

# Request for Proposal

## Reference No.: RFP15/00978

Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)

2 April 2015

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) for company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure designing and provision of trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2) 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 Methodoloty 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 XIII)
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>April 17, 2015 1:30 PM</i></p> <p>City and Country: Chisinau, Republic of 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 <u>must</u> 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 <a href="#">RfP15/00978</a>: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: “Financial Proposal for <a href="#">RfPyy/00978</a>: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian or Russian (in case of company's qualification an English version of Proposal shall be mandatory)
3.4.2	<b>Proposal Currencies</b>	<input type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei Reference date for determining UN Operational Exchange Rate: 17 April 2015
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	60 days
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="3"/> 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:elena.ratoi@unwomen.org">elena.ratoi@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 <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
3.9	<b>Proposal Security</b>	<input type="checkbox"/> Required <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.

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
7.4	<b>Performance Security</b>	<input type="checkbox"/> Required <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  
Republic of 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf), 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.

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<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.

### **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 goods/services/works 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 – RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)" or "FINANCIAL PROPOSAL RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)"**, 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>RFP 15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)"</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>RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)"</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 RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)"**. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: **"Financial Proposal for RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)"**.

###### 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 RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)”** and separate email **“Financial Proposal: RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)”** – 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) The Technical and Financial Proposals have not been submitted separately;
- f) The pricing information is included in the Technical Proposal;
- g) 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](#).
- h) 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 company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)

**Project:** 91401, Women in Politics  
**Location:** Chisinau, Moldova  
**Primary category:** Women's empowerment  
**Reference to the project:** Women in Politics program in Moldova  
**Type of contract:** Institutional Service Contract  
**Starting date:** May, 2015  
**Expected duration of assignment:** up to two (2) months within the period of May- June 2015  
**Contracting Authority:** UN Women

#### 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. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women is operational in Moldova since 2010 on the basis of former UNIFEM projects, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality

In 2014, UN Women jointly with UNDP and in partnership with the East Europe Foundation (EEF) and the Centre for Participatory Development (CPD) started a new programme in Moldova: "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics), with the financial support of the Government of Sweden. The programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation, and providing support to capacity development of women before, during and after the elections at the central and local levels. It will also seek to promote increased public awareness of women's contribution to political leadership. The proposed programme will support the realization of women's rights and commitments undertaken by the Government of Moldova.

The programme purpose is to support gender equality advocates in creating a favourable environment for advancing women's right to participate in decision making at national and local levels by influencing legal frameworks and policies to increase women's leadership and political participation.

The programme consists of two inter-related components, and each UN Agency is responsible for the implementation of activities under particular areas of intervention. UN Women will be responsible for the overall programme implementation, and will be leading the specific parts related to the election legislation review and high-level advocacy for Temporary Special Measures (TSM), media capacity development, capacity of CSOs and women candidates, work with the communities and women on identifying their needs, among others. UNDP's area of responsibility is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on enhancing capacities of the Election Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and councillors for performing the elected official's duties.

Perceptions of gender placement analysis in public and in private inevitably are placed within the objective-subjective continuum. The perception that "leaders must be men" (subjective) makes women today to tend less towards "leadership positions" (objective), and by children seeing "mostly men as leaders" (objective) the perception becomes that "leaders must be men" (subjective). In this way, the dimensions of objective and subjective continuously reproduce qualitative changes, which require a long period of actions.

The survey on Women and Men participation in decision-making process conducted in 2012 by the Centre for Sociological and Marketing Research "CBS-AXA" from Chisinau commissioned by Center Partnership for Development shows the persistence of „male-centred” perceptions at decision-making level, both in private and public sectors. On one hand, two thirds of respondents, preferred equal representation in decision-making process (note that in public life in a higher proportion). On the other hand, respondents stated they would prefer women 5-6 times less than men to be in decision-making positions.



However, other data indicates a positive trend in recent years. The Gender Barometer, conducted in 2006, recorded 59.2% respondents that stated that "gender (of the leader) does not matter" in reference to family (compared to 65.1% at present) and 60.9% chose this option with respect to public life (versus 69.7% currently).

### Rationale

Development priorities at community level are generally addressed similarly by men and women. At the same time, as result of increase vulnerability of women, social problems tend to fall on the responsibility of women. Infrastructure problem of roads and bridges is traditionally recognized as the top development priority for the whole population (56.0%), followed by water supply infrastructure, social welfare, education, and health. However, following the differences according to the gender of the respondent, it is clear that social services are preferred by women to a greater extent, while men prefer more significant proportion of road infrastructure.

Data shows that the gap between men and women in elective bodies at the local level will likely be maintained over time. Results shows that the number of women who intend to run for the next election in any capacity is less than half that of men. Specifically, 5.0% of male respondents said that it is likely or most likely that they will run for mayor, and with only 2.2% women reporting as such. In the case of local councils' positions, the number of potential female candidates is greater, but the gap remains: 10.2% of men and 5.0% women. Within the district council, the results are 6.8% and 2.5% respectively. Asked why they did not run for mayor or councilor, 48, 4% of women consider themselves not prepared, 34, 4% said they are not sufficiently informed, and 21, 6% stated they do not have appropriate personality for these positions.

### SCOPE of WORK

Under the overall guidance of and direct supervision of the Women in Politics Programme Manager the selected company/organization will be responsible for design and provision of trainings, coaching and support for women candidates and potential candidates for local elections.

### Tasks

To complete this task, UN Women is looking for one or more companies/organizations to be responsible for provision of trainings, coaching and support aimed to enhance the capacities of women candidates and women prospective candidates who manifested their interest to run for office and for women candidates nominated on the lists by electoral parties.

### Methodology

Training will be coordinated with Women in Politics Program Manager and will be adjusted to needs of women candidates and potential candidates. The selected contractor will apply the "learning-by-doing" method employing the interactive style of training (including simulations and case studies). Trainers should avoid long theoretical sessions and use a skill-based training methodology. The contractor will develop and provide participants with a set of relevant supporting materials for the training subjects. Trainings will be held in groups, in Romanian or Russian languages, depending on the participants. The total number of participants will be max 20 women candidates and potential candidates per group (2 groups per each district). The selected company is expected to mainstream gender in all phases related to the training programme design and delivery.

The present RfP consists of 2 (two) LOTS, each covering 5 districts. Each district represents an amalgamation of few smaller municipalities of LPAs. The Offeror may submit a Proposal covering one (1) or two (2) LOTS.

### NOTE: In the case the Offeror applies for more than 1 (one) LOT:

- a) it should submit separate proposals (including financial proposals) for each LOT;
- b) it should demonstrate enough capacity (sufficient and available technical resources, different implementing teams, etc.) to implement the activities efficiently and within the proposed timeframe;

#### List of communities covered, by LOTS:

LOT 1	
1.	<i>Briceni</i>
2.	<i>Soroca</i>
3.	<i>Telenesti</i>
4.	<i>Balti</i>
5.	<i>Orhei</i>

LOT 2	
1.	<i>Straseni</i>
2.	<i>Hincesti</i>
3.	<i>Cimislia</i>
4.	<i>Cahul</i>
5.	<i>UTA Gagauzia</i>

More specifically, the assignment will require the completion of the following tasks:

1. Preparatory work, disseminate call for applications and information regarding existing situation in the women in politics and decision making area and on the importance of their participation in the mentioned fields.

2. Develop and deliver a series of needs assessment exercises for women candidates and prospective candidates, find out the proper trainers who would ensure the trainings delivery.
3. Develop and deliver a series of capacity development trainings for women candidates and potential women candidates from target communities.

A more specific description of the tasks follows:

**Under the Task 1:** Preparatory work, disseminate call for applications and information regarding existing situation in the women in politics and decision making area and on the importance of their participation in the mentioned fields.

Develop and disseminate a call for applications in target communities. The target applicants will be from the following groups:

- a) Candidates or prospective candidates nominated by political parties. The information should reach out all the political parties which have their own organization structure. The company should provide the dissemination of information to political parties and their refusal or acceptance. The company should ensure an open and equidistant approach.
- b) Women, who are nominated by their communities, groups, organizations, or a self-nominee to run for local elections. The service provider will approach first of all women nominated on the e-nomination platform <http://ealider.md/>. The participatory nomination campaign will be conducted by the local NGOs from all the mentioned districts, by mentioning 20 women leaders per each district who could be potential candidates for local elections. In this order, the selected company/ entity will approach the organizations registered in the Roster of Women in Politics Program to suggest potential women candidates and to liaise with other local NGOs for provision of information regarding the potential women candidates. Also, a call for applications will be announced to attract women from specific groups, such as women migrants, women representing ethnic minorities, women with disabilities, women victims of violence, etc. in the proposed activities.
- c) The information should have an attractive design, two pages long at most, with clear instructions regarding the training modules schedule, content and application requirements. The service provider will work with Women in Politics Program to devise and implement innovative approaches for targeted invitations, such as SMS-texting directly to eligible participants in target communities, with a particular focus to vulnerable groups, etc.

**Under Task 2:** Develop and deliver a series of needs assessment exercises for women candidates and prospective candidates, find out the proper trainers who would ensure the trainings delivery.

- 2.1 The activities will be designed separately for women nominated by political parties and women nominated by NGOs, groups, communities or self-nominated (each one per district).
- 2.2 Engage the trainers who would ensure the proper delivery of needs assessment exercise, trainings and coaching sessions. The trainers should have a background in gender equality issues and should be previously engaged in ensuring gender equality and/ or women promotion in politics and decision making. The company/ entity should approach also the trainers provided by the organizations registered in the Roster of Women in Politics Program.
- 2.3 Organize the needs assessment workshop for the mentioned within activity 1 target group. Within this activity, a special methodology will be used in order to identify the needs of women candidates and prospective candidates for enhancing their capacities to run for office. There will be assessed their knowledge and skills and gaps that should be overwhelmed by the capacity building trainings;
- 2.4 Present a report on the findings of the workshop, specifying the identified needs and priorities of the envisaged groups and propose a capacity building curricula.

**Under Task 3:** Develop and deliver a series of capacity development trainings for women candidates and potential women candidates from target communities and provide individual on-going coaching and assistance for 25 women candidates for position of mayor per each lot

- 3.1 Based on the findings of needs assessment exercises, develop a two days training design, to outline training content and tentative schedule over 2 days, as well as initial and final quiz to be delivered to participants, in order to assess general skills in running for elections.
- 3.2. Develop a 2-day training module (agenda, training materials, support materials) and deliver it for 10 groups of up to 20 participants per each group (per each LOT) (5 groups of women nominated by political parties and 5 groups of women nominated by others or self-nominated). The training module will be focused, but not limited to communication in the framework of electoral campaign and managing electoral campaign. The training course will include, at a minimum the following elements: communication with voters, communication with other parties' representatives, communication within the party, managing the campaign team, managing the money during electoral campaign, techniques of delivery an electoral campaign (door-to-door, persuading the voters, etc.), develop the electoral program, messages and slogans, writing speeches, developing the flyers, the rights and obligations of councilors and mayors, etc.

- 3.3. Deliver training modules (a 2-days training delivered for 10 groups (each LOT) of up to 20 people per each group). The Offeror will ensure the administrative and logistical arrangements for organizing the training module. The trainings shall be delivered in communities stated under each specific Lot. The venue should be reachable and accessible for persons with disabilities. The Offeror will ensure proper dissemination of the call for applicants and representative participation of participants from all communities mentioned in the Terms of References. Training program toolkit: agenda, power point presentations, handouts, templates and relevant bibliography, other relevant support materials, CDs with all training related materials, evaluation forms and the results of the training evaluation, photos, list of participants, etc. The training should be delivered in Romanian, Russian translation should be provided on demand, including for materials.
- 3.4 Pursuant to the training delivery, 25 women, per each LOT, who would express their intention to be elected as mayors, will receive continuous on-going support for the whole period of electoral campaign. During this time, the company/organization will monitor the electoral campaign implemented by the women candidates and will provide advices regarding improvements, as electoral messages, the strategy in the campaign, the visibility actions undertaken by the candidates and so on. Also, the company/ entity will provide to the candidate the informational resources related to elections. Upon the carrying out of electoral campaign, the company/entity will provide a written report to Women in Politics program about the results of coaching sessions.

### 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	Percentage of milestone/output
1.	A detailed work plan, methodology and timeframe for carrying out activities under this assignment (per specific Lot) developed	Within 10 work days following the date of contract signing	15%
2.	A report on needs assessment exercise comprising of at least the following: <ul style="list-style-type: none"> <li>- Call for applications developed and disseminated;</li> <li>- Initial needs assessment exercise methodology developed;</li> <li>- Initial training methodology and training module developed;</li> <li>- Initial and final quiz developed;</li> </ul>	Within 15 work days following the date of contract signing	20%
3.	A brief report on carried out 2-days trainings with at least 3 (three) groups of up to 20 participants from selected communities, per specific Lot (including agenda, list of participants, training handouts, training evaluation forms and results, photos)	By 20 May 2015	20%
4.	A brief report on carried out 2-days trainings with at least 4 (four) groups of up to 20 participants in selected communities per specific Lot (including agenda, list of participants, training handouts, training evaluation forms and results, photos)	By 7 June 2015	20%
5.	A brief report on carried out 2-days trainings with at least 3 (three) groups of up to 20 participants from selected communities, per specific Lot ( including agenda, list of participants, training handouts, training evaluation forms and results, photos)	By 21 June 2015	20%
6.	A final report on carried out activities, stages passed, challenges faced and recommendations for follow-up actions	By end of June 2015	5%

All written deliverables should be agreed with UN Women and be provided in Romanian and Russian, both hard and electronic copy.

NOTE: The final report will be presented for final approval to UN Women in English, electronic copy.

### Management arrangements

#### Organizational Setting

The Company will work under the overall guidance and direct supervision of the Women in Politics Programme Manager and communication specialist. UN Women will provide the selected organization/company all the necessary materials for a better understanding of the context and for the successful fulfilment of the task.

#### Duration of the Work:

The duration of the tasks shall not exceed **2 months** from the signature of the contract, beginning with early May 2015.

UN Women will require at least three (3) days to review the outputs, provide comments, approve and certify acceptance of deliverables.

#### Location of work:

The Company/organization will not be located in the UN Women Office for the implementation of the assignment.

#### Travel and other logistic arrangements

Implementation of this assignment will involve extensive travel throughout the country. Transportation for visits and meetings will not be provided and shall be organized and covered by the company/organisation. The company/organisation will also be responsible for all administrative issues associated with undertaking this assignment. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between UN Women WiP Programme Manager and the Contractor, prior to travel and will be reimbursed.

#### 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

Payment will be disbursed in four instalments upon submission and approval of deliverables, certified by the WiP Programme Manager, indicating that the services have been satisfactorily performed.

#### REQUIREMENTS to ORGANIZATIONS

1. Officially registered legal entity as per Republic of Moldova's regulations;
2. At least 3 years' experience in developing and delivery trainings on enhancing capacities of candidates and potential candidates for local, regional and parliamentary elections
3. Previous experience in working on gender equality issues and/or promotion of women in politics and decision making;
4. Previous experience in working with UN Women or other UN Agencies is an advantage;
5. Adherence to UN/UN Women general terms and conditions of payment and work

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:

##### a) Team Leader

- Advanced degree in public administration, economics, local governance, law, social sciences or any other related field relevant to the assignment;
- At least 3 years as a team/group leader/manager in undertaking similar assignments;
- At least 3 years of experience in developing and delivery of training programs on enhancing capacities of candidates and potential candidates for local, regional and/or parliamentary elections;
- Knowledge of women's promotion in politics and decision making context;
- Experience with UN or other organizations, including donors and stakeholders;
- Fluency in Romanian, Russian and English.

##### b) Team members

- Bachelor's degree in public administration, economics, local governance, law, social science or any other related field relevant to the assignment;
- At least 3 years of experience in developing and delivery of training programs on enhancing capacities of candidates and potential candidates for local, regional and/or parliamentary elections;
- Knowledge of women's promotion in politics and decision making context;
- Experience with UN or other organizations, including donors and stakeholders;
- Fluency in Romanian and Russian.

The Task Manager will be in charge of the coordination and administrative tasks of the assignment, as well as being responsible for contacting and informing UN Women WiP Programme Manager with regard to all aspects related to the execution of the contract. The Task Manager 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.

### 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 design and provision of trainings, especially for candidates or potential candidates	30
1.2	General Organisational Capability which is likely to affect implementation (i.e. number and type of products/assessments produced in the past)	30
1.3	Quality insurance procedures	10
1.4	Relevance of:	30
	- Specialized Knowledge	10
	- Experience in similar Projects	10
	- Experience with donor/international and/or national governmental organisations	10
1.5	Proven cumulative experience in in design and provision of trainings, especially for candidates or potential candidates	40
	- 3 years	20
	- between 3 and 5 years	30
	- more than 5 years	40
<b>Total Section "Expertise of Organisation submitting proposals"</b>		<b>140</b>

<b>Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		
2.1	The task is well understood and properly (in sufficient detail) addressed and correspond to the ToR	75
2.2	Important aspects of the task are addressed in sufficient details	70
2.3	Different components of the project are adequately weighted relative to one another	70
2.4	Proposal is based on a survey of the project environment, data input is properly used in the preparation of the proposal	75
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)	60
<b>Total Section "Proposed methodology"</b>		<b>350</b>
<b>Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	<b>Task Manager/Team leader</b>	
3.1.1	Education and general qualification	10
3.1.2	Prior experience of team/group leader/manager in undertaking similar exercise (Suitability for the Project)	30
	- 3 years	10
	- 3-5 years	20
	- more than 5 years	30
3.1.3	Professional experience in the area of specialization (provision of trainings, with a special focus on train the candidates and/ or potential candidates)	30
	- 3 years	10
	- 3-5 years	15
	- more than 5 years	30
3.1.4	<b>Experience with UN or other donor organizations</b>	10
3.1.5	Language qualifications: Fluency in Romanian, English and Russian	30
<b>Sub-total</b>		<b>110</b>
3.2	<b>Team members/experts</b>	
3.2.1	Education and general qualification	10
3.2.2	Professional experience in management and organization of different kinds of trainings at national level	30
	- 3 years	10
	- 3-5 years	20
	- more than 5 years	30
3.2.3	Professional experience in the area of specialization (working in electoral field, with a special focus on train the candidates and/ or potential candidates)	30
	- 3 years	10
	- 3-5 years	15
	- more than 5 years	30
3.2.4	Language qualifications: Fluency in Romanian, English and Russian	30
<b>Sut-total</b>		<b>100</b>
<b>Total Section "Qualification and competencies of proposed personnel"</b>		<b>210</b>
<b>Total Technical Proposal Points Obtainable</b>		<b>700</b>
<b>70% of 700 pts = 490 pts needed to pass technical</b>		

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:	

**Section A: Expertise and Capability of Proposer**

1.1 Organizational Architecture

- 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.

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- 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).
- 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.
- 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.

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 Details (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:
  - a) Best Value for money
  - b) Fairness, integrity and transparency
  - c) Effective competition
  - d) 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)	

### 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. RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)**

**A. Cost Breakdown per Deliverables**

#	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	A detailed work plan, methodology and timeframe for carrying out activities under this assignment (per specific Lot) developed	15%		Within 10 work days following the date of contract signing
2	A report on needs assessment exercise comprising of at least the following: - Call for applications developed and disseminated; - Initial needs assessment exercise methodology developed; - Initial training methodology and training module developed; - Initial and final quiz developed;	20%		Within 15 work days following the date of contract signinginc
3	A brief report on carried out 2-days trainings with at least 3 (three) groups of up to 20 participants from selected communities, per specific Lot (including agenda, list of participants, training handouts, training evaluation forms and results, photos)	20%		By 20 May 2015
4	A brief report on carried out 2-days trainings with at least 4 (four) groups of up to 20 participants in selected communities per specific Lot (including agenda, list of participants, training handouts, training evaluation forms and results, photos)	20%		By 7 June 2015
5	A brief report on carried out 2-days trainings with at least 3 (three) groups of up to 20 participants from selected communities, per specific Lot ( including agenda, list of participants, training handouts, training evaluation forms and results, photos)	20%		By 21 June 2015
6	A final report on carried out activities, stages passed, challenges faced and recommendations for follow-up actions	5%		By end of June 2015
	<b>Total</b>	<b>100%</b>	<b>MDL</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	Unit of measure	Number of units	Duration	Unit Cost (MDL)	Total Cost (MDL)
<b>1</b>	<b>Personnel services</b>					
1.1	Team Leader	Per person				
1.2	Team Member 1 (specify)	Per person				
1.3	Team Member 2 (specify)	Per person				
1.4	Other (specify)					
<b>2</b>	<b>Operational costs</b>					
2.1	<b>Venue &amp; Logistics support</b>					
	Conference room (up to 20 participants)	Event/day				
	Training handouts for participants (specify)	Per person				
	Technical equipment for presentations	Per day				
	Catering services	Per person				

#	Description	Unit of measure	Number of units	Duration	Unit Cost (MDL)	Total Cost (MDL)
	- Coffee breaks, minimum including non-sweet pies or cookies, coffee & tea, cream, sugar, mineral water - Buffet lunch					
	Transportation costs (specify)	Per km				
	Communication costs					
	Management costs	%				
	Other costs (specify)*					
	TOTAL					

\* Additional budget details explaining the calculations are welcomed.

### Signature of Financial Proposal

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:

Proposal Submission Form

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

Date:

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 **RFP15/00978: Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)** 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]*

## 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:**

**Proposed Model Form of Contract**

**CONTRACT – INSTITUTIONAL OR PROFESSIONAL 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) Breakdown of costs per Deliverables and by resources, annexed hereto as Annex C (“Breakdown of costs”)

**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:

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

All payments will be done by the United Nations Development Programme (UNDP) Moldova on behalf of UN Women Moldova Office.

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:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**For and on behalf of the Contractor:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



## Annex IX

### General Conditions of Contract

The General Conditions of Contract 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**

**RFP15/00978 : Company/organization to design and provide trainings, coaching and support for women candidates and potential candidates for local elections (WiP/UN Women) (Lot1/ Lot2)**

**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>	(insert 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: \_\_\_\_\_

### 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)
  - 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