**ANNEX 1 – PROPOSAL FORMS, SCHEDULES A – B**

**Schedule A: Proposal Submission Form**

*To Investing in Women,*

*[Insert name], on behalf of [insert organisation’s or consortium’s name],*

*Address: (Insert Organisation/consortium address)*

*Phone Number: (Insert Organisation/consortium phone number)*

*Email Address: (Insert Organisation/consortium email)*

1. *Offer to undertake the Scope of Services for WGE Tools and Services Market Research as defined in the Request for Proposal (RFP) documentation on the terms described in the RFP and the particulars and price set out in the enclosed proposal submission including the Financial Proposal;*
2. *In consideration of Investing in Women promising to consider our proposal, will keep this offer open for a period of a hundred and eighty (180) calendar days after the close of proposals;*
3. *State that we have not prepared our submission with the benefit of information obtained from current or former employees of Investing in Women or Abt Associates, or DFAT in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained;*
4. *State that we have not prepared our submission with the benefit of any information obtained from any other potential Proponent or competitor for the services outlined in this RFP;*
5. *Understand that Abt Associates has no liability to pay the Proponent, or any other person, and is not liable for any compensation on the basis of any quantum meruit or any other contractual, quasi contractual or restitutionary grounds whatsoever as a consequence of any matter or thing relating to, or incidental to the Proponent’s participation in this RFP;*
6. *Confirm that the nominated personnel within this proposal are available for the duration specified in our proposal, which aligns with the requirements of the Terms of Reference;*
7. *Confirm that we are not aware of any present, or potential Conflict of Interest that exists as a result of us submitting this proposal, or entering into an agreement with Abt Associates for the provision of these services;*
8. *Confirm that we have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services; and*
9. *Nominate the following person as our representative for executive negotiations:*

***Representative’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***DATED*** *this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 2024*

***SIGNED*** *for and on behalf of*

*(Insert Organisation Name)*

*Signature of Authorised Signatory Name of Authorised Signatory*

*In the presence of:*

*Signature of Witness Name of Witness*

**Schedule B – Workplace Gender Equality Tools and Services Proposal**

Proponents must provide detailed responses covering the information as set out in section 1-3 below.

**PLEASE NOTE:** The response should not exceed **8** **pages** (excluding allowable Annexes).

**Submissions that exceed this page limit will not be considered.**

The following template must be followed:

|  |
| --- |
| **1. ORGANISATION DETAILS[[1]](#footnote-2)** |
| **Name of Organisation** |  |
| **Registered legal entity number[[2]](#footnote-3)**  |  |
| **Place of registration** |  |
| **Contact Details:** |
| **Name of Representative** |  |
| **Position Title** |  |
| **Office Address** |  |
| **Phone/Fax** |  |
| **Email** |  |
| **Social Media**  |  |
| **2. PROJECT PROPOSAL: SUMMARY INFORMATION** |
| **Proposed Project Name:** |  |
| **Proposed Start Date:** |  |
| **Proposed End Date:** |  |
| **Total Amount (AUD) proposed:** |  |
| **3. PROPOSAL DETAILS (max. 7 pages)** |
| 1. **Proposal for Workplace Gender Equality Tools and Services Market Research**
 |
| This section should cover the following:1. A methodologically sound market research plan (including methods and sampling), designed to credibly capture and reflect current demand and support for WGE tools and services (**Note**: This plan will be relied on as the basis for the market research plan deliverable);
2. An outline and justification of the sampling frame, including why it is seen as broadly representative of the universe of firms being targeted and/or effective in responding to the assignment key objectives;
3. Demonstrable market research capability, including capacity to conduct quantitative and qualitative primary data collection and analyse data;
4. Demonstrable capacity to produce high quality market research reports, based on quantitative and qualitative analysis, in English.
5. References: The proponent includes reference for three (3) contracts for market research delivered in the past 2 years. Please include the following information:

• Client name and address • Contact name, email and telephone number • Brief project description • Contract value • Duration of Contract |
| 1. **Organisational capability to deliver**
 |
| This section should cover the following:1. The proponents demonstrated, relevant market research expertise in SE Asian countries, particularly in Vietnam, including for service-oriented businesses targeting private sector customers;
2. The proponent’s presence in Vietnam, and relevant private sector networks;
3. The proponent’s management capability and ability to adhere to DFAT’s safeguarding requirements.
 |
| 1. **Nominated Personnel**
 |
| Nominate appropriate key personnel as per the table below and attach their Curriculum Vitae as Annex 1. If you intend to recruit consultants or subcontractors, these roles should be included.**Note:** Attached CVs should not exceed **2 pages per person**. Any pages beyond this limit will be disregarded. **No more than 6 CVs** should be provided. |
| **Role** | **Name** |
| e.g. Team Leader |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. **Workplan**
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| The workplan should outline at a minimum:1. Key market research activities as outlined in the market research approach and plan;
2. Resourcing, including key leads and input days;
3. Anticipated scheduling of activities and key deliverables.
 |
| 1. **Financial Proposal**
 |
| The Financial Proposal should cover: * A brief description of the Deliverable/Activity/Service;
* Unit Type;
* No. of Units;
* Cost per Unit (AUD)
* Total cost

The Financial Proposal should clearly reflect the market research approach and workplan, including person input days. The proposal should demonstrate value for money. **Note**: The contract with the selected proponent will be milestone based, with milestone payments made on IW acceptance of key deliverables. |

1. In case of a consortium, each partner organization should complete the Organisation details. You must identify the ‘lead organisation’. Only the lead organisation can enter into an agreement with Abt Associates. The application must identify all other members of the proposed group. [↑](#footnote-ref-2)
2. Attach a copy of your business registration to your proposal submission. [↑](#footnote-ref-3)