# **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 quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFQ.

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

Your submission should include the following:

* Form A: Quotation Submission Form
* Form B: Technical and Financial Offer
* Form C: Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (*optional - completed online*)
* Form D: Format For CV Of Proposed Key Personnel, if required

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

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

We look forward to receiving your proposal,

UN Women Procurement Section

# **SECTION 2. INSTRUCTIONS TO VENDORS**

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| **GENERAL PROVISIONS** | |
| **1. Scope** | Vendors are invited to submit a quotation for the services/goods specified in the Terms of Reference (TOR)/Schedule of Requirements (SOR), in accordance with this Request for Quotation  Vendors shall adhere to all the requirements of this RFQ, including any amendment made in writing. This RFQ is conducted in accordance with Policies and Procedures of UN WomeN |
| **2. Interpretation of the RFQ** | Any quotation submitted will be regarded as an offer by the vendor and does not constitute or imply the acceptance of the quotation by UN Women. UN Women is under no obligation to award a contract to any vendor as a result of this RFQ. Nothing in or in connection with this RFQ 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. UN Women is not bound to accept the lowest evaluated quotation or any other quotation that UN Women may receive. |
| **3. Deadline for the Submission of Quotation** | Complete quotations must be received by UN Women in the manner, and no later than the date and time, specified in this document and the RFQ.  If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/.](http://www.timeanddate.com/worldclock/)  It shall be the sole responsibility of the vendor to ensure that their quotation is submitted by specified submission method and received by UN Women by before the closing date and time. Any quotations received after the stipulated deadline will be rejected. UN Women may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with the Article 12 - “*Amendment of solicitation documents*”. In this case, all rights and obligations of UN Women and vendors subject to the previous deadline will thereafter be subject to the new deadline as extended. |
| **4. Method of Submission** | The vendor shall submit a complete quotation electronically through the [Quantum](http://supplier.quantum.partneragencies.org/) system.  Electronic files that form part of the Quotation must be documents and forms in accordance with the format and requirements indicated in the RFQ (use the templates provided where applicable).  Quotations with no fixed price will be disqualified and will not be considered for evaluation.  The Quotation must be submitted electronically through the [Quantum](http://supplier.quantum.partneragencies.org/) system (as indicated in the RFQ Documents). Electronic files that form part of the Quotation must be in accordance with the format and requirements indicated in the RFQ Documents;  Vendors must be aware that the mere act of submission of a quotation, in and of itself, implies that the vendor fully accepts the [UN Women General Conditions of Contract](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract)s. |
| **5. Withdrawal, Substitution, and Modification of Quotation** | A vendor may withdraw, substitute or modify its quotation 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 on the Quantum system. In case of substitution or modification of the quotation, if any, the vendor shall resubmit their quotation in the Quantum system. The substituted or modified quotation shall supersede the initial quotation. |
| **6. Cost of preparation of quotation** | UN Women shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **7. 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 may be found at: [https://www.un.org/Depts/ptd/about-us/un-](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) [supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)  Vendors who take part in this solicitation exercise, and willing to do business with UN Women must take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration, and benefits.  UN Women also expects all its suppliers to adhere to the principles of the [United](http://www.unglobalcompact.org/) [Nations Global Compact](http://www.unglobalcompact.org/) (https:/[/w](http://www.unglobalcompact.org/))w[w.unglobalcompact.org/)](http://www.unglobalcompact.org/)) 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 RFQ exercise.  UN Women implements a policy of zero tolerance on proscribed practices, including fraud1, corruption2, collusion3, unethical practices4, and obstruction.5 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 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.  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. |
| **8. Conflict of Interest** | UN Women encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN Women if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates,  and other information used in this RFQ. |
| **9. General Conditions of Contract** | Any Purchase Order or Contract that will be issued as a result of this RFQ shall be subject to the UN Women General Conditions of Contract, which are available publicly on the [UN Women website.](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract) |
| **10. Eligible Vendors** | Vendors may be a legally constituted commercial entity with legal capacity as a firm(s) with a valid registration, to enter into a binding commercial contract with UN Women.  Vendors shall not be eligible to submit a quotation if at the time of quotation submission:   * is suspended by or has any pending disputes or litigations with UN Women or other Organizations, Funds or Programs of the UN System; * is subject to European Commission (EC) Financial Sanctions (the “EC Sanction List” - applicable only to projects/programmes funded by EC); * has engaged in any money-laundering activities, which include, but are not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means. is included in the Ineligibility List, hosted by [UNGM,](https://www.ungm.org/) that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List,](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list) including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list) * is included in the [World Bank Corporate Procurement Listing of Non-Responsible](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) [Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals.](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms)   As part of the RFQ exercise, by submitting a Quotation(s), vendor(s) declares (both for parent and/or subsidiary entities, as applicable) that it:   * + is not a company, or associated with a company or individual, under procurement prohibition lists as stated above.   + is 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 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. |
| **11. 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 firm or any of its affiliates that have been engaged by UN Women to provide consulting services for 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. * has a close business or family relationship with a UN Women personnel who:   1. are directly or indirectly involved in any stage of the RFQ-process of such contract; or (ii) would be involved in the implementation or supervision of such contract; * has an interest in other vendors (who is submitting a proposal/s in response to this RFQ) including when they have common ownership and/or management. Vendors shall not submit more than one quotation, except for alternative offers, if permitted. This will result in the disqualification of all quotations in which the vendor is involved.   Vendors must disclose any actual or potential conflict of interest 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. |
| **12. Clarification of Solicitation Documents** | Vendors may request clarifications on any of the RFQ documents no later than the date indicated in the RFQ. Any request for clarification and all other correspondence in relation to this RFQ must be sent in writing through the “Messages” functionality in the Quantum system.  UN Women will publish the responses (including an explanation of the query but without identifying the source of inquiry) to all prospective vendors through the Quantum system. Responses will be made to clarification questions received by the deadline for questions indicated in the RFQ. Responses to clarification requests shall be binding for all vendors. |
| **13. Amendment of Solicitation Documents** | At any time prior to the deadline for submission of Quotations, UN Women may, for any reason, amend the solicitation documents. Prospective vendors will be notified through the Quantum system (as applicable) of all amendments to the solicitation documents. In order to afford prospective vendors reasonable time, UN Women may, at its discretion, extend the deadline for the submission of quotations. |
| **14. Cost of Quotation** | The vendor shall bear all costs related to the preparation and/or submission of the quotation regardless of whether its quotation is selected or not. Vendors acknowledge that their participation in any stage of the solicitation process for this RFQ 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. |
| **15. Language** | The quotation, as well as any and all related documents and correspondence exchanged by the vendor and UN Women, shall be written in the French language, or as otherwise indicated in the RFQ. Any document furnished by the vendor in another language than what is indicated in the RFQ must be submitted together with an French translation of relevant excerpts. In such a case, for purposes of interpretation of the quotation, the French translation shall govern. |
| **16. Currency of**  **Quotation** | Prices in the Quotation shall be quoted in the currency indicated in the RFQ, or any freely convertible currency. Where proposals are quoted in different currencies, for the purposes of comparison of all quotations:   * UN Women will convert the currency quoted into United Stated Dollars (USD), in accordance with the UN Operational Rate of Exchange in force at the time of the quotation submission deadline date and time. * In the event that UN Women selects a quotation for an award that is quoted in a currency different from the preferred currency, UN Women shall reserve the right to award the contract in the currency of UN Women’s preference, using the conversion method specified above. |
| **17. Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UN Women as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFQ. |
| **18. Documents to be submitted** | The quote shall comprise of the following documents and related forms which details are provided in the RFQ:   1. Documents establishing the eligibility and qualifications of the bidder; Statement of Confirmation; Technical and Financial Offer in accordance with the Schedule of Requirements; Voluntary Agreement for Promoting Gender Equality and Women’s Empowerment; (optional); Any attachments and/or appendices to the RFQ; |
| **19. Quotation validity period** | All Quotations shall remain valid and open for acceptance for a period instructed in the RFQ Documents after the Deadline for Submission. A Quotation valid for a shorter period may be rejected. During the Quotation validity period, the Vendor shall maintain its original Quotation 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 Quotation validity period, UN Women may solicit the Vendor’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing and shall be considered integral to the Quotation. If the Vendor agrees to extend the period of validity, such extension shall be made without any change in the original Quotation. The Vendor has the right to refuse to extend the validity of its Quotation, and in which case, such Quotation will not be further evaluated. |
| **20. Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **21. Alternative Quotes** | Unless otherwise specified in the RFQ, alternative quotes shall not be considered. If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **22. 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 RFQ, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.  Vendors shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults. |
| **23. Payment Terms** | 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 RFQ. 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 Quotation. 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. |
| **24. Confidentiality** | Information relating to the examination, evaluation and comparison of Quotations, and the recommendation of contract award, shall be treated with appropriate confidentiality. |
| **25. Evaluation method** | To evaluate a Quotation, UN Women shall only use all the methodologies and evaluation criteria defined in the RFQ Documents. No other methodology or evaluation criteria shall be permitted. UN Women shall examine the quotations 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 quotations are generally in order, among other indicators that may be used at this stage. UN Women may reject any Quotation during the preliminary examination which does not comply with the requirements set out in the RFQ, without further consultation with the Vendor. |
| **26. Due diligence and audit** | 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 RFQ 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. |
| **27. Clarification of Quotations without materials deviation** | To assist in the examination, evaluation and comparison of quotations, UN Women may, at its discretion, ask the vendor for clarification of its quotation (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 quotation shall be sought, offered or permitted. |
| **28. Award criteria** | In the event a contract award, UN Women shall award the Contract to a vendor who has been determined as eligible and qualified and whose quotation has been determined to be the lowest priced, substantially compliant offer to the RFQ, which offers best value for money. Due consideration will be given to UN Women’s Procurement Principles. UN Women reserves the right to conduct negotiations with the vendor recommended for award on the content of their quotation.  Where indicated in the RFQ, the contract may be awarded for one or more lots/items at the discretion of UN Women. |
| **29. Right not to accept any quotation** | UN Women reserves the right to accept or reject any quotation, and to annul the tendering process and reject all quotation at any time prior to contract award, without thereby incurring any liability to the affected vendor or vendors or any obligation to inform the affected vendor or vendors on the grounds for UN Women’s action. UN Women shall not be obliged to award the contract to the lowest priced offer. |
| **30. Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum of twenty five percent (25%) of the total offer, without any change in the unit price or other terms and conditions. If there is any restriction associated with quantity, the  Vendor must clearly state such restrictions and any price variation in their Quotation. |
| **31. Liquidated Damages** | If specified in the RFQ, 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. |
| **32. Quotation Protest** | UN Women’s [vendor protest procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides an opportunity for appeal to vendors who believe that they have been unjustly treated in connection with this RFQ. The vendor protest procedure is available online and accessible from this link <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure> and provides further details regarding UN Women’s vendor protest procedures. Vendors, their 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. |
| **33. Type of Contract to be awarded** | Submission of a quotation shall be deemed as an acknowledgement by the vendor that all obligations stipulated by the RFQ will be met and, unless specified otherwise, the vendor has read, understood and agreed to all the instructions and requirements of the RFQ, the types of contract to be signed and the applicable General Conditions of Contract, which are available publicly on the [UN Women website.](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract) |
| **34. Signature of Contract** | After the award is concluded and the decision is made, UN Women will furnish the winning vendor with a filled copy of the contract. Within ten (10) calendar days of receipt of the contract from UN Women, the successful vendor shall sign, date and return the signed contract to UN Women. Failure to do so may constitute sufficient grounds for the annulment of contract, rejection of offer and on which event UN Women may award the contract to the second ranked vendor or call for new quotations. UN Women reserves the right to suspend/debar the vendor from doing business with UN Women or/and other UN Organizations if Vendor refuses to sign the contract. |
| **35. Policies and**  **procedures** | This RFQ is conducted in accordance with Policies and Procedures of UN Women. |
| **36. Gender-Responsive and Sustainable Procurement** | In support of UN Women’s mandates, quotations 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 two (2) or more fully responsive quotations with the same price are received, UN Women will award the contract to the women-owned business. If more than one company is women-owned, UN Women will request the Best and Final Offer (BAFO) from all women-owned entities. In case none of the vendors submitting the lowest- priced fully responsive quotation are women-owned, UN Women will request the BAFO from those who submitted the lowest-priced fully responsive quotation.  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. |
| **37. 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. |

# **SECTION 3. INFORMATION SHEET**

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| **Title of requirement** | **Audit de sécurité de la nouvelle plateforme KM du CE-BSG** |
| **Deadline for Submitting Clarification Questions** | 2 days before deadline for responses. |
| **Quotation Validity Period** | 90 business days |
| **Value Added Tax on Proceed Quotation**[[1]](#footnote-2) | Must be exclusive of VAT and other applicable indirect taxes |
| **Alternative Proposals (Allow Multiple Responses)** | Shall not be considered. |
| **Contract award to one or more vendor** | UN Women will award a contract to:  One Proposer Only. |
| **Method of Evaluation** | Lowest-priced technically compliant |
| **Type of contract award (or Outcome of the process)** | Contract Order |
| **Other information related to the RFQ** | *Toutes les offres doivent être absolument envoyées via Quantum :*  [*http://supplier.quantum.partneragencies.org/*](http://supplier.quantum.partneragencies.org/)  *pour les prestataires non encore enregistés merci de cliquer sur le lien ci-dessous afin de vous inscrire sur notre plateforme d’appel d’offres Quantum :*  [*https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000460747909*](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000460747909) |

**SECTION 4: TERMS OF REFERENCE**

**Audit de sécurité de la nouvelle plateforme KM du CE-BSG**

1. **Contexte** :

Le Royaume du Maroc s’est engagé depuis 2002 dans la mise en place de la BSG, à travers différentes réformes constitutionnelles, légales et politiques lancées dès le début des années 2000. Cet engagement s’est notamment traduit en 2005 par l’élaboration d’un rapport annuel décrivant les efforts fournis par les départements ministériels en matière d’égalité de genre, le Rapport sur le Budget Axé sur les Résultats et tenant compte de l’Approche Genre (dit « Rapport Budget Genre », RBG).

En 2013, le Centre d’Excellence pour la Budgétisation Sensible au Genre (CE-BSG) a été créé et institutionnalisé au sein du Ministère de l’Économie, des Finances et de la Réforme de l’Administration avec comme objectif d’appuyer la mise en œuvre de la BSG et la diffusion de ses principes et de se positionner comme une plateforme de développement d’expertise, de gestion des connaissances et de mise en relation des différents intervenants dans le domaine de la BSG à l’échelle nationale, régionale et mondiale.

Le CE-BSG joue également un rôle central dans la capitalisation de l’expérience marocaine en matière de BSG et est reconnu mondialement comme un Centre d’expertise en matière de la BSG, sollicité par plusieurs pays (partenariat et coopération etc.).

Conscient de l’importance du digital pour la diffusion et l’ancrage de ses activités, le CE-BSG a entrepris un ensemble d'initiatives de digitalisation de ses activités à travers la mise en place de son portail web et d’une plateforme de gestion des connaissances (KM). Ces expériences ont permis au CE-BSG de disposer d’une courbe d’apprentissage par rapport aux initiatives et projets de digitalisation mis en place et de développer une vision par rapport à une refonte globale de sa plateforme digitale.

Dans le cadre de sa nouvelle vision digitale, le CE-BSG a réalisé une étude de faisabilité selon une approche centrée sur les besoins des utilisateur.trice.s, cette étude a permis de définir l’architecture cible et les fonctionnalités/modules à mettre en place au niveau de sa plateforme digitale cible.

Ainsi, sur la base des résultats de l’étude de faisabilité, le périmètre retenu pour la refonte de la plateforme digitale du CE-BSG concerne les volets suivants :

* La refonte du site web institutionnel du CE-BSG sur la base d’un système de gestion du contenu (CMS), et de gestion d’apprentissage e-learning (LMS)
* La mise en place d’un espace de visualisation des principaux indicateurs sensible au genre,
* La mise en place d’un forum de discussion et de partage des connaissances,
* La mise en place d’une plateforme d’e-learning.

Dans ce cadre, l’ONU Femmes et le CE-BSG souhaitent recruter un prestataire en sécurité informatique pour identifier et évaluer les vulnérabilités potentielles au niveau de la plateforme digitale du CE-BSG et proposer les mesures de correction / ajustement nécessaires.

1. **Objectifs :**

**Objectif global**

Le présent appel a pour objectif la mise en conformité de la plateforme digitale du CE-BSG par rapport aux lois, textes réglementaires, directives et normes de la cyber sécurité notamment les dispositions de la loi 05-20, la Directive nationale de la sécurité des systèmes d’Information v2 et le Guide de sécurité des applications WEB élaboré par la Direction Générale de la Sécurité des Systèmes d’Information.

**Résultats attendus**

L’auditeur devra conduire la mission d’audit sur bas des référentiels reconnus en matière d’audit informatique, tel que ISO/IEC 27001 ou autre standard en matière de sécurité de donnée. Les résultats attendus de la présente consultation sont les suivants :

* Schématisation du réseau information
* Analyse de l’adéquation du système informatique par rapport à l’organisation de l’institution
* Analyse de la capacité maximale autorisée par l’hébergeur actuel, la capacité requise pour le fonctionnement optimal du site web de la BGF, des portails web y compris les différentes bases de données
* Identifier les lacunes et le niveau de conformité avec la loi sur la protection des données
* Identifier les vulnérabilités potentielles au niveau de la plateforme digitale du CE-BSG,
* Dresser les mesures correctives à mettre en place pour sécuriser davantage la plateforme digitale du CE-BSG et les recommandations pour gérer les pertes et/ou les fuites de données.
* Vérification post implémentation des mesures.

1. **Description des tâches**

**3.1 Étapes de l’audit**

Le prestataire réalisera l’audit de la plateforme digitale du CE-BSG en deux étapes :

Étape 1 : audit du CMS (système de gestion du contenu du site web institutionnel du CE-BSG)

Étape 2 : audit du LMS (système d’e-learning du CE-BSG)

**3.2. Phases du projet**

## 3.1 Étapes de l’audit

Le prestataire réalisera l’audit de la plateforme digitale du CE-BSG en deux étapes :

Étape 1 : audit du CMS (système de gestion du contenu du site web institutionnel du CE-BSG)

Étape 2 : audit du LMS (système d’e-learning du CE-BSG)

**3.2. Phases du projet**

Le prestataire est appelé à effectuer les phases suivantes pour chaque étape de l’audit :

**Phase 1. Cadrage du projet**

La phase de cadrage du projet permettra au prestataire de prendre connaissance de l’architecture technique et fonctionnelle mises en place.

Le prestataire réalisera sur la base des ateliers de cadrage avec l’équipe projet, un plan assurance qualité du projet qui détaillera :

* Les modalités de conduite des travaux : la méthodologie de gestion du projet et l’organisation des sprints proposés,
* Le plan d’audit de la sécurité de la plateforme digitale du CE-BSG.

Le présent document ainsi que le plan assurance qualité constituent les références d’échange, d’arbitrage, d’évolution du périmètre et d’organisation des prochaines étapes du projet.

Après la validation du plan assurance qualité, le prestataire déroulera le plan d’audit de sécurité informatique au niveau des différents modules mis en place par le CE-BSG

**Phase 2. Audit de sécurité informatique**

Le prestataire réalisera l’audit de sécurité informatique portant sur la configuration, l’architecture et les tests d’intrusion et ce conformément aux recommandations de la Direction générale de la sécurité des systèmes d’informations (DGSSI) relevant de l’Administration de la Défense Nationale (ADN). Les vérifications devront concerner notamment les éléments suivants :

* L’authentification et la gestion de session,
* La protection des données (locales et en transit),
* La gestion des Entrées / Sorties,
* La gestion des habilitations et droits,
* La gestion des erreurs,
* La journalisation,
* L’endurcissement de des dispositifs de sécurité du matériel, des données et du réseau
* L’administration et la gestion des sauvegardes,
* Analyser le plan de continuité en cas de panne, vol, incendie
* La gestion des mises à jour, l’évaluation des vulnérabilités et la détection des incidents.

Pour chaque élément le prestataire détaillera les points de vérification au niveau de la plateforme digitale du CE-BSG, les éléments de justification (capture écran, script, etc.) ainsi que l’impact de la vulnérabilité détectée.

**Phase 3. Recommandations et plan d’action :**

Le prestataire proposera un plan d’action pour la mise en place des recommandations à l’issue de l’audit de sécurité. Il offrira son expertise pour orienter la mise en œuvre des recommandations, notamment :

• Des actions organisationnelles et techniques à mettre en œuvre immédiatement et l’élaboration de la politique de sécurité à instaurer ;

• Des actions organisationnelles incluant des formations requises et des ressources humaines, matérielles et financières nécessaires pour la mise en œuvre les recommandations

In fine, le prestataire s’engage à réaliser une vérification de la mise en œuvre effective des recommandations une fois que les corrections sont mises en œuvre.

1. **Durée et calendrier prévisionnel de mission :**

La durée prévisionnelle du projet est estimée à **1 mois** pour chaque étape. Le démarrage de l’étape 2 sera conditionné par la finalisation du développement de la plateforme LMS, date estimée fin mars 2024**.**

|  |  |  |
| --- | --- | --- |
|  | **Démarrage de l’étape** | **Délai de la prestation** |
| Etape 1, audit de sécurité du CMS | Une semaine après signature du contrat | 1 mois après démarrage |
| Etape 2, audit de sécurité du LMS | Une semaine après la réception de l’ordre de service de l’étape 2 (date estimée fin mars 2024) | 1 mois après démarrage |

## Livrables

Pour chaque étape, le prestataire doit fournir les livrables suivants

|  |  |
| --- | --- |
| **Phase** | **Livrable** |
| Phase 1. Cadrage du projet | **Livrable 1 :** Plan assurance qualité du projet |
| Phase 2. Audit de sécurité informatique | **Livrable 2 :** Rapport d’audit de sécurité informatique CMS et son plan d’action à mettre en place pour améliorer la sécurité  **Livrable 3** : Rapport d’audit de sécurité informatique LMS et son plan d’action à mettre en place pour améliorer la sécurité |
| Phase 3. Recommandations et plan d’action | **Livrable 4 :** Deux rapports de conformité post implémentation (1 rapport CMS, 1 rapport LMS) |

**Langues de travail:**

* Les expert.es devront maitriser le français et l’arabe;
* Les livrables seront produits en français.

(!) Les éventuels frais de transport et les per diem liées à la réalisation des livrables sont à expliciter dans l’offre financière

**MINIMUM REQUIREMENTS**

|  |
| --- |
| **UN Women Minimum Requirements** |
| **Team composition** |
| **Un.e Expert.e en sécurité informatique :**   * Bac+5 ou équivalent en sécurité des systèmes d’information et/ou management des systèmes d’information. * Le consultant doit avoir au minimum 2 certificats parmi ISO 27001, ISO 27005, CEH, OSCP. * Minimum 15 années d’expérience professionnelle dans La réalisation d’audit de sécurité informatique   Il/elle coordonnera l’ensemble du projet et sera l’interface principale avec le comité de suivi. |
| **Relevant Experience of the Organization** |
| Un tableau des contacts pour lesquels des Travaux similaires ont été réalisés en matière d’audit des plateformes institutionnelles serait un atout.  **Au moins deux attestations de bonne exécution sont demandées.** |
| **Subcontracting** |
| The vendor is strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation. |

### FORM A: QUOTATION SUBMISSION FORM

*Vendors are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Form B: Technical and Financial Offer. The vendor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

We, the undersigned, offer to supply the goods/services required in accordance with your Request for Quotation. We hereby submit our Quotation, which shall be valid and remain binding upon us for the period of time specified in the RFQ.

**Vendor Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract:**

* **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
* I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
* **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
* I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
* **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact.
* **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
* **Bankruptcy**: l/We have not declared bankruptcy, 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.
* **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
* I/We understand and recognize that you are not bound to accept any Quotation you receive and wecertify that the goods offered in our Quotation are new and unused.

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### FORM B: TECHNICAL AND FINANCIAL OFFER

*Les fournisseurs sont priés de remplir ce formulaire et de le retourner dans le cadre de leur devis. Le fournisseur doit remplir ce formulaire conformément aux instructions indiquées. Aucune modification de son format ne sera autorisée et aucune substitution ne sera acceptée*

**Technical Offer**

Fournir les éléments suivants :

Une brève description de vos qualifications, de vos capacités et de votre expertise pertinente par rapport aux Termes de Référence.

Une méthodologie, une approche et un chronogramme succincts.

La composition de l'équipe et les CV des principaux membres du personnel.

**Financial Offer**

Fournissez un montant forfaitaire pour la prestation des services énoncés dans les Termes de Référence de votre offre technique. Le montant forfaitaire devrait inclure tous les coûts liés à la préparation et à la prestation des services. Tous les tarifs journaliers seront basés sur une journée de travail de huit heures

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Qty** | **Price** |
|  | **Livrable 1** : Plan assurance qualité du projet |  |  |
|  | **Livrable 2** : Rapport d’audit de sécurité informatique |  |  |
|  | **Livrable 3** : Plan d’action à mettre en place pour améliorer la sécurité de la plateforme digitale du CE-BSG. |  |  |
|  | **Livrable 4** : Rapport de conformité post implémentation |  |  |
| **Total Price** | |  |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total** |  |  |  |  |

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

|  |  |
| --- | --- |
| Authorized Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Functional Title of Authorised Signatory: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

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

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

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

1. The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices. [↑](#footnote-ref-2)