

# Request for Proposal

Reference No.: *RfP15/01025*

*Local Company to undertake a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova*

16 June 2015

Dear Sir/Madam,

**Subject: RfP15/01025 for Local Company to undertake a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova.**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure consulting services to undertake a policy review and provide recommendations for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. Instructions to Proposers (Annex I)
  - iii. Terms of Reference (TOR) (Annex II)
  - iv. Evaluation Methodology and Criteria (Annex III)
  - v. Format of Technical Proposal (Annex IV)
  - vi. Format of Financial Proposal (Annex V)
  - vii. Proposal Submission Form (Annex VI)
  - viii. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex VII)
  - ix. Proposed Model Form of Contract (Annex VIII)
  - x. General Conditions of Contract (Annex IX)
  - xi. Joint Venture/Consortium/Association Information Form (Annex X)
  - xii. Submission Checklist (Annex XI)
3. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex I).

### PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this <http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	<p>Date and Time : <i>July 9, 2015 1:00 PM</i></p> <p>City and Country: Chisinau, Republic pf Moldova (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>This is an absolute deadline, proposal received after this date and time will be disqualified.</p>
4.1	<b>Manner of Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Proposal</p>
4.1	<b>Address for Proposal Submission</b>	<p><b>Personal Delivery/ Courier mail/ Registered Mail :</b></p> <p><b>UN Women Moldova</b> 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><b>Electronic submission of Proposal:</b></p> <p><input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format : PDF files only, password protected</p> <p><input checked="" type="checkbox"/> Password <b>must</b> not be provided to UN Women until the date and time of Bid Opening as indicated in No. 4.2</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmission: 5 (five) for technical proposal and 1 (one) for financial proposal</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal: “Technical Proposal for RfP15/01025 Local Company to undertake a policy review and provide recommendation for the development of a State programme on Women’s Entrepreneurship with State funding in the Republic of Moldova”</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: “Financial Proposal for RfP15/01025: Local Company to undertake a policy review and provide recommendation for the development of a State programme on Women’s Entrepreneurship with State funding in the Republic of Moldova”</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p>
3.1	<b>Language of the Proposal:</b>	<p><input checked="" type="checkbox"/> English   <input type="checkbox"/> French   <input type="checkbox"/> Spanish   <input type="checkbox"/> Others:</p>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
3.4.2	<b>Proposal Currencies</b>	<input checked="" type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei For comparison purposes, all other currencies shall be converted into US Dollars using the UN Operational Rate of Exchange on the day of the competition deadline
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	If other, please indicate: <input type="text" value="60"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.
	<b>Contact address for requesting clarifications on the solicitation documents</b>	Requests for clarification should be addressed to the e-mail address: <a href="mailto:corneliu.eftodi@unwomen.org">corneliu.eftodi@unwomen.org</a> . Proposers must not communicate with any other personnel of UN Women regarding this RFP. <b><u>This Email Address is for clarifications ONLY.</u></b> <b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<input checked="" type="checkbox"/> Not applicable
3.9	<b>Proposal Security</b>	<input checked="" type="checkbox"/> Not Required No Proposal Security is required for this RFP at this stage; however UN Women reserve the rights to request a Proposal Security from Proposers at any stage before the award of contract.
7.4	<b>Performance Security</b>	<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.

4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Ulziisuren Jamsran,  
Country Representative  
UN Women Moldova

**RFP Instructions to Proposers**

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## 1 INTRODUCTION

### 1.1 General

- a) Proposers are invited to submit a Proposal for the goods/services/works described in the Terms of Reference (TOR) (Annex II), in accordance with these Solicitation Documents in the form of a Request for Proposal (RFP). All correspondence in relation to this RFP shall be sent to the contact address set out in the Proposal Instruction Sheet (PIS) found in the Invitation Letter.
- b) Proposers must strictly adhere to all the requirements of the RFP. No changes, substitutions or other alterations to the requirements stipulated in the RFP may be made unless in writing by UN Women.
- c) Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by the RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in and requirements of the RFP.
- d) Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UN Women. No binding contract, including a process contract or other understanding or arrangement will exist between the Proposer and UN Women and 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 Proposer. UN Women is under no obligation to award a contract to any Proposer as a result of the RFP.
- e) UN Women may, at its discretion, cancel the requirement in part or in whole.
- f) 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 is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. UN Women therefore:
  - a. will reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question;
  - b. will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
  - c. will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
  - d. will normally requires a UN Women vendor to allow UN Women, or any person that UN Women may designate, to inspect or carry out audits of the vendor's accounting records and financial statements in connection with the contract.
- g) All Proposers must adhere to the UN Supplier Code of Conduct, which may be found at this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)
- h) Information relating to the examination, evaluation, and comparison of Proposals and the recommendation of contract award shall be treated with appropriate confidentiality. Except as otherwise set out herein, UN Women shall not disclose information to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

<sup>1</sup> any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead thereby enabling a proposer to obtain a financial or other benefit or to avoid an obligation;

<sup>2</sup> offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of the Procuring UN Women Entity;

<sup>3</sup> an arrangement between two or more proposers designed to achieve an improper purpose, including to influence improperly the actions of the Procuring UN Women Entity;

<sup>4</sup> behavior that constitutes a conflict of interest, or that is contrary to the policies and requirements of doing business with UN Women, including but not limited to post-employment and gifts and hospitality provisions;

<sup>5</sup> deliberately destroying, falsifying, altering or concealing of evidence material to an investigation or making false statements to investigators in order to materially impede UN Women investigation into allegations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing an investigation

## 1.2 Eligible Proposers

This RFP is open to all international and national organizations that can provide the requested goods/services/works, and are legally constituted or represented in the procuring country. A Proposer may be a private, public or government-owned legal entity or any combination of them in the form of associations(s) including joint ventures or consortiums with a formal intent to enter into an agreement.

UN Women encourages Proposal submissions from women led/owned qualified organizations and from developing countries/regions.

Proposers should not have been engaged, directly or indirectly, in the preparation of any part of this RFP document or Annexes.

Proposer shall not be eligible to submit a proposal when at the time of Proposal submission:

- a) Proposer is suspended by UN Women, or, the UN Procurement Division (UN/PD);
- b) Proposer's is on the list maintained by the Security Council of individuals and entities subject to the sanctions measures by General Assembly resolutions 1267 (1999), 1333 (2000), 1390 (2002), as reiterated in resolutions 1455 (2003), 1526 (2004), 1617 (2005), 1735 (2006), 1822 (2008), 1904 (2009), 1989 (2011) and 2083 (2012);
- c) Proposer has been declared ineligible by the World Bank;
- d) Proposer has any pending disputes or litigation with United Nations organizations, specialized agencies or any of its member states;
- e) Proposers are not legally constituted under existing law or regulations of their and/or beneficiaries country, and if requested by UN Women, Proposer has not submitted copies of supporting documentation defining, for example, the constitution or legal status, place of registration, and principal place of business of the Proposer, as required; or
- f) Proposer has a conflict of interest. Proposer may be considered to have a conflict of interest with one or more parties in this solicitation process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Goods/Services/Works to be purchased under these Solicitation Documents.

## 1.3 Cost of Proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proposers, regardless of the conduct or outcome of the solicitation process. The Proposer shall not in any way include these as a direct cost of the assignment.

Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the terms of reference/statement of work.

## 2 SOLICITATION DOCUMENTS

### 2.1 Contents of Solicitation Documents

Proposals must offer goods/services/works for the *total* requirement. Proposals offering only part of the requirement will be rejected.

### 2.2 Proposers' Responsibility to Inform Themselves

Proposers shall be responsible to inform themselves in preparing their Proposal. In this regard, Proposers shall ensure that they:

- a) Review the solicitation documents to ensure they have a complete copy;
- b) Examine and fully inform themselves in relation to all aspects of the solicitation documents, including the proposed model form of Contract and all documents included or referred to in the RFP;
- c) Obtain and examine all other information relevant to the goods/services/works and the TOR available on reasonable enquiry;
- d) Verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or any discussion with UN Women, its employees or agents;
- e) Attend any Pre-Proposal Meeting that is mandatory under this RFP;

- f) Fully inform and satisfy themselves as to the requirements of any relevant authorities and laws that apply or may in the future apply to the provision of the requested goods/services/works; and
- g) Form their own assessment of the nature and extent of the goods/services/works requested and properly account for all the services in their Proposal.

Proposers acknowledge and agree that the RFP does not purport to contain all relevant information in relation to the goods/services/works and is provided solely on the basis that Proposers shall be responsible for making their own assessment of the matters referred to in the RFP, including the contract.

Proposers acknowledge that they have not relied upon any information not included in this RFP, and that UN Women, its employees, and agents made no representations or warranties (express or implied) as to the accuracy, decency or completeness of this RFP or any other information provided to the Proposers.

### 2.3 Errors or Omissions

Proposers shall immediately notify UN Women in writing with full detail of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other fault in any part of the RFP.

Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

### 2.4 Clarification of Solicitation Documents

Any request for clarification of the RFP Documents must be sent in writing at the mailing address indicated in the PIS. UN Women will respond in writing and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all prospective Proposers. Responses to clarification requests will be binding on all Proposers.

### 2.5 Pre-Proposal Meeting

Unless otherwise instructed in writing by UN Women, a Pre-Proposal Meeting will only be held if stated in the PIS, at the time and place and in accordance with any instructions indicated in the PIS;

If the PIS states that a Pre-Proposal Meeting shall be mandatory, a Proposer who does not attend the Pre-Proposal Meeting shall be ineligible to submit a Proposal under this RFP.

The names of representatives of Proposers who will attend the Pre-Proposal Meeting shall be submitted in writing by the Proposers to the UN Women contact person as listed in the PIS, including the full name and position of each representative at least 24 hours before the Pre-Proposal Meeting is to be held.

UN Women will not issue any formal answers to question from Proposers regarding the RFP or Proposal process during the Pre-Proposal Meeting. All questions shall be submitted in accordance with Article 2.4.

The Pre-Proposal Meeting shall be conducted for the purpose of providing background information only. Without limiting Article 2.5, Proposers shall not rely upon any information, statement or representation made at the Pre-Proposal Meeting unless that information, statement or representation is confirmed by UN Women in writing.

UN Women shall prepare minutes of the Pre-Proposal Meeting and shall communicate them in writing in the form indicated on the PIS to all Proposers who received the solicitation documents from UN Women shortly after the Pre-Proposal Meeting.

### 2.6 Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, the UN Women procuring entity may, for any reason, amend the Solicitation Documents.

Prospective Proposers will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Proposers reasonable time, the UN Women procuring entity may, at its discretion, extend the deadline for the submission of Proposals, in accordance with [Clause 4.2](#).

## 3 PREPARATION OF PROPOSALS

### 3.1 Language of the Proposal

The Proposals and all correspondence and documents relating to the Proposal shall be written in the English language, unless otherwise indicated in the Proposal Instruction Sheet (PIS).

### 3.2 Documents Comprising the Proposal

The Proposer is required to complete, sign, and submit the following documents:

- a) *Proposal submission form*. Duly signed and dated with the proper authorization for the person signing the Proposal, indicated by written power of attorney;



- b) *Technical Proposal*, including documentation to demonstrate that the Proposer meets all requirements;
- c) *Joint Venture, Consortium/Associations Form*. In the case of a joint venture, consortium/association, the relevant form indicated in the invitation letter must be completed, signed and submitted along with the Technical Proposal;
- d) *Financial Proposal*;
- e) *Proposal Security* (if applicable); and
- f) *Performance security* (if applicable).

### 3.3 Technical Proposal

The technical component of the Proposal should be concisely presented and structured in the format contained in Annex IV, "Format of Technical Proposal".

To ensure proper understanding of the requirements, include any assumptions, as well as comments on the data, support services and facilities to be provided by UN Women as indicated in the TOR, or as you may otherwise believe to be necessary.

#### 3.3.1 Expertise and Capability of Proposer

In order to provide corporate orientation, the Proposer shall provide all relevant support documentation including the Proposer's entity Profile; Proposer's entity legal registration certificates; Reference list of similar projects; and any other appropriate document.

#### 3.3.2 Proposed work plan and approach

The Proposer shall demonstrate its responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

#### 3.3.3 Resource Plan, key personnel

The Proposer should fully explain its availability of resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Proposer's current capabilities/facilities and any plans for their expansion.

The Technical Proposal should not contain any pricing information whatsoever on the goods/services/works offered. Pricing information shall be separated and only contained in the appropriate Financial Proposal.

It is mandatory that the Proposer's Proposal numbering system corresponds with and crossreferences the numbering system used in the "Format of Technical Proposal," Annex IV.

References to supporting documentation, including descriptive material and brochures should be included in the text of the Proposal and the supporting documentation attached as annexes to the Proposal Information which the Proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

### 3.4 Financial Proposal

#### 3.4.1 Proposal prices

The Proposer shall indicate in an appropriate Financial Proposal, the format for which is attached at Annex V, the prices of services it proposes to supply under the contract.

#### 3.4.2 Proposal currencies

Prices in the Financial Proposal shall be quoted in the currency indicated in the PIS. For comparison and evaluation purposes, UN Women will convert the figures contained in the Financial Proposal into USD at the official applicable UN rate of exchange on the closing date of the RFP. Proposals with no fixed price will be disqualified and will not be considered for evaluation.

### 3.5 Proposal Validity Period

All proposals shall remain valid and open for acceptance for a period instructed in the PIS form after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A proposer granting the request will not be required nor permitted to modify its Proposal.

### 3.6 Format and Signing of Proposals

The Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorized to bind the Proposer to the contract.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Proposer, in which case such corrections shall be initialed by the person or persons signing the Proposal.

### 3.7 Payment

UN Women shall effect payments to the Contractor for the performances of services rendered or good delivered to the satisfaction of UN Women. Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment should be justified and documented and submitted in the Financial Proposal. In such cases, UN Women will normally require a Performance Security.

### 3.8 Joint Venture, Consortium/Association

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; nor 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.

### 3.9 Proposal Security

Where a Proposal Security is required, the Proposal Security shall be submitted in original and included along with the Technical Proposal, in the manner and for the amount indicated in the PIS. UN Women reserves the right to liquidate the Proposal Security, in the event of any or a combination of the following conditions:

- a) If the Proposer withdraws its Proposal after the deadline for submission, or;
- b) In the case the successful Proposer fails to:
  - a. sign the Contract resulting from this RFP process in accordance with the terms and conditions set forth in this RFP, including if applicable, for variation of requirement, as per RFP Clause 7.2; or
  - b. furnish Performance Security, comply with insurances requirements, or other documents that UN Women may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

UN Women may reject the proposal in its entirety if the Proposal Security amount is found to be less than what is required by UN Women as indicated in the PIS.

The Proposal Security shall be issued by a regulated financial institution such as banks certified by the central bank of the country where the bank is located in the case of a banking institution. UN Women may, at its discretion, reject any Proposal Security that does not comply with this requirement.

The Proposal Security shall remain valid throughout the Proposal Validity Period. After which the Proposal Security will automatically become null and void, unless a dispute arises in relation to the Proposal Security.

Proposal Security of unsuccessful Proposers shall be returned. Unsuccessful Proposers shall organize with UN Women to collect their Proposal Security. UN Women will make this available to Proposers within fifteen days after UN Women and the successful Proposer have entered into the contract.

#### 4 SUBMISSION OF PROPOSALS

##### 4.1 Sealing and Marking of Proposals

Your proposal comprising technical proposal and financial proposal shall be submitted in accordance with the below instruction(s);

The Financial Part and the Technical Part of proposals **MUST BE COMPLETELY SEPARATED** into two separate envelopes or in case of electronic submission, in two separate e-mails and each of them must be sealed or sent individually.

###### A) Mail/courier/personal delivery:

The Financial Part and the Technical Part of proposals **MUST BE COMPLETELY SEPARATED** into two separate envelopes and each of them must be sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL - RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women." or "FINANCIAL PROPOSAL RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women", as appropriate. These two envelopes can then be placed into a single envelope. The Proposals are to be delivered to and marked as follows:

UN Women Moldova  
131, 31 August 1989 Street,  
MD-2012 Chisinau,  
Republic of Moldova  
Attention: Registry Office/Procurement

- Both inner envelopes must be clearly marked with the following information:

<p>UN Women Moldova 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova</p> <p><b>RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women</b></p> <p>Submission 1 of 2: (name of the proposer)</p> <p><b>Technical Proposal</b></p>	<p>UN Women Moldova 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova</p> <p><b>RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women</b></p> <p>Submission 2 of 2: (name of the proposer)</p> <p><b>Financial Proposal</b></p>
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If the inner envelopes are not sealed and marked as per the above and information provided in PIS, the UN Women procuring entity will not assume responsibility for the Proposal's misplacement or premature opening.

###### B) Proposals by e-mail:

In case of electronic submission, the Offeror shall send two (2) separate messages by e-mail to the following address:

[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)

The first e-mail message shall have the following subject: "Technical Proposal for RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women". The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: "Financial Proposal RfP15/01025: Services for

undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women".

**Important Note for Offerors submitting proposals in electronic format/via e-mail.**

Having prepared the Proposal in paper format as specified in Clause "4. Submission of Proposals" hereof, the entire Proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails. The Subject line of the E-mail(s) should state: "Technical Proposal for RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women" and separate email "Financial Proposal: RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women" – DO NOT OPEN IN ADVANCE. The opening of the financial proposal must be secured with the password protected ZIP archive by the Offeror, which will be given to the procuring UN Women entity upon its request after the completion of the technical proposals evaluation.

To assist procuring UN Women entity in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open "Options", then "Voting and Tracking Options" and select "Request a delivery receipt for this message" AND "Request a read receipt for this message". This option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

Bids will not be considered and will be rejected in cases where:

- i. Proposals submitted to any other address or location, or copied to an e-mail address other than dedicated bid secure e-mail addresses as instructed above;
- ii. Proposals sent via the correct route after having been sent incorrectly;
- iii. If the Technical and Financial Proposals are sent in the same PDF file;
- iv. If financial information is included in the technical proposal.

#### **4.2 Deadline for submission of Proposals**

Proposals must be received by the UN Women procuring entity at the address specified in the PIS no later than the time and date specified in the PIS (for local time ref, see [www.greenwichmeantime.com](http://www.greenwichmeantime.com)). Proposals received later shall be disqualified. It shall be the sole responsibility of the Proposers to ensure that their Proposal is received before the deadline.

Proposers are reminded that it can take some time to transmit the files via e-mail so they should submit their proposal well before the deadline.

The UN Women procuring entity may, at its own discretion extend the deadline for the submission of Proposals by amending the solicitation documents by written notice.

#### **4.3 Modification and Withdrawal of Proposals**

The Proposer may withdraw or modify/correct its Proposal after the Proposal's submission, provided that written notice of the withdrawal or modification is received by the UN Women procuring entity prior to the deadline prescribed for submission of Proposals.

The Proposer's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 4.1: Sealing and Marking of Proposals. The withdrawal notice may also be sent by e-mail but must be followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of Proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Proposer on the Proposal Submission Form.

### **5 OPENING AND EVALUATION OF PROPOSALS**

#### **5.1 Opening of Proposals**

UN Women will open the Proposals in the presence of a Committee formed in accordance with its regulations, rules, policies and procedures.

Subject to clarifications as set out below, a Proposer shall not be permitted to correct or withdraw material deviations or reservations in a Proposal once the Proposal has been opened.

## 5.2 Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process until publication of the Contract Award.

Any effort by a Bidder to influence UN Women in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Proposal. Notwithstanding this instruction, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact UN Women on any matter related to the bidding process, it should do so in writing.

## 5.3 Clarification without Material Deviation

To assist in the examination, evaluation and comparison of proposals, UN Women may at its discretion, ask the Proposer 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.

Proposal with a material deviation, reservation, or omission include proposals that:

- a) affect in any substantial way the scope, quality, or performance of the requested services in the RFP; or,
- b) propose to limit in any substantial way the rights and obligation of the parties; or,
- c) if rectified, would unfairly affect the competitiveness of other proposals.

## 5.4 Preliminary Examination

Prior to the detailed evaluation of each Proposal UN Women will undertake a preliminary examination of the Proposals. UN Women may reject any Proposal during the preliminary examination which does not comply with the requirements set out in this RFP, without further consultation with the Proposer, including in cases where:

- a) The Proposal is incomplete (i.e., does not include all required information and documents as specified in the PIS, Section 3: Preparation of Proposals), frivolous, or contains material deviations from or reservations to the RFP including any documentation contained therein;
- b) The Proposer is not eligible as per Clause 1.2: Eligible Proposers;
- c) The Proposal has not been duly signed and/or not signed on the relevant signature-blocks;
- d) The validity of the Proposal is not in accordance with the requirements of the RFP Clause 3.5: Proposal Validity;
- e) [If required as per solicitation documents ] The Proposal Security is not submitted or does not meet requirements;
- f) The Technical and Financial Proposals have not been submitted separately;
- g) The pricing information is included in the Technical Proposal;
- h) Proposer failed to attend a mandatory Pre-Proposal meeting, if required;
- i) Proposals and modification to Proposals submitted to any other address or location, or copied to an e-mail address other than the address specified under Section 4: Submission of Proposals.
- j) Proposal sent via the correct route after having been sent incorrectly.

UN Women will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. UN Women's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UN Women and may not subsequently be made responsive by the Proposer by correction of the non-conformity.

## 6 EVALUATION METHODOLOGY AND CRITERIA

UN Women shall evaluate Proposals pursuant to Annex III: "Evaluation Methodology and Criteria".

## 7 AWARD OF CONTRACT

### 7.1 Award criteria

The UN Women procuring entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without any obligation to provide any notice, explanation or justification therefore.

Prior to expiration of the period of Proposal validity, the UN Women procuring entity will award the contract to Proposer who obtains the highest score according to the Evaluation Methodology and Criteria.

#### **7.2 UN Women Procuring Entity's right to vary quantity at time of award**

UN Women reserves the right to vary, at the time of award of Contract, the quantity of services and/or goods, or scope of work, by up to a maximum twenty five per cent (25%) of the original TOR, without any change in the unit price or other terms and conditions.

#### **7.3 Signing of the contract**

The UN Women procuring entity will send the successful bidder the Contract which constitutes the Notification of Award.

Within 5 working days of receipt of the Contract the successful Proposer shall sign and date the Contract and return it to the UN Women procuring entity. Proposer should review the proposed contract and all documentation attached thereto with due diligence prior to submitting their proposer and/or signing the contract. Should there be a need to delay; Proposer shall inform UN Women in writing.

#### **7.4 Performance Security**

If performance security is required, as stated in the PIS. The successful Proposer will be required to provide the performance security using the Performance Security Form contained in the RFP and in accordance with the requirements of the Contract, within 10 working days of the receipt of the Contract from the UN Women.

Failure of the successful Proposer to comply with the requirement of Clause 7.3 or Clause 7.4 shall constitute sufficient grounds for the cancellation of the award and forfeiture of the Proposal Security if any, in which event the UN Women Procuring entity may make an alternate award or institute a new RFP.

#### **7.5 Vendor Protest**

UN Women's vendor protest procedure provides an opportunity for appeal to proposer(s) who believe that they were not treated fairly. This link provides further details regarding UN Women's vendor protest procedures. Proposers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) 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 Proposer; as well as 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 supplier from UN Women's list of registered suppliers.

### Terms of Reference

for a local company undertake a policy review and provide recommendation for the development of as  
State programme on Women's Entrepreneurship with State funding

<b>Project:</b>	00088993 – MDA WEE
<b>Location:</b>	Chisinau
<b>Type of contract:</b>	Institutional Services Contract
<b>Duration:</b>	July – December 2015
<b>Contracting Authority:</b>	UN Women

#### Background

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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.

Economic empowerment is one of the priority areas of UN Women. UN Women works with Governments and multilateral partners (UNDP, ILO, World Bank, regional development banks) to promote women's economic empowerment and increase their access to economic opportunities, especially for those who are most excluded. Empowering women to participate fully in economic life across all sectors is essential to build stronger economies, achieve internationally agreed goals for development and sustainability, and improve the quality of life for women, men, families and communities.

In December 2009 the Swedish International Development Agency (Sida) and the United Nations Development Fund for Women (now part of UN Women) have entered into an Agreement for the implementation of the Programme "Women's Economic Empowerment through Increased Employability in the Republic of Moldova". The Programme aimed at addressing the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas.

The programme came to an end of its first phase by end of February 2014, and one of the major recommendation of the Evaluation was to continue working with State institutions and other relevant private and CSO partners to develop Women's Entrepreneurship Program with dedicated initiatives and focus on women access to finance. While the programme is over, UN Women country office in Moldova will continue supporting concerted efforts on promoting gender equality and women's empowerment, supplemented by work where UN Women has a clear comparative advantage, including securing women's access, especially from rural areas to productive resources and services, especially to the most excluded groups of women such as Roma, disabled and other.

#### Rationale

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A project financed by the Government of Netherlands Ministry for Development Cooperation is supporting Republic of Moldova to foster small and medium sized company development and assists the Moldovan government in the development of a coherent and well-structured policy towards the small and medium-sized enterprise (SME) sector. The three phased projects aims at (i) reviewing the SME policy based on the European Small Business Act assessment framework, (ii) supporting development of a new SME development strategy 2020 and (iii) support in implementing key policy measures strengthening institutional framework governing SME policy elaboration.

The momentum of integrating in the new SME development strategy a special focus on women's entrepreneurship with state funding is of crucial importance, as women's access to productive resources, including financial is still being one of the major bottlenecks women face.

Therefore, UN Women seeks to contract local companies to undertake a policy review and policy recommendation for the development of a Women's entrepreneurship program to take into consideration the entry point for women's economic empowerment, including: Women's capital, access to information and services, care responsibilities, access to productive financial and other resources, entry-re-entry the labour market and gender aware social protection. The review will also feed into the development of the second National Programme on Gender Equality, particularly by identifying key priority issues in the area of Women in Business.

This activity will lead to the fulfillment of UN Women Country Strategic Note for 2014 - 2017 and the approved Annual Work Plan for 2015 under the Output 2.2.1. Enhanced capacity at national and local levels to provide gender-responsive services.

### Objective

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The objective of this assignment is to elaborate in a highly participatory way a policy recommendation for development of the State program on Women's entrepreneurship with the state funding.

### Duties and Responsibilities

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More specifically, the selected companies will have to undertake following key tasks:

#### LOT 1:

1. Undertake a review of the existing policies and plans of the State in the area of entrepreneurship/business/SME/ development, access to finance and other productive resources and other relevant strategies, programs and plans in the Republic of Moldova;
2. Prepare a mapping of the state initiatives including those supporting women and women run business, such as subsidies, special programs and funds, etc. with the indication of which needs of women are being addressed by those and what is still uncovered. Specify, where possible the involvement and support by the donors and international organizations.

#### LOT 2:

1. Undertake a quick review of specific needs of women entrepreneurs (through review of available reports and resources) as well as organizing at least 3 focus group meetings with women entrepreneurs/emerging entrepreneurs, self-employed women as well as those with such and initiative to start self-employment and income-generation activities, focusing on rural women, and those from particular social, age and ethnic groups, such as women with special needs, ethnic minorities including Roma, women with and affected by HIV, etc.
2. Based on the above, identify the key entry points for developing a dedicated/specialized program on Women's entrepreneurship with the state funding and develop the draft policy recommendations
3. Organize a series of consultations with Government institutions, CSO as well as women and their representative organizations, to discuss and prioritize key required interventions for women's entrepreneurship development in Moldova, as well as agree on the draft policy recommendations
4. Finalize, based on the discussions and inputs from the above mentioned stakeholders, (including the results of the policy review and mapping under LOT 1), policy recommendation and a paper for a State Programme for Women's Entrepreneurship



5. Based on all of the above, develop a base/detailed concept for the UN Women programme on Women's Economic Empowerment

For the accomplishment of the tasks, the companies shall have a series of meetings and dialogues with relevant state institutions, including with the representatives of the Ministry of Economy, Ministry of Finance, Credit Line Directorate, Ministry of Labour, Social Protection and Family, as well as other private and CSO stakeholder's, such as Micro-Finance Institutions, credit guarantee organizations, the commission for financial markets, business service providers, and international organizations – EU Delegation in Moldova, EBRD/BAS programme, Embassy of Sweden, etc.

#### Deliverables and Timeframe

During the implementation of this assignment, the company shall be responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverables	Tentative timeframe for accomplishment of task	Approximate share of the total volume of work	Payment schedule
<i>Under LOT 1</i>				
1.	<i>An intermediary report with the results of the policy review and mapping of state policies and programs in the SME area and how these respond to the needs of women, as identified within the focus groups (as per the results under Task 1 of LOT 2)</i>	By mid-August 2015	50%	By end-August 2015
2.	<i>Final report with the results of the policy review and mapping of state policies and programs in the SME area and how these respond to the needs of women, as identified within the focus groups</i>	By mid-Septmebr 2015	50%	By end-September 2015
<i>Under LOT 2</i>				
1.	Intermediate report on the results of the women's needs assessment and how those are responded to by the state policies and programme (as per the results of the tasks under LOT 1)	By end-August 2015	30%	By mid-September2015
2.	Draft policy paper on a state Program on Women Entrepreneurship consulted with major stakeholders	By mid-October 2015	30%	My end-October 2015
3.	Final validated policy paper on a state Program on Women Entrepreneurship consulted with major stakeholders	By end-October	10%	By mid-November 2015

No	Deliverables	Tentative timeframe for accomplishment of task	Approximate share of the total volume of work	Payment schedule
4.	Proposed detailed concept note for a Women's Economic Empowerment Programme and a report to incorporate results of all the tasks undertaken	By end November	30%	By mid-December 2015

#### Input

UN Women will provide the company with all the necessary information on the activities and materials for a better understanding of the context and for the successful fulfillment to above mentioned tasks.

#### Management arrangements

The company will work under the overall guidance, management and supervision of the UN Women National Programme Officer. All logistical costs related to the organization of the workshop/s will be covered by the contractor, including transportation, venue, catering, accommodation and printing of materials.

#### Duration of the Work:

It is expected that the company shall begin work by end of July 2015 with work being completed before end December 2015, in conformity with the indicative timeframe described under "Deliverables and Timeframe" section.

#### Performance evaluation

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

#### Financial arrangements

The payment will be made in installments as mentioned in the table under the "Deliverables and Timeframe" section and will be authorized upon submission and approval of deliverables and certification by National Programme Officer, UN Women Moldova that the services have been satisfactorily performed.

#### Requirements to Organizations

In order to be able to accomplish the present assignment, the Companies and its Consultants involved in the present assignment will have to meet the following requirements:

Company/NGO:

- Legal Status of the company;
- Institution (commercial firm, academic institution, think tank, or NGO) with strong track record in high quality analytical work, especially related to public policy and regulation of the business environment and SMEs;
- At least 5 years of experience with economic policies analysis and/or enterprise and SME development, preferably in relation to human development and women's economic empowerment
- Proven experience of working with government and/or international organizations;
- Possesses technical and human resources for successful implementation of the assignment and/or has capacities to subcontract external consultants or NGOs/companies

The organization of the task team is of ultimate importance. The required experience of the project team shall be explicitly described in their CVs. The team must include at least 2 team members (**consultants**) with experience in the domain of economics, public administration, business administration, gender, human rights and or other related fields.

The following qualification criteria will be applied during the selection of the consultants:

Team leader

- Advanced degree in economics, business administration, public policies, gender, human rights or other related field
- Min 5 years of experience of managing similar assignments
- Min 5 years working with Government and international organizations in providing high level policy analysis
- Fluency in Romanian and English

Team members

- Bachelor's degree in public administration, economics, gender studies, public administration or other related fields
- Min 3 year experience undertaking policy analysis, formulation and/or evaluation with a particular focus on human rights, women's empowerment, SME development, access to finance, etc.
- Fluency in Romanian

The Head of the company/team leader will be in charge of the coordination and administrative tasks of the project, as well as being responsible for contacting and informing UN Women National Program Officer with regard to all aspects related to the execution of the contract. The Head of the company/team leader shall provide UN Women with frequent updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables, and making sure that they are in line with objectives set for this contract.

### Annex III

#### Evaluation Methodology and Criteria

**Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of 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 which a firm/institution may obtain for its proposal is as follows:

- Technical proposal: 700 points
- Financial proposal: 300 points
- Total number of points: 1000 points

#### Evaluation of financial proposal:

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

A formula is as follows:

$$p = y (\mu/z)$$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

#### Evaluation of technical proposal:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 700 points):

Expertise and Capability of Proposer		Points Obtainable
Expertise of organization submitting proposal		
1.1	Reputation of Organisation and Staff (Competence/Reliability) in undertaking similar assignments	45
1.2	General Organisational Capability which is likely to affect implementation (i.e. number and type of products/assessments produced in the past, particularly in supporting the Government with policy review and provide expertise in formulating strategic visions and policies with focus on economic development, women's empowerment, human rights, etc.)	45
1.3	Quality insurance procedures	15
1.4	Relevance of:	105
	- Specialized Knowledge	40
	- Experience in similar Projects	40
	- Experience with donor/international and/or national governmental organisations	25
<b>Total Expertise and Capability of Proposer</b>		<b>210</b>

Proposed Work Plan and Approach			Points Obtainable	
Proposed Methodology				
2.1	The task is well understood and properly (in sufficient detail) addressed and correspond to the ToR		50	
2.2	Important aspects of the task are addressed in sufficient details		50	
2.3	Different components of the project are adequately weighted relative to one another		50	
2.4	Proposal is based on a survey of the project environment, data input is properly used in the preparation of the proposal		45	
2.5	Efficient and realistic work plan corresponding to the needs/specifics stipulated in the TOR (sequence of activities is realistic and will ensure effective implementation of the work plan, plan is falling in indicated under the ToR time frames)		50	
Total Work Plan and Approach			<b>245</b>	
Resource Plan, Key Personnel			Points Obtainable	
Qualification and competencies of proposed personnel				
<b>Personnel</b>				
3.1.	<b>Task Manager/Team leader</b>	Sub-score	<b>125</b>	
	General qualification (Advanced degree in economics, p			30
	<i>Prior experience of team/group leader/manager in undertaking similar exercise (Suitability for the Project)</i>			50
	- less than 3 years	30		
	- 3-5 years	40		
	- more than 5 years	50		
	<i>Professional experience in the area of policy review</i>			25
	- less than 3 years	10		
	- 3-5 years	20		
	- more than 5 years	25		
	Experience with UN or other donor organizations			10
	Language qualifications: Fluency in Romanian, English and Russian			10
Sub-Score		<b>125</b>		
3.2	<b>Team members/experts</b>	Sub-score	<b>120</b>	
	Education and general qualification			30
	Prior experience in undertaking similar assignments			80
	o less than 3 years	30		
	o 3-5 years	60		
	o more than 5 years	80		

	Language qualifications: Fluency in Romanian and English or Russian	10	
	Sub-score	120	
	Total Resource Plan, Key Personel		245
	70% of 700 pts = 490 pts needed to pass technical	TOTAL	700

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.

**Annex IV**

**Format of Technical Proposal**

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposal must be submitted in separate envelope or email address where electronic submission is allowed.**

Proposer is requested to include a *half* page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
E-mail:	

<b>Section A: Expertise and Capability of Proposer</b>
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> <li>• Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.</li> <li>• Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.</li> </ul>
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> <li>• Include reference to any adverse judgment or award.</li> </ul>
<p><u>1.3 General Organizational Capability</u></p> <ul style="list-style-type: none"> <li>• Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).</li> <li>• Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.</li> <li>• Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.</li> </ul>

**1.4 Subcontracting**

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

**1.5 Quality assurance procedures, risk and mitigation measures**

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

**1.6 Relevance of Specialized Knowledge and Experience on Similar Projects**

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Det (Name, Phone, Email)
1-					
2-					
3-					

**Section B: Proposed Work Plan and Approach**

**2.1 Analysis approach, methodology**

- Provide a description of the organization’s approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization’s understanding of UN Women’s needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women’s coverage based on the information provided.
- Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women.
- UN Women’s general procurement principles:
  - Best Value for money
  - Fairness, integrity and transparency
  - Effective competition
  - The best interests of UN Women

**2.2 Management - timeline, deliverables and reporting**

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

**2.3 Environment-related approach to the service/work required**

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

**Section C: Resource Plan, Key Personnel**

**3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)**

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be



assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

### 3.2 Gender profile

- Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will *not* be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate.
- Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace.

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

**Substitution** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

#### Sample CV template:

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## Annex V

### Format of Financial Proposal

The Financial Proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The Proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

#### 1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
  - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities
  - b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.
  - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
  - d. An all-inclusive amount for local travel, if applicable.
  - e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.
  - f. Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

**NOTE:** In case two (2) proposals are evaluated and found to be the same ranking in terms of technical competency and price, UN Women will award offer to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have women in majority shareholding, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

**Financial Proposal: Ref. RfP15/01025: Services for undertaking a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova/UN Women**

**A. Cost Breakdown per Deliverables**

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
<b>Under LOT 1</b>				
1	An intermediary report with the results of the policy review and mapping of state policies and programs in the SME area and how these respond to the needs of women, as identified within the focus groups (as per the results under Task 1 of LOT 2)			
2	Final report with the results of the policy review and mapping of state policies and programs in the SME area and how these respond to the needs of women, as identified within the focus groups			
	<b>Total</b>	<b>100%</b>	<b>USD .....</b>	
<b>Under LOT 2</b>				
1	Intermediate report on the results of the women's needs assessment and how those are responded to by the state policies and programme (as per the results of the tasks under LOT 1)			
2	Draft policy paper on a state Program on Women Entrepreneurship consulted with major stakeholders			
3	Final validated policy paper on a state Program on Women Entrepreneurship consulted with major stakeholders			
4	Proposed detailed concept note for a Women's Economic Empowerment Programme and a report to incorporate results of all the tasks undertaken			
	<b>Total</b>	<b>100%</b>	<b>USD .....</b>	

**B. Cost Breakdown by Resources**

The Proposers 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 in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following:				
1. Estimated return tickets for travel (if any)	1 lump sum			
2. Accommodation and other expenses away from home (if any)	1 lump sum			
3. Local transportation	1 lump sum			
4. Any relevant overhead costs (report preparation, communication, stationary, etc.)	1 lump sum			
Technical assistance and capability building (training, working group meeting, workshop)	1 lump sum			
Publication (seminar/launching of the report, printing, etc.)				
TOTAL				

*[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]*

**Signature of Financial Proposal**

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

Annex VI

**Proposal Submission Form**

*[The Proposer shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

To: **UN Women Moldova** Date: *[insert date of Proposal Submission]*  
 131, 31 August 1989 Street,  
 MD-2012 Chisinau,  
 Republic of Moldova  
**Attention: Registry Office/Procurement**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid Solicitation Documents the following [**Title of goods/services/works**] and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of **60** days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the Proposer, including that of all parties that comprise the Proposer]*
- (g) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: \_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*  
 In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Proposal Submission Form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of Proposer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Annex VII**

**Voluntary Agreement**

**Voluntary Agreement for Promoting Gender Equality in the Workplace**

**Between**

**(Name of the Contractor)**

**And**

**The United Nations Entity for Gender Equality and the Empowerment of Women**

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- Acknowledge values in UN Women;
- Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

**Name, Title, Address, Signature**

**Date:**

Annex VIII

Proposed Model Form of Contract

**CONTRACT – INSTITUTIONAL SERVICES**

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN-Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

**1. CONTRACT DOCUMENTS**

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

**2. SCOPE**

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN-Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN-Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

**3. DURATION**

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

**4. PRICE & PAYMENT**

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of [insert currency & amount in figures and words].

This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	././.....
.....	.....	././.....

## 5. INVOICES

The Contractor shall submit to UN-Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

*[Insert address and contact details for submission of invoices].*

## 6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN-Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN-Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

- 7.5.1 Name of Bank:
- Bank Address:
- Bank ID:
- Account No:
- Title/name:

UN-Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN-Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN-Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN-Women in connection with a dispute.

## 7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

### For UN-Women:

[Insert Name, Address, Phone and Email]

### For the Contractor:

[Insert Name, Address, Phone and Email]



IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN-Women:

For and on behalf of the Contractor:

Signature \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

## Annex IX

### General Conditions of Contract

The GCs can be accessed by Proposer from UN W website by clicking on the below link.

<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

Annex X

RfP15/01025 for Local Company to undertake a policy review and provide recommendation for the development of a State programme on Women's Entrepreneurship with State funding in the Republic of Moldova.

**JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**

(to be completed and returned with your technical Proposal or Bid. The Bid/Proposal is submitted as a Joint Venture/Consortium/Association)

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 Proposers)}</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>
<b>Consortium/Association's names of each partner and contact information</b>	(inset name, address, telephone numbers, fax numbers, e-mail address)
<b>Consortium/Association Agreement</b>	[attach agreement]
<b>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)</b>	[insert name, address, telephone/fax or cell number, and the e-mail address]

Signatures of all partners:

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

Name of partner: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Annex XI**

**Submission Checklist**

For submissions by courier mail/hand delivery:

- **Outer envelope containing the following:**
  - Proposal submission form
  - Joint Venture Form (if in a joint venture)
  - Performance Security Form (if Required)
  - Inner envelope containing technical proposal
  - Second inner envelope containing Financial Proposal
  
- **For email submissions:**
  - Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
    - Technical Proposal
    - Proposal submission form
    - Joint Venture Form (if in a joint venture)
  - Financial Proposal PDF sent to E-mail address specified in Invitation Letter

Model Form of contract has been read and understood

General Conditions of Contract have been read, understood and accepted