

**REQUEST FOR QUOTATION (RFQ)**

Date: 26 December 2013

Dear Sir/Madam,

**Subject:** Request for Quotation for Provision of Capacities Development services for Women in Public Sector and Sensitizing on Gender Equality of Men Decision Makers at Local Level

**Project:** 00075632

**Case reference:** UNOPS-EUPROGRES-2013-S-114

1. The United Nations Office for Project Services (hereinafter “UNOPS”) is pleased to invite you to submit a quotation for provision of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation in a sealed envelope on or before **13 January 2014, 12:00 hrs noon, CET** on address UNOPS, Sumatovacka 59, 11000 Belgrade or via e-mail [srpc.bids@unops.org](mailto:srpc.bids@unops.org) to the attention of Procurement Unit. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:  
Contact Person: Procurement Unit  
Office: UNOPS  
Address: Sumatovacka 59, 11 000 Belgrade  
Republic of Serbia  
E-Mail: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)
4. Your quotation shall include the following:
  - Fixed overall quotation in RSD (see Annex II)
  - Completed Previous Experience Form (see Annex III) of similar projects
  - Brief approach and methodology of developed programme
  - Company registration documents
  - The bidder must provide references for at least 3 similar projects that have been implemented over the past five years
  - CVs of the team leader and at least three core experts that will be engaged in the intervention.
    - ❖ The team leader must have a minimum of a bachelor degree in a relevant discipline and at least 7 years of relevant experience. He or she would be directly responsible for the delivery of expected results.
    - ❖ The core experts must be experienced in preparation and realization of interactive, learning-by-doing training activities.
  - The selected company shall be responsible also for the provision of any equipment necessary to provide proper and unremitting working conditions for the project team engaged in this activity

5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
  - (a) Compliance with all requirements as specified in Annex I
  - (b) Suitability of the approach and methodology including firm's capacity to undertake the services
  - (c) Cost-effectiveness of price quotation
  - (d) Qualifications and suitability of the staff/personnel proposed for the assignment including their previous experience with same type of assignment
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items.
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract":
  - UNOPS Conditions of Services - For contracts of a value of less than USD 50,000
9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
  - (a) Suppliers are already suspended by UNOPS, or,
  - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
  - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
  - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow



UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

**10. Information regarding Bid Protest can be found at:**

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "for Graeme Tyndall". The signature is stylized and cursive.

Graeme Tyndall  
Programme Manager

## **ANNEX I - TERMS OF REFERENCES**

### **Capacities Development for Women in Public Sector and Sensitizing on Gender Equality of Men Decision Makers at Local Level**

#### **I. Background:**

The European Partnership with Municipalities Programme – EU PROGRES is a joint action of the European Union, the Government of Switzerland and the Government of Serbia, striving to enhance stability and socio-economic development of the South and South West Serbia, two most underdeveloped areas of the country. In a holistic manner, EU PROGRES will endeavour to accelerate growth and improve the overall conditions in the Programme Area. The United Nations Office for Project Services (UNOPS) is implementing the Programme.

EU PROGRES activities are divided into four components, and the Programme is expected to deliver eight results, as follows:

#### **Component 1: Good Governance (a cross cutting theme underpinning all components)**

**Result 1:** Participatory, accountable and transparent governance, respecting human rights

#### **Component 2: Municipal Management and Development Planning**

**Result 2:** Municipal organizational effectiveness and efficiency improved and capacities to deliver services to citizens and business increased

**Result 3:** Capacities for planning municipal and regional sustainable development strengthened and relevant development documents created

#### **Component 3: Physical, Economic and Social infrastructure**

**Result 4:** Projects and project documentation prepared for key economic, environmental and social projects

**Result 5:** Project financing facilitated through enabling contacts with ministries, donors and other projects

**Result 6:** Selected projects financed and implemented through the EU PROGRES

#### **Component 4: Public Awareness and Branding of Areas**

**Result 7:** Awareness of the need for, the logic of, and the effects of changes communicated to a broad public

**Result 8:** A plan to develop the areas' images and self-images as unique areas of Europe are established and implementation begun.

Direct beneficiaries of all activities are 25 municipal administrations (including city councils, and assemblies) taking part in the EU PROGRES:

- Ivanjica, Nova Varoš, Novi Pazar, Priboj, Prijepolje, Raška, Sjenica, and Tutin in the South West
- Blace, Žitorađa, Kuršumlija, Prokuplje in the Toplički District

- Bojnik, Vlasotince, Lebane, Leskovac, Medveđa, CrnaTrava, Bosilegrad, Bujanovac, Vladičin Han, Vranje, Preševo, Surdulica, Trgovište in the South Serbia.

The concept of **good governance** entails open, transparent and effective performance and accountability of the local government. Furthermore, it denotes a strong, participatory civil society, and independent media, which are constantly engaged in improving relations with the local government. Good governance means also that the competence and responsiveness of the public institutions and organisations to citizens' needs constantly grows.

## **II. Justification**

Gender Equality and participation of women in public life of any society are depicting the level of democracy and democratization processes in that society. Local communities as instances where citizens are addressing their needs and rights in the most direct way, need to pay special attention to creating adequate conditions and opportunities for both men and women to equally participate in such processes as policy and decision making, among others, as prescribed by the Article 39 of the Law on Equality of Sexes.

However, the available data, such as the survey conducted by the world Economic Forum, transpires that Serbia is on 42<sup>nd</sup> position in the World when it comes to the ability to decrease the differences between men and women in such sectors as politics, but economy and education as well. The level of women participation in the processes behind defining and adopting local policies and regulations, as well as in their execution, is not yet at a satisfactory level as well. As a recent survey<sup>1</sup> shows there are only eight women on the mayoral position in Serbia, compared to 160 men. Furthermore, approximately 16% of women and 84% of men are in local councils and thanks to the quotas requested by the Law, local assemblies are comprised out of approx. 31% of women and 69% of men.

Often women who are participating in decision making processes at local level, in local parliaments, are following and legitimising decisions that were usually already taken, and not surprisingly, mostly by men decision makers. The data shown above only corroborate this.

This leads to a conclusion that there is a need for further empowerment of women legislators working in local parliaments in terms of raising their existing capacities to contribute substantively to local policy and decision making, to addressing the needs of their constituencies and advocating for their realization in local assemblies, and to promote the importance of Gender Equality in their communities, endeavouring towards the embedment both of the concept and the pertained positive legal requirements in local by-laws and practices.

On the other side of the coin, many men holding decision making positions in the public sector, are not adequately aware of the importance of the Gender Equality and its introduction in all aspects of the everyday life. To many of them, terms like "gender mainstreaming" sound like a redundant call for a change, because, to them, "everything is already covered" in that aspect. The importance of reaching out to the men with information on this topic, especially to those

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<sup>1</sup>SCTM, Survey and Round Table on Participation of Women at Local Level, 2013

holding important public positions, cannot be emphasized enough. One noted scholar<sup>2</sup> sums it up: "Men are the gatekeepers of current gender orders and are potential resistors of change. If we do not effectively reach men and boys, many of our efforts will be either thwarted or simply ignored". Gender mainstreaming, as it was said many times, is but a strategy to achieve the ultimate goal – gender equality, and men are very important factor on that path because "unless men's practices, attitudes, and relations change, efforts to promote gender equality will face an uphill struggle"<sup>3</sup>.

The activities envisaged to be carried out according to this ToR aim at contributing to the overall improvement of the capacities and competencies of women public representatives, as well as sensitising men decision makers from the AoR on Gender Equality and its importance.

### **III. Immediate objectives:**

This intervention specifically aims at providing selected women, members of local assemblies from the AoR's municipalities, with advanced skills for better representing public interest in their parliaments. Also, this intervention objective is to introduce new or strengthen and advance existing knowledge on Gender Equality, and importance of its mainstreaming, among selected men holding decision making positions at local level.

### **IV. The Scope of the Intervention**

Under direct supervision of the EU PROGRES Component 1 Manager the legal entity chosen through this RFQ will develop, organise and conduct a capacity building/development programme for women and men, being either elected or appointed officials currently serving the public interest in the AoR's municipalities. This will be carried out through three interactive workshops for women, and one interactive workshop for men, both on decision making positions. The implementing entity will be responsible for all logistics and other pertaining activities for delivering these workshops.

#### **1. The Area and the target groups**

This activity pertains to local self-governments' representatives from all of the 25 municipalities. The eligible participants are: **women** that are current members of local parliaments; and **elected men** at decision making positions, both from the 25 municipalities.

#### **2. The Scope of Work**

- Prepare a comprehensive workshop programme for capacity development of the targeted groups, that must contain but should not be limited to covering the following topics:
  - Gender Equality in General (for both target groups Women & Men)
    - Gender and sex
    - Gender as identity and social construction
    - Social constructions of femininity and masculinity stereotypes

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<sup>2</sup> Kaufman, M. (2004). Transforming Initiatives for Gender Equality by Addressing and Involving Men and Boys: A Framework for Analysis and Action, Oxford

<sup>3</sup> Ruxton, S. (2004), Gender, Equality and Men: Learning from Practice, Oxford

- Power identities and their social origins
  - Sources of power as sources of inequality
  - Gender and socio-economic development
  - Essentials of gender mainstreaming and how to start it
  - Practical and strategic gender needs and how to address them
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- Representation as a competency, including constituent relations, legislative duties and procedures, oversight, and consideration of local budgets (Women only)
  - Communicating as a skill (Women only)
    - Public speaking and basic PR (Women only)
  - Policy Making as a competency (both target groups Women & Men)
  - Decision Making as a competency (both target groups Women & Men)
  - Negotiating as a competency (Women only)
  - Advocacy and lobbying skills (Women only)
- Programme of each workshop should include proposed topics and be adapted to the target groups;
  - Proposed topics are to be organized as **modules** within **each** individual workshop, which is to enable participants to obtain different skills and knowledge in the field of gender equality

### ***3. The Eligibility Criteria for the Participants***

The proposed to participate in these activities are to be chosen according to the following criteria (EU PROGRES will facilitate the selection process):

- For women: maximum 3 per municipality; sitting representatives in a local assembly, representing *different* political parties
- For men: maximum 2 *elected* officials per municipality

### ***4. The Delivery Process***

These activities are to be delivered in the following concept and order, and according to the topics listed above:

- The Workshops
  - For women: three workshops are to be organized in accordance with the following requirements:
    - ✓ One workshop for representatives of 7 municipalities in Pčinja District, i.e. for the following municipalities: Bosilegrad, Bujanovac, Vladičin Han, Vranje, Preševo, Surdulica and Trgovište
    - ✓ One workshop for representatives of 10 municipalities in Jablanica and Toplica Districts, i.e. for the following municipalities: Bojnik,



Vlasotince, Lebane, Leskovac, Medveđa, Crna Trava, Blace, Žitorađa, Kuršumlija and Prokuplje

- ✓ One workshop for representatives of 8 municipalities in South-West Serbia, i.e. for the following municipalities: Ivanjica, Nova Varoš, Novi Pazar, Priboj, Prijepolje, Raška, Sjenica, and Tutin
- ✓ Each workshop is to last for 2 and a half days
- For men: one workshop is to be organized in accordance with the following requirements:
  - ✓ One workshop for representatives of all 25 municipalities
  - ✓ Workshop is to last for 2 and a half days
- The Methodology
  - Inter-active, **learning-by-doing** activities are a **must**

### **5. The Must-Elements of the Approach**

- Develop and then apply **measurement tools for all aspects of the tasks** (described above) at the beginning and at the end of the process, for all of the participants, both for W&M, then compile, analyse and present the results/change in the final report.
- Design and apply inter-active, learning-by-doing methodology, **according to the latest andragogical learning theories and practices**
- When designing the workshops, provide for optimal time for discussions among the participants, and resources for adequate recording of documented impediments/obstacles/issues pertained to the w/shop topics the participants are facing with in their day-to-day work, as well as their recommendations on how to improve the current situation for the better
- Workshops must be designed, organised and delivered in a non-threatening environment, and as supportive events, that stem personal growth and learning
- The working **language** of the w/shops must be **Serbian**

### **V. The deliverables:**

The following deliverables must be achieved during the project implementation and presented in the final report:

- **Three workshops for women legislators and one workshop for men** decision makers, in accordance to the above described requirements, developed, organised and conducted
- The w/shops minutes and reports, the lists of participants and other pertaining records taken, compiled and submitted to the Programme separately, within the planned timeframe
- The designs and the per-w/shops before/after results from the measurement tools (as described above) produced and submitted



- One overall analysis of the existing skills/competencies for all of the four w/shop, describing initial situation and the change after the intervention, produced and submitted to the Programme with the final report
- The final report for the whole intervention, containing, but not limited to the requirements from the above, with a list of specific recommendations for next steps

## **VI. Activities:**

Activities include, but are not necessarily limited to these tasks:

- Understand the EU PROGRES context
- Conduct research to understand challenges pertaining to the particularities of the task at hand
- Produce comprehensive work-plan
- Develop, organise and conduct the w/shops
- Maintain regular communication with the relevant EU PROGRES staff in charge, throughout the planning and implementation of activities.
- Provide relevant project materials in electronic format to the Programme in advance for overview and approval
- Ensure appropriate visibility for the Programme and especially its donors: the European Union and the Government of Switzerland, throughout the implementation of activities and in accordance with the guidelines that will be provided by EU PROGRES
- Plan and conduct any other activities providing for and supporting of the success of the intervention

## **VII. Inputs:**

### ***Contribution from the EU PROGRES***

- The EU PROGRES will be involved in the fine-tuning and approval and of the intervention elements, as per need
- The Programme staff will advocate for participation of relevant stakeholders and will be overseeing the preparation and delivery of the w/shops
- EU PROGRES will provide tax exemption forms to the Contractor, as per positive regulations for these kind of activities

### ***The Implementing Partner's Input***

A potential bidder should be an established, professional organization and must have a proven track record of expertise and experience in:

- Design, preparation and implementation of training programmes for adults
- Project management

The bidder must provide **reference letters for at least 3 similar projects** that have been implemented over the past five years, as well as the **CVs of the team leader and at least three core experts** that will be engaged in the intervention.

**The team leader** must have a minimum of a bachelor degree in a relevant discipline and at least 7 years of relevant experience. He or she would be directly responsible for the delivery of expected results.

**The core experts** must be experienced in preparation and realization of inter-active, learning-by-doing training activities.

The selected company shall be responsible also for the provision of:

- Any equipment necessary to provide proper and unremitting working conditions for the project team engaged in this activity

#### **VIII. Timing:**

The services acquired through this ToR will be delivered over the period of January 2014 to 10 March 2014.

#### **IX. Reporting:**

1. Monthly progress reports
2. A report must be submitted after each conducted event within 72 hours.
3. Final report must be delivered in English language in two hard copies and on CD/USB.
4. All material produced during the implementation of the campaign should be delivered in electronic and hard copies.

#### **X. Other Considerations**

- The w/shops design, data collection, analyses, materials, reports and other pertaining materials will remain the intellectual property of UNOPS.

The application for this intervention must be submitted in English, both as a hard-copy and electronic file

**ANNEX II: BID PRICE FORM**

<b>QUOTATION</b>				
<b>BIDDER'S PRICES (Price &amp; Currency to be entered by Bidder; for domestic companies in RSD and for international in EUR or USD).</b> For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rate.				
<b>Name(s) of consultant(s) (a)</b>	<b>Number of working days (b)</b>	<b>Daily fee (c)</b>	<b>Daily subsistence allowance (d)</b>	<b>Total (e)=(b)x((c)+(d))</b>
<b>SUBTOTAL:</b>				
<b>International/National travels (a)</b>	<b>Quantity (b)</b>	<b>Cost (c)</b>	<b>Currency (d)</b>	<b>Total (e)=(b)x(c)</b>
<b>Other Costs (description)</b>				<b>Costs</b>
<b>SUBTOTAL:</b>				
<b>GRAND TOTAL:</b>				

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Authorized Signature

**ANNEX III: PREVIOUS EXPERIENCE FORM**

Previous Experience				
Description of services/goods /works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_