Request for Proposal

Reference No.: ECO-RFP-2016-004

Production and Dissemination of Anti-discrimination Song and its Music Video

UN WOMEN

24 April 2016

Dear Sir/Madam,

Subject: Request for Proposal (RFP) **for the Production and Dissemination of one (1) song and its music video on anti-discrimination.**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to produce and disseminate a song and its music video on anti-discrimination as described in this Request for Proposal and its related annexes. UN Women now invites proposals from qualified proposers for providing the requirements as defined in these documents.

1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:

    a. This letter (and the included Proposal Instruction Sheet (PIS))
    b. Instructions to Proposers (Annex 1) available from this link: http://www.unwomen.org/~/media/commoncontent/procurement/rfp-instructions-en.pdf
    c. Terms of Reference (TOR) (Annex 2)
    d. Evaluation Methodology and Criteria (Annex 3)
    e. Format of Technical Proposal (Annex 4)
    f. Format of Financial Proposal (Annex 5)
    g. Proposal Submission Form (Annex 6)
    h. Voluntary Agreement for to Promote Gender Equality and Women's Empowerment (Annex 7)
    i. Proposed Model Form of Contract (Annex 8)
    j. General Conditions of Contract (Annex 9)
    k. Joint Venture/Consortium/Association Information Form (Annex 10)
    l. Submission Checklist (Annex 13)

2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers (Annex-I –see above link).

PROPOSAL INSTRUCTION SHEET (PIS)

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

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	**Deadline for Submission of Proposals**	**Date and Time : Sunday 08 May 2016 4:00 PM (Cairo Local Time)** for local time reference, see **wwp.greenwichmeantime.com**] City and Country: ***Cairo, Egypt*** This is an absolute deadline. Any 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 : ☒ Electronic submission of Proposal: **Technical Proposal**: eco.bids@unwomen.org **Financial Proposal**: eco.bids@unwomen.org **Proposals should be submitted to the designated address by the date and time of the deadline given.** **Please secure your financial proposal with a password.**
3.1	**Language of the Proposal:**	☒ English ☐ French ☐ Spanish ☐ Other (pls. specify) _____
3.4.2	**Proposal Currencies**	Preferred Currency: ☒ EGP ONLY

3.5	**Proposal Validity Period** commencing after the deadline for submission of proposals (see 4.2 above)	90 days
2.4	**Clarifications of solicitation documents**	Requests for clarification shall be submitted 3 days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: Karim.Issa@unwomen.org Clarification emails should include a subject header in the following format: "UNW RFP Reference ECO-RFP-2016-004, Request for Clarification, Company/Contractor Name" Proposers must not communicate with any other personnel of UN Women regarding this RFP. **The e-mail address above is for clarifications ONLY.** **IMPORTANT: Do not send or copy the e-mail address above while submitting a proposal. Doing so will disqualify your proposal.**
2.5	**Pre-Proposal/Bid Meeting**	☐ Not applicable ☐ Mandatory: ☒ Optional: **Date and time: Thursday 28 April 2016 12:00 PM Cairo Local Time** **[for local time reference, see *www.greenwichmeantime.com*]** ***Location: Un Women, Country Office, 7 Golf Street, Maadi, Cairo, Egypt***
3.9	**Proposal Security**	Form: See Annex XI ☒ Not Required

		Proposal 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 bidder at any stage.
7.4	**Performance Security**	☐ Required The Performance Security will be equivalent to *[insert the percentage e.g. ten percent (10%)]* of your total offered price for this assignment. The amount will be determined by your price proposal. Form: See Annex XII ☒ Not Required Performance Security is not foreseen to be required by UN Women at this stage; however UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	**Waiver & Release of Indemnity (If there is a site visit/inspection)**	☒ Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required. ☐ Required Return this Waiver to UN Women in advance of the site inspection, to the contact below; email to: _____

3. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.

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

Yours sincerely,

Karim Issa

Procurement Officer

ANNEX 2

TERMS OF REFERENCE (TOR)

1. INTRODUCTION AND BACKGROUND INFORMATION

Project Background

UN Women Egypt designed a holistic approach to increase women's accessibility to justice through the project: 'Creating Social Forces in Pursuit of Women's Rights', generously supported by the Government of Japan. The project aims to create a positive legal culture that paves the way for greater accessibility to the justice system by women. This is achieved through the creation of gender-sensitive social forces within the justice system and in society pushing for legal gender parity.

The project proposes interventions based on three main pillars. First, the enhancement of legal and justice services to be effective, gender-responsive and accessible to women. Second, the establishment of gender justice specialists and advocates in the penal chain. Third, the development of legal awareness on women's rights and mechanisms to their accessibility. The result is the creation of a positive legal culture that paves the way for greater accessibility to the justice system by women.

This initiative is in line with UN Women's mandate and role within the UN System as spearhead agency on gender equality, women's empowerment; and its specific function as catalyst for change through innovation, evaluation and knowledge generation of promising and proven strategies that can be promoted for up -scaling and uptake by governments and donors.

2. Context Analysis

Women's rights remain largely in the theoretical domain due to their limited access to the judicial process. The disparity in power relations between men and women at the home, work and in the state circumvent women's access to justice. The CEDAW Committee defines the challenges and barriers women face in accessing justice as 'legal, institutional, structural and procedural obstacles; social barriers and economic challenges'.

In the case of Egypt, women have transcended so many legislative impediments throughout the years, however, justice is still to a large extent to a large extent unattainable for them.

Egypt has moved forward in repealing discriminatory laws and addressing many legislative issues affecting women's lives. This includes reforms to the discriminatory elements in the Personal Status law and repealing bans on the appointment of female judges. This year in particular has witnessed a number of ground-breaking articles that were included in Egypt's new Constitution as well as amendments to the Penal Code. The January 2014 constitution embodied articles (articles 11 and 180) supporting women's equitable representation in political processes and decision-making roles. Another important legislation was the electoral decree issued in June 2014 for parliamentary elections, which was revised to ensure at least 12% representation by

women. Furthermore, in a step towards fulfilling the state's obligation to protect women, the Penal Code was amended to define 'sexual harassment' and punish its perpetrators. UN Women CO described the anti-sexual harassment legislation as: 'a major step towards achieving safety of Egyptian women and girls in public spaces. This law is a concrete result of combined efforts by the Egyptian Government together with civil society and UN agencies.'

Although the legal framework has significantly improved, accessibility of justice for women has not progressed, economic and societal hardships leaves women unable to access the rights they gained in the last twenty years. Furthermore, judges and officials discretionary power creates legislative and procedural loopholes allowing them to adjudicate according to stereotypes and gender biases. The direct effect of these multiple challenges is that equality and justice will only exist on paper for many women in Egypt. The inaccessibly and unresponsiveness of the justice system to women allows the continuation of gender disparities, all forms of discrimination and violence against women, and for impunity for crimes against women.

Data reflect the urgency of responding efficiently to the inaccessibility of women to their rights. With regards to violence against women, a report by the Egyptian National Council for Women over 28% of Egyptian women reported being victims of violence by their husbands, excluding those who are assaulted by family members. In addition, Even though there is a law against Female Genital Mutilation (FGM), the practice is still ongoing and 91% of women between the ages 15-49 are victims of it, according to the latest Egyptian Demographic and Health Survey (EDHS) issued on the subject in 2008. Furthermore, female victims of gender-based-violence during the political conflict in the last three years have been failed by the justice system, in direct violation of UNSCR 1325.

CEDAW firmly established the legal framework for women's access to justice. Article 2, specifically (b) and (c), establishes states' obligation to legally prohibiting all forms of discrimination and protecting women effectively from any act of discrimination. Furthermore, Article 15 establishes the principle of equality of men and women before the law. CEDAW Committee interprets the article to mean equal access to courts and tribunal, non-discriminatory administration of justice, as well as equal protection of the law'. The CEDAW Committee has defined and entrenched the state's obligation towards access to justice through various recommendations, concluding observations, and jurisprudence.

The Declaration on the Elimination of Violence against Women, Beijing Platform for Action, and Security Council Resolution 1325 have also established women's access to justice.

3. Specifications

These terms of reference are developed for the production and dissemination of a song addressing different forms of discrimination against women experienced on daily basis through social media as a component of "Women's Access to Justice" Project. The song is intended to support outreach and awareness raising activities of the project through its production (audio

and video). The duration of the song should not exceed 5 minutes. The song will be used on social media to convey informational messages to large audiences, particularly youth, portraying the issue of discrimination against women in the Egyptian society.

3.1 **Pre-Production:**

The production of the song is intended to address the Egyptian youth especially young men and women. The main message of the song is to highlight how people discriminate, whether intentionally or not, between women and men during different situations in life. It should show that women are equal to men and should be treated the same and provided with similar opportunities. The communications objectives of the song are as listed below:

- Raise awareness of the problem among the targeted audience (young Egyptians, especially males);
- Portrays how females experience discrimination in their daily lives;
- Help reduce discrimination against females all over Egypt;
- Convey the message that women are a key player in the Egyptian society and discriminating against them hinder the development of the whole society.

After the post-award session, the following deliverables are expected:

- Present a unique **direction/concept** for the treatment of the song. The song should address the issue of discrimination against women in a unique and original way.
- The concept/direction is gender sensitive and respect the Egyptian culture while promoting UN Women's principles and values.
- Based on UN Women's feedback on the direction/scenario, the company must provide **script/storyboard** for the song. UN Women shall review and request amendments as necessary until the final storyboard/script is approved.
- Submit **song's lyrics** focusing on the issue of discrimination and call for action to end it. UN Women's approval should be obtained prior to initiation of song production.
- The company should present different alternatives for singers. Efforts should be made to select respected and well-known singers, who support women related issues.

- **Cast Profiling:**

  - A gender balanced cast should be considered during selection of actresses/actors for the music video.
  - Cast profiling must be approved by UN Women.

- **Song Crew:**

  - The company should provide a professional crew, which will shoot the song's video and be composed of, but not be limited to film director, cameraman, editor, graphic designer and animator, etc. The contractor shall use quality studio instruments as appropriate.

General Notes

- Production should only take place after obtaining UN Women's approval on song lyrics, storyboards, cast and any others matters related.
- The song should present the different aspects of the issue using suitable genres of music.
- The company should submit a lyrics and music demo before proceeding with production.

3.2 **Production**

Equipment and Song Quality

- The company should provide all necessary videography and editing equipment for the shooting and postproduction of the song's video.
- All materials developed should be in Arabic and another version should be provided with English subtitles.
- The company should ensure digital recording, production and mastering take place in the best quality
- The company should include appropriate graphics if needed (based on the treatment).

General Notes:

- At least one representative from UN Women will attend the shooting.
- UN Women will provide guidance for proper branding of the song.

3.3 **Post-Production**

Submission and Implementation of Social Media Plan

- The company should submit a social media plan for the promotion of the song for 4 weeks on different platforms including Facebook and YouTube.
- The social media implementation plan should ensure achieving at least the following indicators **during the four week period:**
    - 2 million views for Facebook video
    - 500,000 views on YouTube
    - Song Reach:
        - Facebook: 3.5 million
        - Online: 5 Million
    - Hashtag Reach on Twitter: 1 million
    - Hashtag Reach on Facebook: 1 Million
    - Total Interactions: 1.5 Million
    - Subscribers/likes gained: 100,000
    - "Call to Action" clicks (if needed): 100,000

Final Product (Song Audio+Video)

- The company should submit the song's audio and video in a high quality format that can be used online.

- Two versions of the song should be submitted; one with English subtitles and one without the subtitles

Launching Events:

- Following UN Women's guidance, the company should organize two launching events for the song; one in Cairo and another outside Cairo (preferably another major city, suggestions: Alexandria, Portsaid, Luxor, Assiut)
- The target audience for both events are youth groups
- Each event should target at least 500 attendees
- Each event should be held in a public venue such as universities, cultural centers, etc.
- The company will be responsible for handling all logistical and branding aspects of the events.

Final Report:

- The company should submit a final report on the impact of the song highlighting the results of social media plan implemented and the achievements of the two events.

4. DELIVERABLES TIMEFRAME and payment

The consultancy firm will receive payment upon delivery of assignment deliverables and their approval according to the below schedule of services:

Deliverables	Payment	Proposed Dates
Deliverable (1) Concept of the song highlighting the creative direction	10%	30 May 2016
Deliverable (2) Storyboards reflecting the approved concept and portraying the lyrics in a creative way	10%	10 June 2016
Deliverable (3) Lyrics and Music Demo	20%	20 June 2016
Deliverable (4) Social Media Plan to promote the song for 4 weeks	30%	30 June 2016
Deliverable (5) Final Product: Video and Audio including two versions of the video (one with English subtitles and one without subtitles)	10%	15 July 2016
Deliverable (6) Two Launching Events	10%	10 August 2016
Deliverable (7) Final report on the impact of the song on social media and the achievements of the two events	10%	4 September 2016

The Technical Proposal submitted should consist, but not limited to, the following:

- Draft Concept and scenario
- Draft Lyrics
- Suggested Singers and rationale behind selecting them (Singers should be appealing to young men and women).
- Draft social media plan
- Proposed plan for the two launching events

5. CONTRACTING & TERMS OF PAYMENT

Technical Proposal and Budget

The firm has to present a technical and financial proposal. The technical proposal should include an implementation plan, timeframe, and methodology, staffing (names and qualifications of allocated personnel and their CVs), and any other resources that the firm will make available to carry out the assignment and achieve objective.

The financial proposal should be in local currency and budget submitted should include all relevant assignment costs broken down into various budget lines/components.

ANNEX 3

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements.

- **Submitting companies are not included among United Nations suspended companies;**
- **Offers are signed by an authorized party, including Power of Attorney if stipulated;**
- **The offer is valid;**
- **The offer is complete and eligible.**
- **The team is Proficient in both English, Arabic (written and spoken); and excellent writing skills, this should be evident in the team's Curriculam Vitaes (CV's) Submitted.**
- **All local companies must be registered in Egypt and submit the commercial registration and tax card.**
- **International Companies may apply on condition that the company has an authorized representative in Egypt.**
- **Proposal Submission form is filled and signed**
- **Acceptance of UN Women General Conditions.**

2. Cumulative Analysis Methodology: A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of **[70%]** of the obtainable **[700]** points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **[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 **[70%]** of the obtainable score of **[700]** points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points ("maximum number of points") which a firm/institution may obtain for its proposal is as follows:

Technical proposal: **[700 points]**

Financial proposal: **[300 points]**

Total number of points: **[1000 points]**

Evaluation of financial proposal:

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

A formula is as follows:

$p = y (\mu/z)$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

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

1.0 Expertise and Capability of Proposer Expertise of organization submitting proposal		**Points obtainable**
1.1	Organizational Architecture/Structure	30
1.2	Adverse judgments or awards: • The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history. • The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal	10

	action against them that could impair their operations in the foreseeable future.	
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	25
1.5	Quality assurance procedures	35
1.6	Relevance of: - Specialized Knowledge: - Experience on Similar Programme / Projects - Experience on Projects in the Country/Region - Work with UN agencies/major multilateral/or bilateral programmes	80
		230
2.0 Proposed Work Plan and Approach Proposed methodology		**Points obtainable**
2.1	Analysis Approach, Methodology- including Proposer's understanding of the work/ToR **Guiding Questions:** 1. To what degree does the offeror understand the task? 2. Does the offerer provide a comprehensive analysis of the problem and how it will be addressed? 3. Does the offeror submit an original, unique idea? 4. Are the messages of the song clear? 5. Have the important aspects of the task been addressed in sufficient detail? 6. Is the proposed approach gender sensitive? 7. Is the proposed approach culturally sensitive? 8. Are the different components of the project adequately weighted relative to one another? 9. Is the conceptual framework adopted appropriate for the task? 10. Is the scope of task well defined and does it correspond to the TOR? 11. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	150
2.2	Management Services – Timeline and deliverables. **Guiding Question:** Has the offeror submitted a proposed timeline with the requested deliverables?	60
2.3	Design of monitoring and reporting matrix. **Guiding Question:** Has the offeror submitted a monitoring and reporting plan to explain how the company will measure the impact of the song on social media?	50

2.4	Environmental Considerations : Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances,	10
2.5	Compliance with the UN Global Compact	10
		280
3.0 Resource Plan, Key Personnel Qualification and competencies of proposed personnel		**Points obtainable**
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory)	50
3.2	Curriculum vitae of the proposed team that will be involved either full or part time **Guiding question/Note:** - Does the offeror provide project team relevant to the needed qualifications outlines in the TORs? The project team working on the Song should have strong background in the below areas: - Video and Music Production - Marketing (specifically social marketing) - Digital Media - Pre-production testing. - Gender, development or any other related field	50
3.3	Years of experience in music and video production	45
3.4	Experience in producing audiovisual materials addressing development issues	45
		250
	[70%] **of** [700] **pts =** [490] **pts needed to pass technical**	**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 Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.

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

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

Section 1.0: Expertise and Capability of Proposer
1.1 Organizational Architecture • Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue. • 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. *[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]*
1.2 Adverse judgments or awards • Include reference to any adverse judgment or award.
1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

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

1.5 Quality assurance procedures, risk and mitigation measures

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

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

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

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

Section 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 Design of monitoring and reporting matrix.

- Provide a detailed description of how the company will monitor and report on the impact of the song on social media

2. 4 Environmental Considerations :
Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances,

2.5 Compliance with the UN Global Compact

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 Curriculum vitae of the proposed team that will be involved either full or part time
The company should provide all the CVs of the proposed team members who will be working on the project.

3.3 Years of experience in music and video production
The company should present evidence showing its years of experience in the field of music and video production. Sample of previous work could be provided.

3.4 Experience in producing audiovisual materials addressing development issues
The company should present evidence showing its experience producing audiovisual materials addressing development issues. Sample of previous work could be provided.

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

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

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

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

Sample CV template:

Name:	
Position for this Assignment:	
Nationality:	
Language Skills:	
Educational and other Qualifications	

Employment Record: [Insert details of as many other appropriate records as necessary]

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]

Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken

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

ANNEX 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's overhead and backstopping facilities.

b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem 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.

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

A. Cost Breakdown by Resources

The proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of services.

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

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

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

_____
(Name of Organization)

_____
Signature/Stamp of Entity/Date

Name of representative: _____

Address: _____
_____
_____

Telephone: _____

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: *[insert UN Women Address, City, Country]*

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 *[Title of goods/services/works]* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
(c) We 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 this 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 to Promote Gender Equality and Women's Empowerment

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 FORM OF CONTRACT

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

- Model Institutional Service Contract - Under 30,000 Value
- Model Professional Service Contract - Over 30,000 Value
- UN Women Long Term Agreement (LTA)
- Model Contract for Goods

ANNEX 9

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contracts can be accessed by the proposer by clicking or copying-and-pasting the below link.

[Keep only the relevant link and delete the others]:

- For *Goods*, available from this link:
  http://www.unwomen.org/~/media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Goods-en.pdf
  OR
- For Services, available from this link:
  http://www.unwomen.org/~/media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf
  OR
- For Goods and Services, available from this link:
  http://www.unwomen.org/~/media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-MixedGoodsServices-en.pdf

ANNEX 10

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	*[insert name, address, telephone/fax or cell number, and the e-mail address]*
JV's Party Legal Name:	*[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)*
JV's Party Country of Registration:	*[insert JV's Party country of registration]*
JV's Party Year of Registration:	*[insert JV's Part year of registration]*
JV's Party Legal Address in Country of Registration:	*[insert JV's Party legal address in country of registration]*
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

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: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

ANNEX 11

SECURITY INSTRUMENTS

[copy from this link https://unwomen.sharepoint.com/management/Procurement/Procurement%20Document%20and%20Forms%20Library/RFP%20Security%20Instruments.docx *and insert if required. If Performance Security is required to be provided by the proposer, please select whether it should be in the form of a First Demand Guarantee or Standby Letter of Credit.]*

ANNEX 12

RELEASE AND WAIVER OF LIABILITY

[The use of this form is for when a contractor or potential contractor is performing a site visit in connection to an ongoing solicitation or request for information or expression of interest.

HOW TO USE IT:

- *All fields must be filled in and the bottom section of the form completed with a signature to be valid.*

- *Once complete and signed by the vendor, forward a copy by email to the focal point or case manager within procurement or to* **procurement.support@unwomen.org** *with the subject of the email clearly stating the appropriate solicitation (RFP, ITB, RFQ) or Expression of Interest reference number.*
- *The procurement practitioner shall keep this form on-file for future auditing records.]*

This Release and Waiver of Liability (the "Release") is executed by NAME: [ ] (the "Visitor") in favor of the United Nations Entity for Gender Equality and the Empowerment of Women ("UN Women"), a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010, and its officials, representatives, staff and agents. In consideration of being granted access to the property located at [insert address] (the "Site"), the Visitor acknowledges, agrees and represent the below:

1. The Visitor acknowledges that the Site is a dangerous environment and safety hazards may be present despite safety precautions taken, and accessing the Site involves risks of injury, illness, death, and/or damage to his/her property.

2. The Visitor assumes full responsibility for any risks of personal injury, illness, death, and/or damage to his/her property arising from or in any way connected to his/her access to the Site.

3. THE VISITOR UNDERSTANDS THAT THIS RELEASE DISCHARGES UN WOMEN FROM ANY AND ALL LIABILITY, CLAIMS, AND DEMANDS OF WHATEVER KIND OR NATURE WITH RESPECT TO ANY PERSONAL INJURY, ILLNESS, DEATH, AND/OR DAMAGE TO HIS/HER PROPERTY ARISING FROM OR IN ANY WAY CONNECTED TO VISITOR'S ACCESS TO THE SITE, WHETHER CAUSED BY THE NEGLIGENCE OF UN WOMEN OR ITS OFFICIALS, REPRESENTATIVES, STAFF OR AGENT OR OTHERWISE. VISITOR ALSO UNDERSTANDS THAT UN WOMEN DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

I hereby attest that I have read and, intending to be legally bound, agree to the above on the date indicated below.

Name: _____

Address: _____

_____

Emergency Contact

Name: _____

Relationship to you: _____

Phone Number: _____

Email address: _____

Signature: _____ Date: [DD]/[MM]/[YYYY]

ANNEX 13

SUBMISSION CHECKLIST

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 AN LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	

Compliance Requirements

Compliance Requirements :	**Your Responses**		
	Yes, we will comply	***No, we cannot comply***	***Provide reasons for non-compliance***
Payment terms 30 days upon receipt of invoice			
Compliance with payment milestones.			
Full acceptance of the UN Women General Conditions of Contract			
Country/ies Of Origin[1]: Cairo, Egypt			
Validity Period of Quotation: *90 days*			

[1] *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.*