

SECTION 1. LETTER OF INVITATION

Dear Sir/Madam,

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

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

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

Your submission should include the following:

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

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

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

We look forward to receiving your proposal,
UN Women Procurement Section

SECTION 2. INSTRUCTIONS TO VENDORS

GENERAL PROVISIONS	
1. Scope	Vendors are invited to submit a proposal for the services specified in the Terms of Reference (TOR), in accordance with this Request for Proposal (RFP). Vendors shall adhere to all the requirements of this RFP, including any amendment made in writing. This RFP is conducted in accordance with Policies and Procedures of UN Women.
2. Interpretation of the RFP	Any proposal submitted will be regarded as an offer by the vendor and does not constitute or imply the acceptance of the proposal by UN Women. UN Women is under no obligation to award a contract to any vendor as a result of this RFP. Nothing in or in connection with this RFP shall give rise to any liability on the part of UN Women unless and until the contract is signed by UN Women and the successful vendor.
3. Supplier Code of Conduct	All vendors must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment, and ethical conduct may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct. Vendors who take part in this solicitation exercise, and willing to do business with UN Women must take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration, and benefits. Moreover, vendors should note that the provisions of the Code of Conduct will be binding on the vendor in the event that the vendor is awarded a contract, pursuant to the terms and conditions of any such contract. UN Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and requests that all vendors observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this RFP. UN Women implements a policy of zero tolerance on proscribed practices, including fraud¹, corruption², collusion³, unethical practices⁴, and obstruction⁵. UN Women requires all vendors to observe the highest standard of ethics at all stages, including pre-bidding/solicitation, during the procurement process, post-contract award, and contract implementation. UN Women is committed to prevent, identify, and address all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. In pursuance of this policy, UN Women: (a) Shall reject a proposal if it determines that the selected vendor has engaged in any corrupt or fraudulent practices in competing for the contract in question. (b) Further, UN Women shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UN Women contract.
4. Eligible Vendors	Vendors should be a legally incorporated commercial entity with legal capacity as a firm(s) with a valid registration, to enter into a binding commercial contract with UN

¹ Fraud: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

² Corruption: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.

³ Collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

⁴ Unethical practice: conduct or behavior that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UN Women.

⁵ Obstruction: acts or omissions by a Vendor that prevent or hinder UN Women from investigating instances of possible proscribed practices.

	Women. A vendor, and all parties constituting the vendor, may have the nationality of, or be incorporated in, any country. A vendor shall be deemed to have the nationality of a country if the vendor is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. Vendor shall not be eligible to submit a proposal if at the time of proposal submission: • is suspended by or has any pending disputes or litigations with UN Women or other Organizations, Funds or Programs of the UN System; • has engaged in any money-laundering activities, which include, but are not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means. • is included in the Ineligibility List, hosted by <u>UNGM</u>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the <u>Consolidated United Nations Security Council Sanctions List</u>, including the <u>UN Security Council Resolution 1267/1989 list</u>; • is included in the <u>World Bank Corporate Procurement Listing of Non-Responsible Vendors</u> and <u>World Bank Listing of Ineligible Firms and Individuals</u>. As part of the RFP exercise, by submitting a Proposal(s), vendor(s) declares that it, its parent, affiliate and subsidiary entities: ○ is/are not a company, or associated with a company or individual, under procurement prohibition lists as stated above. ○ is/are not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice. ○ has not declared bankruptcy, is/are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future; ○ undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with UN Women or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risks to UN Women. It is the vendor's responsibility to ensure that its employees, joint venture partners, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UN Women.
5. Conflict of Interest	All vendors found to have a conflict of interest shall be disqualified. Vendors may be considered to have a conflict of interest if: ○ they are or have been associated in the past, with a person or an entity or any of its affiliates that have been involved in the preparation of the design, specifications, TOR, cost analysis/estimation and other documents to be used for the procurement of the goods/ services/ civil works required in the present procurement process. ○ They have a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in any stage of the RFP-process of such contract; or (ii) would be involved in the implementation or supervision of such contract; ○ They have an interest in other vendors (who are submitting a proposal/s in response to this RFP) including when they have common ownership and/or management. Vendors shall not submit more than one proposal, except for alternative offers, if permitted. This will result in the disqualification of all proposals in which the vendor is involved.

	Vendors must disclose any actual or potential conflict of interest in their proposal, and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Failure to disclose any actual or potential conflict of interest may lead to the vendor being sanctioned or debarred by UN Women, and the proposal security (if applicable) shall be surrendered to UN Women.
6. Proprietary information	The RFP documents and any Terms of Reference or information issued or furnished by UN Women are issued solely to enable a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to vendors shall remain the property of UN Women. All documents which may form part of the proposal will become the property of UN Women, and will not be returned to vendors.
7. Publicity	The UN Women name and logo may never be used by any person or entity without the prior written agreement by UN Women. During the RFP process, a vendor is not permitted to create any publicity in connection with the RFP. The UN Women name and logo cannot be used to solicit public awareness of its products or services on the basis of a connection with UN Women.
SOLICITATION DOCUMENTS	
8. Clarification of Solicitation Documents	Vendors may request clarifications on any of the RFP documents no later than the date indicated in the RFP. Any request for clarification and all other correspondence in relation to this RFP must be sent in writing through the “Messages” functionality in the <u>Quantum</u> system. Communication through any other channels than as described in the RFP at any stage of the solicitation process may be cause for the vendor’s proposal to be compromised and ultimately rejected. UN Women will publish the responses (including an explanation of the query but without identifying the source of inquiry) to all prospective vendors in the <u>Quantum</u> system. Responses will be made to clarification questions received by the deadline for questions indicated in the RFP. Responses to clarification requests shall be binding for all vendors. Explanations or interpretations provided by UN Women personnel through the use of other communication channels, than described above, will not be considered binding or official. UN Women shall endeavor to respond to clarifications expeditiously, but any delay in such response shall not cause an obligation on the part of UN Women to extend the submission date of the proposals unless UN Women deems that such an extension is justified and necessary.
9. Amendment of Solicitation Documents	At any time prior to the deadline for proposal submission, UN Women may for any reason, such as in response to a clarification requested by a vendor, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective vendors. If the amendment is substantial, UN Women may extend the deadline for submission of proposals to give the vendors reasonable time to modify and resubmit the proposal in accordance with the amendment requirements.
PREPARATION OF PROPOSALS	
10. Costs of Preparation of Proposal	The vendor shall bear all costs related to the preparation and/or submission of the proposal, attendance at any pre-proposal conference, meetings, or oral presentations regardless of whether its proposal is selected or not. Vendors acknowledge that their participation in any stage of the solicitation process for this RFP is at their own risk and cost and shall not in any way include these as a direct cost of the assignment. UN Women shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
11. Language	The proposal, as well as any and all related documents and correspondence exchanged by the vendor and UN Women, shall be written in the English language, or as otherwise indicated in the RFP. Any document furnished by the vendor in another language than what is indicated in the RFP must be submitted together with an English translation of

	relevant excerpts. In such a case, for purposes of interpretation of the Proposal, the English translation shall govern.
12. Documents Establishing Eligibility and Qualifications of the Vendor	The vendor shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms/instructions provided in the <u>Quantum</u> system and providing the documents required. In order to award a contract to a vendor, its qualifications must be documented to UN Women's satisfaction.
13. Technical Proposal Format and Content	The vendor is required to submit a technical proposal using the forms/instructions provided in the <u>Quantum</u> system and taking into consideration the requirements in the RFP. The technical proposal shall not include any price or financial information. A technical proposal containing material financial information will be declared non-responsive. References to supporting documentation, including descriptive material and brochures should be included in the text of the Technical Proposal and the supporting documentation attached as annexes to the Technical Proposal. Any information in the Technical Proposal which the vendor considers proprietary, should be clearly marked "proprietary" next to the relevant part of the text. Proprietary information will remain internally as part of the confidential procurement process only and will be redacted if a document containing such information is published publicly.
14. Financial Proposal	The financial proposal shall be prepared using the form/instructions provided in the <u>Quantum</u> system and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services and the detailed breakdown of such costs. Any output and activities described in the technical proposal but not priced in the financial proposal shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices quoted shall be fixed during the performance of the contract and not subject to variation on any account, unless otherwise specified in the RFP and agreed by both parties. Prices and other financial information must not be disclosed in any other place except in the financial proposal. Proposals with no fixed prices will not be considered for evaluation and will be disqualified.
15. Currencies	All prices shall be quoted in the currency or currencies indicated in the RFP, or any freely convertible currency. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals: • UN Women will convert the currency quoted in the proposal into United States Dollars (USD), in accordance with the UN Operational Rate of Exchange in force at the time of the proposal submission deadline date and time. • In the event that UN Women selects a proposal for an award that is quoted in a currency different from the preferred currency, UN Women shall reserve the right to award the contract in the currency of UN Women's preference, using the conversion methods specified above.
16. Duties and Taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations (which includes UN Women as a subsidiary organ) is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles imported or exported by the United Nations for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified in the RFP.
17. Proposal Validity Period	Proposals shall remain valid for the period specified in the RFP, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UN Women and considered non-responsive. During the proposal validity period, the vendor shall maintain its original Proposal without any change, including the availability of the key personnel, the proposed rates,

	and the total price. In exceptional circumstances, prior to the expiration of the proposal validity period, UN Women may request vendors to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered an integral part of the proposal. A vendor granting the request will not be required nor permitted to modify its proposal. If the vendor agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with the provision of-Proposal security - in all respects. The vendor has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case the proposal shall not be further evaluated.
18. Proposal Security/Bid Bond⁶	Proposal security, if required, shall be provided in the amount and form indicated in the RFP. The proposal security shall be valid for a minimum of thirty (30) days after the final date of the validity of the proposal, after which the proposal security will automatically become null and void, unless a dispute arises in relation to the proposal security. The Original Proposal Security must be sent via courier or hand delivery to UN Women procuring office. The vendor must arrange for the Original Proposal Security to be received by UN Women procuring office before the deadline for submission of the proposals. If the Original Proposal Security is required by the RFP but is not received by UN Women before the deadline for submission, the offer shall be rejected. The proposal security shall be denominated in the currency indicated in the RFP. The proposal security shall be issued by a regulated financial institution (e.g. a bank) that is certified by the central bank in the country where the bank is located. UN Women may, at its discretion, reject any proposal security that does not comply with this requirement. The proposal security shall be in one of the following forms: a) Bank guarantee or irrevocable letter of credit, or b) Cashier's check, or certified check. If the proposal security amount, or its validity period, is found to be less than is required by UN Women, UN Women shall reject the proposal. In the event an electronic submission is allowed in the RFP, vendors shall include a copy of the proposal security in their electronic proposal and the original of the proposal security must be sent via courier or hand delivered as per the instructions of the RFP. Unsuccessful vendors' proposal securities will be discharged as promptly as possible and can be physically picked up by the vendor at UN Women's location, no later than thirty (30) days after the expiration of the period of proposal validity, unless amended thereafter, as prescribed by UN Women. The Proposal security may be forfeited by UN Women, and the proposal rejected, in the event of any, or combination, of the following conditions: • If the vendor withdraws its offer during the period of the proposal validity, or • In the event the successful Vendor fails: ○ to sign the contract resulting from the RFP process in accordance with the terms and conditions set forth in the RFP (and within the timeframe required for signature), including if applicable, variation of requirement; or ○ to furnish the performance security, insurances, or other documents that UN Women may require as a condition precedent to the

⁶ The terms "Proposal Security" and "Bid Bond" are used interchangeably and have the same meaning, see the Proposal/Bid Security Form, available online and accessible through this link: <https://www.unwomen.org/en/about-us/procurement>

	effectivity of the contract that may be awarded to the vendor.
19. Joint Venture, Consortium or Association	A vendor may submit a proposal in association with other entities, particularly with an entity in the country where the goods and/or services are to be provided. If the vendor is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that: • they have designated one party to act as a lead entity, duly vested with the authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between UN Women and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the Joint Venture, Consortium or Association. • all parties of such joint venture, /consortium/association shall be jointly and severally liable to UN Women for any obligations arising from their proposal and the contract that may be awarded to the joint venture/consortium/association as a result of this RFP. After the deadline for submission of the proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UN Women. If a JV, Consortium, or Association's proposal is the proposal selected for an award, UN Women will award the contract to the Joint Venture, Consortium or Association in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities. The lead entity and the member entities of the JV, Consortium, or Association shall abide by the provisions of Article 20 below - "Only one Proposal"- herein in respect of submitting only one proposal. The description of the organization of the JV, Consortium, or Association must clearly define the expected role of each of the entities in the Joint Venture, Consortium or Association in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium, or Association shall be subject to the eligibility and qualification assessment by UN Women. A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between: • Those that were undertaken together by the members of the JV, Consortium or Association; and • Those that were undertaken individually by the members of the JV, Consortium, or Association. Previous contracts completed by experts working individually, but who are currently permanently or temporarily associated with any of the member entities, cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. JV, Consortium, or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one entity.
20. Only one Proposal	The vendor (including the individual members of any Joint Venture, Consortium or Association) shall submit only one proposal, either in its own name or as part of a Joint

	Venture, Consortium or Association. Proposals submitted by two (2) or more vendors shall all be rejected if they are found to have any of the following: • they have at least one partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another vendor regarding this RFP process. • they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as a lead vendor, or some key personnel proposed to be in the team of one vendor participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal.
21. Alternative Proposals	Unless otherwise specified in the RFP, alternative proposals shall not be considered. If the submission of alternative proposals is allowed in the RFP, a vendor may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UN Women reserves the right to award a contract based on an alternative proposal. If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal". If no indication is provided as to which proposal is the main proposal and which is/are the alternative proposal(s), then all proposals may be rejected.
22. Pre-Proposal Conference	When appropriate, a pre-proposal conference will be conducted at the date, time, and location and according to any instructions specified in the RFP. If it is stated that the pre-proposal conference is mandatory, a Vendor who does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP. If it is stated that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested vendor. Information about each vendor's representatives who will attend the pre-proposal conference shall be submitted in writing to the UN Women contact as listed in the RFP, including the full name and position of each representative at least 48 hours before the pre-proposal conference is to be held. UN Women will not issue any formal answers to questions from vendors regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in writing through the "Messages" functionality in the <u>Quantum</u> system. The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting the Article 25 below - "Vendors Responsibility to Inform Themselves"-, vendors shall not rely upon any information, statement, or representation made at the pre-proposal conference unless that information, statement, or representation is confirmed by UN Women in writing. Minutes of the pre-proposal conference will be disseminated through the <u>Quantum</u> system. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless specifically incorporated in the minutes of the vendor's conference or issued/posted as an amendment to RFP.
23. Site inspection	When appropriate, a site inspection will be conducted at the date, time, and location and according to any instructions specified in the RFP.

	If it is stated in the RFP that the site inspection is mandatory, a vendor who does not attend the site inspection shall become ineligible to submit a proposal under this RFP. If it is stated that the site inspection is not mandatory, non-attendance shall not result in the disqualification of an interested vendor. Vendors participating in a site inspection shall be responsible for: - Arranging for and wearing any necessary personal protective equipment, including at a minimum: safety helmets, boots and reflective vests; and - Making and obtaining any travel/visa arrangements that may be required for the vendors to participate in a site inspection. Prior to attending a site inspection, vendors shall execute an indemnity waiver releasing UN Women in respect of any liability that may arise from: - loss of or damage to any real or personal property; - personal injury, disease or illness, or death of any person; - financial loss or expense, arising out of the carrying out of that site inspection; and - transportation by UN Women to the site (if provided) as a result of any accidents or malicious acts by third parties. UN Women will not issue any formal answers to questions from vendors regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 8 – “Clarification of solicitation documents”. A site inspection will be conducted to provide background information only. Without limiting the Article 25 - “Vendors Responsibility to inform themselves” - vendors shall not rely upon any information, statement, or representation made at a site inspection unless that information, statement, or representation is confirmed by UN Women in writing.
24. Errors or Omissions	Vendors shall immediately notify UN Women in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults, and clarify their proposal. Vendors shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.
25. Vendors Responsibility to Inform Themselves	Vendors shall be responsible for informing themselves in preparing their proposals. In this regard, vendors shall ensure that they: - examine and fully inform themselves in relation to all aspects of the RFP, including the general conditions of contract and terms and conditions of the specific contract, and all other documents included or referred to in this RFP; - review the RFP to ensure that they have a complete copy of all documents; - obtain through the Quantum system and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry; - verify all relevant representations, statements, and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UN Women, its employees or personnel; - attend any pre-proposal conference or a site inspection if it is mandatory under this RFP; - fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the provision of the goods/services/works; and - form their own assessment of the nature and extent of the services required as included in the Terms of Reference and other relevant documents, and properly account for all requirements in their proposal. Vendors acknowledge that they have not relied upon any information not included in this RFP, and that UN Women, its directors, employees, and personnel make no representations or warranties (express or implied) as to the accuracy or completeness of this RFP or any other information provided to the vendors.

26. No Material Change(s) in Circumstances	The vendor shall inform UN Women of any change(s) of circumstances arising during the RFP process, including but not limited to: • a change affecting any declaration, accreditation, license or approval; • re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the vendor or its major sub-contractors; • a change to any information on which UN Women may rely in assessing proposals.
27. Instruction for Proposal Submission	The vendor shall submit a complete proposal electronically through the <u>Quantum</u> system. The original Proposal Security, if required, must be sent via courier or hand-delivered, in addition to the electronic copy (as described under Article 18 – “Proposal Security/Bid Bond” above). Electronic files that form part of the Proposal must be documents and forms in accordance with the format and requirements indicated in the RFP (use the templates provided, where applicable). Documents related to the Technical and the Financial parts of the Proposal must be submitted in separate envelopes, named respectively the “Technical” and the “Commercial” (Financial). The Proposal shall be submitted through the “Negotiations” section of the “Supplier Portal” in the <u>Quantum</u> system. The Proposal shall consist of the documents listed in the RFP. Documents containing any information on the financial aspects of the Proposal MUST be attached only to the Commercial (Financial) Envelope. Failure to do so may result in disqualification. The proposal shall be signed by the vendor’s representative duly authorized to commit the proposal. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal. By submitting an offer, the vendor irrevocably and unconditionally accepts the General Terms and Conditions in their entirety. Any deviations, reservations, or objections to the General Conditions of Contract must be expressly stated in the submission, accompanied by proposed alternative language. The extent of non-compliance will be a material factor in the evaluation process, and any material deviation may result in immediate disqualification. Failure to disclose any reservations or objections by the bid closing date constitutes a binding waiver of the vendor’s right to assert any such objections thereafter, including post-award. Any attempt to introduce reservations or objections after the bid closing date or post-award shall be deemed a material breach, entitling UN Women to unilaterally rescind the award without liability.
28. Deadline for Proposal Submission	Complete proposals must be received by UN Women in the manner, and no later than the date and time, specified in this document and the RFP. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the vendors to ensure that their proposal is received by UN Women by the closing date and time. UN Women shall accept no responsibility for proposals that arrive late due to the courier company or any technical issues and shall only recognize the actual date and time that the proposal was received by UN Women. Any proposals received after the stipulated deadline will be rejected.
29. Withdrawal, Substitution, and Modification of Proposals	A vendor may withdraw, substitute or modify its proposal after it has been submitted at any time prior to the deadline for submission. In case of withdrawal, the vendor shall send a written notice to UN Women through the “Messages” functionality in <u>Quantum</u>, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). In case of substitution or modification of the

	proposal, if any, the vendor shall resubmit their proposal in the <u>Quantum</u> system. The substituted or modified proposal shall supersede the initial proposal. It is the responsibility of the vendor to properly follow the portal instructions. Detailed instructions on how to cancel or modify a proposal directly in the portal are provided in relevant guidelines. However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UN Women for the entire proposal validity period, which may be extended. Any samples submitted with respect to the RFP will be made available for collection by the vendor that submitted it within 15 days of notification of the outcome of the solicitation by UN Women. Otherwise, UN Women shall have the right to discard such samples without further notice to the vendor. UN Women shall not be responsible to return any samples to the vendor at UN Women's cost.
30. Storage of Proposals	Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the proposal opening date stated in the RFP. No responsibility shall be attached to UN Women for prematurely opening an improperly addressed and/or identified proposal.
31. Proposal Opening	There is no public proposal opening for RFPs. UN Women will open the proposals through the <u>Quantum</u> system in accordance with its internal regulations, policies and procedures. There will be separate proposal openings for technical and financial proposals. Vendor Proposals that include both Technical and Commercial (Financial) proposals together will be rejected.
32. Late Proposals	Late proposals are any submissions received after the deadline and will be rejected and automatically disqualified from consideration. It will be the vendor's responsibility to collect any hard copies of any documents or samples if submitted with their proposals within a specified period of business days if they wish to do so. UN Women may dispose of such documents or samples not collected after a specified period.
33. Confidentiality	Information relating to the examination, evaluation, comparison and post-qualification of proposals, and the recommendation of contract award, shall be treated as strictly confidential and shall not be disclosed to vendors or any other persons not officially concerned with such process, even after publication of the contract award, except as otherwise set out herein. Any effort by a vendor or anyone on behalf of the vendor to influence UN Women in the examination, evaluation, and comparison of the proposals or contract award decisions; or any effort by a vendor or anyone on behalf of the vendor to obtain proprietary information from any sources, including UN Women personnel, other than using the <u>Quantum</u> system, at UN Women's decision, may result in the rejection of its proposal and may also subsequently be subject to the application of prevailing UN Women's vendor sanctions procedures. Notwithstanding this instruction, from the time of proposal opening to the time of Contract Award, if any Vendor wishes to contact UN Women on any matter related to the solicitation process, they should do so in writing through the <u>Quantum</u> system.
EVALUATION OF PROPOSALS	
34. Evaluation of Proposals	UN Women shall evaluate a proposal using the methodologies and criteria defined in this RFP. UN Women shall conduct the evaluation solely on the basis of the technical and commercial (financial) proposals, duly submitted. Evaluation of proposals shall be undertaken in the following steps: • Preliminary examination • Evaluation of minimum eligibility and qualification • Evaluation of technical proposals • Evaluation of financial proposals The above steps are further explained below.

	After completion of the evaluation, but prior to award, UN Women shall conduct a Post-qualification assessment of the vendor recommended for award (if pre-qualification was not done) as per Article 38 - <i>"Post-qualification"</i> .
35. Preliminary Examination	UN Women shall examine the proposals to determine whether they are: submitted before the deadline, complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UN Women may reject any proposal during the preliminary examination which does not comply with the minimum requirements set out in this RFP, without further consultation with the vendor.
36. Evaluation of Eligibility and Qualification	Eligibility and qualification of the vendor will be evaluated against the minimum eligibility and qualification requirements specified in this RFP document and the Article 4 - <i>"Eligible vendors"</i> .
37. Evaluation of Technical and Financial Proposals	The evaluation committee shall review and evaluate the technical proposals based on their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and points system specified in the RFP. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the RFP. When necessary, and if stated in the RFP, UN Women may invite technically responsive vendor/s for a presentation related to their technical proposals. In the next stage, only the financial proposals of those vendors who achieve the minimum technical score will be opened for evaluation. The evaluation method that applies for this RFP shall be as indicated in the RFP, which may be either of two (2) possible methods, as follows: (a) the combined scoring method which will be based on a combination of the technical and financial score, or (b) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive vendors; When the RFP specifies a cumulative (composite) scoring method, the formula for the rating of the proposals will be as follows: The maximum number of points assigned to the financial proposal is allocated to the lowest-priced proposal. All other price proposals receive points in inverse proportion. The formula is as follows: $p = y (\mu/z)$ 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 proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers the best value for money.
38. Post-qualification	UN Women reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity/authenticity of the information provided by the vendor. Such exercise shall be fully documented and may include, but is not limited to, all or any combination of the following: - Verification of accuracy, correctness, and authenticity of the information provided by the vendor; - Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation committee; - Inquiry and reference checking with Government entities with jurisdiction on the vendor, or with previous clients, or any other entity that may have done business with the vendor;

	d) Inquiry and reference checking with previous clients on the performance of on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the vendor's offices, branches or other places where business transpires, with or without notice to the vendor; f) Other means that UN Women may deem appropriate, at any stage within the selection process, prior to awarding the contract. After completion of the evaluation but prior to award, UN Women may carry out audits of the vendor's accounting records and financial statements and conduct background checks/due diligence on the vendor recommended for award, to confirm the vendor meets the criteria set forth in the RFP or as appropriate to the nature of the procurement process. UN Women may reject a vendor on the basis of such findings. Vendor shall permit UN Women representatives to access their facilities at any reasonable time to inspect the vendor's premises.
39. Clarification of Proposals without material deviation	To assist in the examination, evaluation and comparison of proposals, UN Women may, at its discretion, ask the vendor for clarification of its proposal (without material deviation, reservation, or omission). The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted. UN Women may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account. Any unsolicited clarification submitted by a vendor with respect to its proposal which is not a response to a request by UN Women, shall not be considered during the review and evaluation of the proposals. Clarification requests do not signify an intent to award to that vendor. Proposals may still be rejected after clarifications are received if the information is not sufficient for technical requirements or pricing data.
40. Responsiveness of Proposal	UN Women's determination of a proposal's responsiveness is to be based on the contents of the proposal itself without recourse to extrinsic evidence. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR, and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that: - affects in any substantial way the scope, quality, or performance of the service specified in the contract; or - limits in any substantial way, inconsistent with the solicitation documents, UN Women's rights or the vendor's obligations under the contract; or - if rectified would unfairly affect the competitive position of other vendors presenting substantially responsive proposals. If a proposal is not substantially responsive, it shall be rejected by UN Women and may not subsequently be made responsive by the vendor by correction of the material deviation, reservation, or omission.
41. Nonconformities, Reparable Errors and Omission	Provided that a proposal is substantially responsive, UN Women may waive any non-conformities or omissions in the proposal that, in the opinion of UN Women, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other vendors. Provided that a proposal is substantially responsive, UN Women may request the vendor to submit the necessary information or documentation, within a reasonable period, to rectify non-material nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the vendor to comply with the request may result in the rejection of its proposal.
AWARD OF CONTRACT	
43. Award Criteria	Prior to the expiration of the proposal validity, UN Women shall make every effort to

	award the contract to the qualified vendor based on the award criteria indicated in the RFP. When making the award decision, and other stages of procurement, due consideration will be given to the general principles of UN Women procurement. UN Women reserves the right to conduct negotiations with the vendor recommended for award on the content of their proposal. The contract may be awarded for one or more lots/items at the discretion of UN Women. It is UN Women's intention to issue the contract as presented in the RFP. Therefore, vendors should ensure any due diligence regarding the legal review and ability to comply with general conditions of contract and terms and conditions of the specific contract is undertaken prior to the submission of the proposal. Submission of a proposal will be confirmation of accepting UN Women general conditions of contract and terms and conditions of the specific contract.
44. Right to Vary Requirement at the Time of the Award	At the time the contract is awarded, UN Women reserves the right to increase or decrease the quantity of services originally specified in the Terms of Reference, by up to a maximum twenty- five percent (25%), provided this does not exceed the percentages specified in the RFP and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document. If there is any restriction associated with the quantity, the vendor must clearly state such restrictions and any price variation in their financial offer.
45. Notification of Award	Prior to the expiration of the period of proposal validity, UN Women will notify the successful vendor in writing by email, fax, or post, that its proposal has been accepted. After the award process is concluded and the decision is made, UN Women will share with the winning vendor(s) the finalized contract. Within ten (10) calendar days of receipt of the contract from UN Women, the successful vendor(s) shall sign, date and return the signed contract to UN Women. Failure to sign and return the contract as instructed allows UN Women to annul the award, reject the offer and launch a new solicitation process or proceed to select other vendor(s). Failure may also result in the forfeit of the proposal security (if any). UN Women further reserves the right to suspend, debar, sanction successful vendor(s) from doing any business with UN Women and any other UN Organization, Agency, Fund or Programme.
46. Debriefing	Normally, UN Women does not offer a detailed debrief to involved unsuccessful vendors on any tender exercise. In the event that a vendor is unsuccessful, and in case of high-value or highly complex contracts, the vendor may request a debriefing from UN Women and UN Women may, in its own discretion, offer a debriefing in writing. The purpose of the debriefing is to discuss the strengths and weaknesses of the vendor's submission, in order to assist the vendor in improving its future proposals for UN Women procurement opportunities. The scope of such debriefing is upon UN Women to decide. The content of other proposals and how they compare to the vendor's submission shall not be discussed.
47. Publication of Contract Award	Disclosure of awards will be made transparent to the general public through the publication of Notice of awards on the UN Women website and/or UNGIM, for awards valued at USD 100,000 and above. The information posted will contain the following: • Name of the contractor (unless for security reasons, and based on the request of the contractor it is not disclosed); • Beneficiary Country; • Contract amount in USD; • A general description of the contract
48. Performance Security	The successful Vendor, if so specified in the RFP shall furnish a Performance Security in the amount and form specified therein, within the specified number of days after receipt of the Contract from UN Women. Banks issuing performance securities must be acceptable to UN Women, i.e. banks certified by the central bank of the country to operate as a commercial bank. UN Women shall promptly discharge the proposal

	securities of the unsuccessful vendors pursuant to the Article 18 - "Proposal security/Bid Bond". The format of the Performance Security is publicly available on the UN Women website. Failure of the successful vendor to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event, UN Women may award the contract to the next ranked vendor or cancel the solicitation process.
49. Payment terms and Bank Guarantee for Advance Payment	UN Women shall affect payment to the vendor within 30 days after satisfactory receipt of the goods/services and upon submission of payment documentation and acceptance of the documentation by UN Women, unless otherwise stated in the RFP. Payment will be affected by bank transfer in the currency of contract. Except when the interests of UN Women so require, it is UN Women's standard practice not to make any advance payment(s) (i.e., payments without having received any outputs). Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment must be justified and documented in the Financial Proposal. The justification must explain the need for the advance payment, itemize the amount requested, and provide a time-schedule for utilization of the requested advance payment amount. A vendor shall not be permitted to request advance payment at a later stage if s/he fails to apply for advance payment in accordance with the provisions above. If the request for an advance payment is approved and the advance payment is allowed, UN Women shall require the vendor to submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to UN Women, i.e., banks certified by the central bank of the country to operate as a commercial bank.
50. Contract Management, Liquidated Damages and Warranties	UN Women will continuously monitor contractors' performance during the contract-life and will conduct performance evaluation based on Key Performance Indicators (KPIs) or Service Level Agreements (SLA). If specified in the RFP, UN Women shall apply Liquidated Damages for the damages and/or risks caused to UN Women resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
51. Proposal Protest	UN Women's vendor protest procedure provides an opportunity for appeal to vendors who believe that they have been unjustly treated in connection with this RFP. The vendor protest procedure is available online and accessible from this link: http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure, which provides further details regarding UN Women's vendor protest procedures. Vendors, their affiliates, subsidiaries, agents, intermediaries, and principals must cooperate with the Internal Audit Service (IAS) of UN Women's Independent Evaluation and Audit Services as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents, and assignees of the Vendor; as well as the production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract and to debar and remove the vendor from UN Women's list of registered suppliers.
52. Inter-Agency Applicability	In the event of UN Women signing a Long-Term Agreement (LTA), any UN Women business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Office, as well as any United Nations entity, may benefit from the retainer and order Goods and/or Services from the Contracted Vendor, unless otherwise stated in the RFP.

53. Gender-Responsive and Sustainable Procurement	In support of UN Women's mandates, proposals from eligible women-owned businesses (a legal entity that is more than 51% owned, managed and controlled by one or more women) are encouraged. In the case where more than one fully responsive offers receive the same score, which is the highest combined score for technical and financial proposals, UN Women will award the contract to the entity that is women-owned. If more than one company is women-owned, UN Women will request the Best and Final Offer (BAFO) from all those which are women-owned entities. In the case none of the highest-ranking offers are women-owned, UN Women will request BAFO from all those who received identical score, which is the highest combined score for technical and financial proposals. UN Women expects all vendors in the areas of, including but not limited to, transportation, facilities and meeting venues, to include disability considerations for the services to be accessible for all, where applicable.
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SECTION 3. INFORMATION SHEET

Title of requirement	Endline Assessment of Strengthened ecosystem for gender equality in India project
Deadline for Submitting Clarification Questions	2 days before deadline for responses.
Offer Validity Period	120 business days
Value Added Tax on Proceed Quotation⁷	Must be inclusive of VAT and other applicable indirect taxes
Pre-Proposal Conference:	Optional Date and Time: 30.09.2025 15:00 hrs Location: Virtual
Proposal Security	Not Required If required, please specified the amount: <i>[insert the lump sum amount e.g. 2,000] USD</i>
Performance Security	Not Required (The Performance Security will be equivalent to <i>[insert the percentage e.g.10%]</i> of your total offered price for this assignment. The amount will be determined by your price proposal.
Liquidated Damages	Will not be imposed Percentage of contract price per week of delay: Click or tap here to enter number. % up to a maximum of 10% of the Contract value, after which UN Women may terminate the contract.
Partial Proposals (Require Full Quantity)	Submitting proposals for parts or sub-parts of the ToR is not allowed. If allowed, describe below how, and ensure that requirements properly describe the sub-parts: Click or tap here to enter text.
Alternative Proposals (Allow Multiple Responses)	Shall not be considered.
Site Inspection	A site inspection will not be held. Date and Time: Click or tap to enter a date. Location: Click or tap here to enter text.
Contract award to one or more vendor	UN Women will award a contract to: One Proposer Only.
Method of Evaluation (RFP - Two-envelope system)	Cumulative Analysis
Technical Proposal (points)	700 (Default – 700 points)
Pass Score	70% (490 of 700 points)
Financial Proposal (points) - for cumulative analysis method only	300 (Default – 300 points)
Financial Weighting (%) – for cumulative analysis method only	<i>[financial points / (financial + technical points)]</i>
Type of contract award (or Outcome of the process)	Contract Order
Other information related to the RFP	<i>Quotation must be full and include all items specified in the Schedule of Requirements in the following page including warranty requirements. Ensure to fill all required sections and upload all required forms as per instruction. Link for pre-bid meeting (optional) will be shared via Quantum message app.</i>

⁷ The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices.

	<i>For any technical issues write to the email mentioned in Contacts tab on UNGM advertisement page or use the messages app in Quantum.</i>
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SECTION 4. TERMS OF REFERENCE

Endline Assessment of Strengthened ecosystem for gender equality in India project

Background

Achieving gender equality and women's empowerment is a key goal of the 2030 Agenda for Sustainable Development. In India, however, gender inequality remains deeply entrenched across class, caste, religion, and geography, driven by patriarchal norms embedded in institutions including the family. These norms limit women's mobility, autonomy, and access to opportunities. Women face systemic barriers such as minimal participation in public decision-making due to political bias and violence, invisibility in the economy due to unrecognized unpaid labour, and widespread violence at all life stages. Additionally, access to resources and social protections remains limited, and budgetary allocations for gender equality are insufficient and poorly utilized.

Although India has implemented legal reforms, fast-track courts, helplines, and civil society support to address gender-based violence, these punitive measures are not enough. More needs to be done to close gaps in areas like unpaid care work, gender pay inequality, land rights, digital skills, and access to markets and finance. Socio-economic barriers and weak institutional accountability hinder the impact of policies and programs. To empower women and break cycles of inequality, India must invest in gender-responsive strategies and foster collaboration among governments, civil society, media, and institutions to create sustainable and inclusive development.

The UN Women India Country Office has implemented a catalytic accelerator project to advance women's social, economic, and political empowerment in alignment with the 2030 Agenda, particularly Sustainable Development Goal 5 (gender equality). The initiative aimed to strengthen women's leadership across sectors by addressing interconnected challenges such as violence, economic marginalization, and political exclusion. This TOR outlines the final evaluation approach for a comprehensive evaluation of the project titled "Strengthened ecosystem for gender equality in India", is being implemented by UN Women India Country Office with support from the Bill & Melinda Gates Foundation during October 2022-April 2026.

The project is structured around four **key strategic approaches**:

Strengthening International Norms and Standards: Grounded in human rights frameworks such as the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Beijing Declaration, the project supported legal and policy commitments to gender equality. It emphasized state accountability at all governance levels and promoted initiatives like the Generation Equality campaign, focused on feminist leadership, economic justice, and eliminating gender-based violence.

Partnerships: The project placed collaboration as its core, strengthening partnerships with government institutions, civil society, UN agencies, and grassroots movements to advance gender equality and women empowerment. These partnerships enabled effective advocacy, technical support, and implementation efforts to foster inclusive, community-based participation.

Financing Gender Equality: The project enhanced gender-responsive budgeting by supporting national and state governments in institutionalizing gender budgeting tools to track funding and outcomes for women's empowerment.

Gender-Responsive Data and Evidence: Data collection and analysis to support improved gender budgeting and inform policy decisions. Develop a Gender Budgeting Index with the Ministry of Women and Child Development to monitor progress effectively.

The project is being implemented at the national level and in seven States of India. At the national level, the project strengthened intergovernmental processes and programmes, and reinforced India's engagement with national and international norms and platforms to which it is a signatory. Targeted

interventions were carried out in the states of Assam, Goa, Haryana, Maharashtra, Madhya Pradesh, Tamil Nadu, and Uttarakhand with a focus on gender responsive budgeting and ending violence against women through system-strengthening approaches. The project implementation focused on the following **key outcomes**:

- **Promoting gender equality through Stronger institutional adoption of gender-responsive frameworks and policies, ensuring women's economic justice and rights in flagship employment and social protection programmes.** : Under this outcome, the project aimed to achieve two key sub outcomes: 1) Localization of normative frameworks through multi-stakeholder engagement and 2) capacity building of relevant ministries to adopt and implement gender policies for flagship programmes on employment and social protection, ensuring economic justice and rights for women.

The key activities included building young feminist leadership through the capacity building of 300 intergenerational leaders and the establishment of multi-stakeholder learning platforms, such as Communities of Practice (CoP) and regional feminist labs. The project also launched youth-led, state-level Generation Equality Forums (GEFs) and co-created operational guidelines to advocate for gender equality priorities at the sub-national level. These efforts engaged directly with local decision-makers to advance commitments aligned with SDG 5, CEDAW, and the Beijing Platform for Action.

- **Ending violence against women through scale up and strengthens gender-responsive policies and programmes:** This outcome focused on strengthening both prevention and response mechanisms to address violence against women and girls in public and private spaces, with an emphasis on community and district levels. Aligned with the Government of India's efforts on Smart Cities initiatives and the One Stop Centers (OSCs) scheme, this component aimed to scale up gender-responsive policies and services that enhance safety, mobility, and access to support services.

The key activities included the development of a comprehensive GBV prevention and response strategy, strengthening capacity and outreach of OSCs, equipping district hospitals and frontline workers with trauma-informed training, and institutionalizing survivor-centred approaches and practices within the justice sector.

- **Strengthening gender-responsive national/regional planning and budgeting .:** This outcome focused on strengthening institutional mechanisms for gender-responsive planning, budgeting, and monitoring across national ministries and State/UT governments. The project supported 44 ministries and seven States/UTs to in developing action plans and building capacity to integrate gender perspectives into budgetary processes.

Key activities included reviewing budget allocations, strengthening Gender Budget Cells (GBCs), and institutionalizing formal mechanisms for sustained gender-responsive implementation. In collaboration with the Ministry of Women and Child Development (MWCD) and the Ministry of Finance (MoF), the project promoted sector-specific gender budget assessments, facilitated knowledge exchange through the rollout of a national Gender Budget Dashboard, and conducted targeted training for national and state officials through nodal training centers.

- **Gender equality is mainstreamed into G20 priorities through enhanced awareness and strengthened capacity of the Indian government during its 2023 Presidency.:** This outcome focused on enhancing the capacity of government institutions, civil society organizations, and intergovernmental bodies, particularly within the G20 framework, to prioritize gender equality and women's empowerment in national, regional, and global commitments.

During India's G20 Presidency, UN Women served as the knowledge and technical advisor for both the G20 and W20 processes, offering strategic support to MWCD and other key ministries. The project strengthened inter-ministerial coordination, built inclusive dialogue platforms, and facilitated policy engagement through advisory services, strategic convenings, and knowledge-sharing.

It also advanced India's leadership on gender through tools such as a Gender Index, multi-stakeholder consultations, and youth- and women-led platforms like Youth20 and W20. Furthermore, the project built the capacities of Indian parliamentarians on gender norms, legal frameworks, and international commitments such as CEDAW, to advance gender-just laws and policy implementation. Through cross-sectoral dialogue and institutionalization of best practices, this pillar aimed to mainstream gender across G20 tracks and strengthen India's legacy as a leader in global gender governance.

Objectives of the Evaluation

The project is expected to conclude by April 2026. To assess its overall performance and generate actionable insights, UN Women India Country Office proposes conducting a final evaluation focused on evaluating the project's efficiency, effectiveness, relevance, sustainability, and scalability across its thematic pillars. The evaluation will be grounded in a feminist and intersectional approach, placing particular emphasis on understanding how the project's outcomes have impacted women and girls differently based on intersecting social identities such as caste, class, geography, age, religion, ability, and other contextual factors.

By applying an intersectional lens, the evaluation will explore whether the project has effectively reached and benefited the most marginalized groups, identify systemic barriers that may have limited access or participation, and assess the adaptability of successful models for scaling. The findings will inform future programming, strengthen accountability to rights holders and partners, and contribute to evidence-based policy advocacy at national and sub-national levels.

The specific objectives are:

Assess the extent to which the project has achieved its intended outcomes and key results across all thematic areas, considering variations among stakeholders by caste, class, disability and other intersection identities.

Assess to what extent the program influenced young women's decision-making power, voice, and agency at the institutional, community, and individual level.

- Identify enabling and hindering factors affecting the achievement of results, particularly around institutional capacity, multi-stakeholder collaboration, and policy influence.
- Document best practices through success stories, lessons learned, and models that have demonstrated measurable change.
- Provide strategic, evidence-based recommendations for sustainability, scale-up, and future programming.

Proposed Methodology

The consulting firm will adopt a mixed-methods, participatory, and gender-responsive evaluation approach to ensure comprehensive, reliable, and actionable findings. The methodology will integrate both qualitative and quantitative data collection and analysis, with a strong emphasis on stakeholder engagement and contextual relevance. Key components will include:

- **Desk Review:** A systematic review of project-specific and contextual documents will be undertaken to inform primary data collection. This will include:
 - Project documents and reports
 - Key policy frameworks such as CEDAW, Beijing+25, Generation Equality Forum commitments, Safe City Guidelines, GRB guidelines, and G20/W20 communiqués.
 - Government, UN, and CSO reports on gender equality, care economy, ERAW, GRB, and

intergovernmental gender mainstreaming.

- Records from multi-stakeholder platforms, feminist labs, and ministerial or parliamentary consultations.
- **Key Informant Interviews (KIIs):** A total of 15–20 in-depth interviews will be conducted with diverse stakeholders, including senior government officials (national and state levels), women leaders, CSO representatives, and young political leaders. KIIs will explore perceptions of project relevance, effectiveness, and sustainability; gather lessons learned; and identify opportunities for future interventions.
- **Focus Group Discussions (FGDs):** Between 10–15 FGDs of no more than 10 participants will be organised with young women leaders, Administrative Training Institute faculty, CSO representatives, and members of women's self-help groups. FGDs will provide qualitative insights into stakeholder experiences, perceptions, and recommendations related to the programme's interventions.
- **Survey with young women leaders (Quantitative):** Surveys will be conducted with a sample comprising approximately 30–35 direct beneficiaries and 30–35 indirect beneficiaries of the leadership programme. The study will measure changes in leadership skills, confidence, and civic/political engagement, and compare outcomes between direct and indirect participants.
- **Case Studies:** The evaluation will document 2–3 case studies for each thematic area. These will illustrate the programme's contributions to advancing gender equality at individual, community, institutional, or policy levels, highlighting innovative approaches, tangible impacts, and key lessons.

Budget Analysis: An analysis of Government budgets and expenditure reports from relevant ministries and state departments will be conducted to assess progress in implementing GRB. The review will examine the projects contributions towards achieving allocations and expenditures against gender-related priorities, it will analyse changes over time, and assess alignment of the results with GRB guidelines and commitments. Findings will identify progress, gaps, and opportunities for strengthening GRB practices.

GRB and Its Contributions to Impact: The analysis will also seek to identify how the Gender Responsive Budgeting (GRB) has influenced identified programs in selected districts of Madhya Pradesh. It will analyze the extent to which and how, with the projects support, GRB has influenced program design, implementation, and beneficiary outcomes, particularly women's access to resources and opportunities

Scope of Work

UN Women India Country Office seeks to engage a qualified **consulting firm** to conduct an **final evaluation** to assess achievements, extract lessons learned and provide recommendations for future strategic directions.

The evaluation will cover the full period of implementation (2022-2025) across all thematic pillars and geographic locations (Assam, Goa, Haryana, Madhya Pradesh, Maharashtra, Tamil Nadu, and Uttarakhand), and assess the project's effectiveness, efficiency, relevance, sustainability, and potential for scale. The evaluation will be guided by the internationally recognized OECD-DAC evaluation criteria and the human rights and gender equality criterion to ensure a comprehensive and structured analysis of the programme's performance and results.

Evaluation Criteria and Key questions

The evaluation will apply the OECD-DAC evaluation criteria, focusing on relevance, coherence, effectiveness, efficiency, (contribution toward) impact, and sustainability. An additional criterion—gender equality and human rights—will also be included to align with UN Women’s commitment to these principles.

The consulting firm will refine these questions and develop an evaluation matrix during the inception phase.

Criteria	Key Guiding Questions
Relevance Assess the relevance of the project’s objectives, outcomes, and design in addressing the problems faced by women	• To what extent is the project aligned with India’s national priorities, policies, and international commitments on gender equality (CEDAW, Beijing+25, SDGs, GEF)? • How relevant were the strategies (feminist leadership, care economy, EVAW, GRB, intergovernmental engagement) to the needs and priorities of women and marginalized groups? • Did the project adequately address intersectionality (youth, caste, class, disability, rural/urban)?
Coherence Assess the compatibility of the intervention with other interventions	• How well does the project complement and coordinate with other UN agencies, government initiatives, and civil society actors working on gender equality? • To what extent did the project strengthen synergies between local, national, and global gender equality agendas (e.g., G20/W20, UN frameworks, feminist movements)? • Were there effective mechanisms for inter-ministerial and intergovernmental coordination?
Effectiveness Assess the contribution towards achievement of outcomes	• To what extent were the intended project outcomes and outputs achieved across the thematic areas (leadership, economic justice, EVAW, GRB, intergovernmental coordination)? • How effective were the partnerships and platforms (feminist labs, NAWO chapters, Safe City pilots, GRB hubs) in advancing advocacy and policy influence? • What worked well in terms of capacity building, multi-stakeholder engagement, and knowledge generation? • What were the key challenges and bottlenecks that affected results delivery?
Efficiency Assess the organizational efficiency	• Were project resources (human, financial, technical) used optimally to deliver planned results? • Was the balance between depth (intensive

	leadership training for a smaller group) and breadth (outreach to larger numbers) an efficient use of resources? • How efficient were coordination mechanisms between UN, government, and civil society partners? • Were project management, monitoring, and reporting systems adequate to ensure cost-effectiveness and timeliness?
Contribution towards impact Assess the contribution of the intervention toward the intermediate outcome and ultimate outcome	• What evidence exists that the project contributed to policy shifts, institutional changes, or improved practices in gender equality (e.g., care economy policies, GRB adoption, EVAW guidelines, leadership opportunities)? • How has the project influenced attitudes, capacities, and practices of government, civil society, and community actors? • To what extent did the project strengthen feminist leadership, intergenerational dialogue, and women's agency at local and national levels?
Sustainability Assess the key factors affecting sustainability of the project	• What mechanisms are in place to ensure that platforms, partnerships, and tools (GRB Knowledge Hub, Safe City guidelines, childcare models) continue beyond the project? • To what extent have national and state institutions demonstrated ownership and commitment to sustaining project results? • Are there indications that evidence and tools generated will continue to shape policy and practice? • How sustainable are the networks, alliances, and leadership capacities built through the project?
Gender equality and human rights. Assess to what extent the intervention promoted gender equality and human rights	• To what extent did the intervention advance gender equality and align with national and international human rights commitments (e.g., CEDAW, SDGs, Beijing+25)? • Did the project strengthen the participation, agency, and leadership of women, girls, and marginalized groups? • How effectively did the intervention address barriers, reduce inequalities, and promote inclusive access to rights and opportunities? • What mechanisms exist to ensure the

	sustainability of gender equality and human rights gains beyond the project?
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The selected consulting firm will undertake the following key tasks:

1. Inception Phase (October- November 2025)

- Conduct briefing and consultations with the UN Women team.
- Undertake desk review of project documents.
- Finalize evaluation design and analytical framework.
- Develop evaluation tools (including translations where required).
- Prepare and present the inception report.

2. Data Collection Phase (December2025 -January 2026)

- Identify and map key stakeholders.
- Train researchers/investigators on tools, research ethics, and methodology.
- Collect quantitative and qualitative data.
- Provide regular progress updates to the UN Women team.
- Conduct data analysis and synthesis.

3. Reporting Phase (January- March 2026)

- Present preliminary findings to UN Women for validation and initial feedback.
- Draft and share the evaluation report with UN Women.
- Revise and finalize the evaluation report, incorporating comments and feedback.
- Present the final evaluation report to UN Women and key stakeholders.

To ensure the accuracy, reliability, and credibility of the assessment, the consulting firm shall implement the following quality assurance measures:

- **Training:** Provide comprehensive training to all data collectors and researchers on research protocols, ethical standards, gender sensitivity, and data collection techniques.
- **Supervision:** Establish and maintain a supervision and monitoring system during data collection, including frequent debriefs, to ensure strict adherence to agreed protocols.
- **Data Quality Checks:** Conduct cross-verification of transcripts and translations for a sample of KIIs and FGDs against original recordings to ensure accuracy.
- **Draft Report Review:** Submit draft reports to UN Women for review, and incorporate feedback to strengthen analytical rigor, clarity, and completeness.
- **Confidentiality and Data Security:** Implement secure data handling, storage, and access procedures to protect participant confidentiality and comply with ethical guidelines..

Additionally, the consulting firm is required to apply triangulation methods by cross-verifying data and findings from multiple sources, including desk review, key informant interviews, focus group discussions, surveys, and case studies. The synthesis process must highlight converging and diverging findings, providing a comprehensive and balanced assessment for inclusion in the final evaluation report. The entire evaluation will be undertaken as per UNEG Ethical guidelines and will consider a human-rights-based and gender empowerment approach⁸. The consulting firm and all its direct collaborators will follow

⁸ UNEG Norms and Standards for Evaluation (2016): <https://www.betterevaluation.org/en/resources/example/UNEG-evaluation-standards-2016>; UNEG Ethical Guidelines for Evaluations (2020): <http://www.unevaluation.org/document/detail/2866>; Integrating Human Rights and Gender Equality in Evaluation (2014): <http://www.uneval.org/document/detail/1616>

Ethical considerations

Period of performance

Roles and Responsibilities

- Developing the evaluation framework, methodology, tools, and ethical protocols.
- Conducting a comprehensive desk review of project documents and background materials.
- Coordinating and conducting primary data collection, including desk review of various documents, key informant interviews, focus group discussions, surveys, and development of case studies.

¹² https://www.unevaluation.org/uneg_publications/uneg-norms-and-standards-evaluation-un-system

- Ensuring that gender-responsive and participatory methods are applied throughout the evaluation process.
- Leading the data analysis and synthesis of findings across the project's thematic pillars.
- Producing high-quality deliverables such as the inception report, draft and final evaluation reports, knowledge briefs, and validation presentations.
- Coordinating with national and state stakeholders as needed and ensuring adherence to timelines, confidentiality, and ethical standards.

The team is expected to work independently, while maintaining open and regular communication with UN Women and incorporating feedback throughout the process.

For UN Women

- Facilitate access to project documents, stakeholders, and field sites, including introductions to government counterparts, civil society organizations, and implementation partners.
- Provide technical guidance during the design and implementation of the evaluation.
- Monitor the consultancy's adherence to **ethical standards, timelines, and agreed outputs**, ensuring quality assurance and compliance.
- To provide quality assurance to the evaluation process in accordance with UN Women Evaluation Guidelines and the GERAAS report standards¹³.

Evaluation Management

The evaluation will be managed by the UN Women India Country Office (ICO) Monitoring and Evaluation Specialist, in close coordination with program leads and under the overall oversight of the Country Representative (a.i.).

An Evaluation Management Group (EMG) will be established, consisting of the M&E Specialist, program managers for IGP, EVAW, and GRB from UN Women ICO, as well as the UN Women Regional Evaluation Specialist. The EMG will oversee quality assurance throughout the evaluation process and will be responsible for reviewing and approving all deliverables.

In addition, an Evaluation Reference Group (ERG) will be formed, comprising representatives from key stakeholders, including government, UN agencies, civil society organizations, and donors. The ERG will be engaged throughout the evaluation to ensure participation, transparency, and ownership of the process. Members will review and provide inputs on the inception report, preliminary findings, and final report. They will also participate in the inception meeting and in the presentation of preliminary findings, providing feedback and validation.

Resource Requirements

Organizational Capacity:

- At least **5 years of demonstrated experience** in conducting gender-focused research, evaluations, or assessments, preferably in the domains of violence against women, gender responsive budgeting, and systems assessments.

¹³ UN Women, Independent Evaluation Service, <https://www.unwomen.org/sites/default/files/2022-06/Evaluation-GERAAS-guidance-2021-en.pdf>

- Proven experience in undertaking mixed-methods research, including both quantitative surveys and qualitative data collection (Key Informant Interviews, Focus Group Discussions, Case Studies) and participatory evaluations at national and/or state levels
- Experience in working with diverse stakeholders, including government departments, community-based organizations, private sector partners, and women's collectives.
- Ability to deliver high-quality analytical reports with actionable recommendations, incorporating both quantitative and qualitative data triangulation.
- Demonstrated knowledge of and experience in applying international gender equality frameworks such as CEDAW, Beijing Platform for Action (Beijing+25), Generation Equality Forum commitments, Sustainable Development Goals (SDGs), and related UN and intergovernmental gender mainstreaming standards will be preferred.

Human Resource Requirements:

The consulting firm is expected to mobilize a multi-disciplinary team with demonstrated expertise in gender equality, evaluation, and policy analysis.

Team leader:

- Education: Master's Degree in a relevant field, such as Gender Studies, International Development, Public Policy, Economics, Social Sciences, Statistics, or related discipline.
- A minimum of 10 years of experience in designing and managing gender-focused research, evaluations, or policy analysis in relevant thematic areas, including violence against women, gender-responsive budgeting, leadership development, and systems assessments.
- Proven expertise in mixed-methods evaluation, participatory and gender-sensitive methodologies, and stakeholder engagement at national and sub-national levels
- Must have prior experience managing multi-disciplinary teams, ensuring quality assurance, and delivering high-quality analytical reports for UN agencies, international NGOs, or similar organisations.
- Fluency in English is a must.

Team composition:

- The proposed team should include a team leader/ principal investigator, a senior gender specialist, a quantitative research specialist, a qualitative research specialist, a gender budget specialist, a field coordinator, and research investigators.
- Language skills or access to qualified translators/interpreters fluent in the languages where the evaluation will be conducted.
- Strong report writing and presentation skills.

Geographical Scope

Assam, Delhi, Goa, Haryana, Madhya Pradesh, Maharashtra, Tamil Nadu, and Uttarakhand

Delivery Schedule

Deliverables	Time Frame
Submission of Draft Inception report	27 October 2025
Submission of Data collection completion report	5 January 2026
Submission of draft endline report	20 February 2026
Final evaluation report and Presentation	20 March 2026

Proposed Payment Schedule

All payments will be completed against the satisfactory submission of deliverables, following a thorough quality check.

S. No	Major deliverables	Payment schedule	Proposed Timeline
1.	Upon Approval of the Inception Report and the Workplan by UN Women	20%	31 October 2025
2.	Upon Completion of Data Collection	30%	12 January 2026
3	Submission of draft endline report	30%	27 February 2026
4	Final endline evaluation report and presentation incorporating comments from UN Women and other key stakeholders	20%	27 March 2026
	TOTAL	100%	

Annexes

- UN Women GERAAS evaluation quality assessment checklist. <https://gate.unwomen.org/Evaluation/Download?evaluationId=4918>
- UN Women Evaluation Consultant Agreement Form. <https://gate.unwomen.org/resources/docs/SiteDocuments/UNWomen%20-%20CodeofConductforEvaluationForm-Consultant.pdf>
- UNEG Norms and Standards for evaluation. <http://www.unevaluation.org/document/download/2787>
- UN Women Evaluation Handbook. <https://www.unwomen.org/en/digital-library/publications/2022/05/un-women-evaluation-handbook-2022>

SECTION 5. EVALUATION CRITERIA AND METHODOLOGY

Preliminary Examination Criteria

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

Criteria	Documents to establish compliance
Completeness of the Proposal	All information and documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women General Conditions of Contract. In the event of a Contract, the standard UN Women General Conditions of Contract (GCC) for Goods and Services will apply, and any other terms and conditions outlined in this RFP.	Proposal Submission Form
Vendor accepts Proposal Validity for this RFP	Proposal Submission Form
Proposal Security with compliant validity period	If applicable. Proposal Security format.

Minimum Eligibility and Qualification Criteria

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

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

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered commercial entity ¹⁴	Proposer Information Form (Online Form)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form
No conflicts of interest in accordance with Instructions to Vendors.	Proposal Submission Form
The Vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Proposal Submission Form

Qualification Criteria	Documents to establish compliance
Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form
Previous Experience of the organization:	
Minimum 5 years of relevant experience.	Eligibility and Qualification Form / Technical Proposal
Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Eligibility and Qualification Form
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater	Copy of financial statements for the last three years. / Eligibility and Qualification Form

¹⁴ Legally registered commercial entity – entity with legal status as a firm(s) with a valid registration to enter into a binding commercial contract with UN Women.

than 1. Vendor must include balance sheets (audited or certified) in their Proposal covering the last three years.	
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Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	200
2.	Proposed methodology, approach and implementation plan	350
3.	Management structure and key personnel	150
	Total	700

Section 1. Vendor's qualification, capacity and experience		Points
1.1	<u>Reputation of organization and staff credibility / reliability / industry standing</u> Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken	50
1.2	<u>General Organizational Capability</u> Offeror shall: a) Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability (including annual turnover for the last three years) and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). b) Include a description of past and present experience and relationships that have a direct relationship to the performance of the Terms of Reference. Include relevant collaborative efforts the organization may have participated in. c) Explain any partnerships with local or other organizations relevant to the performance of the Terms of Reference. 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. d) 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.	20
1.3	<u>Relevance of specialized knowledge and experience on similar engagements done in the region / country</u> Offeror shall: a) Provide information confirming relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region b) Describe the experience of the organization performing similar goods, services or works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable. c) Provide at least 3 references with the following information: - Client - Contract value - Period of performance (from/to) - Role in relation to undertaking the goods/services/works - Reference Contact Details (Name, Phone, Email)	50
1.4	<u>Quality assurance procedures, risk and mitigation measures</u> Offeror shall describe the potential risks for the performance of the Terms of Reference that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks and ensure quality assurance. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.	30-
1.5	<u>Organization Commitment to Sustainability</u> Offeror shall inform whether:	50

	• Organization is compliant with ISO 14001 or ISO 14064 or equivalent • Organization is a member of the UN Global Compact • Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on renewable energies, disability inclusion or membership of trade institutions promoting such issues) • If applicable, submit Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Vendor's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	
Total Points for Section 1		200
Section 2. Proposed methodology approach and implementation plan		Points
2.1	<u>Analysis Approach, Methodology</u> Offeror shall: a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; b) Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered; c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement;	150
2.2	<u>Management - timeline, deliverables and reporting</u> Offeror shall provide a detailed description of how the management for the requested goods/services/works will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical and realistic.	100
2.3	<u>Sustainability-related approach to the service/work required</u> Offeror shall: a) Provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions, project environment and sustainability considerations.	100
Total Points for Section 2		350
Section 3. Management Structure and Key Personnel		Points
3.1	<u>Composition of the team</u> The offeror shall: a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference. b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. c) Provide 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. d) For each of the key personnel provide the CV using the format provided .	75
3.2	Gender Profile The offeror shall provide information on the gender profile of the organization: - Women-owned Business status – whether the entity is owned, controlled or managed by at least 51% women; - Proportion of women in managerial position; - Gender balance of the proposed project/team; - Policies in place that contribute to gender equality; - Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain; - Gender parity policy in place; - Commitment to the Women's Empowerment Principles (www.weps.org/join) - if more than 10 employees; - Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in case of contract award - if less than 10 employees;	75

	Good practices of gender-responsive companies can be found here: https://www.weps.org/about	
Total Points for Section 3		150
TOTAL POINTS		700

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

Evaluation Methodology

Methodology 1: Cumulative Analysis 700/300

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

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

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

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 points

Evaluation of financial proposal:

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

A formula is as follows: $p = y (\mu/z)$

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. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points for the technical proposal.

FORM D: ELIGIBILITY AND QUALIFICATION FORM

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

Annual Turnover for the last 3 years	Year	Currency	Amount
	Year	Currency	Amount

	Year	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.			

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

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

- a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b) Historic financial statements may be audited by a certified public accountant;

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

FORM F: FORMAT OF FINANCIAL PROPOSAL

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

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate (per hour / day / month)	No. of hours / days / months	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A*B</i>
[In-Country]				
[Home Based]				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

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

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Activity description	Professional Fees (Table 2)	Other Costs (Table 3)	Total
[Deliverable 1]			
[Deliverable 2]			
[Deliverable 3]			
Etc.			

FORM G: JOINT VENTURE/CONSORTIUM/ASSOCIATION FORM

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

- 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; or as a lead entity or a member entity for another joint venture, consortium/association submitting another proposal.

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

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

- 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.

(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 Part 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 1:		Name of partner 2:	
Address :		Address :	
Phone Number(s) :		Phone Number(s) :	
Email Address(es) :		Email Address(es) :	
Name of partner 3:		Name of partner 4:	
Address :		Address :	
Phone Number(s) :		Phone Number(s) :	
Email Address(es) :		Email Address(es) :	
Consortium/Association Agreement		Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>	
		☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>). ☐ 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: _____

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

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

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

From	To	Company / Project / Position / Relevant technical and management experience

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

Signature of Personnel

Date (Day/Month/Year)

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

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

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

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

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

Name: _____

Title: _____

Date: _____

Signature: _____