). | 10 % |  | 10 %  By mid-August 2019 |
|  | **To develop a Sustainability Plan for the WEPs Platform***. (activities under Task 6)*  ***Deliverable:***   * Sustainability Plan for WEPs Platform. |
|  | **Total** | 100 % |  |  |

1. **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** | **Quantity** | **Number of Unit** | **Unit Cost (USD)** | **Total Cost (USD)** |
| * + - 1. **Personnel Services** |  |  |  |  |
| Team Leader | person | Day/week/month |  |  |
| Team Member *(please specify)* | person | Day/week/month |  |  |
| Team Member *(please specify)* | person | Day/week/month |  |  |
| Consultant *(under specific task #)* | person | Day/week/month |  |  |
| Consultant *(under specific task #)* | person | Day/week/month |  |  |
| Other *(please specify)* | [specify] |  |  |  |
| * + - 1. **Operational cost** |  |  |  |  |
| Transportation costs (specify) | Per km |  |  |  |
| Rent of venue (if needed) | [specify] |  |  |  |
| Any relevant overhead costs (catering, communication, stationary, etc*. (each cost to be reflected in a separate line)* |  |  |  |  |
| Communication materials on WEPs (*please specify in separate line each communication material as per your consideration: radio and video spots, infographics, posters, flyers etc.)* |  |  |  |  |
| Printing and design costs  Guide for WEPs promotion in Moldova (Romanian 200 copies and English 50 copies). | [specify] |  |  |  |
| Translation costs | [specify] |  |  |  |
| Catering costs (coffe breaks, lunches) | [specify] |  |  |  |
| Costs for launching event, up to 30 participants – catering, rent of venue, translation equipment, stationary, *(please specify each cost in separate line)* | [specify] |  |  |  |
| Communication | [specify] |  |  |  |
| Other costs [please specify in separate lines the costs for all needs to implement the TOR] |  |  |  |  |
| TOTAL |  |  |  |  |

*[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. The applicant may ad additional rows if needed.]*

**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: