



25 July 2018

REQUEST FOR PROPOSAL (RFP-BD-2018-015)

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring firm for Designing, Developing and maintaining website for the Ethnic Youth Leaders Network to promote Human Rights-HRP.**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Wednesday, August 08, 2018

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 60 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (with file name less than 60 characters) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal.** The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

A handwritten signature in black ink is located in the bottom right corner of the page.

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

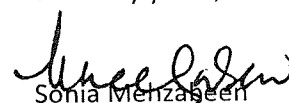
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

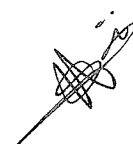
Sincerely yours,



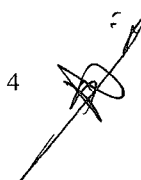
Sonia Menzabeen
Operations Manager
July 25, 2018

Description of Requirements

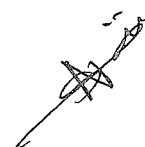
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| Context of the Requirement | <p>Human Rights Programme (HRP) is an integral part of rights-based programming effort of the UNDP supported by a consortium of donors. UNDP has developed and implemented a number of programme in areas of human rights, justice and governance, including, but not limited to, Support to the National Human Rights Commission, Police Reform, Judicial Strengthening, the Justice Sector Facility, Access to Justice and Activating Village Courts. As success of UNDP's programme, Human rights programme has designed to expand its strategic cooperation with the state based institutions with a special focus on the National Human Rights Commission (NHRC), law enforcing agencies, civil society organizations and other institutions operating to advocate for promotion and protection of human rights in Bangladesh. This is also aligned with the UNDP's New Strategic Plan 2014-2017 to meet citizen expectations for voice, development, the rule of law and accountability by stronger systems of democratic governance. The Programme will have a particular focus on working with vulnerable and marginalized groups, including women and girls, children and young people, ethnic and religious minorities, people with disabilities, Dalit and sexual minority population. It will support to enable people to claim their rights, strengthen civil society initiatives for women and girls and build position of the NHRC as an important partner for promotion and protection of Human Rights in Bangladesh. The Programme will seek to expand on rights-based advocacy, in particular looking at developing the NHRC's role in engaging with Government on human rights.</p> <p>The Human Rights Programme has five outputs:</p> <ul style="list-style-type: none"> a. Strengthened capacity of the National Human Rights Commission to deliver on its mandate b. Enhanced capacity of civil society and community based organizations to engage in human rights advocacy and awareness raising c. Enhanced capacity of law enforcement agencies, in particular police, on human rights issues d. Strengthened capacity of national stakeholders to better protect and promote women's rights <p>b) Strengthened capacity of national stakeholders to better protect and promote the rights of ethnic minorities</p> <p>The development of online platform (i.e. website) for youth leaders is an integral part of Output-5: "Strengthened capacity of national stakeholders to better protect and promote the rights of ethnic minorities" of the Human Rights Programme (HRP) that aims to sensitise, educate and empower the youth leaders to respond effectively for their own community. Therefore, this will be a special initiative of HRP, UNDP to develop an online platform for the ethnic youth leaders so that they can share/exchange their actions and find opportunities to work together in addressing human rights issues of</p> |
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| | their own communities in Bangladesh. |
| Implementing Partner of UNDP | Human Rights Programme (HRP) |
| Brief Description of the Required Services | <p>The main objective is to design and develop a structured, professionally-looking, well-designed and well-illustrated websites.</p> <p>The firm shall be responsible for designing and developing the website for youth leaders online network under the Human Rights Programme (HRP), UNDP. The tasks will include: domain hosting, basic page template design and add tools, set up, security module set up, site map, website design (graphical and animation with logo), dynamic and interactive notice/news board, image gallery, Google analytic set up (for site traffic details), YouTube set up (for showing video), events calendar, Face book page and Twitter (automatically update will share at FB page and twitter), dynamic contact form with auto-response facility, visitor interactive forum development.</p> <p>The firm will develop the websites using Joomla/Word press/ Drupal and/or other equivalent open sources. The firm will work under the guidance of Communication and Advocacy Expert and works in collaboration with Communities and Minorities Expert, HRP, UNDP.</p> <p>The qualified firm will be assigned to accomplish the following deliverables:</p> <ul style="list-style-type: none"> c) Design the look and feel of websites that are visually appealing (i.e with attractive mix of texts and graphics), have unified theme and design, and easy to navigate; d) Create/customize an open source Content Management System (CMS) that is reliable and with support base worldwide, and will permit non-technical staff to instantly update website content, add modules or sections, and integrate Web 2.0 elements, such as, but not limited to user tagging, content commenting, syndication, social networking, peer-to-peer sharing and blogging and wiki; e) Provide search capabilities using key words or phrasing that will identify content from throughout the site; f) Incorporate the following broader contents to the websites: <ul style="list-style-type: none"> ✓ Youth Mapping/Directory ✓ Youth Calender ✓ Rights-based Initiatives/Actions ✓ Capacity Development ✓ Opportunities ✓ Youth and SDGs ✓ Photo gallery |



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| | <p>g) Need ensure the uploading or server space for 2 years'</p> <p>This will also have an option to Logg In, and sign up option as an individual and as an organization. There should be an advanced search engine, Administrator and user-level access. The contents should also insert a tracking process to measure web visitors, users feedback/comments on web site performances and a provision to maintain, update and secure the website.</p> <p>In addition, the firm should have to ensure that the website meets the following compatibility requirements:</p> <ul style="list-style-type: none"> a) Wesite must be compatible with all latest internet browsers (IE, Firefox, Chrome, Safari etc.) b) Site must be built in accordance to the Web Content Accessibility Guidelines 2.0, provided by the W3C and should be easily accessible to the novice as well as experienced Internet user <p>The firm should provide technical support to Human Rights Programme (HRP), UNDP for the duration of 15 months after posting the website in order to eliminate and fix the bugs and defects that might occur as a result of programming errors.</p> | | |
| List and Description of Expected Outputs to be Delivered | Expected outputs | | Timeline (from date of contract signing) |
| | 1. | Initial design of the websites developed and CMS installed on the development server Phase 1: Preparation and submission of design on site structure --- upon approval Phase 2: Developing CMS---Upon approval | Within 15 days from signing the contract |
| | 2. | Content developed, completed and presentation Phase 3: Developing HTML templates and uploading content | Within 25 days from signing the contract |
| | 3. | Testing and Troubleshooting Phase 4: Testing and debugging of the architecture and the functionality of CMS completed; Website ready to go online | Within 35 days from signing the contract |
| | 4 | Day-long training/orientation of Websites' team | Within 40 days from signing the contract |
| | 5 | Official launch of the Website for youth leaders | Within 45 days from signing the contract |
| | 6 | Fixing the problems if emerge any | Within 50 days from signing the contract |

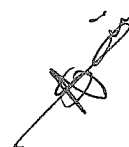


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| | 7 | For completion of designing, developing and launching the websites | Within total 60 working days |
| | 8 | Monthly maintenance (including uploading contents) and backup services | 6 months after official launching of the website |
| Person to Supervise the Work/Performance of the Service Provider | Project Manager, HRP | | |
| Frequency of Reporting | <i>As indicated in the ToR</i> | | |
| Progress Reporting Requirements | <i>As indicated in the ToR</i> | | |
| Location of work | <input type="checkbox"/> Exact Address/es <i>As indicated in the ToR</i> | | |
| Expected duration of work | Duration of the assignment will be 15 Months | | |
| Target start date | August 2018 | | |
| Latest completion date | November 2019 | | |
| Travels Expected | <i>As indicated in the ToR</i> | | |
| Special Security Requirements | <input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i> | | |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR | | |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | | |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | | |
| Currency of Proposal | <input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency, BDT | | |
| Value Added Tax on Price Proposal | <input checked="" type="checkbox"/> must be inclusive of VAT | | |
| Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>) | <input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. | | |

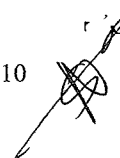
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| Partial Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted | | |
| Payment Terms | SL | Outputs and Deliverables | Payment (% of total) |
| | 1 | Initial design of the websites developed and CMS installed on the development server; Content developed, completed and presentation: Phase 1: Preparation and submission of design on site structure --- upon approval Phase 2: Developing CMS---Upon approval Phase 3: Developing HTML templates and uploading content | 50% |
| | 2 | Testing and Troubleshooting Phase 4: Testing and debugging of the architecture and the functionality of CMS completed; Website ready to go online | 10% |
| | 3 | Monthly maintenance and technical support (for 15 months) | 40% |
| | Total = | | 100% |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Manager, HRP | | |
| Type of Contract to be Signed | <input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Institutional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract | | |
| Criteria for Contract Award | <input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. | | |
| Criteria for the Assessment of Proposal | Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below: Minimum eligibility criteria of the consultancy firm: <ul style="list-style-type: none"> • Business Licenses – Registration Papers, Tax Payment | | |

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| | <p>Certification, etc.</p> <ul style="list-style-type: none"> • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured. • Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation. • Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report. • The firm/organization must have at least 5 years' experience in web designing, development and maintenance. • The firm must have experience in designing and developing at least three (3) websites for national/international/donors/UN agencies <p>Minimum eligibility criteria of the key personnel:</p> <ul style="list-style-type: none"> • The proposed personnel (team leader, web developer and graphic designer) must have B.Sc (honors)/Masters degree in relevant subject; • The team personnel must have at least 5 years' experience in designing and developing websites for national/international/donors/UN agencies • The team personnel (team leader, web developer and graphic designer) must have experience and advanced knowledge in web design using: HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java, Joomla/Word press/ Drupal and/or other equivalent open source, CMS (Content Management System) installation and management, working knowledge of security technologies. <p>Note: Necessary documentation must be submitted to substantiate the above eligibility criteria. Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation. The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.</p> <p>Technical Proposal (70%)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Background experience/ Expertise of Firm <input checked="" type="checkbox"/> Adequacy and comprehensiveness of the proposal (concept, approach, work plan) <input checked="" type="checkbox"/> Qualifications and competence of the key staff for the Assignment |
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| BASIS OF TECHNICAL EVALUATION | | | | | | |
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| Technical Evaluation Criteria | Points obtainable | Firm/organization | | | | |
| 1. Background information and experiences of the firm/organization | | A | B | C | E | D |
| 1.1 Experiences in designing and developing website for national/international/donors/UN agencies | 15 | | | | | |
| 1.2 Quality of the submitted website links (designed and developed by the firm) | 15 | | | | | |
| Sub-total = | 30 | | | | | |
| 2. Proposed methodology and detailed work plan | | | | | | |
| 2.1 Concept and working approach to assigned tasks | 10 | | | | | |
| 2.2 Proposed action plan | 5 | | | | | |
| Sub-total = | 15 | | | | | |
| 3. Proposed Contents designing mechanism (to be applied under the assigned work) | | | | | | |
| 4. Qualification and competency of the proposed personnel for the assignment | | | | | | |
| Team Leader | 5 | | | | | |
| 4.1 Experience in leading the firm designed and developed websites for national/international/donors/UN agencies | | | | | | |
| Web developer | 5 | | | | | |
| 4.2 Experience in designing and developing websites for national/international/donors/UN agencies | | | | | | |
| Graphic Designer | 5 | | | | | |
| 4.3 Experience in web graphic designing | | | | | | |
| Sub-total = | 15 | | | | | |
| Total technical evaluation = | 70 | | | | | |
| Total Evaluation | | | | | | |
| Echnical evaluation | 70 | | | | | |
| Financial evaluation | 30 | | | | | |
| Total evaluation = | 10 | | | | | |



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| | <p>Financial Proposal (30%)</p> <p>In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP): $TP\ Rating = (Total\ Score\ Obtained\ by\ the\ Offer / Max.\ Obtainable\ Score\ for\ TP) \times 100$</p> <p>Rating the Financial Proposal (FP): $FP\ Rating = (Lowest\ Priced\ Offer / Price\ of\ the\ Offer\ Being\ Reviewed) \times 100$</p> <p>Total Combined Score: $(TP\ Rating) \times (Weight\ of\ TP,\ e.g.\ 70\%) + (FP\ Rating) \times (Weight\ of\ FP,\ e.g.,\ 30\%)$</p> <p>=Total Combined and Final Rating of the Proposal</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p> |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors : |
| Annexes to this RFP | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5) |
| Contact Person for Inquiries (Written inquiries only) | <p>bd.procurement@undp.org</p> <p><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 31 July 2018.</i></p> <p><i><u>"Queries on RFP-BD-2018-015"</u></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

Minimum eligibility criteria of the consultancy firm:

- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured.
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report.
- The firm/organization must have at least 5 years' experience in web designing, development and maintenance.
- The firm must have experience in designing and developing at least three (3) websites for national/international/donors/UN agencies

Minimum eligibility criteria of the key personnel:

- The proposed personnel (team leader, web developer and graphic designer) must have B.Sc (honors)/Masters degree in relevant subject;
- The team personnel must have at least 5 years' experience in designing and developing websites for national/international/donors/UN agencies
- The team personnel (team leader, web developer and graphic designer) must have experience and advanced knowledge in web design using: HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java, Joomla/Word press/ Drupal and/or other equivalent open source, CMS (Content Management System) installation and management, working knowledge of security technologies.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria.

Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

A. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

B. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

C. Cost Breakdown per Deliverable* (This portion to be provided in separate sealed envelope)

| | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price <i>(Weight for payment)</i> | Price <i>(Lump Sum, All Inclusive)</i> |
|---|---|---|--|
| 1 | Deliverable 1 | | |
| 2 | Deliverable 2 | | |
| 3 | | | |
| | Total | 100% | |

**This shall be the basis of the payment tranches*

D. Cost Breakdown by Cost Component [This is only an Example]:

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|--------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 2. Services from Field Offices | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 3. Services from Overseas | | | | |
| a. Expertise 1 | | | | |

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|-----------------------------------|--|--|--|--|
| b. Expertise 2 | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]



General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

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

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

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

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

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

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

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

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

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

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

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

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any

time is developed by the Recipient completely independently of any disclosures hereunder.

- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

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

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

19.0 CHILD LABOUR

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

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

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

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

21.0 OBSERVANCE OF THE LAW:

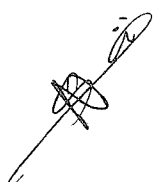
The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

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

A handwritten signature in black ink, consisting of a stylized, cursive script, located in the bottom right corner of the page.

TERMS OF REFERENCE

Hiring firm for Designing, Developing and maintaining website for the Ethnic Youth Leaders Network to promote Human Rights-HRP.

A. Project Title:

Human Rights Programme (HRP), UNDP

B. Description of the Assignment:

I. Summary:

The website will be designed, developed and maintained for an active online networking of youth leaders to share, upload and finding opportunities to act as change agent in addressing human rights issues/concerns of their own communities in Bangladesh.

II. Background:

Human Rights Programme (HRP) is an integral part of rights-based programming effort of the UNDP supported by a consortium of donors. UNDP has developed and implemented a number of programme in areas of human rights, justice and governance, including, but not limited to, Support to the National Human Rights Commission, Police Reform, Judicial Strengthening, the Justice Sector Facility, Access to Justice and Activating Village Courts. As success of UNDP's programme, Human rights programme has designed to expand its strategic cooperation with the state based institutions with a special focus on the National Human Rights Commission (NHRC), law enforcing gencies, civil society organizations and other institutions operating to advocate for promotion and protection of human rights in Bangladesh. This is also aligned with the UNDP's New Strategic Plan 2014-2017 to meet citizen expectations for voice, development, the rule of law and accountability by stronger systems of democratic governance. The Programme will have a particular focus on working with vulnerable and marginalized groups, including women and girls, children and young people, ethnic and religious minorities, people with disabilities, Dalit and sexual minority population. It will support to enable people to claim their rights, strengthen civil society initiatives for women and girls and build position of the NHRC as an important partner for promotion and protection of Human Rights in Bangladesh. The Programme will seek to expand on rights-based advocacy, in particular looking at developing the NHRC's role in engaging with Government on human rights.

The Human Rights Programme has five outputs:

- a. Strengthened capacity of the National Human Rights Commission to deliver on its mandate
 - b. Enhanced capacity of civil society and community based organizations to engage in human rights advocacy and awareness raising
 - c. Enhanced capacity of law enforcement agencies, in particular police, on human rights issues
 - d. Strengthened capacity of national stakeholders to better protect and promote women's rights
- h) Strengthened capacity of national stakeholders to better protect and promote the rights of ethnic minorities**

The development of **online platform** (i.e. website) for youth leadrs is an integral part of Output-5: "Strengthened capacity of national stakeholders to better protect and promote the rights of ethnic minorities" of the Human Rights Programme (HRP) that aims to sentise, educate and empower the youth leaders to respond effectively for their own community. Therefore, this will be a special initiative of HRP, UNDP to develop an online platform for the ethnic youth leaders so that they can

share/exchange their actions and find opportunities to work together in addressing human rights issues of their own communities in Bangladesh.

III. The purpose:

The main purpose of this assignment is to develop an online platform for youth leaders so that they can share their initiatives, actions, learning and opportunities to extend youth networking and leadership.

i) Scope of work:

The main objective is to design and develop a structured, professionally-looking, well-designed and well-illustrated websites.

The firm shall be responsible for designing and developing the website for youth leaders online network under the Human Rights Programme (HRP), UNDP. The tasks will include: domain hosting, basic page template design and add tools, set up, security module set up, site map, website design (graphical and animation with logo), dynamic and interactive notice/news board, image gallery, Google analytic set up (for site traffic details), YouTube set up (for showing video), events calendar, Facebook page and Twitter (automatically update will share at FB page and twitter), dynamic contact form with auto-response facility, visitor interactive forum development.

The firm will develop the websites using Joomla/Word press/ Drupal and/or other equivalent open sources. The firm will work under the guidance of Communication and Advocacy Expert and works in collaboration with Communities and Minorities Expert, HRP, UNDP.

The qualified firm will be assigned to accomplish the following deliverables:

- j) Design the look and feel of websites that are visually appealing (i.e with attractive mix of texts and graphics), have unified theme and design, and easy to navigate;
- k) Create/customize an open source Content Management System (CMS) that is reliable and with support base worldwide, and will permit non-technical staff to instantly update website content, add modules or sections, and integrate Web 2.0 elements, such as, but not limited to user tagging, content commenting, syndication, social networking, peer-to-peer sharing and blogging and wiki;
- l) Provide search capabilities using key words or phrasing that will identify content from throughout the site;
- m) Incorporate the following broader contents to the websites:
 - ✓ Youth Mapping/Directory
 - ✓ Youth Calendar
 - ✓ Rights-based Initiatives/Actions
 - ✓ Capacity Development
 - ✓ Opportunities
 - ✓ Youth and SDGs
 - ✓ Photo gallery

Ensure uploading or server space for max, two (2) years



This will also have an option to Logg In, and sign up option as an individual and as an organization. There should be an advanced search engine, Administrator and user-level access. The contents should also insert a tracking process to measure web visitors, users feedback/comments on web site performances and a provision to maintain, update and secure the website.

In addition, the firm should have to ensure that the website meets the following compatibility requirements:

- c) Website must be compatible with all latest internet browsers (IE, Firefox, Chrome, Safari etc.)
- d) Site must be built in accordance to the Web Content Accessibility Guidelines 2.0, provided by the W3C and should be easily accessible to the novice as well as experienced Internet user

The firm should provide technical support to Human Rights Programme (HRP), UNDP for the duration of 15 months after posting the website in order to eliminate and fix the bugs and defects that might occur as a result of programming errors.

D. Expected Outputs:

As per RFP Documents

E. Impact of Results

The key results have an impact on integration of rights-based initiatives and learning of youth leaders under the online youth platform of HRP, UNDP to the external audiences.

F. Institutional Arrangement

The firm will closely work under the guidance of Communication and Advocacy Expert and in collaboration with Communities and Minorities Expert, HRP, UNDP on issues related to design and development of website. The final content and design of website for youth leaders will be verified by the NPC, HRP, UNDP and approved by the Chief Technical Advisor (CTA), HRP, UNDP.

All sources, related to the content, design and other materials posted on the website represent the property of HRP, UNDP.

G. Duration of the Work and Duty Station

The duration of the assignment will be total 15 (fifteen) months. After official launch (2 months: 60 days) of the website, the firm/vendor will provide maintenance and backup services for additional one year (13 months).

Awarded firm will use their own office as duty station for this assignment.

H. Input from the Projects

The Human Rights Programme (HRP), UNDP will provide required information, reports, photos, videos, data and other technical supports to the process of designing and development of website for youth leaders.

I. Final Products/Services

As final product/services, the firm will deliver:

- a) A well structured, well-designed and visible website as an online platform for youth leaders is launched with the components/contents in line with TOR;
- b) Back up, maintenance and technical support services to make the website functional (during contract period and beyond);
- c) The contracted firm/vendor will submit a comprehensive report after launching of the website for youth leaders under the HRP, UNDP;
- d) A summary report to avail the backup services and technical help in word format and in CD.

J. Qualification of the successful contractor

As per RFP documents

Applications Details

Interested firms are requested to go through this ToR and send the following documents:

Technical:

- 1) Background and experiences
- 2) Concept, proposed methodology and detailed work plan
- 3) Contents Designing mechanism
- 4) Qualifications and competence of the key staff for the Assignment

Note: Shortlisted vendors will be called for a short presentation

Contents of the Proposal to be submitted

The proposal should submit with a forwarding letter (in official letter pad with seal and signature). The proposal should include:

- A. Background information and experiences of the firm (including client list, 3 /4 links of active websites developed and designed by the firm);
- B. Conceptual understanding on assigned task, proposed methodology and detailed work plan
- C. Contents designing mechanism (to be applied under the assigned work)
- D. Brief CVs of key persons (also need to attach CV of key personnel)
- E. Name and contact numbers of 2 references (specially from clients)

K. Scope of Bid Price and Schedule of Payment

As per RFP documents

L. Evaluation

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;

- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high level skills mix required).

Only firms obtaining a minimum of 70% of maxim achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Criteria for Technical Evaluation

As per RFP Documents

M. Responsibilities of the Contractor regarding cost component

All of the cost of this assignment will be carried out by the contracting firm. Whereas UNDP will pay the lump sum amount as per contract.

Recommended Presentation of Proposal

Interested firms must submit the following a detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

1. Technical Proposal

- (i) Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements);
- (ii) Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the required area;
- (iii) List of current and past assignments of the Firm;
- (iv) References from a minimum of two (2) previous clients receiving similar study tour provision;
- (v) Methods and approaches to be adopted in delivering this assignment, including short concept note of 2 to 3 page how the entire study tour will be operated;
- (vi) CVs of the proposed Local Coordinator (s) cum Tour Guide (s) and other team members to be included within the team. Please note that proposing firms will be expected to deploy the personnel listed within the proposal; substitutions will only be accepted with the prior consent of UNDP.

2. Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- (i) The financial proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs) i.e. travel cost, subsistence per diems and overhead recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

Declaration

Date:

United Nations Development Programme
UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

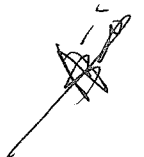
Assignment Hiring firm for Designing, Developing and maintaining website for the Ethnic Youth Leaders Network to promote Human Rights-HRP.

Reference: RFP-BD-2018-015

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the left.

