

Request for Proposal

Reference No.: RFP-VNM-2016-003

Final Evaluation of the programme “Strengthening women's capacity in disaster risk reduction to cope with climate change in Viet Nam (2013-2016)”

25 July 2016

Dear Sir/Madam,

Subject: Request for Proposal (RF.P) for Final Evaluation of the programme “Strengthening women's capacity in disaster risk reduction to cope with climate change in Viet Nam (2013-2016)”

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **A Final Evaluation of the programme “Strengthening women's capacity in disaster risk reduction to cope with climate change in Viet Nam (2013-2016)”** 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.

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

- i. This letter and Proposal Instruction Sheet (PIS) (Annex I)
- ii. Instructions to Proposers
- iii. Terms of Reference (TOR) (Annex II)
- iv. Evaluation Methodology and Criteria (Annex III)
- v. Format of Technical Proposal (Annex IV)
- vi. Format of Financial Proposal (Annex V)
- vii. Proposal Submission Form (Annex VI)
- viii. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex VII)
- ix. General Conditions of Contract (Annex VIII)
- x. Joint Venture/Consortium/Association Information Form (Annex IX)
- xi. Submission Checklist (Annex X)

The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the Instructions to Proposers.

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

Yours sincerely,

Shoko Ishikawa – Country Representative

Annex I

Proposal Instruction Sheet (PIS)

Detailed Instruction governing below listed summary of the “Instructions to Proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this 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 : <i>August 15, 2016 12:00 AM</i> City and Country: Ha Noi, Viet Nam (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	<i>Personal Delivery/ Courier mail/ Registered Mail:</i> UN Women, One UN Green House, 304 Kim Ma, Ba Dinh District, Ha Noi, Viet Nam <i>Electronic submission of Proposal:</i> Dedicated Secure E-mail address(s): Technical Proposal: procurement.vietnam@unwomen.org Financial Proposal: procurement.vietnam@unwomen.org
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> USD
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	60 days If other, please indicate: <input type="text"/> days.

2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="5"/> days before the deadline for submission of proposal.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: procurement.vietnam@unwomen.org</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>This Email Address is for clarifications ONLY.</u></p> <p><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></p>
2.5	Pre-Proposal/Bid Meeting	<p>Date and time: 13.30 p.m. on August 8 2016</p> <p>Location: Meeting room 1.1, 1st floor, UN Women, One UN Green House, 304 Kim Ma, Ba Dinh District, Ha Noi, Viet Nam</p> <p><input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional</p>
3.9	Proposal Security	<p><input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required</p> <p>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.</p>
7.4	Performance Security	<p><input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required</p> <p>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.</p>

Annex II

Terms of Reference

Final Evaluation of the programme “Strengthening women’s capacity in disaster risk reduction to cope with climate change in Viet Nam (2013-2016)”

1. Background and context

Natural disasters affect women and men disproportionately, and existing gender inequality limits women from taking part in the range of disaster risk reduction (DRR) and response activities. A policy brief commissioned by the United Nations and Oxfam highlighted gender issues in DRR and climate change adaptation (CCA) in Viet Nam. For instance, the recent trend of feminization in agriculture, 51 percent of women compared to 46 percent of men working in agriculture (Viet Nam Labour and Employment Survey, 2011), puts more women at a high risk of losing income and productive resources due to storms, floods and drought. Women’s work, which is mostly based in the informal sector and small scale farming, is often worst hit and they are least able to recover from disasters. Moreover, less access to resources, credit, markets and extension services places poor women at a serious disadvantage and limits their coping strategies.

The National Strategy for Natural Disaster Prevention, Response and Mitigation to 2020 (2007) and the National Programme on Community Based Disaster Risk Management (CBDRM) mention gender equality, gender mainstreaming and women’s participation and empowerment in DRR and disaster risk management (DRM). However, the Law on Disaster Risk Management adopted by the National Assembly in 2013 has little reference to gender equality although it says gender equality is one of the principles in DRR and DRM. Stereotypes regarding the roles of women and men in DRR/DRM still prevail, meaning that women are often seen only as ‘victims’ and not as crucial actors in recovery and adaptation efforts.

Under the framework of the United Nations One Plan 2012-2016, specifically Focus Area 1 on inclusive, equitable and sustainable growth, UN Women Viet Nam is supporting the Viet Nam Women’s Union (VWU) in the implementation of a four-year project on ‘Strengthening women’s capacity in disaster risk reduction to cope with climate change’ (2012-2016) supported by the Government of Luxembourg. The long-term objective of the project is to build up the capacity of VWU at provincial, district and communal levels on DRR and DRM and to promote their participation and leadership in DRR planning and advocacy for more gender-sensitive DRR planning in Viet Nam.

Project Description:

In December 2012, UN Women and the Government of Luxembourg signed an agreement for a USD 1,303,000 project entitled ‘Strengthening women’s capacity in disaster risk reduction to cope with climate change in Viet Nam’ from 2012 to December 2016 to be implemented in 5 provinces: Binh Dinh, Thua Thien Hue, Quang Binh, Ca Mau and Dong Thap. UN Women is the executing agency, responsible for technical guidance to Viet Nam Women’s Union who is the national implementing partner of the project. Broadly, the objectives are to improve women’s capacities in climate change risk reduction (DRR) and management (DRM); to enhance early warning and to increase community awareness to better cope with

climate change; and to increase women's participation in decision making for disaster preparedness and response.

In December 2013, UN Women conducted an evaluability assessment (EA) of the project to further improve the project design and measurability of results. The EA examined the project's theory of change (TOC) and project design, the availability of information, the conduciveness of context, accountability and resource allocation. Based on EA recommendations, in 2014 UN Women and Viet Nam Women's Union, with the approval from the donor, revised the project specific objectives, some indicators and targets to improve the project measurability. Below are revised project objectives:

Long-term objective: To increase women's participation in decision making to effectively address climate change adaptation and increase the resilience of the communities in preparedness and mitigation to natural disasters and reducing the negative consequences of climate change and natural disasters.

Specific Objective 1: To enhance the role of women through strengthening their capacity in the context of climate change on disaster risk reduction (DRR) and disaster risk management (DRM) actions.

Specific Objective 2: To enhance early warning messages in order to increase awareness and change behaviour of women and community to better cope with natural hazards.

Specific Objective 3: To strengthen women's participation in decision making in climate change discussions and particularly in DRR and DRM at local level with their full and formal participation in the Committees for Floods and Storms Control (CFSC).

UN Women has closely followed the EA recommendations and; (i) conducted gender analysis to identify gender issues in DRR in the project areas that can be fed into policy discussions at the national and provincial level; (ii) reviewed communication component of the project and/or review geographical expansion of the project in order to increase support to women's clubs under VWU to be able to have active discussions and in order to empower local women through DRR; and (iii) strengthened gender mainstreaming component of the project through reviewing programme design, conducting gender analysis to feed into policy discussions, and stronger advocacy roles of VWU at the national CFSC. *(The full Evaluability Assessment report will be provided at the evaluation process).*

2. Evaluation Purpose and Use

The overall purpose of this evaluation is to assess the extent to which the project has resulted in progress (or lack thereof) towards intended and/or unintended results regarding strengthening women's capacity in disaster risk reduction to cope with climate change in Viet Nam. It is mandatory, end-of-project external evaluation, to be undertaken as agreed with the donor of the project - the Government of Luxembourg. As the evaluation is funded by project funds, it will need to be completed in line with the end of the project by December 31, 2016.

The primary users of the evaluation include UN Women Viet Nam Country Office, the Government of Luxembourg and implementing partners such as Viet Nam Women's Union, Disaster Management Center (under the Directorate of Water Resources, Ministry of Agriculture and Rural Development). Secondary

users will be the UN Disaster Management Working Group, the NGOs working group on Disaster Management and other relevant development partners as well as research institutions.

This is a summative evaluation and findings and recommendations is expected to help UN Women learn and refine its approaches to gender mainstreaming in DRR and DRM, and will be used by UN Women VCO for development and implementation of future programmatic interventions on gender and DRR/DRM. Additionally, Viet Nam Women’s Union will use the evaluation findings and recommendations to further strengthen their strategic interventions on disaster risk reduction and climate change adaptation.

The knowledge generated from the evaluation will also be shared with different stakeholders to inform their strategies for mainstreaming gender and women empowerment in DRR/DRM.

3. Evaluation Objectives, Criteria and Key Evaluation Questions:

The objective of the evaluation will:

- Assess the relevance of the project in terms of its alignment with national development and gender equality commitments, UN Women’s mandate and comparative advantage, and if it meets the needs of the targeted communities.
- Assess effectiveness and efficiency in progressing towards the achievement of project objectives as defined in the intervention.
- Assess the impact and sustainability of the intervention in contributing to transformational change for gender equality and women's empowerment.
- Identify lessons learned, success stories and good practices in order to maximize the experiences gained.
- Provide actionable recommendations with respect to the UN Women intervention.

The evaluation should take into consideration the programme duration, existing resources and political environmental constraints.

Evaluation Key Questions:

It is anticipated that the evaluation seeks to answer the following questions. Please note that the specific questions to be answered will be finalized and agreed with the selected evaluation firm.

Evaluation criteria	Key questions
Relevance	a. To what extent is the intervention relevant to the needs and priorities as defined by beneficiaries? b. What is UN Women’s comparative advantage in this area of work compared with other UN entities and key partners?
Effectiveness	a. To what extent has the programme made progress towards planned outcomes and outputs? Which areas or outcomes have progress and least progressed and why? b. How effective were the project strategies in achieving expected results?

	<ul style="list-style-type: none"> c. To what extent did the programme develop and build capacities of partners on gender equality and mainstreaming in DRR? d. How effective has the programme been in establishing ownership? e. Assess the effectiveness of the activities implemented by partner institutions and their contribution to the outcomes of the programme. f. Assess the lessons learned from these partnerships and the possibilities to replicate them. g. To what extent has the programme been implemented using a Human Rights based-approach?
Efficiency	<ul style="list-style-type: none"> a. Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve results? Have resources been used efficiently? b. Have programme funds and activities been delivered in a timely manner? c. Assess managerial and work efficiency. Were management capacities adequate? d. Has relevant international gender, climate change and disaster risk reduction expertise been sought? e. How effectively did the programme management team monitor programme performance and results?
Impact	<ul style="list-style-type: none"> a. Are there any immediate impacts (positive or negative, direct or indirect, intended or unintended observed)? b. To what extent was gender equality and women's empowerment advanced in disaster management at household, community and national level as a result of the intervention? c. To what extent has the project created changes in policy and institutional mechanism on disaster management in Viet Nam?
Sustainability	<ul style="list-style-type: none"> a. What steps have been taken to ensure programme sustainability? Are the programme results, achievements and benefits likely to be durable? b. Are results anchored in national institutions and can they be maintained at the end of the programme? c. Can the programme approach or results be replicated or scaled up by national partners? What would support their replication and scaling up?

4. Scope

This evaluation will look at UN Women's Climate Change and Disaster Risk Reduction programme. Under this, the scope of the evaluation is limited to the project funded by the Government of Luxembourg, implemented over the period of 4 years (January 2013 until December 2016) with a total budget of USD 1,303,000. The evaluators will look at the partnerships UN Women shares with the Viet Nam Women's Union and the Disaster Management Centre.

The project implements activities at the central level in Hanoi; and at provincial, district and commune levels. The project was implemented in 5 provinces in Viet Nam (Binh Dinh, Quang Binh, Thua Thien Hue, Ca Mau and Dong Thap). UN Women recommends that project be examined at all levels from central to

local level, with evaluators selecting one commune in at least three project provinces as study areas. Study areas can be identified based on agreed criteria.

The final evaluation of the project is to be conducted externally by an independent consultant team with substantive support from UN Women Viet Nam Country Office. It is planned to be conducted in the period of September to December 2016.

5. Methods, Processes and Timeframe

Methodology:

The evaluation will be based on gender and human rights principles, as defined in the UN Women Evaluation Policy. The evaluation will be conducted in accordance with UN Women evaluation guidelines and UNEG Norms, Standards, Ethical Guidelines, Code of Conduct for Evaluations and Integrating Human Rights and Gender Equality in Evaluations in the UN System.

The evaluation will be a transparent and participatory process involving relevant UN Women stakeholders and partners at national and sub-national levels. These are including but not limited to: UN Women staff, Viet Nam Women's Union project management unit, Disaster Management Center, sub-national Women's Union in target provinces, NGO partners (Oxfam, CARE, UNDP-Disaster Management Center (SCDM II) project), local government in some target communes, women and men beneficiaries.

The evaluation will examine all the relevant documents of the project, including logical framework of the project, annual work plan, progress report by implementing partners, UN Women's progress reports to the donor, knowledge products produced in the frameworks of the project, the evaluability assessment of the project conducted in early 2014, etc.

The evaluation methodology will employ mixed methods for data collection. The evaluation will have two levels of analysis and validation of information:

- *Level 1:* A desk review of information sources, such as, but not limited to: programme documentation, work plans, roles and responsibilities, partnership agreements, progress reports, meeting minutes, mission reports, monitoring reports, technical products developed, data collected, and any important correspondence between key parties.
- *Level 2:* In-depth analysis of the programme both by qualitative and quantitative data collection. This will involve visits to Hanoi and selected provinces where the project has been implemented, and will employ a number of evaluation methods ranging from document reviews, interviews, focus group discussions, surveys, observations.

Evaluation process:

The evaluation will look at the progress made towards the results of the programme and communicate lessons learned and any recommendations for future programming to UN Women and partners. The entire process will take place over a period of five months (estimated period: August-December 2016), in which collection of field data should be completed over a period of one month from the start of data collection.

The evaluation should include the following steps:

Step 1: Desk review and inception meeting

The Evaluation Firm will attend an inception meeting where orientation on programme objectives will be offered, as well as on progress made. At this stage of the evaluation, the evaluator will have the chance to speak with UN Women staff, as well as with selected stakeholder representatives. The Evaluation Firm will be given key programme documentation for review. The inception meeting, desk review of key programme documents (e.g. programme documentation, contracts, agreements, progress reports, monitoring reports, etc.), and key stakeholder interviews to understand the scope of the evaluation - will be held to inform the drafting of the inception report. This stage of the process can be home-based.

Step 2: Inception report

The draft Inception Report should be submitted, with methodology and evaluation design. The inception report will be reviewed by UN Women and the Reference Group. The Inception Report will then be finalized based on UN Women's feedback. The Inception Report should include final evaluation questions, identified stakeholders for interviews and discussions, and the methodology of the evaluation.

Step 3: Data collection (mixed-methods)

Interviews and focus group discussions should focus on how stakeholders view the programme. Data from programme staff, documentation, surveys (pre- and post-KAP survey) and stakeholder interviews and group discussions are used to determine plausibility of the programme model, i.e. to the extent it is properly implemented, sufficiently developed, and activities appropriate, to reasonably predict that the programme is contributing to the stated results, with a particular emphasis on output level results. This data collection will include both in-country, face-to-face and/or virtual (telephone, video conferencing) interviews.

Step 4: Data analysis and synthesis

Collected data should be analysed, and the Analysis Framework should be clearly explained in the report and also shared during the inception phase.

Step 5: Sharing of preliminary findings

The Evaluation Firm will share preliminary findings and recommendations with UN Women at the end of the field visit and interviews with stakeholders. The evaluator will draft the report and present the initial report to a group with representatives from UN Women and key stakeholders.

Step 6: Report writing

The Evaluation Firm makes conclusions and recommendations. Conclusions and recommendations are drawn from the data. The evaluator is encouraged to guard against validity threats, such as personal bias.

Step 7: Sharing of draft report

The Evaluation team finalizes a draft report and share the draft report to stakeholders in a validation meeting. The report structure should follow UNEG’s evaluation report guidance. UN Women will review the report as part of quality assurance and will share it with the reference group for their feedback.

Step 8: Finalization of the Report

The Evaluation Team will finalize the report. Recommendations will be drafted for Management Response.

Step 9: Dissemination of Report

UN Women will develop a dissemination and utilization plan following the finalization of the Evaluation Report.

Timeframe / Work plan:

The timeframe (tentative) for the work of Evaluation Firm is planned in the period of 1st September to 15th December 2016.

Items	Month 1 July	Month 2 Aug	Month 3 Sep	Month 4 Oct	Month 5 Nov	Month 6 Dec
TOR drafted and finalized	■	■				
Selection of consultants and hiring process		■	■	■	■	
Inception meeting, desk review and drafting inception report - 10 days			■	■		
Review of inception report by UN Women/reference group - 1 week				■		
Finalization of inception report - 1 week				■		
Data collection (in Vietnam) - 3 weeks				■	■	■
Presentation of preliminary findings to UN Women - 1 day				■		
Drafting of the report (could be home-based) - 2 weeks				■	■	
Review 1 st draft report by UN Women - 1 week					■	
Submit 2 nd draft report and review by UN Women - 1 week					■	
Submit final draft report and review by reference group - 1 week						■
Facilitate a validation workshop with stakeholders - 1 day						■
Finalization and submission of final report - 1 week						■

6. Deliverables

The deliverables of the evaluation are as follows:

- i. **Inception Report:** The inception report should detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should also include an evaluation matrix, proposed schedule of tasks, activities and deliverables. The inception report should also contain a description of the country visits. UN Women guidance on inception reports is available.
- ii. **Preliminary Findings:** The Evaluation Firm shall share initial findings and recommendations with the UN Women programme team prior to the stakeholders’ consultation.
- iii. **Draft Reports:** Report structure should follow UNEG evaluation report guidance.
- iv. **Presentation of draft report at a validation workshop:** A presentation should be prepared for sharing and feedback at a validation report organized by UN Women.
- v. **Final Report:** The final report will follow UN Women’s Report Guidance, and be submitted in hard and in soft copy.

Note: All process should be guided by UNEG’s guidance on human rights and gender equality in evaluation: <http://uneval.org/document/detail/1616>

7. Management Arrangement

The Evaluation Firm will work in consultation and close collaboration with UN Women staff and management structure as per the table below:

Actors and accountability	Roles and Responsibilities
VCO Country Representative	<ul style="list-style-type: none"> • Safeguard of the independence of the evaluation exercise and ensure quality of the evaluation • Prepare a management response to the evaluation
Evaluation Task Manager – Programme Officer	<ul style="list-style-type: none"> • Provide inputs from the programme perspective • Participate in the review of the evaluation methodology • Observe the evaluation process • Facilitate the process by providing available documents, data and contacts
ME focal point of VCO	<ul style="list-style-type: none"> • Provide inputs from the programme perspective • Participate in the review of all stages of the evaluation (finalization of TOR, inception, data collection, validation) • Provide inputs for the evaluation report
Regional Evaluation Specialist	<ul style="list-style-type: none"> • Support the UN Women Programme Team on all stages of evaluation management, in terms of technical evaluation issues

Reference Group – UN Women and Women’s Union	<ul style="list-style-type: none"> • Participate in various steps of the evaluation management process, such as inception meeting and commenting on draft reports
Evaluation Team Leader	<ul style="list-style-type: none"> • Lead and conduct the evaluation, and be responsible for the relevant deliverables • Communicate with UN Women whenever needed • Oversee field visits and data collection
Evaluation Firm / Team Members	<ul style="list-style-type: none"> • Conduct the evaluation, and be responsible for the relevant deliverables • Communicate with UN Women whenever needed • Conduct field visits and data collection

8. Personnel / Qualifications

The firm/companies/research organizations shall suggest the composition of an evaluator team with a mix expertise on disaster risk reduction and gender. Team leader and team composition cannot be changed after the contract is signed. It can be done so only with prior approval from UN Women.

A team of evaluators should clearly detail roles and responsibility of all consultants in the team, and the number of days each member shall work. CVs of all team members have to be attached, with at least 2 references. Sample of previous work should be included, they will be asked for during assessment of proposals. Changes in team composition has to be notified to UN Women, as this will have implications on proposal assessment.

A cover letter confirming availability for the task and total amount requested should be included in the proposal package.

A team with both international and Vietnamese evaluators is highly desirable.

Qualifications for a team leader:

- At least Master’s Degrees in social sciences, evaluation, development studies, disaster management or related fields;
- Extensive experience in conducting programme evaluations: 10 years for evaluation team leader, with at least 5 years of exposure to work on climate change and disaster risk management and/or gender, with demonstrable skills and knowledge of evaluation designs, both qualitative and quantitative data collection and analysis;
- Experience with gender-responsive evaluations is a requirement, as well as experience in leading evaluations of a budget of over 1 million USD;
- Fluency in English, with the ability to produce well written reports demonstrating analytical ability and communication skills;
- Facilitation skills and ability to manage diversity of views in different cultural contexts is a requirement;

- Excellent understanding and commitment to UN Women’s mandate is a requirement;
- Previous experience of working with the UN, with experience of the Asia-Pacific Region, particularly Viet Nam, is a distinct advantage;
- Display of integrity, by modelling the UN's values and ethical standards;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability are required.

Qualifications for team members:

- At least Master’s Degrees in social sciences, evaluation, development studies, disaster management, gender or related fields, with demonstrable strong evaluation experience;
- At least 5 year experience in participating in programme evaluations with gender-responsive evaluations is a requirement;
- Experience with programmes and/or evaluations on climate change and disaster risk reduction, including gender mainstreaming in programmes;
- Excellent understanding and commitment to UN Women’s mandate is a requirement;
- Previous experience of working with the UN, with experience working in Viet Nam is a distinct advantage;
- Display of integrity, by modelling the UN's values and ethical standards;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability are required.

9. Evaluation Ethics

Evaluations in the UN will be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and by the UNEG ‘Ethical Guidelines for Evaluation’. These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation. Evaluators are also required to be guided by UN Women’s Handbook on Gender-Responsive Evaluations throughout the process.

Annex III

Evaluation Methodology and Criteria

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

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

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

Technical proposal: 700 points

Financial proposal: 300 points

Total number of points: 1000 points

Evaluation of financial proposal:

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

A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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

Evaluation of technical proposal:

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

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	35
1.2	Adverse judgments or awards	35
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	35
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)	70
1.5	Quality assurance procedures, warranty	35
1.6	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	70
		280
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	105
2.2	Management Services – Timeline and deliverables.	70
2.3	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, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	35
		210
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time	
		210
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 IV

Format of Technical Proposal

Technical Proposals not submitted in this format may be rejected.

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

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

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

Section A: Expertise and Capability of Proposer
<p><u>1.1 Organizational Architecture</u></p> <ul style="list-style-type: none"> • 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.
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> • Include reference to any adverse judgment or award.
<p><u>1.3 General Organizational Capability</u></p> <ul style="list-style-type: none"> • 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 goods/services/works to	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

Section B: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

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

d) The best interests of UN Women
<p><u>2.2 Management - timeline, deliverables and reporting</u></p> <ul style="list-style-type: none"> • Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR
<p><u>2.3 Environment-related approach to the service/work required</u></p> <ul style="list-style-type: none"> • Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
Section C: Resource Plan, Key Personnel
<p><u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u></p> <p>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.</p>
<p><u>3.2 Gender profile</u></p> <ul style="list-style-type: none"> • Proposer is strongly encouraged to include information regarding the percentage of women employed in Proposer's organization, women in leadership positions, and percentage of women shareholders. This will <i>not</i> be a factor in the evaluation criteria; UN Women is collecting this data for statistical purposes in support of UN Women's core mandate. • Proposers are also requested to sign the Voluntary Agreement for Promoting Gender Equality in the Workplace. <p>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.</p> <p>Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.</p> <p>Please use the format below, with each CV no more than THREE pages in length.</p>

Sample CV template:

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

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

Annex V

Format of Financial Proposal

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

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

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

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

1. A summary of the price in words and figures

i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:

a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the Proposer overhead and backstopping facilities

b. An all-inclusive daily subsistence allowance (DSA) rate for every day in which the experts shall be in the field for purposes of the assignment.

c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.

d. An all-inclusive amount for local travel, if applicable.

e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the Proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the Proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

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

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

A. Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1			
2	Deliverable 2...			
	Total	100%	USD	

B. Cost Breakdown by Resources

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

Description	Quantity	Number of Unit	Unit Cost (USD)	Total Cost (USD)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost Please detail the following: 1. Estimated return tickets for travel (if any) 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 1 lump 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				

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

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

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

Annex VI

Proposal Submission Form

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

To: **UN Women Viet Nam**
304 Kim Ma, Ba Dinh District, Hanoi, Viet Nam

Date: *[insert date of Proposal Submission]*

We, the undersigned, declare that:

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

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

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

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

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

Dated on _____ day of _____, _____ *[insert date of signing]*

Annex VII

Voluntary Agreement

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

(Name of the Contractor)

And

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

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

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

On behalf of the Contractor:

Name, Title, Address, Signature

Date:

Annex IIX

General Conditions of Contract

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

- a) For Services (Available from this link:
<http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>)

Annex IX

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM
(To be completed and returned with your technical Proposal)

JV / Consortium/ Association Information	
JV's Party legal name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Proposers)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner and contact information	(inset name, address, telephone numbers, fax numbers, e-mail address)
Consortium/Association Agreement	[attach agreement]
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]

Signatures of all partners:

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

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Annex X

Submission Checklist

For submissions by courier mail/hand delivery:

- Outer envelope containing the following:
 - Proposal submission form _____
 - Joint Venture Form (if in a joint venture) _____
 - Performance Security Form (if Required) _____
 - Inner envelope containing technical proposal _____
 - Second inner envelope containing Financial Proposal _____

For email submissions:

- Technical Proposal PDF sent to E-mail address specified in Invitation Letter, includes:
 - Technical Proposal _____
 - Proposal submission form _____
 - Joint Venture Form (if in a joint venture) _____
 - Performance Security Form (if required) _____
- Financial Proposal PDF sent to E-mail address specified in Invitation Letter _____

Model Form of contract has been read and understood _____

General Conditions of Contract have been read, understood and accepted _____