

Terms of Reference

for International Consultant to Provide Extensive Support to Romani Women to Get Involved in Electoral Processes

Duty Station:	Chisinau, Moldova
Type of contract:	Individual Contract
Post Level:	International Consultant
Languages required:	Fluent in English, working knowledge of Romanian, Russian and/or Romani is an asset
Application deadline:	23 October, 2019
Starting date: (date when the selected candidate is expected to start)	1 November, 2019
Expected Duration of Assignment:	Up to 80 working days in the period of begin-November, 2018- end-September, 2019 (of which 54– home-based, up to 26– missions to Moldova)

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In 2018, UN Women Moldova Country Office started to implement its new [Strategic Note \(SN\) for 2018-2022](#), which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and the [Global Strategic Plan of UN Women](#). Under its current SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, young women, elderly women and others. UN Women’s operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 advances progress under the following three Impact Areas (IA): IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

Rationale

Women and girls constitute more than half of Moldova’s population, yet they are under-represented in the bodies that make key decisions affecting their lives. Despite an increase in women’s representation in the Parliament and at local level over the past years, the country did not reach its related [MDG 2015 targets](#) and the value of the [Political Empowerment Sub-index of the Gender Gap Index](#) is still low (0.176 – placing Moldova on 72th place). Although general women’s representation in decision making process is comparable low, the representation of women from underrepresented groups, including Romani women, is practically inexistent.

The lack of updated official statistical data on number of Roma in the Republic of Moldova hampers undertaking of an objective analysis of the situation in this regard. Some administrative sources and researches report different data on the Roma population in the country, which varies from 14,000¹ to 200, 000². Roma face multiple barriers against social inclusion,

¹ MTIC (2012). According to statistical data from “State population register” related to Roma individuals residents of the Republic of Moldova, there are 14208 documented citizens registered in the country’s territorial-administrative profile. www.registru.md/news_2011/165210/ (accessed at 04.07.2015).

and access to employment, education, health care and other services. There is a high degree of intolerance and hostility towards Roma held by the majority population. According to a [2014 UN comprehensive study on the situation of Romani women in Moldova](#), Romani women represent one of the most vulnerable groups in the Republic of Moldova. Routinely they have lower levels of education, much higher rates of unemployment, significant lower level of income and poorer health than the rest of the population. The Committee on the Elimination of Discrimination against Women (CEDAW Committee) in its [2013 Concluding Observations to Republic of Moldova](#) expressed concerns that disadvantaged groups of women, including Romani women and women with disabilities, are, in practice, almost completely excluded from political and public life and recommended introducing procedures to ensure their effective participation in elected offices and appointed bodies, as well as effective measures, including Temporary Special Measures, in order to accelerate the realization of substantive equality for them. While there have been some encouraging advancements, including the election in 2015 of the first two Romani women as local councilors, the participation of Romani women is lower in comparison with both Roma men and non-Roma women. According to the [Report of the UN Special Rapporteur on minority issues](#), Rita Izsak- Ndiaye, on her mission to the Republic of Moldova in 2016, Roma representatives expressed their concern over the fact that Roma are largely absent from decision-making processes and public life, both at the local and central levels. This is particularly acute in the case of Romani women³. The Special Rapporteur stated “Roma communities continue to experience economic, social and political marginalization and are often victims of discrimination, particularly in regard to access to the labour market, education and health-care services. The situation of Roma children and women and girls is of particular concern”.

In June 2016, the Government of the Republic of Moldova approved [the Action Plan to Support Roma Ethnic Group in the Republic of Moldova for 2016-2020](#), preceded by public consultations with civil society and relevant stakeholders on the Action Plan’s content. Using this opportunity, some Romani women activists were involved in elaboration of the normative framework and strongly advocated for including provisions in the Action Plan on Romani women’s empowerment and gender equality. Despite these efforts, the Action Plan does not contain specific provisions or activities focused on Romani women’s empowerment or strengthening their capacities to become active participants in public and political life.

In December 2013, an informal network of Romani women and girls was constituted, aimed at strengthening the de facto realization of rights of Romani women and girls in the Republic of Moldova. UN Women, through its programmes, provided support to the Network in order to strengthen its capacities to act as unified voice for the rights of Romani women, to increase its membership among Romani women from more communities and to provide them with information, skills and networking opportunities. UN Women, through the joint [UN Programme Women in Politics](#) (implemented in 2014-2017), also provided comprehensive support in identifying and capacitating Romani women to run for the 2015 local elections, which resulted in the historic development that for the first time in the history of Moldova, 2 Romani women got elected as local councilors. UN Women further supported them and other Roma activists in different communities to mobilize more Roma women to engage civically in local decision-making processes, such as town hall meetings.

In anticipation of the upcoming local elections in 2019, there is a need for targeted interventions to support interested Romani women to enter the world of politics and run for political office through training, mentorship, career advising and peer networking, building on the past experiences which have led to effective political participation of Roma women. In this respect, UN Women intends to hire an International Consultant to provide support to Romani women to become more actively involved in political life.

Scope of Work:

Under the overall guidance and direct supervision of the UN Women Programme Coordinator on Women in Leadership (WIL), International Consultant will be responsible to provide extensive support to Romani women to become more actively involved in political life, including to 50 Romani women across the country, who are willing stand for political office and to be candidates at the local elections.

The International Consultant will work in close collaboration with a specialized company/organization engaged by UN Women, which will be directly involved in delivery of a capacity building program for up to 50 Romani women from across the country. The capacity building program will be composed of different tools, like support to run locally for office, capacity building, mentorship, coaching and raising awareness, and will be provided during the entire local election cycle: pre-election, election and post-election phases.

² Study on the situation of Romani Women and Girls in the Republic of Moldova <http://www.un.md/docsandpub/>

³ See the concluding observations of the Committee on the Elimination of Discrimination against Women on the combined fourth and fifth periodic reports of the Republic of Moldova (CEDAW/C/MDA/CO/4-5), para. 23.

In all its activities, the International Consultant should be guided by the cross-party, non-partisan and equity principles.

Tasks

Duties and responsibilities of the International Consultant:

- Provide advice to specialized company/organization hired by UN Women in development of the overall methodology for the support program for Romani women who expressed their interest to run locally for office. The methodology should specify identification of beneficiaries in Roma communities; support programme for participants, undertaking of the homework. The methodology should outline expected overall objectives, results and means to reach them; timeframe and work plan; topics for each of the three training sessions; ways of identification of Romani women, including call for applications and methods for ensuring its wide outreach among the target group. The methodology will be shared with UN Women and adjusted based on feedback received.
- Provide advice to specialized company/organization in development of call for applications and selection criteria in order to identify to 50 Romani women willing to run for local elections.
- Prepare and deliver up to 4 training sessions for up to 50 Romani women willing to run for local elections, which will be determined in consultations with UN Women (each training session will be delivered twice for both groups of 25 Romani women). It is desirable International Consultant to attend the first and the last out of the 3 training sessions to be delivered. The International Consultant will be responsible to advice the company on preparation of accompanying training materials (PTTs, handouts, agendas, evaluation questionnaires) and will be fully responsible for developing the training materials for delivered sessions by her/him. The specialized company/organization will be responsible for overall development and delivery of 3 two-days training sessions for up to 50 Romani women. Proposed topics may include, but not limited to: the decision to run for office; women's political participation, with a focus on Romani women and the specificities, challenges and opportunities of being a Romani woman candidate; political parties and independent candidates; electoral legal framework; electoral campaign tools; communications within electoral campaign; campaigning plan; campaigning team; etc.

Note: For a most efficient capacity building, learning process and information sharing it is recommended to create smaller groups for training comprising up to 25 participants in a group.

- Some training sessions delivered by the international consultant within the capacity building programme should be dedicated to existing Romani women role models who succeeded to enter into politics or to run their own affairs. The International Consultant should provide examples of Romani women leaders acting at national and/or international levels, living or being born in countries with a similar background as the Republic of Moldova (i.e. Bosnia and Herzegovina, Serbia, Romania, the Ukraine, Georgia, etc.).
- Support the company/organization to strategize on the best ways of provision of coaching for participants willing to run for elections, like recommendations on what will work and international best practices of similar assignments. The coaching will be provided to each individual participant who decided to run for elections locally, both by joining a political party or as independent candidates.
- Plan a mission to Moldova within pre-electoral period with the aim to support political participation of Romani women in electoral cycle as voters. In total 15 communities will be targeted. The list of communities will be developed and consulted with UN Women. The International Consultant should plan and organize his/her visits in 15 targeted communities populated mostly by Roma in order to organize focus groups with Romani women to inform them about the local election process and to encourage them to vote. During the focus groups, the International Consultant should also discuss and identify the key challenges faced by Romani women in getting used of their electoral rights, like right to candidate, right to elect, right to participate in political life at the local level (participating within the meetings of local councils, right to be consulted on key community issues, right to submit a petition or request to city hall, etc.). Based on received information, the International Consultant should develop a report on key challenges and barriers faced by Romani women in using their electoral rights.
- Provide post-electoral one-day training and coaching to elected women or to women who highly scored in elections.

Deliverables and Timeframe

The selected international consultant will be responsible for delivering the following specific outputs, comprising of the main milestones:

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Submission of the final approved report on provision of advice on development of the methodology for the support programme for Romani women, and on development of call for applications and selection criteria.	<i>By mid-November, 2018</i>	<i>Up to 5 working days (of which home based: 5 In Moldova: 0)</i>	10%
2	Submission of the report on delivery of the first training session for up to 50 Romani women willing to run for local elections. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The developed documents, life agendas, PPTs, training handouts, etc. should be attached as Annexes.	<i>By mid-December, 2018</i>	<i>Up to 8 working days (of which home based: 4 In Moldova: 4)</i>	15%
3	Submission of the report on delivery of the last training session for up to 50 Romani women willing to run for local elections. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The developed documents, life agendas, PPTs, training handouts, etc. should be attached as Annexes.	<i>By end-February, 2019</i>	<i>Up to 8 working days (of which home based: 4 In Moldova: 4)</i>	15%
4	Submission of the report on provided support and coaching during post electoral period, including delivery of one-day training session for elected women. All supporting documents, like agendas and hand-outs, will be attached as Annexes.	<i>By end-August, 2019</i>	<i>Up to 20 working days (of within home based: 17 In Moldova: 3)</i>	25%
5	Submission of the report on provided support to company/ organization to strategize on the best ways of provision of coaching for participants willing to run for elections. Submission of the mission report in 15 targeted communities aimed at supporting political participation of Romani women in electoral cycle as voters. The report should contain a	<i>By end- September, 2019</i>	<i>Up to 39 working days (of which home based: 24 In Moldova: 15)</i>	35%

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task	Percentage of milestone/output
	detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The report should contain as an Annex: <ul style="list-style-type: none"> - The report on key challenges and barriers faced by Romani women in using their electoral rights 			
	Total		Up to 80 days	100%

All written deliverables should be agreed with UN Women and be provided in English, in electronic copy.

Duration of the assignment

The total duration of this assignment is tentatively planned for up to 80 days during 11 months starting at begin-November, 2018, with task being accomplished by end-September, 2019. The consultant is responsible for accomplish the deliverables set up in the table "Activities and Deliverables".

Note: The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the UN Women Communications Specialist shall be the only criteria for International Consultant's work being completed and eligible for payment/s. Additionally, under the current assignment the international consultant will work in close cooperation with a national company engaged by UN Women.

Management arrangements

Organizational Setting: The International Consultant will work under overall guidance and direct supervision of UN Women Programme Coordinator on Women in Leadership (WIL). The International Consultant will report to the UN Women Programme Coordination on WIL.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment's related missions, the International Consultant may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and contractor, prior to travel and will be reimbursed.

Throughout the assignment, the International Consultant is expected to conduct at least 4 missions to Moldova, which needs to be factored in the proposal, with 26 indicative working days to be spent in Moldova.

Other logistic arrangements

The national company contracted by UN Women will be responsible to provide logistical and administrative support related to delivery of capacity building events envisaged within the ToR. The logistical support for organization of the one-day training

delivered by the International Consultant in the post-electoral period will be provided by UN Women. The International Consultant is expected to plan and organize his/her own missions to Moldova for undertaking of the assignment.

Performance evaluation

Performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements:

Payments will be disbursed in 5 unique installments upon the satisfactory submission of the deliverables cleared by UN Women Programme Coordination on WIL to certify that the services have been satisfactorily performed.

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

Functional Competencies:

- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Promotes the vision, mission, and strategic goals of UN Women;
- Ability to work in multi-disciplinary and multi-cultural teams;
- Ability to work under pressure against strict deadlines;
- Ability to present complex issues persuasively and simply;
- Displays cultural, gender, religion and age sensitivity and adaptability.

Required Skills and Experience:

Education:

- Master's degree in Law, International Law, Human Rights, Gender, Social Studies, Political Studies and other related fields. Additional points will be granted for PhD degree in the fields mentioned above.

Experience

- A minimum of 5 years of work experience on promoting the rights of Roma;
- A minimum of 3 years of experience in organization of various capacity buildings, with a special focus on Roma rights;
- Experience in gender equality issues, pertinent to Romani women;
- Previous work experience in writing reports on the situation of Roma population will be considered an asset;
- Proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language Requirements:

- Excellent command of English language.
- Working knowledge of Romanian, Russian, Romani languages is an asset.

Application Process and submission package

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- Letter of Intent with justification of being the most suitable for the work, vision and working approach, specifically indicating experience of mobilization of excluded communities for participation and inclusion
- Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained; P11 can be downloaded at <http://www.unwomen.org/about-us/employment>;
- Financial proposal (in USD) - Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days and any other possible costs); Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Evaluation Procedure

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's degree in Law, International Law, Human Rights, Gender, Social Studies, Political Studies and other related fields;
- A minimum of 5 years of work experience on promoting the rights of Roma;
- Fluency in English.

The short-listed individual consultants will be further evaluated based on a **cumulative analysis** scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C_{low} is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (150 points)

Technical evaluation will be represented through desk review of applications and further interview will be organized if needed, depending on the short-listed candidates' qualifications.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Nr.	Criteria	Maximum points
1.	Master's degree in Law, International Law, Human Rights, Gender, Social Studies, Political Studies and other related fields. Additional points will be granted for PhD degree in the fields mentioned above. <i>(Master – 40 pts; PhD – 50 pts)</i>	50
2.	A minimum of 5 years of work experience on promoting the rights of Roma <i>(Up to 5 years- 0 pts, 5 years –60 pts, each year over 5 years – 10 pts, up to a max of 80 pts);</i>	80
3.	A minimum of 3 years of experience in organization of various capacity buildings, with a special focus on Roma rights; <i>(Up to 3 years- 0 pts, 3 years –40 pts, each year over 3 years – 10 pts, up to a max of 60 pts);</i>	60
4.	Experience in gender equality issues, pertinent to Romani women; <i>(Up to 70 pts);</i>	70
5.	Previous work experience in writing reports on the situation of Roma population will be considered an asset; <i>(Up to 45 pts);</i>	45
6.	Proven experience in working with international organizations (successful experience in working with UN agencies is an asset) <i>(up to 20 pts)</i>	20
7.	Excellent command of English language. Working knowledge of Romanian, Russian, Romani languages is an asset <i>(10 pts - fluency in English, 5 pts –working Romanian, 5 pts- working Russian, 5 pts- working Romani)</i>	25
Maximum total technical scoring:		350

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

NOTE: The successful candidate shall be required to complete the two Safety & Security Courses (BSIF II & ASIF), with details to be provided by UN Women upon contracting.

The prospective International Consultant should take the following explanations into account during submission of his/her price proposal.

1. Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

2. Travel costs

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women shall not accept travel costs exceeding those of an economy class ticket. Should the international consultant wish to travel on a higher class he/she should do so using their own resources.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD at the date of applications' submission deadline.

Annex II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: International Consultant to Provide Extensive Support to Romani Women to Get Involved in Electoral Processes

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

A. Cost Breakdown per Deliverables*

Deliverables	Payment Amount (As percentage of total contract price)	Proposed Price
Submission of the final approved report on provision of advice on development of the methodology for the support programme for Romani women, and on development of call for applications and selection criteria.	10%	
Submission of the report on delivery of the first training session for up to 50 Romani women willing to run for local elections. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The developed documents, life agendas, PPTs, training handouts, etc. should be attached as Annexes.	15%	
Submission of the report on delivery of the last training session for up to 50 Romani women willing to run for local elections. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information. The developed documents, life agendas, PPTs, training handouts, etc. should be attached as Annexes.	15%	
Submission of the report on provided support and coaching during post electoral period, including delivery of one-day training session for elected women. All supporting documents, like agendas and hand-outs, will be attached as Annexes.	25%	
Submission of the report on provided support to company/ organization to strategize on the best ways of provision of coaching for participants willing to run for elections. Submission of the mission report in 15 targeted communities aimed at supporting political participation of Romani women in electoral cycle as voters. The report should contain a detailed description of activities, major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any	35%	

other relevant information. The report should contain as an Annex: - The report on key challenges and barriers faced by Romani women in using their electoral rights		
TOTAL AMOUNT	%100	USD.....

**Basis for payment tranches*

B. Cost Breakdown by Cost Componentⁱ:

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, USD	No. of units	Total Price, USD
Consultancy (daily) fee				
Cost of mission to Moldova (travel etc.)				
Other related costs (please specify):				

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.

I understand that you are not bound to accept any proposal you may receive.

I agree to complete the two Safety & Security Courses (BSIF II & ASIF), with details to be provided by UN Women upon contracting.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

ⁱ The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.