Request for Proposal (RFP 2014/06/003)

Date: 03 July, 2014

Dear Sir/Madam,

Subject: Qualitative and Quantitative Data Collection and Analysis for the Port Moresby Safe City Programme.

“Safe Cities Free of Violence against Women and Girls”

1. You are requested to submit a proposal for the provision of Qualitative and Quantitative Data Collection and Analysis for the Port Moresby Safe City Programme, 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.........(Annex II)
   iii. Terms of Reference (TOR)..........(Annex III)
   iv. Proposal Submission Form ..........(Annex IV)
   v. Price Schedule ..........................(Annex V)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 15 August, 2014, 5:00 pm PNG (UCT+10:00) time.

   UN Women Papua New Guinea Country Office
   P. O. Box 1041
   Port Moresby
   4th Floor United Church Building, Douglas Street

   Phone: +675 321 9855
   Fax: +675 321 9849

   Or by email to: hr.png@unwomen.org

4. If you request additional information, we would endeavour 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.

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

Yours sincerely,

UN Women PNG Country Office
Annex I - Instructions to Offerors

A. Introduction

UN Women is grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Rooted in UN Women’s mandate on ending violence against women, and in line with its Strategic Plan 2011-2017, UN Women is implementing the “Safe Cities Free of Violence against Women and Girls” Global Initiative (SC GI) (2011-2017) 1.

The SC GI was designed with local, regional and global partners in response to the growing concerns about every day experiences of women and girls all over the world, as they experience sexual harassment and other forms of sexual violence in public spaces as they go about their daily routines, whether on city streets, parks, market, pathways to schools, buses and trains or in their own neighbourhoods. Such daily occurrences infringe upon women and girls’ rights and freedoms as equal citizens to enjoy and pursue freely opportunities for autonomous mobility, education, work, recreation and participation in political life. Despite affecting millions of women and girls, such forms of violence have long been tolerated, and the issue is largely neglected in policy and practice.

About the Port Moresby Safe City Programme, Papua New Guinea

As a first step in the Port Moresby Safe City Programme (herein referred to as the Programme), UN Women Papua New Guinea commissioned a Scoping Study to map the relevant parameters and explore opportunities to address the problem of sexual violence in urban public spaces. The Scoping Study aimed to gain a deeper understanding of the problems of sexual harassment and other types of violence against women and girls in markets, the context in which they occur, and the opportunities for developing interventions that could make markets safe for women and girls. 2 The National Capital District Commission (NCDC) is the main implementing partner in the Programme, working in close collaboration with the Royal Papua New Guinea Constabulary, women’s grassroots the private sector and other community partners to achieve the goals of the Programme. Markets were selected as the initial intervention sites because they are the most heavily populated spaces in the capital where people gather, buy and sell goods. However, there are a number of challenges in relation to sexual violence and other forms of violence in the markets and therefore community stakeholders have engaged in developing community owned solutions to address them.

The Programme has developed an Impact Evaluation Strategy, in line with the Impact Evaluation Strategy of the Global Safe Cities Programme3 that provides strategic guidance for the Programme in the design and implementation of evaluation activities. This includes a timeline for implementation of the complementary baseline, mid-term progress review, and endline surveys, preparation for external evaluation and the external evaluation activities themselves. The document also contains an Operational Strategy for the activities that will be carried out through this Request for Proposals in 2014 including the methodology for qualitative and quantitative data collection. These tools are at pre-training stage and are expected to be reviewed during the training week before implementation of the research.

1 For more information on the SC GI, visit: http://www.unwomen.org/en/what-we-do/ending-violence-against-women/creating-safe-public-spaces
2 Full report is available in the following link: http://www.unwomenpacific.org/pages.cfm/news-resources-centre/publications/2012-2/making-port-moresby-safer-for-women-girls-scoping-study.html
UN Women PNG seeks to engage qualified individuals, organisation(s) or company(ies) to conduct Qualitative and Quantitative Data Collection and Analysis for Mid Term Progress, and Supplementary Baseline Research and reporting for the Port Moresby Safe City Programme. The research will be carried out in Gerehu, Gordons and either Hohola Lareva or Koki market.

REFER TO ANNEX III FOR FULL TERMS OF REFERENCE

1. General

Purpose of RFP: This RFP is aimed to solicit bids from qualified individuals, companies or organisations that are able to provide Qualitative and Quantitative Data Collection and Analysis for Mid Term Progress, and Supplementary Baseline Research and reporting for the Port Moresby Safe City Programme.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the 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 organisation’s mailing address, email 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 organisation’s or individual’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 in the English language. Any printed literature furnished by the Offeror will also be written in the English 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;

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

8. **Export License**

   All bidders/vendors must be aware that the goods and services are for the benefit of the Government under UN WOMEN's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UN WOMEN's policies and procedures.

   The bidder/vendor shall include in their proposal:

   - A statement whether any import or export licenses are required in respect of the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;

   - Confirmation that he has obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful.

9. **Proposal form**

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

   (a) **Management plan:**

   **For proposals being submitted by companies/organisations:**

   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 organisational 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.

**For proposals being submitted by individuals:**

This section should describe the technical expertise by the lead consultant/contractor and detail whether subcontractors will be utilized to complete other parts of the work. 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:**

**For proposals being submitted by companies/organisations or individuals:** 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:**

**For proposals being submitted by companies/organisations or individuals:** 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; 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.

10. **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.

11. **Proposal currencies**

Proposals can be submitted in PNG Kina or US Dollars. However, for the financial evaluation, all proposals will be converted to USD at the monthly UN rate in August 2014. The contract(s) will be issued in the currency of the offer.

12. **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.

13. Format and signing of proposals
If submitting a hard copy of the proposal, 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 authorised to bind the Offeror to the contract. The latter authorisation 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 initialled by the person or persons signing the Proposal.

14. 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/deliverables.

D. Submission of Proposals

15. 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 –
  
  UN Women Papua New Guinea Country Office
  P. O. Box 1041
  Port Moresby
  4th Floor United Church Building, Douglas Street

  or via email to: hr.png@unwomen.org,

- marked with –

  “RFP 2014/06/003: Qualitative and Quantitative Data Collection and Analysis for the Port Moresby Safe City Programme”

(b) When submitting hard copies of the proposal, 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.
When submitting a soft copy of the proposal, the Offeror must separate the technical and financial proposals and submit them in two separate emails.

16. **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 **15 August, 2014** at 5:00pm PNG (UCT +10:00).

    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.

17. **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 not be considered.

18. **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 telex 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**

19. **Opening of proposals**
    The procuring UN WOMEN entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UN WOMEN entity.

20. **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.

21. **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.

22. Evaluation and comparison of proposals

A two-stage procedure is utilised 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 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). The technical proposal for each deliverable of the TOR will be assessed separately.

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the Contractor with the highest overall financial and technical score.

**Technical Evaluation Criteria**

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<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
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<tbody>
<tr>
<td>1. Expertise of Company/Organisation or Individual submitting Proposal</td>
<td>20%</td>
<td>200</td>
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<td>2. Proposed Work Plan and Approach</td>
<td>50%</td>
<td>500</td>
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<td>3. Personnel</td>
<td>30%</td>
<td>300</td>
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<td><strong>Total</strong></td>
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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 Company/Organisation or Individual Submitting Proposal

Form 2: Proposed Work Plan and Approach
Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

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<tr>
<th>Technical Proposal Evaluation</th>
<th>Points Obtainable</th>
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<tr>
<td><strong>Expertise of company/organisation or individual submitting proposal</strong></td>
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1.1 Reputation of Entity and Staff (Competence / Reliability, litigation history) – for companies/organisations.  
Staff qualifications and experience of lead contractor - for individuals.  

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1.2 General Organisational Capability which is likely to affect implementation (i.e. strength of project management support, number of staff allocated to the project, and project management controls, etc.)  

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1.3 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)  

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1.4 Relevance of:  
- Specialised Knowledge  
- Experience on Similar Programme / Projects  
- Experience on Projects in the Region  
- Previous work with UN WOMEN/ major multilateral/ or bilateral programmes  

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<tr>
<th>Technical Proposal Evaluation</th>
<th>Points Obtainable</th>
<th>Company / Organisation or Individual</th>
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<tr>
<td><strong>Proposed Work Plan and Approach</strong></td>
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2.1 To what degree does the Offeror understand the task?  

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2.2 Have the important aspects of the task been addressed in sufficient detail?  

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2.3 Does the proposal address the needs of the project?  

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2.4 Is the proposal based on the needs outlined in the TOR as well as the project documentation and information available online?  

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2.5 Is the conceptual framework adopted appropriate for the task?  

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2.6 Is the scope of task well defined and does it  

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correspond to the TOR?

| 2.7 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 50 |

| 500 |

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<thead>
<tr>
<th>Technical Proposal Evaluation Form 3</th>
<th>Points Obtainable</th>
<th>Company / Organisation or Individual</th>
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<tbody>
<tr>
<td>Personnels</td>
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<td>A</td>
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<table>
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<tr>
<th>3.1 Task Manager</th>
<th>Sub-Score</th>
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<tbody>
<tr>
<td>General Qualification: of staff assigned to the project.</td>
<td>70</td>
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<tr>
<th>Suitability for the Project</th>
<th>230</th>
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<tr>
<td>- International Experience</td>
<td>35</td>
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<tr>
<td>- Professional Experience in the area of specialisation <strong>per deliverable</strong> as specified in the TOR.</td>
<td>170</td>
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<tr>
<td>- Experience collecting and analysis sensitive data in particular around gender-based violence, HIV and AIDS, etc.</td>
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<td>- Knowledge of the region</td>
<td>20</td>
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<td>- Language Qualifications</td>
<td>5</td>
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<td>Total Part 3</td>
<td>300</td>
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**F. Award of Contract**

23. 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 organisation and activity concerned.

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

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.
25. 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.

26. Vendor protest

Our vendor protest procedure is intended to afford an opportunity to appeal to companies/organisations or individuals not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: [http://www.UN Women.org/procurement/protest.shtml](http://www.UN Women.org/procurement/protest.shtml).

Annex II- General Conditions of Contract

UN WOMEN

GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Entity for Gender Equality and the Empowerment of Women (UN WOMEN). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UN WOMEN or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UN WOMEN in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UN WOMEN or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UN WOMEN.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under this Contract except with the prior written consent of UN WOMEN.
5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UN WOMEN for all sub-contractors. The approval of UN WOMEN of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UN WOMEN or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UN WOMEN, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor’s employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen’s compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen’s compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen’s compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UN WOMEN as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor’s rights to the insurance carrier against the UN WOMEN;

8.4.3 Provide that the UN WOMEN shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
8.5 The Contractor shall, upon request, provide the UN WOMEN with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UN WOMEN against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UN WOMEN shall rest with UN WOMEN and any such equipment shall be returned to UN WOMEN at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UN WOMEN, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UN WOMEN for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UN WOMEN shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UN WOMEN under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UN WOMEN.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UN WOMEN does not and shall not claim any ownership interest thereto, and the Contractor grants to the UN WOMEN a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UN WOMEN; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UN WOMEN in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UN WOMEN, shall be made available for use or inspection by the UN WOMEN at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UN WOMEN authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UN WOMEN OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UN WOMEN, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UN WOMEN or The United Nations, or any abbreviation of the name of UN WOMEN or United Nations in connection with its business or otherwise.
13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser’s Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser’s prior written consent; and,

13.2.2 the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UN WOMEN, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UN WOMEN sufficient prior notice of a request for the disclosure of Information in order to allow the UN WOMEN to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UN WOMEN may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.
14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UN WOMEN, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UN WOMEN of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UN WOMEN shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UN WOMEN shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UN WOMEN is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days’ notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

15.2 UN WOMEN reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UN WOMEN shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UN WOMEN under this Article, no payment shall be due from UN WOMEN to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UN WOMEN may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UN WOMEN of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the
UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UN WOMEN to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UN WOMEN to deduct from the Contractor’s invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UN WOMEN before the payment thereof and the UN WOMEN has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UN WOMEN with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UN WOMEN to terminate this Contract immediately upon notice to the Contractor, at no cost to UN WOMEN.
20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UN WOMEN to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UN WOMEN.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UN WOMEN to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UN WOMEN shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UN WOMEN, only the UN WOMEN Authorized Official possesses the authority to agree on behalf of UN WOMEN to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UN WOMEN unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UN WOMEN Authorized Official.
Annex III - Terms of Reference (TOR)

I. Background

UN Women is grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Rooted in UN Women’s mandate on ending violence against women, and in line with its Strategic Plan 2011-2017, UN Women is implementing the “Safe Cities Free of Violence against Women and Girls” Global Initiative (SC GI) (2011-2017).

Building on over 40 years of sustained efforts undertaken by women’s organisations, grassroots, international networks, local governments in cities around the world, UN Women launched the SC GI that contributes to the emerging international knowledge base on effective strategies to eliminate sexual harassment and other forms of sexual violence against women and girls (SVAWG) in public spaces, and aims to build more inclusive, sustainable and safe cities for all.

The SC GI was designed with local, regional and global partners in response to the growing concerns about every day experiences of women and girls all over the world, as they experience sexual harassment and other forms of sexual violence in public spaces as they go about their daily routines, whether on city streets, parks, market, pathways to schools, buses and trains or in their own neighbourhoods. Such daily occurrences infringe upon women and girls’ rights and freedoms as equal citizens to enjoy and pursue freely opportunities for autonomous mobility, education, work, recreation and participation in political life. Despite affecting millions of women and girls, such forms of violence have long been tolerated, and the issue is largely neglected in policy and practice.

The SC GI consists of two main programmes. At the end of 2010, UN Women launched a Global Programme “Safe Cities Free of Violence Against Women and Girls”, with UN Habitat as the main UN Global partner, and with local governments of five pilot cities ─ Quito (Ecuador), New Delhi (India), Kigali (Rwanda), Port Moresby (Papua New Guinea) and Cairo (Egypt).

In 2011, UN Women, UN-Habitat and UNICEF launched a Joint Programme “Safe and Sustainable Cities for All” which is being implemented with the cities of Greater Beirut (Lebanon), Dushanbe (Tajikistan), Metro Manila (Philippines), Marrakesh (Morocco), Nairobi (Kenya), Rio de Janeiro (Brazil), San José (Costa Rica) and Tegucigalpa (Honduras).

In 2013, in line with UN Women’s universal mandate, cities from developed countries, led by Dublin (Ireland), Winnipeg and the province of Manitoba (Canada) are joining the SC GI to share their knowledge, and strengthen and expand their programming in this area.

About the Port Moresby Safe City Programme, Papua New Guinea

As a first step in the Port Moresby Safe City Programme (herein referred to as the Programme), UN Women Papua New Guinea commissioned a Scoping Study to map the relevant parameters and explore opportunities to address the problem of sexual violence in urban public spaces. The Scoping Study aimed to gain a deeper understanding of

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4 For more information on the SC GI, visit: http://www.unwomen.org/en/what-we-do/ending-violence-against-women/creating-safe-public-spaces
the problems of sexual harassment and other types of violence against women and girls in markets, the context in which they occur, and the opportunities for developing interventions that could make markets safe for women and girls. The National Capital District Commission (NCDC) is the main implementing partner in the Programme, working in close collaboration with the Royal Papua New Guinea Constabulary, women’s grassroots the private sector and other community partners to achieve the goals of the Programme.

Markets were selected as the initial intervention sites because they are the most heavily populated spaces in the capital where people gather, buy and sell goods. However, there are a number of challenges in relation to sexual violence and other forms of violence in the markets and therefore community stakeholders have engaged in developing community owned solutions to address them. Therefore, the Programme aims to make the markets safer, in particular for women and girls who are often victims of sexual harassment and other forms of VAWG.

The Programme includes five major expected outcomes, and three main impact level results. These include:

1. Reformed and enhanced implementation of NCDC policies, bylaws, budgets and systems;
2. Enhanced capacities of duty-bearers to prevent and respond to sexual violence and other forms of violence against women;
3. Increased respect among market users for women’s and girl’s rights to a life free from sexual violence;
4. Gender sensitive infrastructure and social planning measures adopted to address women’s and girl’s safety in marketplaces;
5. Media representatives have acquired knowledge to report on VAWG with particular attention to sexual violence, including service provision, legal assistance to survivors of violence, community engagement in violence prevention and the protection of women and girls.

Impact Level Results
- Women and girls enjoy a greater sense of safety, and increased comfort in public spaces
- Increased use of public spaces and increased autonomous mobility of women and girls in the city
- A reduction in different forms of sexual violence in public spaces, especially in the intervention sites
- Increased income for vendors in the market

The Programme has developed an Impact Evaluation Strategy, in line with the Impact Evaluation Strategy of the Global Safe Cities Programme that provides strategic guidance for the Programme in the design and implementation of evaluation activities. This includes a timeline for implementation of the complementary baseline, mid-term progress review, and endline surveys, preparation for external evaluation and the external evaluation activities themselves. The document also contains an Operational Strategy for the activities that will be carried out through this Request for Proposals in 2014 including the methodology for qualitative and quantitative data collection. These tools are at pre-training stage and are expected to be reviewed during the training week before implementation of the research.

UN Women PNG seeks to engage qualified individuals, organisation(s) or company(ies) to conduct Qualitative and Quantitative Data Collection and Analysis for Mid Term Progress Review, and Supplementary Baseline Research

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5 Full report is available in the following link: http://www.unwomenpacific.org/pages.cfm/news-resources-centre/publications/2012-2/making-port-moresby-safer-for-women-girls-scoping-study.html


and reporting for the Port Moresby Safe City Programme. The research will be carried out in Gerehu, Gordons and either Hohola or Koki market.

II. **Duties and Responsibilities**
Under the overall supervision of the Safe City Team Leader for the Port Moresby Safe City Programme, with inputs from UN Women’s SC GI Technical Team, the consultant/organisation/company will undertake the following tasks within the Programme:

- Develop and implement a training plan for quantitative and qualitative data collection officers and test quantitative and qualitative tools prior to commencing field work (screening of questions, etc.).
- Provide qualified field supervisors and enumerators to collect quantitative data in the selected intervention sites.
- Provide qualified and experienced qualitative data collection officers to collect qualitative data in the selected intervention sites.
- Develop and implement a training plan for qualitative data collection officers and test quantitative and qualitative tools prior to commencing field work.
- Ensure translation the questionnaire into Tok Pisin and Hiri Motu, and confirm translations, using the field supervisors and enumerators in this regard.
- Ensure WHO ethical guidelines on researching violence against women are enforced throughout the research process.
- Implement qualitative and quantitative data collection. The sample size for the quantitative tools will be approximately 400-500 people in both Gerehu and Gordons markets in total.
- Provide robust quality assurance to the collection of both qualitative and quantitative data.
- Select a data manager and data entry officer to input all survey data into excel.
- Summarise focus group and key informant interviews’ findings into a report to later be incorporated into a full report that includes qualitative data results.
- Carry out statistical analysis on the quantitative data collected and draft a report summarising quantitative data. Once the quantitative data have been analysed and the report prepared, integrate qualitative findings into the report. Use the findings from the qualitative integration to consider final quantitative data runs, conduct this further analysis, and issue the draft report.
- Prepare a final version of the report.
- Incorporate inputs from the SC GI Global Team and Port Moresby Safe City Programme into the revised methodology prior to implementation in the field, and report prepared, including submission of an outline of the report, and first and second drafts prepared.
- A referral mechanism to ensure the research team can refer survivors of violence to relevant service providers if and when required during the field research will be developed by the Safe City Programme team. However, the lead researcher/quality control officer is expected to provide training on how to manage referrals during the quantitative and qualitative research and ensure required focal points can provide assistance to survivors of violence if required.
- Return all raw data files, field notes, consent forms, etc. to UN Women for all deliverables.

*Note: Prior to publication, the report will be validated with all programme implementing partners. This will NOT be the responsibility of the company/individual(s) contracted.*

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III. Duration of the Assignment

The work is expected to start in mid-late September to implement the training with enumerators and field supervisors by October. Refer to specific timelines for each deliverable in Section VI below.

IV. Deliverables with Associated Timelines

The following four deliverables are expected to be completed as part of this assignment. Interested organisations and individuals will need to submit a financial and technical proposal clearly setting out how each of the items below will be delivered. Note that it is possible to submit partial bids for each of the deliverables noted below. Preference will be given to proposals that are able to complete all deliverables through direct contracting, subcontracting or joint bids.

<table>
<thead>
<tr>
<th>Deliverables- Supplementary Work on Baseline Research and Midterm Progress Review to be implemented in Gerehu, Gordons and Koki or Hohola Lareva markets.</th>
<th>Estimated Timeline</th>
<th>Cost specifications</th>
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<tbody>
<tr>
<td>For Quantitative Data Collection:</td>
<td>September-October 2014</td>
<td>Bidders should include transportation costs for the research team, venue for the training, salaries of the enumerators and other necessary items to deliver these items. UN Women can allocate some of the UN Women/ NCDC trained staff as field supervisors to work with the research team; however if the bidders prefer to include field supervisors, they may do so in their quote.</td>
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<td>1.a Determine how to establish a sample frame in a situation where the population changes across days of the week and weeks of the month.</td>
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<td>1.b Identify a lead Quality Control Officer and select and manage a group of qualified field supervisors and enumerators to take part in the survey.</td>
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<tr>
<td>1.c Develop and implement a training programme to implement the quantitative survey. The training will be provided to the enumerators and appointed field supervisors ensuring the WHO guidelines on researching violence against women are incorporated. An expected 7-9 days of training is anticipated, including the two pre-tests.</td>
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<tr>
<td>1.d Review and pre-test existing survey tool prior to field implementation. As part of training, finalise the quantitative questionnaire in English. Training team to translate the questionnaires into Hiri Motu and Tok Pisin, and fully check translations.</td>
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<tr>
<td>1.d Carry out quantitative data collection in Gerehu and Gordons markets. Ensure</td>
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<td>2. For Qualitative Data Collection and Analysis:</td>
<td>September-October 2014</td>
<td>Bidders should include wages plus transportation costs for the research team and venue for the training. Training for the qualitative and quantitative tools should be delivered in the same location. Should there be two contractors for qualitative and quantitative deliverables as they will be expected to work in close collaboration during the research period.</td>
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<td>2.a Provide a team that will collect qualitative data and a qualitative data lead researcher. This can be the same quality control officer provided for quantitative data collection.</td>
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<td>2.c Develop and implement training on the how to carry out focus group discussions (approximately 10) and key informant interviews (approximately 20) with a selected team of researchers.</td>
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<td>2.d Summarize focus group discussions and key informant interviews findings and provide a report.</td>
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<td>3. For Quantitative Data Entry:</td>
<td>September-October 2014</td>
<td>Wages for the data manager and data entry officers are to be included in the bid. Also include estimated time required.</td>
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<td>3.a Provide a data manager and data entry officer or officers to enter all quantitative data into Excel. Protocol on the managing of the data must be followed as outlined in the Impact Evaluation strategy.</td>
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<td>4. For Quantitative Data Analysis:</td>
<td>November-December 2014</td>
<td>Note that if the quantitative report and final combined report are carried out by a separate contractor, the entity completing deliverable 2 will be required to be available for any clarifications required. Initial responses to queries will be expected within 24 hours.</td>
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<td>4.a Utilizing data provided from the surveys, carry out data analysis and summarize findings. Weight data as required. Analyse data separately by the three markets. Analysis should include a full table annex where all findings are reported for each question in the questionnaire by market. Analysis in the main report should be more user friendly. Analyst is expected to conduct multivariate analysis and consider relevant control variables as part of the presentation in the main report.</td>
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<tr>
<td>4.b Incorporate quantitative and qualitative data into a single report and share for comments.</td>
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<tr>
<td>4.c Incorporate comments received from Port Moresby Safe City Team and Global Programme Managers on initial draft and share for second and final review.</td>
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</tbody>
</table>
IV. Duration

The total duration of the engagement is for a period of 6 months with a total of approximately 70-80 working days for all the noted above deliverables. The bidder(s) should propose a work plan and number of working days through which the outlined deliverables will be achieved and cost each deliverable separately.

V. Payment Schedule

A maximum of 20% of mobilization costs can be advanced for deliverables 1.a – 1.e and 2a-2d. All other deliverables will be paid upon completion of and certification by the Safe Cities Team Leader in consultation with the SC Gi Team that the work has been completed to satisfaction. All raw data files, consent forms and relevant documentation must be returned to UN Women before release of final payment.

Note that if travel is required to Port Moresby, it should also be included in the financial proposal submitted by the bidder(s). 80% of travel costs to Port Moresby will be made before the required travel and 20% upon certification that travel was undertaken as planned.

VI. Minimum Qualification & Experience

- Organizations/Individuals submitting a proposal must have the following qualifications for each of the deliverables bidding for:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Qualifications required for deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For Quantitative Data Collection:</td>
<td>• Team Leader/Quality Control officer will have at least 10 years of experience in leading complex surveys in challenging situations, including both quantitative and qualitative components. Competency in sampling and data analysis is especially important, but must have skills and experience associated with all aspects of survey design and implementation. The Team Leader should ideally have experience in the EVAW arena.  &lt;br&gt; • For each four enumerators, one field supervisor will be required. These field supervisors should have previous experience in supervising quantitative surveys, and experience as well in conducting interviews as enumerators. They should ideally have experience in surveys that deal with sensitive topics.  &lt;br&gt; • One of these supervisors will serve as a senior supervisor for Gerehu market, while the Quality Control Officer will focus on Gordons Market and also support supervision at Gerehu Market.  &lt;br&gt; • Experience in researching violence against women is desirable.  &lt;br&gt; • The enumerators should have previous experience in conducting quantitative surveys. They should ideally have experience in surveys that deal with sensitive topics.</td>
</tr>
</tbody>
</table>
- All field supervisors and enumerators must speak English. Enumerators should also have either or both Tok Pisin and Hiri Motu language skills.

2. For **Qualitative Data Collection and Analysis:**
   - Qualitative data collection will be led by the Team Leader/Quality Control Officer noted above. These two officers will be supported by experienced qualitative officers who will be responsible for implementation of the focus group discussions. These qualitative officers will have previous experience in conducting focus group discussions, should have experience in conducting qualitative activities in sensitive areas, and must have the requisite language skills to conduct these discussions.
   - Lead qualitative researcher should have experience in carrying out similar research and training on gender based violence, HIV and AIDS or other social protection related issues; and have excellent written and spoken English skills.
   - Language skills of the lead qualitative researcher and researchers must include English, Tok Pisin and Hiri Motu.

3. For **Quantitative Data Entry:**
   - The tenderer should include in their submission the services of a data manager, and indicate how data entry and data validation will proceed, will indicate data back-up systems to ensure data integrity, and will elaborate on data integrity measures. This will include safe storage systems in the field and in the office.

4. For **Quantitative Data Analysis:**
   - Postgraduate degree in statistics, economics, international relations or relevant field.
   - Ability to use relevant statistical software to carry out data analysis such as SPSS, Minitab, JMP, SAS, etc.
   - At least 5 years of experience in analysing qualitative and quantitative data and researching violence against women, HIV and AIDS and related social protection areas
   - Excellent abilities to write reports in a simple and concise manner in English.
Annex IV- PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for ______________________ Project/programme/office) 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

E. Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of
Annex V- PRICE SCHEDULE

The Contractor is asked to prepare the Price Schedule as a separate envelope 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 Price Schedule must provide a detailed cost breakdown of all items for each deliverable. The total cost for each deliverable must be provided with the overall cost.

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 Price Schedule 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 price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information on CD or USB if submitting a hard copy.

<table>
<thead>
<tr>
<th>Description of Activity/Item</th>
<th>Number of Staff</th>
<th>Daily Rate</th>
<th>Estimated Amount</th>
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<tbody>
<tr>
<td><strong>1. Remuneration for each deliverable</strong></td>
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<tr>
<td>1.1 Quantitative/Qualitative Data Collection</td>
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<tr>
<td>1.1.a Enumerators</td>
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<td>1.1.b Training venue</td>
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<td>1.1.c Note takers</td>
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<td>Etc...</td>
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<td><strong>2. Out of Pocket Expenses</strong></td>
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<td>2.1 Travel</td>
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<td>2.2 Per Diem Allowances</td>
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<td>2.3 Communications</td>
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<td>2.4 Reproduction and Printing</td>
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<td>2.5 Equipment and other items</td>
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<td>Etc...</td>
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