Dear Sir/Madam,

Subject: RFP for Call of Proposals from Uzbekistan organizations to support women’s national machinery in drafting policy on women’s entrepreneurial development in Uzbekistan

1. You are requested to submit a proposal to implement the project of UN Women in Uzbekistan to support women’s national machinery in drafting policy on women’s entrepreneurial development in Uzbekistan as per enclosed Terms of Reference (TOR).

2. To enable you to submit a proposal, attached are:
   i. Instructions to Offerors ……………. (Annex I)
   ii. General Conditions of Contract…….
       http://www.unwomen.org/~media/Headquarters/Attachments/Sections/About%20Us/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf
   iii. Terms of Reference (TOR)…………….. (Annex II)
   iv. Proposal Submission Form …………..(Annex III)
   v. Technical proposal Submission form .(Annex IV)
   vi. Price Schedule .......................... (Annex V)
   vii. Proposed Copy of Contract………….(Annex VI)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, marked with “RFP/2014/UN Women/UZB/2: Call for Proposal from from Uzbekistan organizations to support women’s national machinery in drafting policy on women’ entrepreneurial development in Uzbekistan as per enclosed Terms of Reference should reach the following address on 18.00 local time, 12 August, 2014 at:

   14, Makhmud Tarobiy str.,
   Tashkent, 100090, Uzbekistan, room 4
   Attention: Irirna Ryabykina, Senior security of UN Building 2
   Tel: + 99871-1205693

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. Contact person for clarifications: Farzona Khashimova, Program specialist/Gender adviser: farzona.khashimova@unwomen.org

5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

Yelena Kudryavtseva,
Programme Specialist,
OIC, Head of UN Women Multi-Country office Kazakhstan (Central Asia)
A. Introduction

1. General

**Purpose of RFP**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified local Uzbekistan organizations to support women’s national machinery in drafting policy on women’s entrepreneurial development in Uzbekistan.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal. UN Women will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UN Women entity in writing at the organization’s mailing address or fax number indicated in the RFP. The procuring UN Women entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organization’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UN Women entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UN Women entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UN Women entity shall be written Russian language.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

(a) Proposal submission form;
(b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; *(e.g. financial statement for most current year, previous job/contracts reference, accreditations, etc)*

(c) Price schedule, completed in accordance with clauses 8 and 9;

8. **Proposal form**

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) **Management plan**

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror’s present activities. It should focus on services related to the Proposal.

This section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UN Women entity.

(b) **Resource plan**

This should fully explain the Offeror’s resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror’s current capabilities/facilities and any plans for their expansion.

(c) **Proposed methodology (from the TOR)**

This section should demonstrate the Offeror’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror’s Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be dearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly.

9. **Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. **Proposal currencies**

All prices shall be quoted in local currency (Uzbekistan Sum-UZS).

11. **Period of validity of proposals**

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UN Women entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UN Women entity on the grounds that it is non-responsive.
In exceptional circumstances, the procuring UN Women entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

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

13. Payment

UN Women shall effect payments to the Contractor after acceptance by UN Women of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to:

  14, Makhmud Tarobiy str.,
  Tashkent, 100090, Uzbekistan,
  Attention: Irirna Ryabikina, Senior security of UT Building 2.

  And

- marked with:

  RFP for Call of Proposals from Uzbekistan organizations to support women’s national machinery in drafting policy on women’ entrepreneurial development in Uzbekistan

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (Proposal form) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UN Women entity will not assume responsibility for the Proposal’s misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received by the procuring UN Women entity at the address specified under clause Sealing and marking of Proposals no later than 18.00 local time, 12 August 2014.

The procuring UN Women entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of the procuring UN Women entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Proposals

Any Proposal received by the procuring UN Women entity after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
17. **Modification and withdrawal of Proposals**

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

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy.

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

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

E. **Opening and Evaluation of Proposals**

18. **Opening of proposals**

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UN Women entity.

19. **Clarification of proposals**

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. **Preliminary examination**

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

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

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

21. **Evaluation and comparison of proposals**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

In the Second Stage, the price proposals of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The technical components overall will be weighted at financial components at 30%. The contract will be awarded to the offeror with the highest combined score in both the technical and the price proposals.
## Technical Evaluation Criteria

### Summary of Technical Proposal Evaluation Forms

<table>
<thead>
<tr>
<th>Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
<th>Company / Other Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>1. Management Plan</td>
<td>40%</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td>2. Proposed Methodology</td>
<td>30%</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td>3. Resource Plan</td>
<td>30%</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

- **Form 1**: Expertise of Firm / Organization Submitting Proposal
- **Form 2**: Proposed Work Plan and Approach
- **Form 3**: Personnel

<table>
<thead>
<tr>
<th>Technical Proposal Evaluation Form 1</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expertise of firm / organization submitting proposal</strong></td>
<td><strong>Sub-score</strong></td>
</tr>
<tr>
<td>1.1 Be an officially registered legal entity in Uzbekistan eligible for the assignment (Organization Charter and other supporting documents need to be attached to the proposal)</td>
<td>40</td>
</tr>
<tr>
<td>1.2 Reputation of Organisation and Staff (Competence/Reliability have to be justified by 3 references)</td>
<td>40</td>
</tr>
<tr>
<td>1.3 General organization capacity that will influence to effective implementation of the project (i.e. management structure, scale of organization, financial sustainability, organization functioning period (Organization organigramme, information on the employees, volunteers, functioning period need to be attached to the proposal)</td>
<td>50</td>
</tr>
<tr>
<td>1.4 Availability of:</td>
<td><strong>150</strong></td>
</tr>
<tr>
<td>5 years of proven experience on development and implementation of programs and projects on women’ economic empowering, advance gender equality and women’s rights;</td>
<td>50</td>
</tr>
<tr>
<td>5 years’ experience of cooperation with donor/international organizations/, local authorities and civil society</td>
<td>30</td>
</tr>
<tr>
<td>1.5 5 years of working experience in preparation of analytical review and reports, conducting advocacy on gender equality and women'economic empowering issues;</td>
<td>40</td>
</tr>
<tr>
<td>1.6 5 year experience in planning, management, monitoring and evaluation of programs and approaches based on the result.</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Form 1</strong></td>
<td><strong>280</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Proposal Evaluation Form 2</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Methodology</strong></td>
<td><strong>Proposed Work Plan and Approach</strong></td>
</tr>
</tbody>
</table>
### 2.1 The task is well understood, properly addressed and correspond to this RFP requirements (especially ToR Annex III)

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>50</td>
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### 2.2 Aspects of the task in question are addressed in sufficient details

<table>
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<tr>
<th>Points</th>
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<tr>
<td>40</td>
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### 2.3 Different components of the assignment are adequately weighted relative to one another

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>30</td>
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</table>

### 2.4 Proposals based on the assessment of the current situation that will be used in preparation of application

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>40</td>
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</table>

### 2.5 Efficient and realistic work plan corresponding to the needs/specifliics stipulated in the ToR (sequence of activities is realistic and will ensure effective implementation of the work plan in compliance with the ToR time frame)

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

**Total form 2** 210

### Technical Proposal Evaluation

#### Form 3

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Points Obtainable</th>
</tr>
</thead>
</table>

**3.1 Team leader/Coordinator**

Sub-score 110

<table>
<thead>
<tr>
<th>Advanced University degree in socio-economic sphere and related fields</th>
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<tbody>
<tr>
<td>20</td>
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<table>
<thead>
<tr>
<th>10 years of working experience in development and implementation of programs and projects on women economic empowerment, promotion of gender equality and women's rights;</th>
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<tbody>
<tr>
<td>40</td>
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</table>

<table>
<thead>
<tr>
<th>Knowledge of legislation and national policies in the field of gender equality, promotion of women's rights, economic development</th>
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<tbody>
<tr>
<td>20</td>
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</table>

<table>
<thead>
<tr>
<th>Strong analytical and written skills assessed by written work provided to UN Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
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</table>

<table>
<thead>
<tr>
<th>5 years of managerial experience</th>
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<tbody>
<tr>
<td>10</td>
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<table>
<thead>
<tr>
<th>Advanced knowledge of Uzbek and Russian languages, knowledge of English is an asset.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
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</tbody>
</table>

**3.2 Qualified staff (key team member- Expert –analyst in the field of women'entrepreneurial development programs in Uzbekistan):**

Sub-score 50

<table>
<thead>
<tr>
<th>Advanced University degree in sociology, statistics, economy spheres and related fields</th>
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<tbody>
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<td>10</td>
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<table>
<thead>
<tr>
<th>5 years of experience in research and preparation of analytical reports in areas such as micro-crediting, women's entrepreneurship, economic development;</th>
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<td>10</td>
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</table>

<table>
<thead>
<tr>
<th>5 years experience in data and information analysis, analytical skills assessed by 2 – analyzes samples submitted</th>
</tr>
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<tbody>
<tr>
<td>10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge of legislation and national policies in the field of gender equality, promotion of women's rights, economic development</th>
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<tbody>
<tr>
<td>10</td>
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</table>

<table>
<thead>
<tr>
<th>Advanced knowledge of Uzbek and Russian</th>
</tr>
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<tbody>
<tr>
<td>10</td>
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</tbody>
</table>

**3.3 Qualified staff (key team member-Expert on development the draft policy on women'entrepreneurial development in Uzbekistan):**

Sub-score 50

<table>
<thead>
<tr>
<th>University degree in economy, sociology, statistics spheres and related fields</th>
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<td>10</td>
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<table>
<thead>
<tr>
<th>8 years of working experience in the field of gender equality and development, economic development and women entrepreneurship</th>
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<table>
<thead>
<tr>
<th>5 years of experience in cooperation with international organizations in the area of women economic empowerment, economic development</th>
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<tr>
<td>10</td>
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</table>

<table>
<thead>
<tr>
<th>Proven analytical and written skills assessed by 2 written work samples submitted</th>
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</thead>
<tbody>
<tr>
<td>10</td>
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<table>
<thead>
<tr>
<th>Advanced knowledge of Uzbek and Russian languages,knowledge of English is an asset.</th>
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<td>10</td>
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</table>

**Total form 3** 210
Financial Evaluation

The number of points to be awarded for the financial evaluation is 300. 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 suggested formula is as follows:

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

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

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.

F. Award of Contract

22. Award criteria, award of contract

The procuring UN Women entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser’s action.

Prior to expiration of the period of proposal validity, the procuring UN Women entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

23. Purchaser’s right to vary requirements at time of award

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

24. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.
Annex II

TERMS OF REFERENCES

Call of Proposals from Uzbekistan organizations to support women’s national machinery in drafting policy on women’ entrepreneurial development in Uzbekistan

Project: WED in Uzbekistan

Geographical coverage: Uzbekistan

Duration: August 2014 –December 2014

Type of contract: Institutional service Contract

Background:

UN Women is the United Nations Entity for Gender Equality and the Empowerment of Women, aimed at providing financial and technical assistance and support to innovative programs and strategies to promote gender equality and support women's human rights. UN Women supports and promotes gender equality and links women with problems of national, regional and global agendas by developing and strengthening cooperation and providing technical support and expertise to promote gender and development strategies to strengthen the rights and participation of women.

Multi-office of UN Women for Central Asia, located in Kazakhstan, Almaty, has projects in four Central Asian countries (Kazakhstan, Tajikistan, Turkmenistan and Uzbekistan). UN Women is actively cooperating with the government, international organizations and NGOs, as well as working within existing programs and funds, such as the UN Trust Fund to End Violence against Women.

The development of small and medium enterprises, the formation of the propertied class, which provides the basis for rise of the country's economy, improving living standards, create new jobs, provision of essential goods and services - the great importance for further successful development of the Republic of Uzbekistan.

The Presidential Decree "On additional measures to support the Women's Committee of Uzbekistan” (№ UP-3434, 25 May, 2004) has been created an enabling environment for women and full support in the creation and development of women entrepreneurial activities. There are extensive works on involving women in business, creating new jobs for the graduates of secondary specialized educational institutions, improving economic and legal knowledge on women's rights performed as a result of consistent implementation of this document and other government social oriented programs.

According to UN Women research conducted under the joint project with WCU "Economic empowerment of women in Uzbekistan", the main types of business activities in rural areas are cotton, grain, melons, horticulture (fruits for sale and conservation), livestock, poultry farming, greenhouses, where vegetables, mushrooms, flowers, herbs are growing. Rural women entrepreneurs working in the sewing, craft, pastry baker and mini-workshops, engaged in trade, catering, and provide a variety of services to the population. Also among women entrepreneurs widespread handicraft, souvenir production and tourism services, as a small business, and at the level of individual business.

Business among rural women - it's basically a small business (mini-shop, pharmacy, small wholesale, handicrafts, home work). Creation of large enterprises needed large space, large investments, the availability of sustainable energy resources. There is particular problem of women's entrepreneurship development in the remote villages where the question of development industrial and social infrastructure, provision of rural settlements transport communications, clean drinking water, increasing the coverage of telecommunications networks and information technology exist.
With approval of the Concept of further deepening democratic reforms and development of civil society in the country” and the State program 2012 “Year of small business and entrepreneurship” in Uzbekistan began a new stage in development of small business and entrepreneurship.

In general the state policy on promotion and development of entrepreneurship and women business in particular based on the following main areas of government support for small business and entrepreneurship:

- create the most favorable business environment, further improvement of legislation, reduction of public administrative functions and licensing standards;
- scale reduction of interference by the public and regulatory authorities in financial and economic activities;
- simplifying procedures of creation and registration of small businesses and entrepreneurs and connection to construction engineering and communication networks;
- creation of maximum favorable conditions, tax preferences, improving the reporting system;
- increase lending to small business and entrepreneurship;
- increase the participation of small businesses and private entrepreneurship in economic activities;
- development of information and counseling support to SME, as well as in matters of training, retraining and advanced training.

However, researches\(^3\) show there are some problems, especially in the development of women's entrepreneurship in the country. So, women still face difficulties in access to business education, obtaining marketable skills, access to new technologies and logistical resources (equipment, raw materials), to financial services such as loans, consulting services and training; to information and knowledge that are needed to start small and medium enterprises. These problems are particularly relevant in rural areas where educational seminars, trainings and forums are held quite rare; there is no access to necessary information on the changes in the legislative and regulatory framework of entrepreneurship for entrepreneurs.

Given this, the deep reforms of the legal system in all areas, including in the field of business development was initiated by the government of the country. There were created the whole series of legal acts aimed to development of free enterprise and support entrepreneurs, especially for women in urban and rural areas. For example, in accordance with Action Plan for the further improvement of Women's Committee of Uzbekistan in supporting women's entrepreneurship across the country there were identified 14 model regions, where it was necessary to pay special attention to the incentives of women entrepreneurs and their business development, especially in rural areas.

Activities of UN Women in Uzbekistan previously mainly were focused on providing the technical and advisory support to national partners at the governance level in the field of monitoring and implementation of CEDAW Convention and reporting to the CEDAW Committee, supporting NGOs activities on eliminating violence against women, helping United Nations in their efforts to promote gender equality in the country. Representatives of government and civil society organizations of Uzbekistan took an active part in the CIS regional activities to strengthen regional partnerships and mutual exchange of experience in the creation of gender - sensitive strategies, implementation and monitoring.

Based on the Memorandum of Understanding (MOU) between UN Women (previous UNIFEM) and Women’s Committee of Uzbekistan (WCU), since 2009, UN Women supported the Women’s Committee of Uzbekistan in the implementation of the Project on Economic Empowerment of Women in Uzbekistan aimed at the enhancement of economic and social status of rural women in Uzbekistan through:

- mobilizing efforts of rural communities in addressing economic and social challenges for ensuring rights based and gender responsive development and increase in living standards of rural women;
- to enhance capacities of the Centers for Social and Legal Support in providing consultative and information assistance to rural women, ensuring access to economic and financial resources.

Part of the current project, there were 2 researches on entrepreneurial business development and assessment of capacity of women- members of SHGs conducted:

- 2012 – Demand activities for SHGs of women in rural areas of Uzbekistan;
- 2013 - Assessment of consumer demand and capacity of rural women from poor families to organize and conduct business in the Muynak region of Karakalpakstan

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1 Order of President of the Republic of Uzbekistan “On measures to implement the priorities of the Concept of further deepening democratic reforms and formation of civil society in the country in deepening democratic market reforms and liberalization of the economy” (# P-3557, 14.01.2011)
2 Resolution of the President of the Republic of Uzbekistan “On the State program: Year of small business and entrepreneurship” (# PP-1474, 07.02.2011)
3 Achievements and prospects for development of women’s entrepreneurship in the Republic of Uzbekistan, UNECE, 2009
Taking into account the high importance of small and medium-sized businesses development, marked by the President of the Republic of Uzbekistan as one of the priorities of the state policy and the implementation of para.32, 33 of the "Healthy child Year" State program, UN Women in collaboration with Women's Committee of Uzbekistan, Chamber of Commerce and Industry of Uzbekistan and other national partners plans to continue the work on development of women's entrepreneurship in Uzbekistan. In this regard, Multi-Country office of UN Women for Central Asia within the framework of the Strategic Plan for 2014-2017 plans to provide technical support to women's national machinery in drafting the policy on women' entrepreneurial development in Uzbekistan

**Goal and objectives:**

Selected organization will work under overall management of UN Women Gender Adviser in Uzbekistan and under the guidance of UN Women MCO Programme Specialist to achieve the following goals and objectives during the period from August to December 2014.

- Partnership with Women's Committee of Uzbekistan, Chamber of Commerce and Industry of Uzbekistan and other national partners on activities aimed for drafting policy on women' entrepreneurial development in Uzbekistan;
- Consulting and technical support in partnership with Women's Committee of Uzbekistan on establishing and further activities of the **Working Group of Experts** on women' entrepreneurial development, which will include representatives of Parliament, the Chamber of Commerce and Industry of Uzbekistan, women's NGOs and other relevant state and public bodies;
- Consulting and technical assistance in partnership with Women's Committee of Uzbekistan on:
  - reviewing the existing programs for women entrepreneurship development and study the spheres of women entrepreneurs activities, especially women from rural areas and vulnerable groups of population;
  - identification the most perspective types of business and industrial areas of women's entrepreneurship businesses
- Consulting and technical assistance in partnership with Women's Committee of Uzbekistan on development of **draft policy on women' entrepreneurial development in Uzbekistan** aimed to assist for future sustainable women's entrepreneurship development in the country;
- Roundtable- discussion on women's entrepreneurship development and the **1st draft of policy on women' entrepreneurial development in Uzbekistan** in order to make recommendations for future finalization with participation of representatives from the government, large public organizations, NGOs businesses structures and women-entrepreneurs of Uzbekistan;
- In partnership with Women's Committee of Uzbekistan and WGE submit for consideration the **draft policy on women' entrepreneurial development in Uzbekistan** to relevant authorities (Cabinet of Ministres of Republic of Uzbekistan) in established procedures in the country.

**Scope of the work**

Activities during the period August-December 2014 will be held in two stages:

**Stage 1**

- Partnership and MoU signed with Women's Committee of Uzbekistan, Chamber of Commerce and Industry of Uzbekistan and other national partners on activities aimed on support drafting policy on women’ entrepreneurial development in Uzbekistan established;
- The permanent **Working Group of Experts(WGE)** on women’ entrepreneurial development, which will include representatives of Parliament, the Chamber of Commerce and Industry of Uzbekistan, women's NGOs and other relevant state and public bodies established and operates under Women's Committee of Uzbekistan (approved Decision and list of WGE' experts);
The conducted review and developed analytical report on existing programs for women entrepreneurship development, including the activity spheres of women entrepreneurs-beginners, especially from rural areas and from vulnerable group of population, and identified the most stable and perspective types of business and industrial areas of women's entrepreneurship businesses.

The Roundtable-discussion on the Review on women's entrepreneurship development issues results for further recommendations and proposals to WGE conducted with participation of representatives of WGE, government, major non-governmental organizations, women's NGOs, business structures and women entrepreneurs;

Stage 2:

- The 1st draft of policy for women' entrepreneurial development in Uzbekistan based on results of Review on women’s entrepreneurship development issues and recommendations of roundtable-discussions developed;

- The conducted roundtable-discussion (2 roundtables in Tashkent) on the 1st draft of policy on women’ entrepreneurial development in Uzbekistan for finalization of recommendations with participation of representatives from WGE, government, large public organizations, NGOs businesses structures and women-entrepreneurs of Uzbekistan;

- The draft policy on women’ entrepreneurial development in Uzbekistan finalized in accordance with amended recommendations and suggestions under the results of the roundtable-discussions and submitted in partnership with Women's Committee of Uzbekistan and WGE for consideration to the relevant authorities (Cabinet of Ministries of Republic of Uzbekistan) in established procedures in the country.

Expected deliverables:

<table>
<thead>
<tr>
<th>Expected results:</th>
<th>Timeframe/</th>
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</thead>
<tbody>
<tr>
<td>• Signed Memorandum of Understanding with Women’ Committee of Uzbekistan on joint activities for support drafting policy on women’ entrepreneurial development in Uzbekistan</td>
<td>25 August 2014</td>
</tr>
<tr>
<td>• Approved Plan of activities of the project, which includes the monitoring issues;</td>
<td></td>
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<tr>
<td>• Approved PR plan on the activities of the project;</td>
<td></td>
</tr>
<tr>
<td>• Report on facilitated and conducted 6 (six) meetings of the Working Group of Experts (WGE) under WCU on women’ entrepreneurial development, which include representatives of Parliament, the Chamber of Commerce and Industry of Uzbekistan, women's NGOs and other relevant state and public bodies;</td>
<td>10 November 2014</td>
</tr>
<tr>
<td>• Analytical report on conducted review of existing programs for women entrepreneurship development, including the activity spheres of women entrepreneurs, especially from rural areas and from vulnerable group of population, and identified the most stable and perspective types of business and industrial areas of women's entrepreneurship businesses</td>
<td></td>
</tr>
<tr>
<td>• Report on results of conducted 1-day roundtable discussions in Tashkent on Review on women’s entrepreneurship development issues results for further recommendations and proposals to WGE with participation of representatives of WGE, government, major non-governmental organizations, women's NGOs, business structures and women entrepreneurs</td>
<td></td>
</tr>
</tbody>
</table>
Participants:

- The developed *First draft of policy on women’ entrepreneurial development in Uzbekistan* based on results of *Review on women’s entrepreneurship’ development issues* and recommendations of roundtable discussions;

- Report on results of conducted 2 (two) 1-day roundtable discussions in Tashkent on developed *First draft of policy on women’ entrepreneurial development in Uzbekistan for finalization of recommendations* with participation of representatives of WGE, government, major non-governmental organizations, women's NGOs, business structures and women entrepreneurs;

- The *Draft of policy on women’ entrepreneurial development in Uzbekistan* finalized in accordance with amended recommendations and suggestions under the results of the roundtable discussions and submitted in partnership with Women's Committee of Uzbekistan and WGE for consideration to the relevant authorities (*Cabinet of Ministries of Republic of Uzbekistan*) in the established procedures in the country (please attach the letter of inquiry from the Working Group of Expert under WCU);

- Final report on project implementation approved by UN Women with all supporting documents provided to UN Women.

**Duration of the project**

Duration of the assignment - 4 months from the date of signing the contract, but all work must be planned and executed no later than November 30, 2014.

**Requirements to the level of organization competency:**

1. Be an officially registered legal entity in Uzbekistan eligible for the assignment (Organization Charter and other supporting documents need to be attached to the proposal)
2. Reputation of Organisation and Staff (Competence/Reliability have to be justified by 3 references)
3. General organization capacity that will influence to effective implementation of the project (i.e. management structure, scale of organization, financial sustainability, organization functioning period (Organization organisamme, information on the employees, volunteers, functioning period need to be attached to the proposal)
4. Availability of:
   - 5 years of proven experience on development and implementation of programs and projects on women' economic empowering, advance gender equality and women's rights;
   - 5 years' experience of cooperation with donor/international organizations/, local authorities and civil society
5. 5 years of working experience in preparation of analytical review and reports, conducting advocacy on gender equality and women economic empowering issues;
6. 5 year experience in planning, management, monitoring and evaluation of programs and approaches based on the result.

**2 Requirements to the Team Leader/Coordinator:**

The Team Leader/Coordinator will be responsible for the overall management and coordination of the project inputs and distribution of operational tasks among the other involved staff members/experts during entire period set for this contract including elaboration of the final report.

1. Advanced University degree in social and humanitarian sciences;
2. 10 years of working experience on development and implementation of programs and projects women economic empowermen, promotion of gender equality and women's rights;
2.3. Knowledge of legislation and national policies in the field of gender equality, promotion of women's rights, economic development;
2.4. Strong analytical and written skills assessed by written work provided to UN Women;
2.5. 5 years of managerial experience;
2.6. Advanced knowledge of Uzbek and Russian languages, knowledge of English is an asset;

3 Requirements to the key staff members:

3.1. Expert analyst in the field of women's entrepreneurial development programs in Uzbekistan

3.1.1 Advanced University degree in sociology, statistics, economy spheres and related fields;
3.1.2 5 years of experience in research and preparation of analytical reports in areas such as micro-crediting, women's entrepreneurship, economic development;
3.1.3 5 years experience in data and information analysis, analytical skills assessed by 2 – analyzes samples submitted 3;
3.1.4 Knowledge of legislation and national policies in the field of gender equality, promotion of women's rights, economic development
3.1.5 Advanced knowledge of Uzbek and Russian.

3.2 Expert on development the draft policy on women's entrepreneurial development in Uzbekistan

3.2.1 Advanced University degree in economy, sociology, statistics spheres and related fields;
3.2.2 8 years of working experience in the field of gender equality and development, economic development and women entrepreneurship;
3.2.3 5 years of experience in cooperation with international organizations in the area of women economic empowerment, economic development;
3.2.4 Proven analytical and written skills assessed by 2 written work samples submitted
3.2.5 Advanced knowledge of Uzbek and Russian languages, knowledge of English is an asset.
Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to develop the proposals on support women's national machinery in drafting policy on women's entrepreneurial development in Uzbekistan for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of
Technical proposal Submission form

Note: Technical Proposals not submitted in this format may be rejected. Financial Schedule MUST be included in separate envelope.

Name of Organization/Institution:
Official Status:
Country of Registration:
Details of registration (number, date, etc.):
Name of Contact Person for this Proposal:
Address:
Phone/Fax:
Email:

Section (A): Management Plan/ Background

1.1 Title of organization, its mandate. Charter of organization and registration documents have to be attached;

1.2 Reputation of Organization and Staff (Competence and reliability have to be justified by 3 references);

1.3 General organization capacity that will influence to effective implementation of the project (i.e. management structure, scale of organization, financial sustainability, organization functioning period. Organization organigramme, information on the employees, volunteers, functioning period need to be attached to the proposal)

1.4. Availability of:
   - 5 years of proven experience on development and implementation of programs and projects on women’ economic empowering, advance gender equality and women’s rights;
   - 5 years experience of cooperation with donor/international organizations/, local authorities and civil society;

1.5. 5 years of proven experience on development and implementation of programs and projects on women’ economic empowering, advance gender equality and women's rights;

1.6 5 years experience in planning, management, monitoring and evaluation of programs and approaches based on the result.

The bidder must provide information about recently implemented for donors projects for points 1.4-1.6 in the following format:

<table>
<thead>
<tr>
<th>Name of project</th>
<th>Donor</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
<th>Reference Contact Details(Name, Phone, Email)</th>
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<tbody>
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1.7 Financial sustainability (sources of organization’s funding; annual budget of the organizations, copies of previous audit reports)
SECTION (B): RESOURCE PLAN/PERSOONNEL

2.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

2.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women project manager, is at least as experienced as the person being replaced, and subject to the approval of UN Women. No increase in costs will be considered as a result of any substitution.)

2.3 Qualifications of Key Personnel: Provide the CVs for key personnel (Team Leader/Coordinator and key team members (2 Experts on WED) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position for this Contract:</th>
<th>Nationality:</th>
<th>Contact information:</th>
<th>Countries of Work Experience:</th>
<th>Language Skills:</th>
<th>Educational and other Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of activity/Project/</td>
<td>Job Title and Activities</td>
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<tr>
<td>funding organisation, if</td>
<td>undertaken/Description of</td>
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<tr>
<td>applicable:</td>
<td>actual role performed:</td>
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<td>e.g. June 2004-January 2005</td>
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<td>Etc.</td>
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</table>

References no.1 (minimum of 3):

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Organization</th>
<th>Contact Information – Address; Phone; Email; etc.</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Designation</td>
<td>Organization</td>
<td>Contact Information – Address; Phone; Email; etc.</td>
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</tbody>
</table>

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any willful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member ____________________________ Date Signed ____________________________
### SECTION C - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

3.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

3.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.

3.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

3.4. 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 each entity and how everyone will function as a team.

3.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project 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.

3.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UN Women and partners, including a reporting schedule.

3.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

3.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

3.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.

3.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.
The Contractor is asked to prepare the Financial Proposal as a separate file from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UN Women is exempt from taxes as detailed in Section II, Clause 18.

The Financial Proposal must provide a detailed cost breakdown. 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. The UN Women reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverables

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deliverable 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Signed Memorandum of Understanding with Women’ Committee of Uzbekistan on joint activities for support drafting policy on women’ entrepreneurial development in Uzbekistan;</td>
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<tr>
<td>✓ Approved Plan of activities of the project, which includes the monitoring issues;</td>
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<tr>
<td>✓ Approved PR plan on the activities of the project;</td>
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<tr>
<td>2. Deliverable 2:</td>
<td></td>
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<tr>
<td>✓ Report on facilitated and conducted 6 (six) meetings of the <strong>Working Group of Experts (WGE)</strong> under WCU on women’ entrepreneurial development, which include representatives of Parliament, the Chamber of Commerce and Industry of Uzbekistan, women's NGOs and other relevant state and public bodies;</td>
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<tr>
<td>✓ <strong>Analytical report</strong> on conducted review of existing programs for women entrepreneurship development, including the activity spheres of women entrepreneurs, especially from rural areas and from vulnerable group of population, and identified the most stable and perspective types of business and industrial areas of women's entrepreneurship businesses</td>
<td></td>
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<tr>
<td>✓ Report on results of conducted 1-day roundtable -discussions in Tashkent on <strong>Review on women’s entrepreneurship development issues</strong> results for further recommendations and proposals to WGE with representatives of WGE, government, major non-governmental organizations, women's NGOs, business structures and women entrepreneurs( 30 participants)</td>
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<tr>
<td>✓ The developed <strong>First draft of policy on women’</strong></td>
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</table>
entrepreneurial development in Uzbekistan based on results of **Review on women’s entrepreneurship development issues** and recommendations of roundtable discussions;

- Report on results of conducted 2 (two) 1-day roundtable discussions in Tashkent on developed **First draft of policy on women’s entrepreneurial development in Uzbekistan for finalization of recommendations** with representatives of WGE, government, major non-governmental organizations, women’s NGOs, business structures and women entrepreneurs;

### 3. Deliverable 3:

- The **draft of policy on women’s entrepreneurial development in Uzbekistan** finalized in accordance with amended recommendations and suggestions under the results of the roundtable discussions and submitted in partnership with Women’s Committee of Uzbekistan and WGE for consideration to the relevant authorities (**Cabinet of Ministries of Republic of Uzbekistan**) in the established procedures in the country (please attach the letter of inquiry from the Working Group of Expert under WCU);

- Final report on project implementation approved by UN Women with all supporting documents provided to UN Women

### 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 for the price reasonability assessment purposes as well as calculation of the price in the event that both parties agreed to add new deliverables to the scope of the Services.

<table>
<thead>
<tr>
<th>Description of Activity/Item</th>
<th>Number of Personnel</th>
<th>Monthly Rate</th>
<th>Period of Engagement</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable 1</strong></td>
<td></td>
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<tr>
<td>1. Personnel services</td>
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<tr>
<td>1.1 Team Leader/Coordinator</td>
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<tr>
<td>1.2 Expert 1</td>
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<tr>
<td>1.3 Expert 2</td>
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<tr>
<td>2. Out of pocket expenses</td>
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<tr>
<td>2.1 Travel cost (quantity of travels, duration)</td>
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<td>2.2 Per Diem Allowances</td>
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<td>2.3 Communication</td>
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<td>2.4 Reproduction and reports</td>
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<td>2.5 Equipment and other items if necessary</td>
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<tr>
<td><strong>3. Cost of conducted meetings of Workong Group of Experts under WCU (number of the meetings, participants and etc.)</strong></td>
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<tr>
<td>3.1 Pls. specify</td>
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<tr>
<td>3.2 Pls. specify</td>
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<tr>
<td><strong>4. Cost of conducted roundtable-seminars (number of the meetings, participants and etc.)</strong></td>
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<tr>
<td>4.1 Pls. specify</td>
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<tr>
<td>4.2 Pls. specify</td>
<td></td>
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</tbody>
</table>
5. Monitoring
6. Other related costs
   6.1 Pls. specify
   6.2 Pls. specify
   **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:

E-mail:
CONTRACT

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN-Women”), and XXX, with its registered offices at XXX (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

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

(a) This document;
(b) UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
(c) Terms of Reference, annexed hereto as Annex B (“TOR”);

2. SCOPE

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

3. DURATION

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

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of XXX. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<table>
<thead>
<tr>
<th>Milestone Name</th>
<th>Amount to be paid</th>
<th>Target Date</th>
</tr>
</thead>
</table>

5. INVOICES

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

Attn:

6. PAYMENT

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

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

7. NOTIFICATIONS

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

For UN-Women:

For the Contractor:

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written in English and Russian (unofficial translation) languages. For purposes of interpretation and in case of conflict, the English text shall prevail.

FOR [NAME OF CONTRACTOR] FOR UN WOMEN

By: ______________________ By: ______________________
Name: _____________________ Name: _____________________
Title: _______________________ Title: _____________________
Date: ______________________ Date: _____________________