

## 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	
<b>1. Scope</b>	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.
<b>2. Interpretation of the RFP</b>	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.
<b>3. Supplier Code of Conduct</b>	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 <b>principles on labour, human rights, environment, and ethical conduct</b> may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> . 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 fraud <sup>1</sup> , corruption <sup>2</sup> , collusion <sup>3</sup> , unethical practices <sup>4</sup> , and obstruction <sup>5</sup> . 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 corruptor 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
<b>4. Eligible Vendors</b>	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 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 <a href="#">UNGM</a> , that aggregates information disclosed by Agencies, Funds or Programs of the UN System; is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a> , including the <a href="#">UN Security Council Resolution 1267/1989 list</a> ; • is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a> . 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.
<b>5. Conflict of Interest</b>	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.
<b>6. Proprietary information</b>	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.
<b>7. Publicity</b>	The UN Women name and logo may never be used by any person or entity without the prior written agreement by UN Women.

<sup>1</sup> 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.

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

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

<sup>4</sup> Unethical practices: 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.

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

	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.
<b>SOLICITATION DOCUMENTS</b>	
<b>8. Clarification of Solicitation Documents</b>	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.
<b>9. Amendment of Solicitation Documents</b>	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.
<b>PREPARATION OF PROPOSALS</b>	
<b>10. Costs of Preparation of Proposal</b>	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.
<b>11. Language</b>	The proposal, 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 RFP. Any document furnished by the vendor in another language than what is indicated in the RFP must be submitted together with an French translation of relevant excerpts. In such a case, for purposes of interpretation of the Proposal, the French translation shall govern.
<b>12. Documents Establishing Eligibility and Qualifications of the Vendor</b>	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.
<b>13. Technical Proposal Format and Content</b>	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 <b>not</b> 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.
<b>14. Financial Proposal</b>	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.
<b>15. Currencies</b>	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: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>16. Duties and Taxes</b>	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.
<b>17. Proposal Validity Period</b>	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.
<b>18. Proposal Security/Bid Bond<sup>6</sup></b>	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

<sup>6</sup> 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>

	<p>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:</p> <ul style="list-style-type: none"> <li>a) Bank guarantee or irrevocable letter of credit, or</li> <li>b) Cashier's check, or certified check.</li> </ul> <p>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.</p> <p>The Proposal security may be forfeited by UN Women, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>• If the vendor withdraws its offer during the period of the proposal validity, or</li> <li>• In the event the successful Vendor fails: <ul style="list-style-type: none"> <li>○ 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</li> <li>○ to furnish the performance security, insurances, or other documents that UN Women may require as a condition precedent to the effectivity of the contract that may be awarded to the vendor.</li> </ul> </li> </ul>
<p><b>19. Joint Venture, Consortium or Association</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>• Those that were undertaken together by the members of the JV, Consortium or Association; and</li> <li>• Those that were undertaken individually by the members of the JV, Consortium, or Association.</li> </ul> <p>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.</p> <p>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.</p>
<p><b>20. Only one Proposal</b></p>	<p>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.</p> <p>Proposals submitted by two (2) or more vendors shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>• they have at least one partner, director or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this RFP; or</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>21. Alternative Proposals</b></p>	<p>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.</p> <p>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.</p>
<p><b>22. Pre-Proposal Conference</b></p>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time, and location and according to any instructions specified in the RFP.</p> <p>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.</p> <p>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.</p>

	<p>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.</p> <p>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.</p> <p>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.</p>
<b>23. Site inspection</b>	<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> <li>a) Arranging for and wearing any necessary personal protective equipment, including at a minimum: safety helmets, boots and reflective vests; and</li> <li>b) Making and obtaining any travel/visa arrangements that may be required for the vendors to participate in a site inspection.</li> </ol> <p>Prior to attending a site inspection, vendors shall execute an indemnity waiver releasing UN Women in respect of any liability that may arise from:</p> <ol style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness, or death of any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by UN Women to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ol> <p>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”.</p> <p>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.</p>
<b>24. Errors or Omissions</b>	<p>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.</p>
<b>25. Vendors Responsibility to Inform Themselves</b>	<p>Vendors shall be responsible for informing themselves in preparing their proposals. In this regard, vendors shall ensure that they:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• review the RFP to ensure that they have a complete copy of all documents;</li> <li>• obtain through the Quantum system and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry;</li> <li>• 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;</li> <li>• attend any pre-proposal conference or a site inspection if it is mandatory under this RFP;</li> <li>• 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</li> <li>• 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.</li> </ul> <p>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.</p>
<b>26. No Material Change(s) in Circumstances</b>	<p>The vendor shall inform UN Women of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a change affecting any declaration, accreditation, license or approval;</li> <li>• 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;</li> <li>• a change to any information on which UN Women may rely in assessing proposals.</li> </ul>
<b>27. Instruction for Proposal Submission</b>	<p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Vendors must be aware that the mere act of submission of a proposal, in and of itself, implies that the vendor fully accepts the UN Women General Conditions of Contracts and the terms and conditions of the specific contract.</p>
<b>28. Deadline for Proposal Submission</b>	<p>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 <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>. 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.</p>
<b>29. Withdrawal, Substitution, and Modification of Proposals</b>	<p>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</p>

	<p>the initial proposal.</p> <p>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.</p> <p>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.</p>
<b>30. Storage of Proposals</b>	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.
<b>31. Proposal Opening</b>	<p>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.</p> <p>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.</p>
<b>32. Late Proposals</b>	<p>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.</p>
<b>33. Confidentiality</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>EVALUATION OF PROPOSALS</b>	
<b>34. Evaluation of Proposals</b>	<p>UN Women shall evaluate a proposal using the methodologies and criteria defined in this RFP.</p> <p>UN Women shall conduct the evaluation solely on the basis of the technical and commercial (financial) proposals, duly submitted.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>• Preliminary examination</li> <li>• Evaluation of minimum eligibility and qualification</li> <li>• Evaluation of technical proposals</li> <li>• Evaluation of financial proposals</li> </ul> <p>The above steps are further explained below.</p> <p>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 - "Post-qualification".</p>
<b>35. Preliminary Examination</b>	<p>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.</p> <p>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.</p>
<b>36. Evaluation of Eligibility and Qualification</b>	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 - "Eligible vendors".
<b>37. Evaluation of Technical and Financial Proposals</b>	<p>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.</p> <p>In the next stage, only the financial proposals of those vendors who achieve the minimum technical score will be opened for evaluation.</p> <p>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:</p> <p>(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;</p> <p>When the RFP specifies a cumulative (composite) scoring method, the formula for the rating of the proposals will be as follows:</p> <p>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.</p> <p>The formula is as follows:</p> $p = y (\mu/z)$ <p>Where:</p> <p>p = points for the financial proposal being evaluated</p> <p>y = maximum number of points for the financial proposal</p> <p><math>\mu</math> = price of the lowest-priced proposal</p> <p>z = price of the proposal being evaluated</p> <p>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.</p>
<b>38. Post-qualification</b>	<p>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.</p> <p>Such exercise shall be fully documented and may include, but is not limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness, and authenticity of the information provided by the vendor;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation committee;</li> <li>c) 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;</li> <li>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;</li> <li>e) Physical inspection of the vendor's offices, branches or other places where business transpires, with or without notice to the vendor;</li> </ol>

	<p>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.</p>
<b>39. Clarification of Proposals without material deviation</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>40. Responsiveness of Proposal</b>	<p>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:</p> <p>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</p> <p>b) limits in any substantial way, inconsistent with the solicitation documents, UN Women's rights or the vendor's obligations under the contract; or</p> <p>c) if rectified would unfairly affect the competitive position of other vendors presenting substantially responsive proposals.</p> <p>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.</p>
<b>41. Nonconformities, Repairable Errors and Omission</b>	<p>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 material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other vendors.</p> <p>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.</p>
<b>AWARD OF CONTRACT</b>	
<b>43. Award Criteria</b>	<p>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.</p> <p>The contract may be awarded for one or more lots/items at the discretion of UN Women.</p> <p>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.</p>
<b>44. Right to Vary Requirement at the Time of the Award</b>	<p>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.</p>
<b>45. Notification of Award</b>	<p>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.</p> <p>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.</p> <p>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 forfeiture 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.</p>
<b>46. Debriefing</b>	<p>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.</p>
<b>47. Publication of Contract Award</b>	<p>Disclosure of awards will be made transparent to the general public through the publication of Notice of awards on the <a href="#">UN Women website</a> and/or <a href="#">UNGM</a>, for awards valued at USD 100,000 and above. The information posted will contain the following:</p> <ul style="list-style-type: none"> <li>• Name of the contractor (unless for security reasons, and based on the request of the contractor it is not disclosed);</li> <li>• Beneficiary Country;</li> <li>• Contract amount in USD;</li> <li>• A general description of the contract</li> </ul>
<b>48. Performance Security</b>	<p>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.</p> <p>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.</p>
<b>49. Payment terms and Bank Guarantee for Advance Payment</b>	<p>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.</p> <p>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</p>

	<p>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.</p> <p>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.</p> <p>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.</p>
<b>50. Contract Management, Liquidated Damages and Warranties</b>	<p>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).</p> <p>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.</p>
<b>51. Proposal Protest</b>	<p>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: <a href="http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure">http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure</a>, which provides further details regarding UN Women's vendor protest procedures.</p> <p>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.</p>
<b>52. Inter-Agency Applicability</b>	<p>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.</p>
<b>53. Gender-Responsive and Sustainable Procurement</b>	<p>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.</p> <p>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.</p> <p>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.</p>

### SECTION 3. INFORMATION SHEET

<b>Title of requirement</b>	<b>Appel à consultation pour le renforcement des capacités et la réalisation d'un programme de Mentorat au profit des femmes « managers-leaders » et « futurs managers » du Ministère de l'Economie et des Finances</b>
<b>Deadline for Submitting Clarification Questions</b>	7 days before deadline for responses.
<b>Offer Validity Period</b>	120 business days
<b>Value Added Tax on Proceed Quotation<sup>7</sup></b>	Must be inclusive of VAT and other applicable indirect taxes
<b>Contract award to one or more vendor</b>	UN Women will award a contract to: One Proposer Only.
<b>Method of Evaluation</b> <i>(RFP - Two-envelope system)</i>	Cumulative Analysis
<b>Technical Proposal (points)</b>	700 <i>(Default – 700 points)</i>
<b>Pass Score</b>	70% <i>(490 of 700 points)</i>
<b>Financial Proposal (points) - for cumulative analysis method only</b>	300 <i>(Default – 300 points)</i>
<b>Financial Weighting (%) – for cumulative analysis method only</b>	<i>[financial points / (financial + technical points)]</i>
<b>Type of contract award (or Outcome of the process)</b>	Contract Order
<b>Other information related to the RFP</b>	<i>Toutes les offres doivent être absolument envoyées via Quantum :</i> <a href="http://supplier.quantum.partneragencies.org/">http://supplier.quantum.partneragencies.org/</a> <i>pour les prestataires non encore enregistrés merci de cliquer sur le lien ci-dessous afin de vous inscrire sur notre plateforme d'appel d'offres Quantum :</i> <a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000460747909">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000460747909</a>

<sup>7</sup> 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.

## SECTION 4. TERMS OF REFERENCE

Appel à consultation pour le renforcement des capacités et la réalisation d'un programme de Mentorat au profit des femmes « managers-leaders » et « futurs managers » du Ministère de l'Economie et des Finances

La date de fin prévue du contrat est le 30 août 2024.

### I. Contexte

Dans le cadre de la mise en œuvre des dispositions constitutionnelles et réglementaires, le Ministère de l'Économie et des Finances (MEF) s'est engagé à accélérer l'institutionnalisation de l'approche genre en son sein par la création d'une Commission interne chargée de mener une réflexion approfondie sur les questions de genre et d'égalité et de conciliation de la vie personnelle/professionnelle des femmes fonctionnaires du Ministère.

La Commission, instituée en avril 2019, a mené une enquête auprès des femmes du Ministère de l'Économie et des Finances, représentant 38% de l'effectif global, afin de recueillir les données et points saillants pour alimenter la réflexion. L'enquête qui s'est basée sur les meilleures pratiques des secteurs public et privé, tant à l'échelle nationale qu'internationale, a abouti à un plan d'action articulé autour de 5 axes prioritaires : (i) Charges familiales et domestiques, (ii) Développement professionnel, (iii) Gestion du temps et des sollicitations, (iv) Qualité de vie au travail et (v) Gestion des interfaces internes et externes.

En 2022, le MEF a mis en place l'Observatoire de l'Approche Genre qui a, notamment, pour principales missions d'assurer le secrétariat de la Commission, de dresser l'état des lieux de la situation des femmes fonctionnaires du MEF, et d'assurer le suivi du plan d'action issu des recommandations émises par la commission.

Au Maroc, ONU Femmes soutient l'accélération des progrès en matière d'égalité de genre et de promotion des droits des femmes mené par le pays. Dans cette perspective, le Ministère de l'Economie et des Finances et ONU Femmes mutualisent leurs efforts pour la mise en œuvre de la stratégie d'intégration de l'égalité de genre et du plan d'action de conciliation de la vie professionnelle et vie personnelle, issu de l'enquête menée au sujet de la promotion de l'égalité entre les femmes et les hommes.

Cette consultation s'inscrit dans le cadre de la mise en œuvre du projet n°5 du Plan d'Action relatif au développement des capacités personnelles et professionnelles des femmes fonctionnaires du MEF. Le projet n°5 a été identifié comme étant prioritaire par la commission, contribuant ainsi à l'augmentation du taux d'accès des femmes fonctionnaires du MEF aux postes de hautes responsabilités par le levier du développement de leurs capacités techniques et managériales.

De ce fait, ONU Femmes lance un appel à consultation pour le recrutement d'un prestataire afin de déployer un programme d'accompagnement de renforcement des compétences et de leadership au profit des femmes « managers-leaders » et « futurs managers » du Ministère de l'Economie et des Finances.

### II. Objectif global

L'objectif de la consultation est de cibler un pool de femmes fonctionnaires du MEF issu des catégories suivantes, (i) les femmes « managers-leaders » et (ii) les « futurs managers », de réaliser un bilan de compétences du vivier des femmes fonctionnaires ciblées, de déployer un programme d'accompagnement de renforcement des compétences et de leadership, et de concevoir et mettre en œuvre un programme de mentoring pour les femmes sélectionnées. Cette consultation a pour but de développer les capacités des femmes fonctionnaires et contribuer ainsi à l'augmentation du taux d'accès des femmes fonctionnaires aux postes de hautes responsabilités.

La mise en œuvre de cette consultation sera appuyée par un comité de suivi technique composé de ONU Femmes et du Ministère de l'Economie et des Finances (MEF).

### III. Résultats attendus

La consultation cible l'accompagnement et le renforcement des capacités des femmes fonctionnaires du MEF en capacités techniques et managériales.

Les résultats attendus de cette consultation sont les suivants :

- Un ciblage d'un pool de femmes fonctionnaires du MEF issu des catégories (i) femmes « managers-leaders » et (ii) « futurs managers » est réalisé
- Un bilan de compétences de 200 femmes fonctionnaires du MEF ciblées est réalisé
- Un programme d'accompagnement de renforcement des compétences et de leadership du pool de femmes identifiées est formulé et déployé pour 200 femmes
- Un programme de mentorat réalisé et déployé au profit de 32 femmes sélectionnées

#### **IV. Description des tâches**

Sous le pilotage de la Représentante de l'ONU Femmes au Maroc, sous la supervision directe de la Spécialiste des Programmes du bureau d'ONU Femmes au Maroc, et travaillant en étroite coopération et coordination avec le comité de suivi technique, le prestataire sélectionné entreprendra les tâches et responsabilités suivantes :

##### **Phase 1 : Elaboration d'un cahier de mission et élaboration d'un bilan de compétences par femmes fonctionnaires ciblées**

Un cahier de mission sera élaboré à la suite de la réunion de cadrage et soumis au comité de suivi technique comportant les éléments suivants :

- Description détaillée de l'exécution des activités retenues lors de la réunion de cadrage et de l'échéancier de la réalisation ;
- Identification de la liste des personnes avec lesquelles les entretiens seront menés ;
- Elaboration de guides d'entretien et des focus groupes ;
- Définition des moyens humains, matériels et financiers à mettre en œuvre pour le bon déroulement de la mission ;
- Présentation détaillée des livrables.

Elaboration du bilan de compétences pour les 200 femmes ciblées. Les objectifs sont les suivants :

- Analyser leurs compétences personnelles et professionnelles, leurs aptitudes et leurs motivations ;
- Définir un projet professionnel et, le cas échéant, un projet de formation ;
- Utiliser leurs compétences comme un instrument de négociation pour un emploi, une formation ou une évolution de carrière.

Le bilan de compétences a pour objectif principal de permettre aux femmes fonctionnaires ciblées d'avoir une meilleure connaissance de leurs compétences ainsi que la gouvernance de la gestion de carrière en devenant proactive.

##### **Phase 2 : Elaboration et déploiement d'un programme de renforcement des compétences en capacités techniques et managériales au profit des femmes ciblées.**

Sur la base des résultats des bilans de compétences, le prestataire devra développer et déployer un programme d'accompagnement de renforcement des compétences managériales et techniques des femmes fonctionnaires du MEF.

Ce programme de formation, de 5 jours par femme au minimum, comporte notamment :

- Une approche d'apprentissage par les pairs via : recueil de témoignages décentrés, approches ludiques, créatives, mises en situation, et partage d'expériences,
- Une démarche de formation-action,
- Un coaching adapté sur la base des résultats du bilan des compétences.
- Chaque groupe de formation ne doit pas dépasser 15 participantes

##### **Phase 3 : Elaboration et déploiement du programme de mentorat pour 32 femmes sélectionnées**

Sur la base des résultats du programme de formation, le prestataire sélectionné devra déployer un programme de mentorat au profit de 32 femmes sélectionnées par le comité de suivi technique.

Le prestataire sélectionné devra établir des critères pour le choix des mentors et des mentorés, en prenant en compte leurs compétences, leurs expériences et leurs besoins.

Ensuite le prestataire devra élaborer un programme incluant, notamment :

- Objectifs clairs : Définir les objectifs du programme de mentoring, y compris les résultats attendus.
- Plan de jumelage : Mettre en place un processus de jumelage efficace qui aligne les mentorées avec des mentors appropriés en fonction de leurs objectifs et de leurs besoins.
- Structure du programme : Définir la durée du programme, la fréquence des réunions, les modalités de communication (en personne, virtuelle, etc.) et la flexibilité pour s'adapter aux besoins individuels.
- Formation des mentors : Offrir une formation aux mentors pour les préparer à leur rôle, y compris les compétences en communication, en écoute active et en résolution de problèmes.
- Formation des mentorées : Fournir une orientation aux mentorées pour qu'ils comprennent leur rôle et leurs responsabilités, ainsi que les attentes envers le programme.
- Plan de développement personnel : Aider les mentorées à élaborer un plan de développement personnel avec des objectifs spécifiques à atteindre pendant la période de mentoring.
- Suivi et évaluation : Mettre en place un processus de suivi pour évaluer la progression des mentorées et des mentors, et apporter des ajustements si nécessaire.

Le prestataire devra déployer le programme de mentorat des femmes fonctionnaires ciblées sur une période de 6 mois.

#### Phase 4 : Rapport final

Elaborer un rapport final comprenant les principaux résultats, les leçons apprises et les recommandations pour les interventions futures.

#### Langues de travail :

- Le prestataire devra maîtriser le français et l'arabe ;
- Tous les livrables seront produits en français et en arabe.

## V. Durée et calendrier de la mission

Livrables	Timeframe
<b>Livrable 1</b> : Le cahier de mission détaillé et rapport du bilan de compétences de 200 femmes ciblées	Le 15 décembre 2023
<b>Livrable 2</b> : Le programme de renforcement des compétences des femmes fonctionnaires ciblées	Le 15 février 2024
<b>Livrable 3</b> : Le programme du déploiement de programme de mentorat pour 32 femmes mentorées.	Le 15 août 2024
<b>Livrable 4</b> : Un rapport final de mission détaillée du déroulement de la prestation, incluant une appréciation de ses résultats, ainsi que des observations et recommandations relatives au suivi de la mission et à l'exploitation de ses résultats.	Le 30 août 2024

## SECTION 5. METHODE ET CRITERES D'EVALUATION

### 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.

Critères	Documents permettant d'établir la conformité
Intégralité de la proposition	Tous les documents et la documentation technique demandés dans les instructions au soumissionnaire ont été fournis et sont complets
Le soumissionnaire accepte les conditions générales de contrat d'ONU Femmes	Formulaire de soumission de proposition (formulaire en ligne)
La durée de validité de l'offre est respectée	Formulaire de soumission de proposition (formulaire en ligne)
L'offre est complète et remplit les conditions d'éligibilité	Formulaire de soumission de proposition (formulaire en ligne)

### 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.

Critères d'éligibilité	Documents permettant d'établir la conformité
Le soumissionnaire est enregistré dans les registres légaux (Registre de commerce, tribunal administratif...)	Formulaire d'information du proposant (formulaire en ligne)
Les soumissionnaires ne figurent pas parmi les fournisseurs suspendus par les Nations Unies ;	Formulaire d'information du proposant (formulaire en ligne)
Les soumissionnaires n'ont pas eu d'expériences négatives au préalable avec le Bureau d'ONU Femmes Maroc ;	Formulaire d'information du proposant (formulaire en ligne)
Le soumissionnaire n'est pas déclaré en faillite, n'est pas impliqué dans une procédure de faillite ou de redressement judiciaire, et il n'y a pas de jugement ou d'action en justice en cours contre le soumissionnaire qui pourrait nuire à ses activités dans un avenir prévisible	Formulaire d'information du proposant (formulaire en ligne)

Critères de qualification	Documents permettant d'établir la conformité
Historique des contrats non performants : La non-exécution d'un contrat n'est pas due à une défaillance du contractant au cours des trois dernières années.	Formulaire d'éligibilité et de qualification (Formulaire en ligne)
Historique des litiges : Pas d'historique cohérent des décisions de justice/arbitrage à l'encontre du prestataire des 3 dernières années.	Formulaire d'éligibilité et de qualification (Formulaire en ligne)
<b>Expérience antérieure :</b>	
Minimum <b>3</b> années d'expérience pertinente.	Formulaire d'éligibilité et de qualification (formulaire en ligne) / Proposition technique
Minimum de <b>2</b> contrats de valeur, de nature et de complexité similaires mis en œuvre au cours des 3 dernières années. (Pour les JV/Consortium/Association, toutes les parties doivent satisfaire cumulativement à cette exigence).	Formulaire d'éligibilité et de qualification (Formulaire en ligne)
<b>Situation financière :</b>	
Liquidité : le ratio actif moyen à court terme / passif à court terme au cours des <b>3</b> dernières années doit être égal ou supérieur à 1. Le fournisseur doit inclure dans sa proposition des bilans vérifiés couvrant les <b>3</b> dernières années	Copie des états financiers / bilans vérifiés pour les trois dernières années. / Formulaire d'éligibilité et de qualification (Formulaire en ligne)

### Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	100
2.	Proposed methodology, approach and implementation plan	350
3.	Management structure and key personnel	250
	<b>Total</b>	<b>700</b>
Section 1. Expérience et Capacité du soumissionnaire (Expertise de l'organisation soumettant la proposition)		Points
1.1	<p><b>Réputation / crédibilité / fiabilité / réputation de l'organisation et du personnel</b> Le prestataire doit fournir une brève description de l'organisation, y compris l'année et le pays d'incorporation, et les types d'activités réalisées ainsi que d'un organigramme.</p>	15
1.2	<p><b>Structure Organisationnelle</b> Le prestataire doit</p> <p>a) Décrire la capacité organisationnelle générale susceptible d'affecter la mise en œuvre (Ex : structure de gestion, stabilité financière (y compris le chiffre d'affaires annuel des trois dernières années), la taille de l'organisation, la mise en réseau au niveau mondial, la stabilité financière etc).</p> <p>b) Inclure une description de l'expérience et des relations passées et présentes qui ont un rapport direct avec l'exécution des termes de référence. Inclure les efforts de collaboration pertinents auxquels le prestataire a pu participer.</p> <p>d) Expliquer si l'exécution des termes de référence fera l'objet d'une sous-traitance, à quel pourcentage, la raison de cette sous-traitance et les rôles des sous-traitants proposés. Il convient d'accorder une attention particulière à la définition claire des rôles, des responsabilités, des lignes hiérarchiques et de l'obligation de rendre compte. En cas de sous-traitance qui ne devra pas dépasser 50% de la prestation, le sous-traitant est présentera les mêmes documents administratifs que le principal prestataire.</p>	30
1.3	<p><b>Pertinence des connaissances spécialisées et de l'expérience acquise dans le cadre de missions similaires menées dans la région ou le pays.</b> Le prestataire doit :</p> <p>a) Fournir des informations confirmant la pertinence de :</p> <ul style="list-style-type: none"> <li>- Connaissances spécialisées</li> <li>- Expérience dans des programmes / projets similaires</li> <li>- Expérience de projets dans la région/Maroc</li> </ul> <p>b) Décrire l'expérience de l'organisation dans la fourniture de biens, de services ou de travaux similaires. Une expérience avec d'autres organisations des Nations Unies/des programmes multilatéraux/ou bilatéraux majeurs est fortement souhaitée.</p> <p>c) Fournissez entre 3 et 5 références avec les informations suivantes :</p> <ul style="list-style-type: none"> <li>- Client</li> <li>- Valeur du contrat</li> <li>- Période d'exécution (de/à)</li> <li>- Rôle dans la réalisation des biens/services/travaux</li> <li>- Coordonnées de la référence (nom, téléphone, courriel)</li> </ul>	50
1.4	<p><b>Procédures d'assurance qualité, risques et mesures d'atténuation</b> Le prestataire doit décrire les risques potentiels liés à l'exécution des termes de référence qui peuvent avoir une incidence sur la réalisation et l'achèvement en temps voulu des résultats escomptés ainsi que sur leur qualité. Il décrit les mesures qui seront mises en place pour atténuer ces risques et garantir l'assurance qualité. Fournir le(s) certificat(s) d'accréditation des processus, de la politique, par exemple ISO, etc.</p>	5
<b>Total Points for Section 1</b>		<b>100</b>
Section 2. Méthodologie et Plan de travail (Méthodologie proposée)		Points
2.1	<p><b>Analyse et approche méthodologique</b> Le prestataire doit :</p> <p>a) Fournir une description suffisamment détaillée de l'approche et de la méthodologie pour satisfaire ou dépasser les exigences des termes de référence ;</p> <p>b) Expliquer comment le prestataire comprend les besoins d'ONU Femmes en matière de biens/services/travaux et comment les différents éléments du service seront organisés, contrôlés et livrés.</p>	250
2.2	<p><b>Gestion - chronologie, livrables et rapports</b> Le prestataire doit fournir une description détaillée de la manière dont la gestion des biens/services/travaux demandés sera mise en œuvre pour répondre aux exigences des termes de référence. Les activités du plan de mise en œuvre doivent être correctement programmées, logiques et réalistes.</p>	100
<b>Total Points for Section 2</b>		<b>350</b>
Section 3. Plan des ressources, Personnel clé (Qualification et compétences de l'équipe proposée)		Points
3.1	<p><b>Composition de l'équipe</b> Le prestataire doit fournir un CV selon le FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL</p> <p><b>Chef-fe du projet : 100 points</b></p> <ul style="list-style-type: none"> <li>- Formation universitaire supérieure (au moins Bac+5) en sciences de l'éducation ou tout diplôme équivalent avec le profil adéquat pour la mission ; <b>25 points</b></li> </ul>	240

	<ul style="list-style-type: none"> <li>- Au moins 8 ans d'expériences dans le domaine de l'ingénierie de formation ; <b>25 points</b></li> <li>- Avoir réalisé ou participé au minimum à la réalisation de 2 prestations similaires dans un contexte similaire pour le secteur de la fonction publique au Maroc ; <b>20 points</b></li> <li>- Avoir des connaissances du cadre juridique de la fonction publique au Maroc et de l'environnement national des droits des femmes, et de l'approche genre ainsi que des connaissances des normes et standards internationaux en matière de promotion des droits des femmes et de leadership des femmes ; <b>20 points</b></li> <li>- Disposer d'une certification en coaching et /ou PNL serait un atout ; <b>10 points.</b></li> </ul> <p><b>Chargé-e de bilan de compétence : 50 points</b></p> <ul style="list-style-type: none"> <li>- Formation universitaire supérieure (au moins Bac+5) en Ressources humaines ou tout diplôme équivalent avec le profil adéquat pour la mission ; <b>15 points</b></li> <li>- Au moins 8 ans d'expériences dans le domaine de ressources humaines et ayant une expérience probante de l'accompagnement et de l'orientation RH ; <b>15 points</b></li> <li>- Expérience préalable avec les institutions nationales marocaines, bonne connaissance de l'administration marocaine et la fonction publique et avoir réalisé ou participé au minimum à la réalisation de 2 prestations similaires dans un contexte similaire pour le secteur de la fonction publique au Maroc ; <b>10 points</b></li> <li>- Avoir des connaissances du cadre juridique de la fonction publique et de l'environnement national des droits des femmes, et de l'approche genre ainsi que des connaissances des normes et standards internationaux en matière de promotion des droits des femmes et de leadership des femmes ; <b>5 points</b></li> <li>- Un complément de formation en psychologie est souhaitable ; <b>5 points.</b></li> </ul> <p><b>Animateur/trice.s de formation : 50 points</b></p> <ul style="list-style-type: none"> <li>- Formation universitaire supérieure (au moins Bac+5) en sciences de l'éducation ou tout diplôme équivalent avec le profil adéquat pour la mission ; <b>10 points</b></li> <li>- Avoir des connaissances des techniques pédagogiques et aisance relationnelle ; <b>10 points</b></li> <li>- Détenir une expertise au moins de 2 ans dans l'animation de la thématique choisie de formation ; <b>15 points</b></li> <li>- Avoir des connaissances du cadre juridique de la fonction publique et de l'environnement national des droits des femmes, de l'approche genre et maîtriser les normes et standards internationaux en matière de promotion des droits des femmes et de leadership des femmes ; <b>10 points</b></li> <li>- Expérience préalable avec les institutions nationales marocaines et bonne connaissance de l'administration marocaine et la fonction publique ; <b>5 points</b></li> </ul> <p><b>Chargé.e de suivi et évaluation de projet de mentorat : 40 points</b></p> <ul style="list-style-type: none"> <li>- Diplôme d'école de commerce spécialisé en management ou Diplôme d'ingénieur ou tout diplôme équivalent avec le profil adéquat pour la mission; <b>5 points</b></li> <li>- Au moins 2 ans d'expériences en management de projet et/ou d'équipe et/ou dans le domaine de l'ingénierie de formation ; <b>10 points</b></li> <li>- Avoir des connaissances du cadre juridique de la fonction publique et de l'environnement national des droits des femmes, de l'approche genre ainsi que des connaissances des normes et standards internationaux en matière de promotion des droits des femmes et de leadership des femmes ; <b>10 points</b></li> <li>- Expérience préalable avec les institutions nationales marocaines et bonne connaissance de l'administration marocaine et la fonction publique ; <b>10 points</b></li> <li>- Expérience en mise en place de projet de mentorat est souhaitable ; <b>5 points</b></li> </ul>	
3.2	<p><b>Gender Profile</b></p> <p>The offeror shall provide information on the gender profile of the organization:</p> <ul style="list-style-type: none"> <li>- Women-owned Business status – whether the entity is owned, controlled or managed by at least 51% women;</li> <li>- Proportion of women in managerial position;</li> <li>- Gender balance of the proposed project/team;</li> <li>- Policies in place that contribute to gender equality;</li> <li>- Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain;</li> <li>- Gender parity policy in place;</li> <li>- Commitment to the Women's Empowerment Principles (<a href="http://www.weeps.org/join">www.weeps.org/join</a>) - if more than 10 employees;</li> <li>- 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.</li> </ul> <p>The total for all sub-criteria below shall not exceed 3% of the total technical points (max. 20 of 700 points). Good practices of gender-responsive companies can be found here: <a href="https://www.weeps.org/about">https://www.weeps.org/about</a></p>	10
<b>Total Points for Section 3</b>		250
<b>TOTAL POINTS</b>		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

$\mu$  = 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**

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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

<b>Annual Turnover for the last 3 years</b>	Year	Currency	Amount
	Year	Currency	Amount
	Year	Currency	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

<b>Financial information</b> (state currency)	<b>Historic information for the last 3 years</b>		
	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 audited 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 must 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)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

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

**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)]				
<b>Subtotal Other Costs:</b>				

**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) :	
<b>Consortium/Association Agreement</b>		Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders). <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties	

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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