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REQUEST FOR PROPOSAL

RFP FOR PROCUREMENT OF A RESPONSIBLE PARTY FOR IMPLEMENTATION OF ACTIVITIES UNDER EMERGENCY LIVELIHOOD AND MICRO-BUSINESS SUPPORT TO VULNERABLE HOUSEHOLDS IN ARUA, YUMBE AND MOROTO DISTRICTS

RFP No.: UNDP/UGA/RFP/18/005

Project: Emergency Livelihood and Micro business support to 1,250 vulnerable households in refugee settlements of Imvepi, Arua district, Bidibidi, Yumbe district and Parolinya, Moyo district.

Country: Uganda

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to tenders.kampala@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Alexander Muhwezi

Title: Procurement Analyst

Date: **June 12, 2018**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) Some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	<p>Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<p>Email Submission</p> <p>eTendering submission</p>	
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <p>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1		Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3		Alternative Proposals	Shall not be considered
4		Pre-proposal conference	<p>Will not be conducted</p> <p>Time: [Enter time and time zone]</p> <p>Date: Select date</p> <p>Venue: [Enter Venue]</p> <p>The UNDP focal point for the arrangement is:</p> <p>[Insert Name of Focal Point]</p> <p>Telephone: [Enter telephone #]</p> <p>E-mail: [Insert e-mail address]</p>
5		Proposal Validity Period	120 days
6		Bid Security	Not Required
7		Advanced Payment upon signing of contract	Not Allowed
8		Liquidated Damages	<p>Will not be imposed</p> <p>Percentage of contract price per day of delay: ____</p> <p>Max. number of days of delay ____, after which UNDP may terminate the contract.</p>

9	=	Performance Security	Not Required
10		Currency of Proposal	Local currency __UGX__
11		Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline
12		Contact Details for submitting clarifications/questions	Focal Person in UNDP: Alexander Muhwezi Address: UNDP Office Plot 11, Yusuf Lule Road E-mail address: alexander.muhwezi@undp.org
13		Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website _____
14		Deadline for Submission	5:00pm June 27 th 2018 Kampala time
14		Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15		Proposal Submission Address	<u>United Nations Development Programme</u> <u>Plot 11 Yusuf Lule Road, Kampala Uganda</u> <u>Attn: Procurement Office</u>
16		Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
17		Expected date for commencement of Contract	<i>July 1, 2018</i>
18		Maximum expected duration of contract	9 months
19		UNDP will award the contract to:	One Proposer Only

20	Type of Contract	Contract for Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
21	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	Other Information Related to the RFP	The project will be based in Imvepi refugee Settlement Arua District, Bidibidi settlement in yumbe and Parolinya Refugee settlement, Moyo district

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Duly filled and signed Capacity Assessment Form
- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 10 years of relevant experience.	Form D: Qualification Form
	Minimum 5 contracts of similar value, nature and complexity implemented over the last 10 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of UGX 1,000,000,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	550
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	250
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	100
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	120
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.4	Quality assurance procedures and risk mitigation measures	100
1.5	General company capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - Age/size of the firm - Human resources capacity 	130
Total Section 1		550

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	40
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	60

Section 3. Management Structure and Key Personnel (see TOR for details)			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		250
3.2	Qualifications of key personnel proposed		
3.2 a	Task Manager (Head of Institution)/ Technical experts (atleast 3)		
	- Educational qualification (Masters degree in relevant field)	30	
	- Minimum years of experience in similar projects	30	
	- Minimum years' experience in field locations (Outside Kampala, preferably In West Nile Sub region)	40	
3.2 b	Other staff/Support staff (atleast 3)		
	- Education of atleast a degree in relevant field	60	
	- Minimum years of experience in the relevant field	30	
	- Working experience in multinational offices, especially UN	40	
	- English and West Nile languages	20	
Total Section 3			250

Section 5. Terms of Reference

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Project title: Emergency livelihood and micro business support to 1,250 vulnerable households in Arua, Yumbe and Moyo Districts, West Nile sub-region

Location: Imvepi refugee settlement (Arua district), Bidibidi settlement (Yumbe district) and Palorinya settlement (Moyo district)

Starting date: Upon signature of contract

Duration: 9 months

A. Background

Since the outbreak of violence in South Sudan in July 2016, Uganda has been receiving an unprecedented number of refugees fleeing from fighting, violence, drought and famine. As of April 2018, a total of 1,462,886 refugees and asylum seekers are recorded in the country, making Uganda the largest refugee hosting country in Africa and one of the world's fastest-growing refugee crisis. Most of these refugees (1,061,892) come from South Sudan and are mainly settled in West Nile districts.²

Uganda has a progressive refugee protection policy, providing refugees with freedom of movement, the right to work and establish businesses, the right to documentation and access to national social services. The country pursues a non-camp settlement policy, by which refugees are allocated plots of land for shelter and agricultural production, stretching out over vast territories.

However, the refugee caseload and new arrivals continues to put enormous pressure on the country's resources, in particular on land, basic service delivery systems (including health, education, water and sanitation). Refugee hosting districts face general challenges in responding to the refugee crisis, mainly as a result of limited resilience to shocks (due to poor planning, coordination, management and delivery capacities) and insufficient economic opportunities. Financial resources at local government level are unavailable to cater for the recovery and development needs of the rapidly growing populations. At the same time, the humanitarian response efforts remain insufficient to provide emergency assistance to the increasing numbers of refugees, as well as opportunities for their self-reliance. Hence, the model is coming under threat.

To support the progressive Government policy, the UN and the World Bank developed the Refugee and host Population Empowerment (ReHoPE) framework, a comprehensive strategy to build the resilience and self-reliance of refugees as well as host communities.

UNDP Emergency Response and Resilience Strategy for Refugees and Host Communities, based on the ReHoPE framework and in line with Uganda's second National Development Plan and the Settlement Transformative Agenda, seeks to strengthen the resilience of refugees, host community members, district local government and relevant national institutions to cope with and recover from the impact of the large influx of refugees. The aim is to provide emergency support, while investing in existing national and local systems to ensure they can adequately serve both host and refugee communities.

² <https://ugandarefugees.org/>

Against this backdrop, in 2018 UNDP received an allocation from the Government of Japan (Japanese Supplementary Budget) aimed at responding to urgent needs for economic stabilisation and at supporting longer term self-reliance of refugees and hosting communities, while supporting improved planning, management and delivery capacities of local governments to respond to the crisis, hence strengthening the humanitarian-development nexus.

Through this project, UNDP will target 1,250 vulnerable households in Imvepi, Bidibidi and Palorinya settlements, in Arua, Yumbe and Moyo districts respectively, to provide livelihood support through cash for work and micro-enterprise development.

In order to implement the above mentioned project, UNDP Uganda intends to procure a competent Non-Governmental Organization (NGO), Civil Society Organization (CSO), firm or institution.

B. Objective of the assignment

The main objective of this assignment is to provide emergency livelihood support to 1,250 refugees and hosting community members in Palorinya refugee settlement, Moyo district (450), Bidibidi settlement, Yumbe district (400) and Imvepi settlement, Arua district (400) and enhanced life skills. 1,000 of them will be provided with seed capital to establish microbusinesses. The project also aims at strengthening social cohesion.

As women and children constitute 82% of the refugee population, the project will prioritise women and youth at risk (i.e. dual targeting). Women will represent 60% of the targeted population. The project will adhere to the Government of Uganda's directive ensuring that 30% of the assistance benefits the host community, which in turn sustains and expands the asylum space.

C. Methodology

The assignment will focus on providing livelihood support through a two-phase approach³:

- Phase (I) – emergency employment through cash for work activities for 30 days (i.e. 37,500 work days) to stabilize livelihoods;
- Phase (II) bridging emergency employment to more sustainable livelihoods through microbusiness development.

Phase (I): ENGAGEMENT (cash for work - CfW)

Cash for work activities will be developed based on UNDP assessments at district level. Interventions will be identified through a participatory approach involving representatives from both the refugee and host communities, in consultation with OPM and district local government stakeholders, and, where feasible,

³ This is part of UNDP 3x6 approach for sustainable livelihoods during transition or in crisis or post-crisis contexts. For more information, please see: <http://www.undp.org/content/undp/en/home/librarypage/poverty-reduction/global-toolkit-on-the-3x6-approach--building-resilience-through-.html>

taking into account priorities identified at parish, village or sub county level in the framework of the Local Government annual budgeting & planning cycle.

The project will coordinate and harmonise with existing implementing partners engaged in cash for work activities and other cash-based interventions, taking into account the established MEB (Minimum Expenditure Basket).

Indicative cash for work activities include, but are not limited to:

- Construction of water catchment systems for households and communities;
- Rehabilitation of small/micro socio-economic community infrastructure, such as market places, storage facilities, small roads, shelters, digging of latrines;
- Opening of land;
- Tree planting, including wetland restoration;
- Production of alternative source of fuel for cooking, including briquettes and improved methods for charcoal making;
- Production of alternative construction materials for shelter;
- Production of energy saving cooking stoves.

UNDP's approach to cash for work:

- Beneficiaries and cash for work interventions will be selected through participatory and inclusive processes, with due consideration of specific groups within the refugee and host communities, including women, youth and persons with disabilities;
- Cash for work interventions will be carried out jointly by refugees and host community members (70/30 ratio);
- All interventions will be carefully designed and monitored to ensure disaster risk and climate change sensitivity, as well as gender sensitivity, to avoid doing harm;
- Interventions will be prioritized based on jointly selected criteria (e.g. responding to immediate needs, contributing to critical community infrastructure and/or disaster risk reduction) and benefitting the whole community;
- Cash for work is an opportunity to engage refugees and host communities to improve social cohesion, through working together and awareness raising on issues that may create tensions within communities or put communities at risk (e.g. SGBV, safe and sustainable use of water, HIV/ AIDS, environmental degradation and disaster related risks);
- All cash for work beneficiaries will receive life skills training throughout the duration of the cash for work activities;
- Cash for work projects will provide up to 30 working days per person for a monthly wage of approximately USD 120 (transaction fees included). One third of this will be saved for beneficiaries in a bank account, mobile money wallet or other appropriate modality;
- Cash for work payments can be made through existing mobile phone networks, upon confirmation that this is the preferred payment modality. In this case, where beneficiaries do not own a mobile phone, one basic model will be provided through the project on a cost-sharing basis to increase ownership. Mobile phones can be used to support payments and savings, monitor spending of income and carry out surveys (e.g. monitoring of jobs created through the set-up of the small businesses under Phase II, questionnaires about community priorities, referral of complaints, etc.);
- Cash for work beneficiaries will be asked to save 1/3 of their daily wage (mandatory). After completion of the cash for work period, beneficiaries will be given the choice to take the savings

and leave the project or continue to Phase 2 by forming groups for micro-enterprise development.

PHASE II: OWNERSHIP (Microenterprise development)

The project will provide small grants to support the start-up of micro and small business for up to 80% of the beneficiaries of Phase I.

The selection of micro-businesses will be guided by the initial market assessments (to be conducted by UNDP and to include both agricultural and non-agricultural activities), personal skills and preferences. The project will provide small grants to beneficiaries engaged in the cash for work activities who chose to continue. They will create groups and pull together their savings.

During this phase, beneficiaries will receive intensive support to develop business plans and manage the micro-businesses, including business skills, financial literacy training and training on business enterprise development.

Of the USD 120 that beneficiaries have earned through cash for work, they will have saved approximately USD 40. The project will triple these savings to USD 120 to provide sufficient starting capital for the new group businesses. In similar contexts, the use of personal savings has proved to increase the sense of ownership and thereby the sustainability of the businesses.

The project will encourage beneficiaries to form joint ventures to collectively invest in joint economic businesses or activities. Experience has shown that joint investments: i) may enhance peaceful co-existence within the community (i.e. by refugees and host communities jointly investing in a business purpose); ii) increase the start-up capital, allowing for more viable business opportunities; iii) spread the risk of investments made. The small grants could serve for groups to jointly invest in relevant equipment for value addition.

D. Scope of Services, Expected Outputs and Target Completion

The assignment will focus on providing emergency livelihoods through cash for work activities for 30 days (i.e. 37,500 work days) to 1,250 refugees and hosting communities and micro-business development to 1,000 among them.

PHASE I: ENGAGEMENT (Cash for Work)

PHASE I-1: Preparation, Planning, and Beneficiaries Selection (two months)

- 1) Establish a project team composed of management staff, field officers, and trainers, including the following:

<i>Title</i>		<i>Key functions</i>	<i>Duration (months)</i>	<i>Percentage</i>
Project Coordinator	1	Manages the overall project and the teams from the startup to the completion; liaises with UNDP staff/consultant. Ensures technical oversight and delivery of the different project components, prepares work-plans and activities' budgets, guides and supervises field teams.	9	100%
Business Development Expert	1	In relation to the business development component, in close coordination with UNDP technical staff/consultant, ensures guidance to staff on risk-informed cash for work activities (Phase I) and green business development (Phase II). Ensures technical review and finalisation of proposed business plans, linking them to identified value chains. Ensures that business mentoring and technical monitoring are provided to beneficiaries' enterprise groups, for sustainability.	9	50%
Social Cohesion Expert	1	Manages the social cohesion component of the project: participatory selection of beneficiaries, prioritization of CfW activities, life skills awareness raising during Phase 1 (design of life skills sensitizations, training of sub-area managers and field officers) and social cohesion aspects before and during Phase 2 (creation, coaching of beneficiaries' groups, follow-up of group enterprises)	9	50%
Sub-Area Managers	3	Manage field operations, ensuring that all implementation arrangements are in place for effective project delivery in the three project locations; ensure coaching and supervision of field officers, and respect of budgets and work-plans; flag issues when they arise.	9	50%
Field Officers	9	Under the direct supervision of the Sub-Area Managers and technical oversight of the Project Coordinator and Experts, they implement day to day activities, according to budgets and work-plans. Three field officers will be dedicated to a settlement/district.	9	100%
Operations manager	1	Manages the overall project operations including finance, HR, procurement, mobile payments etc., in compliance with the RP and UNDP relevant regulations	9	30%
Monitoring & Evaluation Officer	1	Ensures regular monitoring of field activities, assesses progress and constraints in implementation, ensures compliance with technical requirements and provides corrective measures when needed, measures progress in achieving outcomes, builds evidence	9	30%
Communications Officer	1	Manages communications, including beneficiaries' communications, visibility, documentation of success stories, in line with UNDP visibility requirements and in coordination with UNDP Communication & Media Specialist	9	30%

- 2) Develop a detailed implementation plan with a clear timeline, milestone, and responsible parties, including partners;
- 3) Develop a communication plan for the project in close coordination with UNDP. The communication plan should include the utilization of social media;
- 4) In each of the three settlements, select recently arrived South Sudanese refugees (70%) and Ugandan host community members (30%), with a minimum 60% women, in close coordination with the UNDP's Yumbe Office, as follows:
 - Define eligibility criteria (e.g. age between 18 and 30, living in the targeted zone within the settlement, being unemployed, willingness to participate in CfW activities, having entrepreneurial interest/skills) and selection criteria (vulnerability in terms of livelihood sources), and share them with stakeholders and other partners to avoid double targeting;
 - Link up with Protection Agencies to identify a certain number of SGBV survivors in need of livelihood support to be included as beneficiaries;
 - Conduct community meetings in order to inform communities about the project's objectives, approach, target groups, and eligibility/selection criteria, and engage existing structures (e.g. Refugee Welfare Committees) to identify community members responding to such criteria;
 - Verify eligibility criteria of proposed beneficiaries, conduct vulnerability assessment to verify their level of vulnerability and select the most vulnerable ones;
 - Produce a report described the process followed and the outcome of the selection exercise, along with the list of beneficiaries.
- 5) Along with the vulnerability assessment, conduct a socio-economic baseline assessment to capture the beneficiaries' profile and track their progress over time. The methodology and indicators for the socio-economic assessment will be provided by UNDP and will include human, financial and social capital. The assessment of the beneficiaries' profiles will be used to inform subsequent project activities (e.g. gender-sensitive cash for work activities, skills training).
- 6) Prioritization of cash for work projects proposed by beneficiaries, in consultation with key stakeholders;
 - Through focus group discussions and community meetings outline a list of proposed cash for work interventions which address the needs of the community (e.g. responding to immediate needs, contributing to critical community infrastructure, environmental protection, disaster risk reduction), benefitting the whole community and contributing to social cohesion. Where feasible, consider priorities already identified at parish, village or sub county level in the framework of the Local Government annual budgeting & planning cycle;
 - Consult key stakeholders, in particular district local governments, OPM, community based organizations (CBOs), youth and women networks, refugee and host community local mechanisms on community priorities;
 - Based on outcomes of the exercise, prepare the final list of cash for work interventions and the technologies to be applied, for approval by UNDP.
- 7) Verification of key elements of cash-based intervention appropriateness: community and political acceptance, market functionality, availability of reliable & accessible payment agents, conducive operational conditions;
- 8) Identification of the most appropriate financial service provider for payment of cash for work participants, signing the agreement, and development of Standard Operating Procedures for distribution and encashment;
- 9) Ensure that a refugee feedback and referral mechanism is in place and accessible to beneficiaries, or take appropriate actions to this effect;
- 10) Progress report on activities conducted and methodology applied, challenges faced and solutions identified, lessons learnt, recommendations.

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals required
<p>PHASE I-1 Deliverables</p> <p>1.1. Inception report covering team composition, implementation plan with clear milestones and timeline, and communication plan.</p> <p>1.2. A list of selected cash for work interventions and appropriate technologies to be used;</p> <p>1.3. A report on the beneficiaries' selection process, including:</p> <ul style="list-style-type: none"> I. A summary of community meetings conducted; II. Description of the beneficiaries' selection process through subsequent steps; III. Vulnerability assessment; IV. List and database of selected beneficiaries (to be updated over time); V. Challenges faced, lessons learned and recommendation. <p>1.4. A written agreement with the identified service provider detailing the cash for work payment modality;</p> <p>1.5. Socio-economic baseline assessment and database of cash for work beneficiaries;</p> <p>1.6 Progress report (activities carried out and methodology used, results achieved as per attached Results frame work, challenges faced and solutions identified, lessons learnt, recommendations).</p>	2 months	31 August	UNDP Project Manager, Team Leader and Country Director

PHASE I-2: Implementation of cash for work activities combined with awareness raising (two months)

- 1) Obtain endorsement letters from the district, OPM, and other relevant government entities to implement the cash for work community initiatives;
- 2) Procurement and transport of equipment and construction materials for Cash for Work activities;
- 3) Organize the beneficiaries in groups, based on type of CfW activity, proximity, gender-balance, status (refugee/host community) and designate one team leader per group;
- 4) Train team leaders on group management and first aid;
- 5) Design life skills training materials tailored to beneficiaries covering themes of VSLA promotion, gender equality/leadership, environmental protection, first aid and other social cohesion related topics;
- 6) Implement Cash for Work projects for refugees and host community members: 30 days of CfW activities for 1,250 individuals (i.e. creation of 37,500 work days), in close coordination with UNDP;
- 7) During the cash for work activities (e.g. every day before the beginning of the activities, or on scheduled days), provide life skills training to cash for work beneficiaries;
- 8) Take the attendance on a daily basis and ensure payment of CfW participants based on participants' attendance, according to the agreed daily rate and payment frequency. Two-thirds of this amount will be paid and the other one-third will be saved for each beneficiary;
- 9) Support beneficiaries in opening saving accounts through available service provider(s), or in setting up VSLAs and providing VSLA kits;

- 10) Carry out Post Distribution Monitoring (PDM);
- 11) Progress report on activities conducted and methodology applied, challenges faced and solutions identified, lessons learnt, recommendations.

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals required
1.7 Final list of CfW activities with respective endorsement letters; 1.8 List of equipment and materials procured; 1.9 Training materials and reports for team leaders training and life skills training; 1.10 Attendance sheets; 1.11 Report on opening of saving accounts/creation of VSLA groups; 1.11 Progress report (activities carried out and methodology used, results achieved as per attached Results frame work , challenges faced and solutions identified, lessons learnt, recommendations).	3 months	30 November	UNDP Project Manager, Team Leader and Country Directo

PHASE II: OWNERSHIP (Microbusiness Development)

Phase II: Provision of microbusiness development training and support for the start-up of microbusinesses (four months)

- 1) Organise micro-business development training for beneficiaries interested in moving to Phase II, using the business plan assessment guide developed by UNDP consultant and ensuring tailored sessions are conducted for illiterate participants;
- 2) Provide technical support to 1,000 beneficiaries (youth and women) in the development of business plans for microenterprises;
- 3) In cooperation with UNDP consultant, technically review business plans proposed by beneficiaries, and assess the feasibility of proposed value addition activities;
- 4) In coordination with UNDP, establish a business plan appraisal committee to validate the business plans to receive start-up grants, for 1,000 beneficiaries;
- 5) Release the start-up grants of USD 120 per person (1/3 saving and 2/3 matching grants) for business plans validated by the appraisal committee. Establish a mechanism to ensure that the start-up grants will be used for the pre-determined objective;
- 6) Establish and update a database of set up micro-enterprises, capturing progress, challenges faced and solutions identified;
- 7) Based on the business mentoring strategy developed by UNDP consultant, establish, manage business clinics and train business clinic staffs;
- 8) Ensure monitoring (including physical verifications of procured equipment and other costs incurred by the beneficiaries) and provide mentoring services to established micro-enterprises through physical visits, while supporting their access to investments and markets;
- 9) Update database of beneficiaries;
- 10) Conduct final socio-economic assessment to capture the impacts of the project, in coordination with UNDP;
- 11) Conduct a graduation ceremony for beneficiaries who have moved from Phase I to II, with showcase of best performing micro-enterprises;

- 12) Prepare progress report (activities carried out and methodology used, challenges faced and solutions identified, lessons learnt, recommendations);
- 13) Prepare a final report summarising the entire project (Phase I & II).

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals required
2.1 Report of micro-business development training; 2.2 Report on the training conducted; 2.3 Report on the business plans validated by the appraisal committee; 2.4 A record of start-up grants provided; 2.5 A report on follow-up and monitoring of the established businesses over at least one month, with database of established micro-enterprises; 2.6 Updated database of beneficiaries; 2.7 Final socio-economic assessment of the beneficiaries; 2.8 Progress reports (activities carried out and methodology used, results achieved as per attached Results framework, challenges faced and solutions identified, lessons learnt, recommendations); 2.9 Final narrative and financial reports.	4 months	28 February 2019	UNDP Project Manager, Team Leader and Country Director

E. Institutional Arrangement

- a) The successful organization will be provided overall supervision by UNDP Uganda's Emergency Response and Resilience Strategy for Refugees and Host Communities Project Manager and day to day supervision by UNDP's Field Coordinator based in Yumbe, as well as regular supervision by North Uganda Area Manager;
- b) The successful organization will work closely with other UNDP's staff based in Kampala and will receive training by UNDP Consultant;
- c) The successful organization will ensure compliance with UNDP's visibility requirements;
- d) The successful organization will participate in meetings with UNDP as needs arise;
- e) The successful organization is expected to meet and interact with key stakeholders in the course of performing the assignment as requested by UNDP. The stakeholders will include, among others, government counterparts such as District Local Governments, Resident District Commissioner's Office, Office of the Prime Minister, other UN Agencies, such as UNHCR, FAO, Protection Agencies and their implementing partners;
- f) The extent of participation of these collaborative entities during the implementation will solely be for ensuring effective delivery of intended services and avoidance of duplication of efforts;
- g) The successful organization is also expected to actively participate in the relevant refugee response coordination mechanisms in each districts and at national level;
- h) The overall management of the contract will be done by UNDP;
- i) The project will not provide logistical support for transportation and accommodation for the experts/staff attached to the successful organization during the implementation of the assignment.

It is expected that the successful organization will use its personnel, services and logistics to deliver on the required services.

F. Duration of the Work

The intervention will be implemented in a period of 9 months commencing immediately upon signature of contract and ending on or before 22 March 2019.

G. Location of Work

Services shall be delivered to refugees and hosting community members in Moyo, Yumbe and Arua districts. The service provider will be required to have operational and logistical presence in these districts during the implementation of activities.

H. Qualifications of the Successful Service Provider at Various Levels

The following are the required qualifications of the prospective organization:

- a) Must be legally registered and authorized to operate in Uganda;
- b) At least 5 years of professional experience in providing livelihood support to youth, women and vulnerable groups;
- c) Have previous experience delivering cash for work programmes and/or economic stabilization and empowerment (skills development, micro enterprise etc.) to vulnerable communities in Uganda will be an added advantage,
- d) At least 1 year of professional experience in delivering related assignment and/or participating/contributing in the refugee response is an added advantage;
- e) Ability of the contracted organization to create capacity support synergies within the region is an advantage;
- f) A team of technical experts and support staff should be dedicated by the organization to the implementation of the required intervention:
Technical experts (**at least 3**):

1. Project coordinator

- Minimum of Master's Degree in international relations, international development, economics, political science or other related field;
- 7 years of relevant professional work experience in project management, livelihoods and micro-enterprise development;
- Knowledge of West Nile, Uganda and displacement/refugee settings;
- Proficiency in English.

2. Business Development Expert

- Minimum of Master's Degree in business, economics, or other related field;
- At least 5 years of relevant professional experience in delivering training in microenterprise development, entrepreneurship, savings and loans association, etc.
- Specialised knowledge in microenterprise development and training;
- Knowledge of West Nile, Uganda, and displacement (refugee) context; and
- Proficiency in English and local language.

3. Social Cohesion Expert

- Master's Degree in Social sciences with a focus on international relations or relevant field;
- A minimum of 5 years of progressively responsible experience in conflict prevention, including relevant field experience, especially in refugee settings, and in conflict sensitive programming;
- Outstanding knowledge of facilitation/training, and process skills;
- Proficiency in English and local language.

I. Scope of Proposal Price and Schedule of Payments

- a) The contract price will be a fixed output-based price regardless of extension of duration;
- b) The potential contractor should submit an all-inclusive bid with detailed costing for professional fees, operational costs, support personnel to be deployed, travel costs anticipated etc;
- c) Payment will be made by UNDP upon achievement of the corresponding milestones identified and outlined in the Financial Proposal Form in accordance with the approved work plan and budget.

j. Criteria for Selecting the Best Offer

The best offer will be selected based on Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

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

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	UGX
	Year	UGX
	Year	UGX
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited.
No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			

Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<ol style="list-style-type: none"> Who are the CSO/NGO's key donors? How much percentage share was contributed by each donor during the last 2 years? How many projects has each donor funded since the CSO/NGO's inception? How much cumulative financial contribution was provided for each project by each donor? How is the CSO/NGO's management cost funded? 	
2. Audit	<ol style="list-style-type: none"> Did the CSO/NGO have an audit within the last two years? Are the audits conducted by an officially accredited independent entity? If yes, provide name. 	
3. Leadership and Governance Capacities	<ol style="list-style-type: none"> What is the structure of the CSO/NGO's governing body? Please provide Organigramme. Does the CSO/NGO have a formal oversight mechanism in place? Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> Project Planning and Budgeting Financial Management and Internal Control Framework Procurement Human Resources Reporting Monitoring and Evaluation Asset and Inventory Management Other What is the CSO/NGO's mechanism for handling legal affairs? Ability to work (prepare proposals) and report in English 	
4. Personnel Capacities	<ol style="list-style-type: none"> What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. 	
5. Infrastructure and Equipment Capacities	<ol style="list-style-type: none"> Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) What resources and mechanisms are available by the CSO/NGO for transporting people and materials? 	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> Delivery compared to original planning Expenditure compared to budget Timeliness of implementation Timeliness and quality of reports Quality of Results 	

