Request for Proposal

Reference No.: FJI30RFP503

Develop knowledge and communication products for the UN Women Fiji MCO Ending Violence Against Women and Girls (EVAWG) programme and partners
Dear Sir/Madam,

Subject: Request for Proposal (RFP No. FJI30RFP503) for Company to Develop knowledge and communication products for the UN Women Fiji Multi-country Office Ending Violence Against Women and Girls (EVAWG) Programme and Partners

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure a Company to Develop knowledge and communication products for the UN Women Fiji Multi-country Office Ending Violence Against Women and Girls (EVAWG) Programme and Partners.

1. 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 the included Proposal Instruction Sheet (PIS)  
      ii. Instructions to Proposers  
      iii. Terms of Reference (TOR)  
      iv. Evaluation Methodology and Criteria  
      v. Format of Technical Proposal  
      vi. Format of Financial Proposal  
      vii. Proposal Submission Form  
      viii. Voluntary Agreement for Promoting Gender Equality AND Women’s Empowerment  
      ix. UN Women Model Forms of Contract  
      x. General Conditions of Contract  
      xi. Joint Venture/Consortium/Association Information Form  
      xii. Submission Checklist

   (Annex 1)  
   (Annex 2)  
   (Annex 3)  
   (Annex 4)  
   (Annex 5)  
   (Annex 6)  
   (Annex 7)  
   (Annex 8)  
   (Annex 9)  
   (Annex 10)

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 1).
## PROPOSAL INSTRUCTION SHEET (PIS)

Detailed instruction governing below listed summary of the “Instructions to proposers” are available in the Annex 1 ("Instruction to Proposers") accessible from this [link](http://www.unwomen.org/*/*media/commoncontent/procurement/rfp-instructions-en.pdf)

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<th>Instruction to Proposers</th>
<th>Specific Requirements as referenced in Annex I</th>
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| 4.2                   | **Deadline for Submission of Proposals** | Date and Time: *February 20, 2020 12:00 PM*  
(for local time reference, see [www.greenwichmeantime.com](http://www.greenwichmeantime.com))  
City and Country: Suva, Fiji  
This is an absolute deadline, proposal received after this date and time will be disqualified. |
| 4.1                   | **Manner of Submission** | □ Personal Delivery/ Courier mail/ Registered Mail  
☑ Electronic submission of Proposal |
| 4.1                   | **Address for Proposal Submission** | Personal Delivery/ Courier mail/ Registered Mail:  
UN Women Fiji MCO,  
Level 3 Kadavu House,  
414 Victoria Parade, Suva,  
Fiji Islands  
Attention: Registry Office/Procurement  
Electronic submission of Proposal:  
☑ Official Address for e-submission:  
fiji.tenders@unwomen.org  
☑ Free from virus and corrupted files  
☑ Format: PDF files only, password protected  
☑ Password must not be provided to UN Women until the date and time of Bid Opening as indicated in No. 4.2  
☑ Max. File Size per transmission: 5 MB  
☑ Max. No. of transmission: 5 (five) for technical proposal and 1 (one) for financial proposal  
☑ No. of copies to be transmitted: 1 (one)  
☑ Mandatory subject of email for the Technical Proposal:  
"Technical Proposal for RFP# FJ130RFP503"  
☑ Mandatory subject of email for the Financial Proposal:  
"Financial Proposal for RFP# FJ130RFP503"  
☑ Virus Scanning Software to be Used prior to transmission: |
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<td>☐ Digital Certification/Signature: ☐ Time Zone to be Recognized: Fiji (GMT+12:00)</td>
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<td>Proposals should be submitted to the designated address by the date and time of the deadline given.</td>
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<td>3.1</td>
<td>Language of the Proposal: ☐ English ☐ French ☐ Spanish ☐ Others:</td>
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<td>3.4.2</td>
<td>Proposal Currencies: ☐ United States Dollars (USD) ☐ Euro ☐ Fijian Dollars (FJD)</td>
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<td>Reference date for determining UN Operational Exchange Rate: February 2020</td>
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<td>3.5</td>
<td>Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above): Choose an item.</td>
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<td>If other, please indicate: [ ] 120 days.</td>
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<td>2.4</td>
<td>Clarifications of solicitation documents: Requests for clarification shall be submitted [ ] 7 days before the deadline for submission of proposal.</td>
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<td></td>
<td>Contact address for requesting clarifications on the solicitation documents: Requests for clarification should be addressed to the e-mail address: <a href="mailto:fiji.procurement@unwomen.org">fiji.procurement@unwomen.org</a></td>
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<td>Clarification emails should include a subject header in the following format: &quot;UNW RFP Reference #, Request for Clarification, Company/Contractor Name&quot;</td>
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<td>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</td>
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<td>This Email Address Is for clarifications ONLY.</td>
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<td></td>
<td>IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.</td>
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<td>2.5</td>
<td>Pre-Proposal/Bid Meeting: ☐ Not applicable ☐ Mandatory ☐ Optional</td>
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<td>Instruction to Proposers</td>
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<td>3.9</td>
<td>Proposal Security</td>
<td>☐ Not Required</td>
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<td></td>
<td></td>
<td>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.</td>
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<td>7.4</td>
<td>Performance Security</td>
<td>☐ Not Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
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4. The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex 3.

5. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Sarah Boxall

Deputy Representative
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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 2), 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 referenced 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. The proposer also confirms that any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of offer. Submission of an offer will be confirmation of accepting the UN Women General Conditions of Contract and the contract model annexed to 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. 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\(^1\), corruption\(^2\), collusion\(^3\), unethical practices\(^4\), and obstruction\(^5\). 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 require a UN Women vendor to allow UN Women, or any person that UN Women may designate, to inspect or carry out audits of the vendor’s accounting records and financial statements in connection with the contract.

g) All Proposers must adhere to the UN Supplier Code of Conduct, which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

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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\(^1\) 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;

\(^2\) offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of the Procuring UN Women Entity;

\(^3\) 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;

\(^4\) 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;

\(^5\) 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 including joint ventures or consortiums with a formal intent to enter into an agreement.

In support of UN Women’s mandate, proposal submissions from women-led/owned organizations or companies with 51% or more employment of women and from developing countries are encouraged. UN Women also expects vendors to engage in responsible practices, and highly recommends proposers to participate in the UN Global Compact

https://www.unglobalcompact.org/participation.

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 (UNPD);

b) 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) Proposer has engaged in any money-laundering activities, which includes, but is not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means.

f) Proposers are not legally constituted or registered under existing law or regulations for doing business in their own and/or the beneficiary’s 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

g) 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 engaged directly or indirectly in the preparation of any part of this RFP (including, but not limited to the design, specifications, and Annex documents).

1.3 Cost of Proposal

The proposer shall bear all costs of preparing and submitting a proposal, attendance at any pre-proposal conference, meetings or oral presentations. UN procuring entities will in no case be responsible or liable for such costs, 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.

2 SOLICITATION DOCUMENTS

2.1 Contents of Solicitation Documents

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.

2.2 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.

Failure to comply with solicitation documents are at the proposer’s risk and may affect the evaluation of their submitted proposal.

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 faults 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 via the method indicated in the PIS. 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.

Information about 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 48 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 submission or evaluation 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 procurement practitioner may, for any reason, amend the solicitation documents.

Prospective proposers will be notified in writing of all amendments to the solicitation documents. In cases where the RFP is posted on the UN Women website, all prospective proposers are requested to frequently check the UN Women procurement notices website at http://www.unwomen.org/en/about-us/procurement.

In order to afford prospective proposers reasonable time, the UN Women procurement practitioner 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). Any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation of its pertinent passages. In this case, for purposes of interpretation of the bid, the English Translation shall govern.

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 in accordance with the format in Annex 4 and corresponding clauses of these instructions, including documentation to demonstrate that the proposer meets all requirements (including eligibility);

c) Voluntary Agreement for Promoting Gender Equality and Women's Empowerment (optional);

d) 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;
   - All parties to the Joint Venture (JV) shall be jointly and severally liable, and
   - The JV shall nominate a representative who shall have the authority to conduct all businesses: for and on behalf of any and all the parties of the JV during the bidding process; and in the event the JV is awarded the contract, during the contract execution.

e) Financial Proposal in accordance with the format in Annex 5 and corresponding clauses of these instructions;

f) Proposal Security (if applicable);

g) Performance security (if applicable); and

h) Release and Waiver of Liability Form (if applicable).

3.3 Technical Proposal

The technical component of the proposal should be concisely presented and structured in the format contained in Annex 4, "Format of Technical Proposal".

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 information; proposer’s entity legal registration certificates; reference list of similar projects; and any other appropriate documents.

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 crossreferences the numbering system used in the “Format of Technical Proposal,” Annex 4.

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. Any information which the proposer considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text. Proprietary
information will remain internally as part of the confidential procurement process only and will be redacted if a document containing such information is published publicly.

3.4 Financial Proposal

3.4.1 Proposal prices

The proposer shall indicate in an appropriate Financial Proposal, the format included as Annex S, 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 contractors 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 (and within the timeframe required for signature), 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 SUBMITTED COMPLETELY SEPARATELY into two separate sealed envelopes if sent by postal mail or in two separate e-mails if sent electronically.

   A) Mail/courier/personal delivery:

The Financial Part and the Technical Part of proposals MUST BE COMPLETELY SEPARATE in two separate envelopes and each of them must be sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL – RFP No. FJD3RFPS03: Development of knowledge and communication products for the UN Women Fiji Multi-country Office Ending Violence Against Women and Girls (EVAWG) programme and partners” or “FINANCIAL PROPOSAL RFP No. FJD3RFPS03: Development of knowledge and communication products for the UN Women Fiji Multi-country Office Ending Violence Against Women and girls (EVAWG) programme and partners”, 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 Fiji MCO
   Level 3, Kadavu House,
   414, Victoria Parade, Suva,
   Fiji Islands
   Attention: Registry Office/Procurement

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

<table>
<thead>
<tr>
<th>UN Women Fiji MCO</th>
<th>UN Women Fiji MCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3, Kadavu House</td>
<td>Level 3, Kadavu House</td>
</tr>
<tr>
<td>414 Victoria Parade, Suva</td>
<td>414 Victoria Parade, Suva</td>
</tr>
<tr>
<td>Fiji Islands</td>
<td>Fiji Islands</td>
</tr>
<tr>
<td>Submission 1 of 2: (name of the proposer)</td>
<td>Submission 2 of 2: (name of the proposer)</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Technical Proposal</td>
<td>Financial Proposal</td>
</tr>
<tr>
<td>RFP No. FJI30RFP503: Development of knowledge and communication products for the UN Women MCO EVAWG programme and partners.</td>
<td>RFP No. FJI30RFP503: Development of knowledge and communication products for the UN Women MCO EVAWG programme and partners.</td>
</tr>
</tbody>
</table>

If the inner envelopes are not sealed and marked as per the above and information provided in PIS, the UN Women procurement practitioner will not assume responsibility for the proposal's misplacement or premature opening.

B) Proposals by e-mail:

In order to facilitate the submission, of both Technical and Financial Proposals, duly stamped and signed submissions can be send in electronic PDF format.

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

The first e-mail message shall have the following subject: “Technical Proposal for RFP No. FJI30RFP503: Development of knowledge and communication products for UN Women Fiji MCO Ending violence against women and girls (EVAWG) programme and partners”. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: "Financial Proposal for RFP No. FJI30RFP503: Development of knowledge and communication products for UN Women Fiji MCO Ending violence against women and girls (EVAWG) programme and partners”.

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

Having prepared the Proposal in paper format as specified in Clause "A. 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 Financial Part and the Technical Part of proposals MUST BE COMPLETELY SEPARATE and as separate e-mails with a clear subject of te email formatted as:

- “Technical Proposal for RFP No. FJI30RFP503: Development of knowledge and communication products for UN Women Fiji MCO Ending violence against women and girls (EVAWG) programme and partners”. and
- “Financial Proposal for RFP No. FJI30RFP503: Development of knowledge and communication products for UN Women Fiji MCO Ending violence against women and girls (EVAWG) programme and partners”.
- - 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 UN Women procurement practitioner upon its request after the completion of the technical proposals evaluation.

To assist UN Women procurement practitioner 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 wrong 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 procurement practitioner at the address specified in the PIS no later than the time and date specified in the PIS (for local time reference, see www.greenwichmeaningtime.com). 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 procurement practitioner may, at its own discretion extend the deadline for the submission of proposals by amending the solicitation documents by written notice. Deadlines set are strict and absolute. Proposals received later...
shall be automatically disqualified from consideration. Late proposals will be rejected and burden will be on proposer to collect any proposal copies within 15 business days. Late bids are any submissions that are time-stamped as "received" after the deadline date and time.

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 procurement practitioner 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 Bid Opening Committee formed in accordance with its regulations, rules, policies and procedures.

5.2 Confidentiality & Briefings

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, even after the publication of the Contract Award.

Disclosure of awards will be made transparent to the general public through the posting of Notice of awards to the UN-Women Procurement Section website, for awards valued at USD $100,000 and above. The information posted will contain the following:

- Name of contractor;
- Beneficiary Country;
- Contract amount in USD; and
- A general description of contract

Generally, UN-Women does not offer a detailed debrief to involved unsuccessful bidders on any tender exercise. However, in the case of high-value or highly complex contracts, a debriefing request may be made by an unsuccessful bidder. Debriefs shall be made through writing and is limited to award information as listed above and identification of any major technical deficiencies or weaknesses in a proposal.

To reiterate, any information related to other bidders (including financial/cost pricing, technical information) and evaluation shall not be revealed. Determination for granting debriefings is at the discretion of UN-Women.

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

5.3 Clarification without Material Deviation

To assist in the examination, evaluation and comparison of proposals, UN Women may at its discretion, ask the proposer for clarification of its proposal, without material deviation, reservation, or omission. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted.

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

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

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

a) The proposal is incomplete (i.e., does not include all required information and documents as specified in the PIS, Section 3: Preparation of Proposals), frivolous, or contains material deviations from or reservations to the RFP including any documentation contained therein;

b) The proposer is not eligible as per Clause 1.2: Eligible Proposers;

c) The proposal has not been duly signed and/or not signed on the relevant signature-blocks;

d) The validity of the proposal is not in accordance with the requirements of the RFP Clause 3.5: Proposal Validity;

e) [If required as per solicitation documents] The Proposal Security is not submitted or does not meet requirements;

f) The Technical and Financial Proposals have not been submitted separately;

g) The pricing information is included in the Technical Proposal;

h) Proposer failed to attend a mandatory Pre-Proposal meeting, if required;

i) Proposals and modification to proposals submitted to any other address or location, or copied to an e-mail address other than the address specified under Section 4: Submission of Proposals;

j) Proposal sent via the correct route after having been sent incorrectly;

k) Proposal(s) are late.

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 3: “Evaluation Methodology and Criteria”.

7 AWARD OF CONTRACT

7.1 Award criteria

UN Women is not bound to select any of the firms submitting proposals. UN WOMEN reserves the right to accept or reject any proposal, and to cancel the solicitation process and reject all proposals, at any time prior to the award of contract, without thereby incurring any liability to the proposer(s)/bidder(s) or any obligation to provide information on the grounds for the UN Women Procurement practitioner’s action.

Prior to expiration of the period of proposal validity, a contract may be awarded to the proposing firm/organization whose proposal offers best value for money being the proposal having obtained the overall highest score (technical and financial) according to the Evaluation Methodology and Criteria. Due consideration will be given to the general principles of UN Women procurement, including economy and efficiency.

The contract may be awarded for one or more lots/items listed under Annex 5 (format of financial proposal) at the discretion of UN Women. Therefore, proposers should indicate any price/quantity restrictions associated with their offer in case of award for limited number of items/lot items listed under Annex 5. If negotiations have been entered into, or interview and/or background check is conducted by UN Women, the award is also subject to successful completion of negotiations, background check and/or interview. The successful completion of negotiations, background check and/or interview does not constitute an award of contract.

It is UN Women’s intention to issue the contract as presented herein the RFP documents. Therefore, proposers should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your offer. Submission of an offer will be confirmation of accepting UN Women contract included herein.
7.2 UN Women Procurement practitioner’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. If there is any restriction associated with quantity, the proposer must clearly state such restrictions and any price variation in their financial proposal.

7.3 Signing of the contract

The UN Women procurement practitioner will send the successful proposer the contract which constitutes the Notification of Award.

After the award is concluded and the decision is made, UN Women will furnish the winning proposer(s) with filled copy of contract. Within 10 calendar days of receipt of the contract from UN Women, the successful proposer shall sign, date and return the signed contract to UN Women.

Failure to which UN Women shall withdraw the award, reject the offer and may launch a new tender exercise or proceed to select other proposer(s).

7.4 Performance Security

If performance security is requested, 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 calendar days of the receipt of the contract from the UN Women along with the signed copy of the contract.

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 Procurement practitioner 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 [http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure] 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.

7.6 Inter-Agency Applicability

In the event of UN Women signing a Long Term Agreement (LTA), the contractor agrees that UN Women is free to share the LTA with other UN agencies for their use in directordering.
ANNEX 2

TERMS OF REFERENCE

for a company to develop knowledge and communication products for the
UN Women Fiji Multi-Country Office Ending Violence Against Women and Girls (EVAWG)
programme and partners

1. Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Knowledge and Communication Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>Ending Violence Against Women and Girls (EVAWG)</td>
</tr>
<tr>
<td>Division Name</td>
<td>UN Women Fiji Multi-Country Office (MCO)</td>
</tr>
<tr>
<td>Country and City of Company Post</td>
<td>Home Based with 2 missions to Fiji</td>
</tr>
<tr>
<td>Contract Supervision</td>
<td>UN Women EVAWG Technical Specialist Prevention</td>
</tr>
<tr>
<td>Duration</td>
<td>10th February 2020 – 30th June 2022</td>
</tr>
</tbody>
</table>

2. 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.

The incidence of violence against women and girls in the Pacific Islands is amongst the highest rates
in the world. For example, 64% of women in Fiji who have ever been in an intimate relationship have
experienced physical and/or sexual violence by a husband or intimate partner over the course of their
lifetime6. Violence Against Women and Girls (VAWG) is a central barrier to gender equality and a cause
of widespread violation of human rights across the Pacific. To respond to the rates of violence in the
Pacific, UN Women has developed a comprehensive EVAWG programme which takes a transformative
approach to prevent violence against women and girls at multiple levels (regional, national and
community), and to improve survivors’ access to quality response services.

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6 The Situation of Women in Fiji, Governments 2nd, 3rd and 4th report to the CEDAW Committee
UN Women’s EVAWG programme is implemented primarily under the Pacific Partnership to End Violence Against Women and Girls (hereafter referred to as ‘Pacific Partnership’). The Pacific Partnership brings together governments, civil society organizations, communities and other partners to promote gender equality, prevent violence against women and girls (VAWG), and increase access to quality response services for survivors. The programme aims - through innovative approaches to education, access to essential services, and policy development - to transform the social norms that allow violence against women and girls to continue and to support national and regional institutions meet their gender equality commitment. The EUR 22.7 million programme is funded primarily by the European Union (EUR 12.7m) with targeted support from the Governments of Australia (EUR 6.2m) and New Zealand (EUR 3.2) and cost-sharing with UN Women (EUR 0.6m).

3. Assignment Background:

(a) Importance of Communications⁷:

The Pacific Partnership is large regional action aimed to transform the social norms that allow violence against women and girls to continue and the programme involves multiple strategies and activities with complementary objectives and target audiences across countries and territories in the Pacific region. It is operating in a challenging environment. Communications is, therefore, integral to achieving the Pacific Partnership’s objectives including the prevention violence against women and girls and increasing access to quality response services for survivors of violence. Weaving strategic and accessible communications, using infographics, animations and other creative ways to tell stories within the fabric of the programme is critical to its success. The effective use of communications will coordinate programme messages across a variety of channels to reach multiple levels of society – individuals, communities, institutions and policy makers. It needs to be strategic, systematic and targeted and involve:

- **Advocacy** to inform and motivate decision-makers to create a supportive environment
- **Engaging participation** of institutions, community networks, civil society, religious and sporting groups, and others to raise demand for and sustain progress.
- **Behaviour change communications** with individuals and groups to inform, motivate, problem-solve and transform.

The communication objectives of the Pacific Partnership are to:

1. Generate positive visibility about the programme and its results-based impacts and achievements resulting from partner collaborations and actions.
2. Increase public awareness and understanding of the programme’s actions and EVAWG objectives, with a focus on engaging target groups to participate proactively.
3. Integrate behaviour change communications into outcome-based programming to help transform those social norms and practices that undermine improving gender equality and preventing violence against women and girls.

Achieving these objectives will involve:

- Increasing visibility of the progress and achievements of the programme, particularly achievements of the key partners and beneficiaries.
- Informing national, regional and international stakeholders of the progress and results-based impacts and achievements of the programme.

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⁷ Pacific Partnership Communications and Visibility Strategy 2018-2022
• Supporting community outreach for the programme’s community-based approaches, informal education and other community-focused education, awareness raising and advocacy actions.

• Supporting social marketing campaigns in collaboration with partners from faith-based, sport, education and other target sectors.

• Increasing visibility of the links of the programme to other related and complementary EVAWG initiatives, including those funded by the European Union and the governments of Australia and New Zealand.

(b) Importance of generating evidence and learning

Within the Pacific Partnership, the UN Women Ending Violence Against Women and Girls (EVAWG) programme over the period 2018-22 is advancing a Pacific specific approach to primary prevention of VAWG and secondary prevention of violence (crises and services response to violence after it has occurred). The primary prevention approach involves trialing, testing and adapting evidence-based interventions with a specific focus on transforming harmful social norms that condone and perpetuate violence. This includes Pacific “home-grown” prevention approaches, as well as international approaches such as SASA! Together and SASA! Faith. UN Women is evaluating and generating evidence in the EVAWG programme across the span of Pacific geography and culture (i.e. Micronesia, Polynesia and Melanesia) and diverse settings (i.e. urban and rural) in order to find what works and what to take to scale.

The secondary prevention approach to violence focuses on supporting governments and civil society organisations to ensure women and girls who experience violence have access to quality services to recover from violence. In particular, to strengthen national coordinated multisector response systems and the quality of counselling and social services available, and to increase women and girls’ access to these services, particularly in remote and rural island locations.

A key strategy in the EVAWG programme is to build the Pacific evidence base on primary and secondary prevention of violence. The generation of these communication and knowledge products will contribute to building the global evidence-base in several key ways:

• **Expanding the evidence from the Pacific region** – Currently there is very little rigorous published evidence on the practice-based learning of locally-led, primary and secondary prevention interventions in the Pacific. Although it has some of the highest rates of violence against women in the world, the Pacific is also one of the most under-researched regions. There is a need to expand the evidence-base from this region and influence broader prevention efforts in the Pacific region.

• **Expanding the evidence from low resource, high prevalence settings** – Fiji, Tonga, Solomon Islands, Vanuatu, Kiribati are low income countries with a very high prevalence rates of violence. The disparate geographical nature of the Islands in the Pacific, as in other parts of the world, makes comprehensive service provision for survivors difficult. Therefore, primary prevention interventions to reduce rates of violence are needed more than ever, whilst ensuring survivors have access to quality response services. These knowledge products will contribute to the evidence-base on what works to address the drivers of violence against women in complex, high-priority settings, as well as what works to increase access to quality multi-sectoral services. It will include lessons learned and promising approaches in preventing and responding to VAWG in the Pacific region.
• Expanding the evidence-base on how to develop national prevention and response multi-sectoral interventions with national governments in the Pacific - There is increasing global interest in developing and rolling out national interventions to prevent and respond to violence through national governments and machineries. This includes national standard delivery protocols (SDPs) and standard operating procedures (SOPs) for responding to cases of gender-based violence, and national evidenced based framework/action plans to prevent violence against women and girls. However, there is currently no guidance available on how to create these national frameworks in consultation with key stakeholders, and what does exist comes primarily from high-income countries. These knowledge products will contribute significantly to the evidence base in terms of providing ‘How to Guides’ to government partners, practitioners and other key stakeholders across the Pacific region and globally who are also working on these initiatives.

4. Scope of work:
UN Women Fiji Multi-Country Office seeks assistance from a specialised company to develop relevant knowledge and communication products to share learnings, best practice, knowledge and evidence from the EVAWG programme to key target audiences in accessible and engaging ways and build the evidence base for the Pacific.

Key audiences and products include:

• Media / general community – animated videos, infographics and fact sheets’
• Policymakers/donors/development partners – ‘What Works’ series, ‘How To’ guidance notes series, strategy papers, policy briefs, infographics, presentations, animated videos, guidance notes’
• Practitioners/researchers – ‘What Works’ series, ‘How To’ guidance notes series, strategy papers, infographics, animated videos’

For the communications and knowledge products the content will be developed from materials provided by UN Women EVAWG Programme, including those generated through discussions with the specialized company as part of the creative design process. For this, the selected company will ensure the fulfillment of the following tasks:

4.1 Knowledge and Communication Products

This will involve preparing, developing, and designing the following key knowledge and communication products:

   a) ‘What Works’ to Prevent Violence Against Women & Girls Series

   Target audience: Policymakers/donors/development partners/practitioners

Prevention is a growing field and new and promising work is being carried out in the Pacific. The UN Women EVAWG programme will produce a total of 6 ‘What Works’ knowledge products, and at least two annually until 2022 showcasing the prevention and services work in the Pacific by UN Women and partners. This will focus on building the Pacific evidence-base on what works to prevent violence, promising prevention interventions, what makes interventions successful and how they can be replicated, adapted and scaled up. It will focus on the result and impact of the strategies, approaches and models in both prevention and services that are being trialed, tested and adapted to prevent violence against women and girls in small developing island states in the Pacific.
The ‘What Works’ series will include thematic themes to prevent violence such as:

- Engaging men and boys in violence prevention
- Working with faith leaders and faith communities
- Engaging young girls and boys through sports
- Whole of community mobilisation approaches
- National multi-sectoral responses to VAWG

For this series UN Women will provide background information (including any existing graphical material) to the selected company, plus annual learning, evidence and reflections from implementing partners in the region. In addition, the selected company is also expected to analyse key results and achievements and how they were delivered and compare them with global trends and evidence on violence prevention. The ‘What Works’ series will be written in English and should not exceed 8 pages in length and include text, graphic design and infographics.

b) ‘How To’ Guidance Note Series

Target audience: Policymakers/development partners/practitioners

UN Women Fiji Multi-Country Office is leading on supporting national governments to develop and implement national-led, multi-sectoral processes to prevent and respond to violence against women and girls, using approaches based on global best practice. To document this best practice, a series of ‘How To’ guidance notes will be created, which will be resources that provide practical guidance for use by policymakers/ practitioners/development partners/ on leading and rolling out formative, national level processes, policy and advocacy.

The ‘How To’ guidance notes will be resources that provide methodological and organisational guidance to practitioners who are interested in taking a national, strategic, inclusive, multi-sectoral approach to preventing and responding to violence against women and girls. In particular, they will lay out the process of developing national protocols, referral pathways (which can be adapted for both emergency and non-emergency contexts), frameworks and action plans to strengthen VAWG prevention and response through cross-sectoral and multi-stakeholder collaboration, and with engagement of GBV service providers, civil society and national governments. The guidance notes aim to strengthen long-term capability and capacity on VAWG prevention and services and using practical experience and evidence to influence a more effective global response to end violence. Three ‘How To’ guidance notes will be developed and include:

1. How to develop and roll out a multi-sectoral national GBV Service Delivery Protocol and localised referral pathways
2. How to develop and implement a National GBV Counselling Framework

They will be key resources and tools that can be used by practitioners working in both primary and secondary prevention. The guidance notes will include key considerations and practical suggestions. Elements of both process and content should be examined in the note. Further, the guidance notes will be written with practitioners in mind and provide actual tips and tools; offer links to key documents and methodologies, provide advice and information on key consideration for the design
and conduct of national level processes noted above. Importantly, the guidance note will synthesize these from the existing UN Women methodologies and tools that currently exist.

For this series UN Women will provide background information (including any existing graphical material) to the selected company, plus learning, evidence and reflections from UN Women and implementing partners in the region. From this information, the selected company is expected to analyse and develop practical 'How To' guidance notes including infographics and graphic design. In addition, the company is expected to compare them with global trends, best practice and evidence on primary and secondary prevention with the national level processes rolled out in the Pacific. The 'How To' guidance notes will be written in English and should not exceed 12 pages in length and include text, graphic design and infographics.

c) Strategy Paper on UN Women's Pacific Approach to VAWG Prevention and Response

Target audience: Policymakers/donors/development partners/practitioners

UN Women has developed a comprehensive regional EVAWG programme which takes a transformative approach to prevent violence against women and girls at multiple levels (regional, national and community), and to ensure survivors have access to quality response services. UN Women therefore, would like to develop a strategy paper which clearly outlines its strategic approach and direction to primary and secondary prevention in the Pacific. UN Women’s strategic approaches to primary and secondary prevention have already been clearly defined and make up the road map to ensure success in planning and implementation to achieve the desired goals of ending VAWG in the Pacific region. The strategic approaches include collaboration and partnership, policy and advocacy change and development, capacity building, and systemic change.

For this strategy paper UN Women will provide background information (including any existing graphical material) to the selected company. From this information, the selected company is expected to outline UN Women’s strategic approach to EVAWG focused on primary prevention (stopping violence before it starts) and secondary prevention of violence (crises and services response to violence after it has occurred). The strategy paper should among others - clearly set out UN Women’s vision, mission and objectives, guiding principles, strategic approaches to prevention and services and linking national advocacy efforts to the regional and local; the key programmes/interventions UN Women and development partners are delivering on its strategic objectives; and outline the collaboration and partnership approach with key development partners and actors in EVAWG work in the region. In addition, the selected company is expected to analyse UN Women strategic approach to prevention and compare it with global trends, best practice and evidence on violence prevention. The strategy paper will be written in English and should not exceed 8 pages in length and includes text, graphic design and infographics.

d) Concept Note on the Pacific Prevention Hub and Prevention Principles for the Pacific

Target audience: Donors/development partners/policymakers

UN Women Fiji Multi-Country Office aims to develop a concept note paper on the Pacific Prevention Hub including the established regional principles on engaging men and boys in violence prevention. This concept note will provide a summary of UN Women regional strategic approach to prevention in collaboration and coordination with key partners and stakeholders in the region. It will include an introduction, background, rationale, proposed objectives and results that are aligned with existing regional frameworks and principles for engaging men and boys in violence prevention.
UN Women will provide background information (including any existing graphical material) to the selected company. The strategy paper will be written in English and should not exceed 13 pages in length and includes text, graphic design and infographics.

e) Animated Short Videos on VAWG

Target audience: General public/policymakers/donors/development partners

UN Women aims to create a series of three short animated videos with the strategic purpose of increasing understanding of primary and secondary prevention in the Pacific. This will include the following:

1. Animation on VAWG in Fiji

This short video will explain what is driving violence against women and girls in Fiji, the root causes and contributing factors based on the data and evidence, the basic elements of prevention work, why it is important, and what we know works to stop violence from occurring. The video will provide practitioners with an engaging, educational tool to use when delivering prevention activities to accompany national consultations on preventing VAWG.

This animated video will be produced in English and two Fijian languages (I-Taukei and Hindi) and will be no more than 4.30 minutes in length. It will be developed in a format that is compatible with Pacific connectivity.

2. Animation on the UN Women’s Approach to Prevention of VAWG in the Pacific

This short video will be the visual representation of UN Women’s strategic approach to EVAWG in the Pacific (as outlined in Part C - Strategy Paper on UN Women EVAWG Programme).

This animated video will be produced in one language voiceover (English) with different subtitles in six Pacific languages (Kiribati, Vanuatu, Tonga, Fiji, Solomon Islands, and Samoa). This will include a 30 second version (summary version) and a 3-minute version. It will be developed in a format that is compatible with Pacific connectivity. The 30 second version will be produced in English only with no subtitles.

For these animated videos UN Women will provide inputs to the selected company including background information (text only). The selected company is expected to undertake the following:

- **Briefing**: Gather information and refine the video’s purpose, product features/benefits to be highlighted, target audience etc.
- **Scripting**: Use the above requirements as a guide, along with own research to create a concept and script for the video. This will include creating a detailed storyboard to connect the narrative to visuals, keeping in mind Pacific diversity, and cultural and political sensitivity. Noting that there may be slight variations in scripts based on the language in each country. This will be the 1st sign-off point of the animation project.
- **Visual Style Frames & Treatment**: Create a visual style based on UN Women brand guidelines. These will be 2-3 visual styles for UNW to choose from and will be full-colour images that show how the final video will look, and will include character design, illustrations, text, background colour, and icon. As well as a written treatment in line with the script which will describe what
will be animated in time with the voiceover. This will be the 2nd sign off point of the animation project.

- **Voice Over**: This will involve finding the ideal voice to match brand and budget, including English and Pacific languages.
- **Animation**: Begin animation once the script, visual style frames have been signed off.
- **Audio Mix**: Add or remove any relevant sound effects from the voice overs and any pre-determined suitable background music track mixed in.

**f) Infographics on Pacific Island countries (Fiji, Kiribati, Tonga, Samoa, Solomon Islands, Vanuatu)**

**Target audience**: General public/development partners/practitioners

Development of a series of six infographics on VAWG in Fiji, Kiribati, Tonga, Samoa, Solomon Islands, Vanuatu. The aim is to present complex information on the data, context, and situation of UN Women’s responses in a simple, and clear manner to support and inform development partners and practitioners, and other key audiences. These country specific infographics will focus on unpacking and exploring different forms of VAWG, their dynamics and impacts in different settings and with different perpetrators, based on data and evidence in the Pacific.

For these infographics UN Women will provide background information (text only) to the selected company including results gathered from national prevalence survey data. It is expected the selected company will make this complex information easy to digest by creating and designing engaging and informative infographics for the selected countries. This will be no more than 2 pages per country and will include data visualization through a collection of imagery and minimal text that gives an easy-to-understand overview.

**g) Communication Briefs**

**Target audience**: General Public/Development partners/Practitioners/Policy makers

Two communication briefs will be developed that outline the strategies of UN Women and partners development projects and approaches. These communication briefs will be short and simple statements of project objectives and should identify — among other things — style, audience, and message. The Communication Briefs will set the tone about the partners, who they are and what they do, provide a summary of the project, what the project entails and why they’re doing it, project goals and deliverables. The communication briefs may include the following:

- A brief overview of the projects background, overview, objectives and process
- Key challenges that the project aims to resolve
- Target audience for the project
- Primary message describing the partners values, position and role

For these communication briefs UN Women will provide inputs to the selected company including background information (text only). It is expected the selected company will develop and design engaging, easy to understand and informative communication briefs of no more than 4 pages in length comprising of text, graphic design and infographics.
h) PowerPoint Presentations on EVAWG

**Target audience:** Donors, development partners, policy makers

Two PowerPoint presentations (2) will be developed on the UN Women EVAWG programme with different audiences in mind. The first PowerPoint presentation will focus on outlining UN Women’s Strategic approach to ending violence against women and girls in the Pacific (as outlined above in C: Strategy Paper on UN Women EVAWG Programme). This will comprise of approximately 25 slides and a combination of text and infographics. The target audience will be donors, development partners, policy makers.

The second PowerPoint presentation will explain what is driving violence against women and girls in Fiji, the root causes and contributing factors based on data and evidence, the basic elements of prevention work, why it is important, what we know works to stop violence from occurring, process to develop national action plan (with some similar content to the short animated video and infographics for Fiji). This presentation will be used during national consultations to develop Fiji’s National Action Plan to prevent violence against women and girls. This will comprise of approximately 20 slides and a combination of text and infographics. The target audience will be general public, development partners, and policy makers.

For the development of the PowerPoint presentations, UN Women will provide background information (including any existing graphical material) to the selected company. It is expected the selected company will develop and design engaging, easy to understand and informative PowerPoint presentations comprising of text, graphic design and infographics.

### 5. Deliverables and Timeframe

It is expected that the selected company shall begin work by 10th February 2020 and end June 2022. During the implementation of this assignment, the company shall be responsible for delivering the following outputs, comprising the main deliverables required over a 2-year period. The selected company will liaise at all times with UN Women Fiji MCO EVAWG Technical Specialist Prevention who will provide advice, guidance and information as appropriate.

<table>
<thead>
<tr>
<th>Key Tasks</th>
<th>Deliverables</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overall branding and design</td>
<td>1.1 Draft - Overall visual design and branding for ‘What Works’ series, ‘How To’ series, strategy paper, country infographics, communication briefs, and PPT presentations</td>
<td>March 2020</td>
</tr>
<tr>
<td></td>
<td>1.2 Final - Overall visual design and branding for ‘What Works’ series, ‘How To’ series, strategy paper, country infographics, communication briefs, and PPT presentations</td>
<td>May 2020</td>
</tr>
<tr>
<td>2. What Works to prevent VAWG series (5 papers, max 8 pages per paper with infographics and graphic design)</td>
<td>2.1 ‘What works’ paper 1 final</td>
<td>June 2020</td>
</tr>
<tr>
<td></td>
<td>2.2 ‘What works’ paper 2 final</td>
<td>February 2021</td>
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<tr>
<td></td>
<td>2.3 ‘What works’ paper 3 final</td>
<td>November 2021</td>
</tr>
<tr>
<td></td>
<td>2.4 ‘What works’ paper 4 final</td>
<td>February 2022</td>
</tr>
<tr>
<td>Key Tasks</td>
<td>Deliverables</td>
<td>Target Date</td>
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<tr>
<td>2.5 ‘What works’ paper 5 final</td>
<td>April 2022</td>
<td></td>
</tr>
<tr>
<td>2.6 ‘What works’ paper 6 final</td>
<td>May 2022</td>
<td></td>
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<tr>
<td>3. ‘How To’ Guidance Note Series (max 12 pages each with infographics and graphic design)</td>
<td></td>
<td></td>
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<tr>
<td>3.1 How to develop and implement a National GBV Counselling Framework</td>
<td>July 2020</td>
<td></td>
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<tr>
<td>3.2 How to develop and roll out a multi-sectoral national GBV Service Delivery Protocol and localised referral pathways</td>
<td>November 2020</td>
<td></td>
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<tr>
<td>3.3 How to develop a National Framework/Action Plan to Prevent VAWG</td>
<td>March 2021</td>
<td></td>
</tr>
<tr>
<td>4. Strategy Paper on UN Women’s Pacific Approach to VAWG Prevention and Response (max 8 pages with infographics and graphic design)</td>
<td></td>
<td></td>
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<tr>
<td>4.1 Draft strategy paper</td>
<td>Early April 2020</td>
<td></td>
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<tr>
<td>4.2 Final strategy paper</td>
<td>End of April 2020</td>
<td></td>
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<tr>
<td>5. Animation on VAWG in Fiji (max .4 minutes and 30 seconds in English and 2 Fijian languages)</td>
<td></td>
<td></td>
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<tr>
<td>5.1 Draft animation concept, script and storyboard</td>
<td>February 2020</td>
<td></td>
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<tr>
<td>5.2 Final concept, script and storyboard</td>
<td>March 2020</td>
<td></td>
</tr>
<tr>
<td>5.3 Visual style frames and treatment</td>
<td>End of March 2020</td>
<td></td>
</tr>
<tr>
<td>5.4 Draft animation film</td>
<td>April 2020</td>
<td></td>
</tr>
<tr>
<td>5.5 Final animation film in all relevant formats</td>
<td>End of April 2020</td>
<td></td>
</tr>
<tr>
<td>6. Animation on UN Women’s Approach to Prevention of VAWG in the Pacific (max 3-minute version and a 30 second version, in English and 6 Pacific languages). The 30 second version will be produced in English only.</td>
<td></td>
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</tr>
<tr>
<td>6.1 Draft animation concept, script and storyboard (3 min and 30 sec versions)</td>
<td>May 2020</td>
<td></td>
</tr>
<tr>
<td>6.2 Final concept, script and storyboard (3 min and 30 sec versions)</td>
<td>End of May 2020</td>
<td></td>
</tr>
<tr>
<td>6.3 3 options of Visual Style Frames and Treatment</td>
<td>June 2020</td>
<td></td>
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<tr>
<td>6.4 Draft animation films (3 min and 30 sec versions)</td>
<td>Sept 2020</td>
<td></td>
</tr>
<tr>
<td>6.5 Final animation film in all relevant formats and languages (3 min and 30 sec versions)</td>
<td>Mid Nov 2020 (release during 16 days which begins on 25 November)</td>
<td></td>
</tr>
<tr>
<td>7.1 Draft infographics for 6 countries</td>
<td>April 2021</td>
<td></td>
</tr>
<tr>
<td>Key Tasks</td>
<td>Deliverables</td>
<td>Target Date</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7. Infographics on Pacific Island Countries (max 2 pages per country – Fiji, Kiribati, Tonga, Samoa, Solomon Islands, Vanuatu)</td>
<td>7.2 Final infographics for 6 countries</td>
<td>Nov 2021 (release for 16 Days)</td>
</tr>
<tr>
<td>8. Communications briefs (2 x max 4 pages)</td>
<td>8.1 Communication brief 1</td>
<td>Early March 2020</td>
</tr>
<tr>
<td></td>
<td>8.2 Communication brief 2</td>
<td>Early March 2020</td>
</tr>
<tr>
<td>9. PowerPoint Presentations on UNW EVAWG programme (2 versions)</td>
<td>9.1 Draft PPT 1 – UN Women’s strategic approach to EVAWG – 25 slides – text, graphics and infographics</td>
<td>July 2020</td>
</tr>
<tr>
<td></td>
<td>9.2 Final PPT 1 – UN Women’s strategic approach to EVAWG – 25 slides – text, graphics and infographics</td>
<td>Sept 2020</td>
</tr>
<tr>
<td></td>
<td>9.3 Draft PPT 2 – VAWG in Fiji and for national consultations – 20 slides – text, graphics and infographics</td>
<td>February 2020</td>
</tr>
<tr>
<td></td>
<td>9.4 Final PPT 2 – VAWG in Fiji and for national consultations – 20 slides – text, graphics and infographics</td>
<td>End February 2020</td>
</tr>
<tr>
<td>10. Concept Note on the Pacific Prevention Hub and Prevention Principles for the Pacific (max 12 pages)</td>
<td>10.1 Concept note and principles brief</td>
<td>May 2020</td>
</tr>
</tbody>
</table>

11 Management Arrangements

The contracted company will work under the direct supervision of UN Women Fiji MCO EVAWG Technical Specialist Prevention. It is expected that the selected company will work in close collaboration with key personnel within the UNW EVAWG team to develop the above-mentioned knowledge and communications products. The Contractor is expected to provide highly qualified experts/consultants for this specific assignment, with appropriate skills and expertise.

12 Duration of the Assignment

It is expected that the selected company shall begin work by 10th February 2019 and finalized by June 2022, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section.

This is a home-based assignment but it is expected that the selected company will travel to Suva, Fiji for 2 missions to meet with the UN Women EVAWG team as part of the creative design process.
13 Performance Evaluation

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

14 Financial Arrangements

Payment will be disbursed in instalments, and paid by deliverables upon submission and approval of each of the deliverables as per the table above, certified by the UN Women Fiji MCO EVAWG Technical Specialist Prevention that the services have been satisfactorily performed.

15 Communication and Reporting Obligations

The proposer is expected to report and coordinate regularly with the UN Women Fiji MCO EVAWG Technical Specialist Prevention the progress of the completion of the deliverables. The proposer is also expected to inform UN Women Fiji of any unforeseen challenge or risk that might occur during the duration of the assignment.

16 Intellectual Property

All information pertaining to this assignment (documentary, audio, digital, cyber, project documents, etc.) belonging to UN Women, which the Company may come into contact with in the performance of its duties under this assignment shall remain the property of UN Women who shall have exclusive rights over their use. The product will be used by UN Women for a non-commercial purpose and will aim at building the Pacific evidence base on primary and secondary prevention of violence. The generation of these communication and knowledge products will contribute to building the global evidence base on EVAWG. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national (in PICT) and International Copyright Laws applicable. Still, the credit for the production of the video will be given to the company.

17 Use of Logos and Disclaimers

The spots should give recognition to the Pacific Partnership Donors (EU, Government of Australia, Government of New Zealand), UN Women and provide respective logos for the video spots. Along with the logos the following statement should be used "Produced with the financial support of the EUR 22.7 million programme funded primarily by the European Union (EUR 12.7m) with targeted support from the Governments of Australia (EUR 6.2m) and New Zealand (EUR 3.2) and cost-sharing with UN Women (EUR 0.6m).

18 Qualifications, Skills and Experience Required

Requirements for the company:

- Legally registered company
- At least 4 years of proven experience in the field of primary prevention of violence against women and girls, and expertise in changing social norms in Asia Pacific is required
- At least 3 years proven experience in developing accessible and creative communication products to explain complex issues such as an explanatory model of VAWG, what 'primary prevention and social norms are'; and other creative communications breaking down the complex issue of VAWG
- Proven experience in developing and designing similar knowledge and communications products in relation to this current ToR
- Previous experience in working with UN Women or other UN Agencies is a strong advantage
- Adherence to UN/UN Women general terms and conditions of payment and work
- Availability of technical and human resources for successful implementation of the assignment (Note: companies will provide CV of their key personnel: team leader, content manager, graphic designer, other)

Minimum qualification of the proposed experts:

**Team Leader**

- Master's degree in the field of international development, gender studies, social science, public policy, journalism, communication or other related area
- 10 years of relevant experience in the area of primary prevention and social norms change with a focus on research, generating evidence and strategic communication of data, evidence and programming on the issues of prevention of VAWG.
- At least 3 years as a team/group leader/manager in undertaking similar assignments
- Specific experience on ending violence against women and girls in the Asia-Pacific region is required.
- Strong writing and analytical skills required. Ability to translate complex topics into easy to understand and accessible language.
- Language proficiency in both written and oral English is required

**Content Manager**

- Degree in the field of communications, international development, gender studies, social science, public policy, journalism, marketing or other related areas
- At least 3 years' experience in content creation, such as copywriting, scriptwriting, producing knowledge products on VAWG, film, documentaries, animation, radio, social media and/or digital products
- Excellent written and verbal communication skills with demonstrated ability to translate complex topics into easy to understand and accessible language
- Strong knowledge and skills using content management systems such as WordPress
- Ability to think creatively with demonstrated experience developing original content that provokes engagement
- Language proficiency in both written and oral English

**Animation/Creative Graphic designers**

- Degree in Design, Information Technology, cinematography, journalism, fine arts, communication sciences and photography or any other related field relevant to the assignment
- At least 3 years of previous experience in graphic design, animation, social media/web/audio-visual production is required
- Strong Google Analytics, WordPress and skills in film production, Adobe Acrobat/Illustrator skills
Language proficiency in both written and oral English is required
Expertise in design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
A strong portfolio of illustrations or other graphics
Excellent communication skills
Proven ability to work methodically and meet deadlines

19 Evaluation

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:

\[ p = \gamma \left( \frac{\mu}{z} \right) \]

Where:

\( p \) = points for the financial proposal being evaluated
\( \gamma \) = maximum number of points for the financial proposal
\( \mu \) = price of the lowest priced proposal
\( z \) = price of the proposal being evaluated

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

Evaluation of technical proposal:

The technical proposal will be evaluated by UN Women 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):
### 1.0 Expertise and Capability of Proposer

**Expertise of organization submitting proposal**

<table>
<thead>
<tr>
<th>Points obtainable</th>
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</thead>
<tbody>
<tr>
<td>70</td>
</tr>
</tbody>
</table>

| **1.1** | Proven experience in developing and designing similar knowledge and communications products in relation to this current ToR |
|-------------------|
| 80 |

| **1.2** | Quality assurance procedures |
|-------------------|
| 20 |

| **1.3** | Relevance of: |
|-------------------|
| 160 |

- **1.3.1** At least 4 years of proven experience in the field of primary prevention of violence against women and girls, and expertise in changing social norms in Asia Pacific is required
  - 60 pts for at least 4 years of relevant experience, 5pts for each additional year of relevant experience up to max 80 points

- **1.3.2** At least 3 years of proven experience in developing accessible and creative communication products to explain complex issues such as an explanatory model of VAWG, what ‘primary prevention and social norms are’; and other creative communications breaking down the complex issue of VAWG
  - 50 pts for at least 3 years of relevant experience, 5p for each additional year of relevant experience up to max 80 points

**Sub-total of the “Expertise of organization submitting proposal”**

<table>
<thead>
<tr>
<th>Points obtainable</th>
</tr>
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<tbody>
<tr>
<td>250</td>
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</table>

### 2.0 Proposed Work Plan and Approach

**Proposed methodology**

<table>
<thead>
<tr>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
</tr>
</tbody>
</table>

| **2.1** | The task is well understood and properly (in sufficient detail) addressed and correspond to the ToR |
|-------------------|
| 50 |

| **2.2.** | Proposal is based on a survey of the project environment; data input is properly used in the preparation of the proposal |
|-------------------|
| 50 |

| **2.3.** | Efficient and realistic work plan corresponding to the needs/specifics stipulated in the TOR (sequence of activities is realistic and will ensure effective implementation of the work plan, plan is falling in indicated under the TOR time frames) |
|-------------------|
| 50 |

**Sub-total of the “Proposed Work Plan and Approach”**

<table>
<thead>
<tr>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
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### 3.0 Resource Plan, Key Personnel

**Personnel**

<table>
<thead>
<tr>
<th>Sub-score</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
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</table>

| **3.1.** | Task Manager/Team leader |
|-------------------|
| 125 |
Master’s degree in the field of international development, gender studies, social science, public policy, journalism, communication or other related area | 20

Min 10 year of relevant experience in the area of primary prevention and social norms change with a focus on research, generating evidence and strategic communication of data, evidence and programming on the issues of prevention of VAWG | 45

- 10 years | 35
- 10-14 years | 40
- more than 14 years | 45

At least 3 years as a team/group leader/manager in undertaking similar assignments | 30

- 3 years | 20
- 3-5 years | 25
- more than 5 years | 30

Specific experience on ending violence against women and girls in the Asia-Pacific region is required. | 20

Proficiency in English | 10

Sub-Score | 125

### 3.2 Content manager

**Sub-score** | **70**

Degree in the field of communications, international development, gender studies, social science, public policy, journalism, marketing or other related areas | 20

At least 3 years’ experience in content creation, such as copywriting, scriptwriting, producing knowledge products on VAWG, film, documentaries, animation, radio, social media and/or digital products | 40

- 3 years | 30
- 4-7 years | 35
- more than 7 years | 40
<table>
<thead>
<tr>
<th>Proficiency in English</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-score</strong></td>
<td>70</td>
</tr>
<tr>
<td><strong>Animation/Creative designer</strong></td>
<td>Sub-score</td>
</tr>
<tr>
<td>Degree in Design, Information Technology, cinematography, journalism, fine arts, communication sciences and photography or any other related field relevant to the assignment</td>
<td>20</td>
</tr>
<tr>
<td>At least 3 years of previous experience in graphic design, animation, social media/web/audio-visual production is required</td>
<td>40</td>
</tr>
<tr>
<td>3 years</td>
<td>30</td>
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<tr>
<td>3-5 years</td>
<td>35</td>
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<tr>
<td>more than 5 years</td>
<td>40</td>
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<tr>
<td>A strong portfolio of illustrations or other graphics (based on at least 5 submitted samples)</td>
<td>25</td>
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<tr>
<td><strong>Expertise in design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Language proficiency in both written and oral English is required</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Sub-score</strong></td>
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</tr>
<tr>
<td><strong>Total Resource Plan, Key Personnel</strong></td>
<td>300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>700</td>
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</tbody>
</table>

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.
1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/how to become UN Women vendor can be found on UN Women’s website.

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, 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, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- Is included in the ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- Is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- Is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- Is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and recommends signing up to the Women Empowerment Principles.
Other Formal Requirements:

- Offers are signed by an authorized party, including Power of Attorney if stipulated;
- The offer is submitted as per the instructions to proposers ref: 4.1 and detailed in the Proposal instruction Sheet above;
- The offer is valid;
- The offer is complete and eligible.

1. 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 490 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 490 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:

\[ p = y \left( \frac{\mu}{z} \right) \]

Where:

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated

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

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. 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):

<table>
<thead>
<tr>
<th>1.0 Expertise and Capability of Proposer</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise of organization submitting proposal</td>
<td></td>
</tr>
<tr>
<td>1.1 Proven experience in developing and designing similar knowledge and communications products in relation to this current ToR</td>
<td>70</td>
</tr>
<tr>
<td>1.2 Quality assurance procedures</td>
<td>20</td>
</tr>
<tr>
<td>1.3 Relevance of:</td>
<td></td>
</tr>
<tr>
<td>1.3.1 At least 4 years of proven experience in the field of primary prevention of violence against women and girls, and expertise in changing social norms in Asia Pacific is required</td>
<td>80</td>
</tr>
<tr>
<td>60 pts for at least 4 years of relevant experience, Spts for each additional year of relevant experience up to max 80 points</td>
<td>160</td>
</tr>
<tr>
<td>1.3.2 At least least 3 years of proven experience in developing accessible and creative communication products to explain complex issues such as an explanatory model of VAWG, what ‘primary prevention and social norms are’; and other creative communications breaking down the complex issue of VAWG</td>
<td>80</td>
</tr>
<tr>
<td>50 pts for at least 3 years of relevant experience, 5p for each additional year of relevant experience up to max 80 points</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total of the “Expertise of organization submitting proposal”</strong></td>
<td>250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.0 Proposed Work Plan and Approach</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed methodology</td>
<td></td>
</tr>
<tr>
<td>2.1 The task is well understood and properly (in sufficient detail) addressed and correspond to the ToR</td>
<td>50</td>
</tr>
<tr>
<td>2.2 Proposal is based on a survey of the project environment; data input is properly used in the preparation of the proposal</td>
<td>50</td>
</tr>
<tr>
<td>2.3 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)</td>
<td>50</td>
</tr>
<tr>
<td>Personnel</td>
<td>Sub-score</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td><strong>3.1. Task Manager/Team leader</strong></td>
<td><strong>125</strong></td>
</tr>
<tr>
<td>Master’s degree in the field of international development, gender studies, social science, public policy, journalism, communication or other related area</td>
<td>20</td>
</tr>
<tr>
<td>Min 10 year of relevant experience in the area of primary prevention and social norms change with a focus on research, generating evidence and strategic communication of data, evidence and programming on the issues of prevention of VAWG</td>
<td>45</td>
</tr>
<tr>
<td>- 10 years</td>
<td>35</td>
</tr>
<tr>
<td>- 10-14 years</td>
<td>40</td>
</tr>
<tr>
<td>- more than 14 years</td>
<td>45</td>
</tr>
<tr>
<td>At least 3 years as a team/group leader/manager in undertaking similar assignments</td>
<td>30</td>
</tr>
<tr>
<td>- 3 years</td>
<td>20</td>
</tr>
<tr>
<td>- 3-5 years</td>
<td>25</td>
</tr>
<tr>
<td>- more than 5 years</td>
<td>30</td>
</tr>
<tr>
<td>Specific experience on ending violence against women and girls in the Asia-Pacific region is required.</td>
<td>20</td>
</tr>
<tr>
<td>Proficiency in English</td>
<td>10</td>
</tr>
</tbody>
</table>

<p>| 3.2 Content manager | <strong>70</strong> |
| Degree in the field of communications, international development, gender studies, social science, public policy, journalism, marketing or other related areas | 20 |
| At least 3 years’ experience in content creation, such as copywriting, scriptwriting, producing knowledge products on | 40 |</p>
<table>
<thead>
<tr>
<th><strong>VAWG, film, documentaries, animation, radio, social media and/or digital products</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- 3 years</td>
<td>30</td>
</tr>
<tr>
<td>- 4-7 years</td>
<td>35</td>
</tr>
<tr>
<td>- more than 7 years</td>
<td>40</td>
</tr>
</tbody>
</table>

**Proficiency in English**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**Sub-score**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

**Animation/Creative designer**

<table>
<thead>
<tr>
<th>Degree in Design, Information Technology, cinematography, journalism, fine arts, communication sciences and photography or any other related field relevant to the assignment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

**At least 3 years of previous experience in graphic design, animation, social media/web/audio-visual production is required**

<table>
<thead>
<tr>
<th>Years</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years</td>
<td>30</td>
</tr>
<tr>
<td>3-5 years</td>
<td>35</td>
</tr>
<tr>
<td>more than 5 years</td>
<td>40</td>
</tr>
</tbody>
</table>

**A strong portfolio of illustrations or other graphics (based on at least 5 submitted samples)**

|   | 25 |

**Expertise in design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)**

|   | 15 |

**Language proficiency in both written and oral English is required**

|   | 5 |

**Sub-score**

|   | 105 |

**Total Resource Plan, Key Personnel**

|   | 300 |

**TOTAL**

|   | 700 |

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points for the technical proposal.
ANNEX 4

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 [one/half/quarter] page value statement indicating why they are most suitable to carry out the assignment.

<table>
<thead>
<tr>
<th>Name of Proposing Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Registration:</td>
</tr>
<tr>
<td>Type of Legal entity:</td>
</tr>
<tr>
<td>Name of Contact Person for this Proposal:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

[the sections below should be changed and adapted to best reflect the TOR]

<table>
<thead>
<tr>
<th>Section 1.0: Expertise and Capability of Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Organizational Architecture</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.</td>
</tr>
<tr>
<td>1.2 Adverse judgments or awards</td>
</tr>
<tr>
<td>• Include reference to any adverse judgment or award.</td>
</tr>
<tr>
<td>1.3 General Organizational Capability</td>
</tr>
<tr>
<td>• 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).</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Project</th>
<th>Client</th>
<th>Contract Value</th>
<th>Period of performance (from/to)</th>
<th>Role in relation to the undertaken to goods/services/works</th>
<th>Reference Contact Details (Name, Phone, Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2.0: 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 3.0: 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 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women (1) employed in Proposer’s organization, (2) on executive and senior positions, and (3) shareholders. This will not be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) [http://weprinciples.org/Site/PrincipleOverview]; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: [http://weprinciples.org/Site/CompaniesLeadingTheWay/]

- 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: [Adjust according to needs]

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this Assignment:</td>
<td></td>
</tr>
<tr>
<td>Nationality:</td>
<td></td>
</tr>
<tr>
<td>Language Skills:</td>
<td></td>
</tr>
<tr>
<td>Educational and other Qualifications</td>
<td></td>
</tr>
</tbody>
</table>

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]

<table>
<thead>
<tr>
<th>Period: From - To</th>
<th>Name of project/organization:</th>
<th>Job Title, main project features, and Activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

References (minimum 3) | (Name/Title/Organization/Contact Information – Phone; Email)

<table>
<thead>
<tr>
<th>References</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 5

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. RFP No. FJI30RFP503: Develop knowledge and communication products for the UN Women Fiji Multi-country Office Ending Ending Violence Against Women and Girls (EVAWG) programme and partners.

A. Cost Breakdown per Deliverables

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price</th>
<th>Price (Lump Sum, All Inclusive)</th>
<th>Delivery time/time period (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>USD ......</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:
ANNEX 6

PROPOSAL SUBMISSION FORM

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

To: UN Women Fiji MCO
Level 3, Kadavu House
414, Victoria Parade, Suva
Fiji Islands
Attention: Registry Office/Procurement

Date: [insert date of Proposal Submission]

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Proposal Solicitation Documents;
(b) We offer to supply in conformity with the Proposal Solicitation Documents the following [RFP : Services for ..../[UN Women]] 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 ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN WOMEN contract included herein.
(d) 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;
(e) Our proposal shall be valid for a period of [_____] 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;
(f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
(g) 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]
(h) We have no conflict of interest in accordance with Clause 1.2 (Eligible Proposers) of the RFP Instructions to Proposers;
(i) 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;
(j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: ______________ [insert signature of person whose name and capacity are shown]

In the capacity of ______ [insert legal capacity of person signing the Proposal Submission Form]

Name: ______________ [insert complete name of person signing the Proposal Submission Form]

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

Dated on ____________ day of __________________, ________ [insert date of signing]
ANNEX 7

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 & principles of gender equality and women’s empowerment;
☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
☐ Establish high-level corporate leadership for gender equality;
☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
☐ Ensure health, safety and wellbeing of all women and men workers;
☐ Promote education, training and professional development for women;
☐ Implement enterprise development, supply chain and marketing practices that empower women;
☐ Promote equality through community initiatives and advocacy;
☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name: ________________________, Title: ________________________

Address: ____________________________

Signature: __________________________

Date: ____________________________
ANNEX 8

PROPOSED MODEL OF CONTRACT AND GENERAL CONDITIONS OF CONTRACTS

[Select applicable one then copy and paste the final version of contract that will be signed by contractor below]

UN Women forms of contracts and General Conditions can be accessed at:

RFP No. FJI30RFP503: Develop knowledge and communication products for the UN Women Fiji Multi-country Office Ending Violence Against Women and Girls (EVAWG) programme and partners.

**ANNEX 9**

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

(to be completed and returned with your technical proposal)

<table>
<thead>
<tr>
<th><strong>JV / Consortium/ Association Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>[insert name, address, telephone/fax or cell number, and the e-mail address]</td>
</tr>
<tr>
<td>JV’s Party Legal Name:</td>
<td>[insert JV’s Party legal name] (Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders))</td>
</tr>
<tr>
<td>JV’s Party Country of Registration:</td>
<td>[insert JV’s Party country of registration]</td>
</tr>
<tr>
<td>JV’s Party Year of Registration:</td>
<td>[insert JV’s Party year of registration]</td>
</tr>
<tr>
<td>JV’s Party Legal Address in Country of Registration:</td>
<td>[insert JV’s Party legal address in country of registration]</td>
</tr>
</tbody>
</table>

Consortium/Association’s names of each partner/authorized representative and contact information

<table>
<thead>
<tr>
<th>Name of partner:</th>
<th>Name of partner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td>Phone Number(s):</td>
</tr>
<tr>
<td>Email Address(es):</td>
<td>Email Address(es):</td>
</tr>
</tbody>
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</tr>
<tr>
<td>Email Address(es):</td>
<td>Email Address(es):</td>
</tr>
</tbody>
</table>

Consortium/Association Agreement

Attached are copies of original documents of: [check the box(es) of the attached original documents]

- Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders).
- JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties.
Signatures of all partners/authorized representatives:

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

Name of partner: ___________________________  Name of partner: ___________________________

Signature: ___________________________  Signature: ___________________________

Date: ___________________________  Date: ___________________________

Name of partner: ___________________________

Signature: ___________________________

Date: ___________________________
SUBMISSION CHECKLIST

FOR SUBMISSIONS BY COURIER MAIL/HAND DELIVERY:

Outer envelope containing the following forms:
- Proposal Submission Form
- Joint Venture Form (if a joint venture)
- Voluntary Agreement to Promote GE & WE (Voluntary)
- Proposal Security Form (if required)
- Performance Security Form (if required)

First inner envelope containing:
- Technical Proposal

Second inner envelope containing:
- Financial Proposal

FOR EMAIL SUBMISSIONS:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:
- Technical Proposal
- Proposal Submission form
- Joint Venture Form (if a joint venture)
- Voluntary Agreement to Promote GE & WE (Voluntary)
- Proposal Security Form (if required)
- Performance Security Form (if required)

Financial Proposal PDF sent to the financial e-mail address specified in the Invitation Letter includes:
- Financial Proposal
- Financial Excel Spreadsheet (if required)

Please check-off to confirm the below:
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.