**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 *one* 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** | |
| *This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement.*   * 1. Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration. Provide copies of company registration certificate issued by state authorities.   2. Financial Capacity: Provide Latest Financial Statements (Income Statement and Balance Sheet) audited as per country regulation or validated by tax authorities for 2017 including Auditor's Report if available.   3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name of  project | Client | Contract Value | Period of  activity | Types of  activities undertaken | Status or Date Completed | References Contact  Details (Name,  Phone, Email) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |
| **Section 2.0: Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan** | |
| 2.1 Analysis approach, methodology   * Provide a description of the organization’s approach, methodology, risk mitigation 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. * 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:   a) Best Value for money  b) Fairness, integrity and transparency  c) Effective competition  d) 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) om executive and senior positions, and (3) shareholders. This *may* be a factor in the evaluation. UN Women is also 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://www.weprinciples.org/Site/Companies/1) (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://www.empowerwomen.org/business-hub): <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:** *[Adjust according to needs]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
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|  | | | | |
| References (minimum 3) | | (Name/Title/Organization/Contact Information – Phone; Email) | | |