



REQUEST FOR PROPOSAL (RFP)
For the Provision of
Services for Longitudinal Monitoring of PVE Programmes
UNDP-RBAS Preventing Violent Extremism Project

NAME & ADDRESS OF FIRM	DATE: August 6, 2018
	REFERENCE: RFP-RBAS-012/2018

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Provision of Services for Longitudinal Monitoring of PVE Programmes- Preventing Violent Extremism Project**

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

Proposals may be submitted on or before **Thursday, August 16, 2018** and via email, courier mail or fax to the address below:

United Nations Development Programme
Bldg. No. 11, Abubaker Seraj Al-Deen Street, North Abdoun, Amman, Jordan
proc.contract.rscjo@undp.org
Attention: Abeer Alami– Procurement Associate

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from bids submission deadline

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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,


Huda Khattab
Operations Manager
RBAS Regional Hub

Description of Requirements

Context of the Requirement	<i>The Provision of Services for Longitudinal Monitoring of PVE Programmes UNDP-RBAS Preventing Violent Extremism Project</i>
Brief Description of the Required Services ¹	<ul style="list-style-type: none"> • Design a framework for longitudinal monitoring to assess outcomes of two PVE programmes against PVE objectives in Jordan, this framework should demonstrate how it would integrate gender sensitivity in the design, process, analyze and manage time limitations, data and access to project sites, as well as consider risks (to those conducting the monitoring, participants, data etc.), conflict and context sensitivity. • Conduct baseline and repeat studies of 2 PVE projects. • Provide a detailed report with supporting evidence of outcomes, findings and learning of the monitoring process including recommendations for enhancing programme design and monitoring systems. • Ensure that conflict sensitivity, gender sensitivity and risks are considered in the design and delivery of the monitoring activities.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered			
	Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
	<u>Deliverable 1:</u> Submit Inception report including the monitoring approach tools proposed, developed in discussion with UNDP and project managers.	5 September 2018	Programme Advisor, Conflict Prevention & Peacebuilding
	<u>Deliverable 2:</u> Test and validate tools with the necessary revisions as required.	15 September 2018	Programme Advisor, Conflict Prevention & Peacebuilding
	<u>Deliverable 3:</u> Undertake data collection for the baseline study of the respective two projects and submit the baseline reports.	30 September 2018	Programme Advisor, Conflict Prevention & Peacebuilding
	<u>Deliverable 4:</u> Regular Monitoring of two projects and PVE context, review quality of M&E data and provide support on data collection and monitoring.	Ongoing until 30 April 2018	Programme Advisor, Conflict Prevention & Peacebuilding
	<u>Deliverable 5:</u> Conduct a repeat study to compare results against baseline and submit final report of the monitoring findings and learning with recommendations.	31 May 2019	Programme Advisor, Conflict Prevention & Peacebuilding
Person to Supervise the Work/Performance of the Service Provider	Programme Advisor, Conflict Prevention & Peacebuilding		
Frequency of Reporting	The successful Service Contractor will report on progress of work directly to UNDP on a weekly basis, or more often if requested		
Location of work	Jordan (Amman and outside).		
Expected duration of work	(9) months from contract signature		
Target start date	01 Sep 2018		
Latest completion date	31 May 2019		

Special Security Requirements	(N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
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 checked="" type="checkbox"/> USD
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms	Milestone	Estimated Duration to Complete	Payment																				
	Milestone 1: Successful delivery of deliverables 1-3 identified in the section above	30 September 2018	Up to 50% of contract value																				
	Milestone 2: Successful delivery of deliverable 4-5 identified in the section above	Within 9 months from contract signature date	Up to 50% of contract value																				
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Programme Advisor, Conflict Prevention & Peacebuilding																						
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	Technical Proposal (70%) <input checked="" type="checkbox"/> <table border="1" data-bbox="448 1288 1388 1624"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise of Firm / Organization</td><td>35%</td><td>350</td></tr> <tr> <td>2.</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>35%</td><td>350</td></tr> <tr> <td>3.</td><td>Management Structure and Key Personnel</td><td>30%</td><td>300</td></tr> <tr> <td colspan="2">Total</td><td></td><td>1000</td></tr> </tbody> </table> Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1.	Expertise of Firm / Organization	35%	350	2.	Proposed Methodology, Approach and Implementation Plan	35%	350	3.	Management Structure and Key Personnel	30%	300	Total			1000
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Total			1000																				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																						

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex3) <input checked="" type="checkbox"/> Offer to Comply with Other Conditions and Related Requirements Form (Annex 4) <input checked="" type="checkbox"/> Company Background Information Form (Annex 5)
Contact Person for Inquiries (Written inquiries only) ⁷	Abeer Alami Procurement Associate abeer.alami@undp.org 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.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, <input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [Three years] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value in the past [3 years]. UNDP reserve the right to ask for more satisfactory performance reports <input checked="" type="checkbox"/> List of reference checks from previous clients already provide similar services including (client name, valid email, valid Tel. Number) <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> List of Detailed CVs for one Senior Consultant, one Consultant, and one Junior Consultant. <input checked="" type="checkbox"/> Written confirmation from the Bidder that the Bidder is neither suspended by the UN system nor debarred by the World Bank group.
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. 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.

D. Cost Breakdown per Deliverable*

	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*

E. 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				
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]*

PROJECT DESCRIPTION

With two-thirds of all countries in the world experiencing a terrorist attack in 2016, terrorism has become an unprecedented threat to international peace, security and development, feeding off violent conflict. As conflicts have grown in intensity and number over the past decade, terrorist attacks have also increased and spread. In 2016, the UN Secretary-General put forward a Plan of Action to Prevent Violent Extremism (PVE), which laid out the global recognition and imperative to address violent extremism conducive to terrorism. Based on this, UNDP developed a global framework for PVE which highlights that prevention needs to look beyond strict security concerns to development-related causes of and solutions to violent extremism, using a human rights-based approach.

Monitoring and evaluation is an essential part of any programming. This is particularly so in the complex, fluid, conflict-affected environments that preventing violent extremism (PVE) programming takes place, where the risks of doing harm are high and the consequences can be serious. The capacity to measure impact, improve interventions based on the results, and target investment will enable smarter and more effective use of funding. However, the systems and tools for understanding the suitability of PVE as an approach and the impact PVE interventions have in different contexts have failed to keep pace with the growth of PVE-related interventions.

The UNDP Regional Hub for Arab States based in Amman has been investing in tools and guidance in regards Monitoring and Evaluation of PVE. UNDP and International Alert have produced a toolkit with comprehensive set of tools on all stages of PVE programming, responding to needs beyond UNDP, to improve efficiency, targeting and design of such programmes to ultimately have the highest impact.

Objectives

The purpose of this Consultancy is to co-design methodology for, and lead on data collection and analysis of longitudinal monitoring of two CSO-led PVE or PVE relevant projects in Jordan. In addition to support on co-designing the methodology and monitoring strategy, the Consultancy Team would be expected to develop a plan and tools for data collection, carry out baseline and endline studies and provide a report analysis of the findings of the monitoring studies. With guidance and input from UNDP and its M&E Consultants, the contracted Consultancy Team would be responsible for ensuring the robustness and quality of data collected, monitoring process and subsequent analysis.

Essential to the monitoring framework and strategy established, would be applying context and conflict sensitive approaches and integrating gender sensitivity into the tools, monitoring process and indicators developed, as well as applying these principles to the analysis of data.

SCOPE OF SERVICES, EXPECTED OUTPUTS AND TARGET COMPLETION

- The Consultancy Team would be expected, in collaboration with UNDP, to propose a data

¹⁰ This document serves as a guide to Requestor on how to write the TOR for the RFP, by suggesting contents. This document is not to be shared with Proposers in this current state and form. The TOR actually written by the Requestor shall be the TOR that will be attached to this part of the RFP.

collection strategy which would use mixed methods – collecting both quantitative and qualitative data for two projects yet to be selected.

- The framework would have the capacity to track the same individuals overtime.
- The framework should also capture changes in the PVE context and how these interact with the PVE projects being monitored.
- The framework should clearly demonstrate how risk would be considered and managed in the data collection process and how data would be stored and managed securely.

Scope of work

- ✎ Design a framework for longitudinal monitoring to assess outcomes of two PVE programmes against PVE objectives in Jordan, this framework should demonstrate how it would integrate gender sensitivity in the design, process, analyze and manage time limitations, data and access to project sites, as well as consider risks (to those conducting the monitoring, participants, data etc.), conflict and context sensitivity.
- ✎ Conduct baseline and repeat studies of 2 PVE projects.
- ✎ Provide a detailed reports with supporting evidence of outcomes, findings and learning of the monitoring process including recommendations for enhancing programme design and monitoring systems.
- ✎ Ensure that conflict sensitivity, gender sensitivity and risks are considered in the design and delivery of the monitoring activities.

General Issues

UNDPs Regional Hub for Arab States, based in Amman, Jordan, is looking to hire an organization / company for supporting implementation and roll-out of its recently finalized guidance on how to measure the impact of projects aimed at PVE.

The objectives of this consultancy are to provide direct support to actors to measure the impact of their PVE or PVE relevant interventions occurring in Jordan, as well as to advance regional knowledge base and exchange in the area of measuring impact of PVE interventions, with the aim to operationalize the knowledge and research generated, such that it is built into actual PVE interventions with the aim of improving impact and effectiveness.

The organization will ensure that the work is prepared based on guiding conversations with UNDP Hub for Arab States as well as UNDP Jordan Country Office, in consonance with similar work developed elsewhere.

At all times, the organization / company should ensure that the deliverables are of high quality and meet these six standards:

- Technical robustness

- Regional and programmatic relevance
- Integrity and quality of data and analysis
- Stakeholder engagement and inclusive preparation
- Gender and conflict sensitivity
- Security and safeguarding of participants and respondents and of data

Work plan

In the proposal, the consultant team/firm is requested to provide a preliminary proposed work plan covering all the activities described (a GANTT chart showing detailed list of tasks, duration and schedule per task and allotted resources per task shall be included in the bid). It shall also include the consultants' resources as well as other dependencies which affect the project duration. In that respect, the plan shall clearly specify the input (human resources, material etc.) that UNDP will have to ensure at each phase of the assignment.

Upon contract award, the organization/firm shall provide UNDP with a revised work plan, if necessary. Once agreed upon, the new plan shall be adopted and shall form the basis for project supervision and monitoring.

Limitations

The following limitations should be considered in the technical proposal:

- Number of participants required for a robust approach
- Reducing difficulties associated with attrition rates
- Limited timeframe (shorter than typical longitudinal studies)

Activity Requirements

The following sections detail the expected outputs from the organization/firm for each required activity. They are intended as guidelines. The Consultancy team is expected to provide input based on their own knowledge and experience:

Phase 1 Inception (September 2018)

- Identify monitoring approach, monitoring framework and tools together with the organization, UNDP and relevant partners;
- Develop and finalize inception report;
- Test and validate tools;

Phase 2 Baseline (September 2018)

- Conduct baseline study;
- Review monitoring approach on baseline results;

Phase 3 Regular monitoring (October 2018 – April 2019)

- Conduct regular monitoring of projects and PVE context;
- Review quality of M&E data;
- Provide support and backstopping on data collection and monitoring;
- Share methodological work at exchange of practitioners / experts on measurement (February);

Phase 4 Repeat Study and final reporting (May 2019)

- Conduct a repeat study to compare results against baseline with same cohort of people;
- Develop a final report of the monitoring findings and learnings as well as provide recommendations on this basis;
- Provide assessment and recommendations on the use of the monitoring tools to feed into learning process;

Deliverables

All documents must be delivered in one electronic soft copy, preferably in Microsoft Word format, where applicable.

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
<u>Deliverable 1:</u> Submit Inception report including the monitoring approach tools proposed, developed in discussion with UNDP and project managers.	5 September 2018	Malin Herwig, Programme Advisor, Conflict Prevention & Peacebuilding
<u>Deliverable 2:</u> Test and validate tools with the necessary revisions as required.	15 September 2018	Malin Herwig, Programme Advisor, Conflict Prevention & Peacebuilding
<u>Deliverable 3:</u> Undertake data collection for the baseline study of the respective two projects and submit the baseline reports.	30 September 2018	Malin Herwig, Programme Advisor, Conflict Prevention & Peacebuilding
<u>Deliverable 4:</u> Regular Monitoring of two projects and PVE context, review quality of M&E data and provide support on data collection and monitoring.	Ongoing until 30 April 2018	Malin Herwig, Programme Advisor, Conflict Prevention & Peacebuilding
<u>Deliverable 5:</u> Conduct a repeat study to compare results against baseline and submit final report of the monitoring findings and learning with recommendations.	31 May 2019	Malin Herwig, Programme Advisor, Conflict Prevention & Peacebuilding

INSTITUTIONAL ARRANGEMENT

Provisional approval of submitted reports shall take place at each of the defined milestones shown in the delivery schedule (to be agreed at the start of the contract). It is expected that such approval shall not exceed seven days from the notification of the completion of a specific milestone.

- On submittal of the final report, UNDP shall respond within ten working days, its decision may

either be:

1. Approval,
 2. Approval with reservations upon which the organization/firm shall reply within five working days under penalty of rejection
 3. Rejection with clear justifications
- The consultant is required to exhibit full commitment to UNDP during the specified period;
 - Malin Herwig, Programme Advisor, Conflict Prevention & Peacebuilding, will be the UNDP point of contact and will consult and coordinate with UNDP Jordan Country Office and others in UNDP throughout the duration of the contract;
 - In the event of any delay, the consultant will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
 - Should UNDP deem it necessary it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the final deliverables

Contract management will include:

- Follow-up of contract implementation;
- Keep track of proper submission of deliverables according to terms of the Contract;
- Management of payments according to Contract schedule of payments; and
- Coordination of any relevant procurement activities with the Consultant.

Assignment management and coordination will include:

- Coordinate approval of deliverables
- Coordinate all assignment activities between the Consultant's Team Leader and UNDP offices as the need arises and provide technical assistance when necessary
- Supervise assignment implementation and progress; in case of problems suggest solutions and report suggestions for improvement
- Monitor, evaluate and document conclusions
- Reserve the right to request the change of a Consultant's team member based on his/her performance

The organization/firm consultant, in addition to fulfilling the requirements specified in this document, is required to:

1. Appoint a Team Leader who shall act as a primary counterpart to UNDP in all aspects of the project. He/She shall provide objective high-level supervision of the mission on behalf of the firm. He/She shall be responsible for project planning, follow-up and contingency planning.
2. Maintain an updated work schedule with adequate staffing to perform stated tasks
3. Notify the Programme Advisor in writing, upon the successful completion of each milestone and provide all supporting documentation.

DURATION OF THE WORK

The duration of the contract shall be nine (9) months from contract signature date, expected to commence in September 2018.

LOCATION OF WORK

As currently foreseen by UNDP, the work will be conducted in Jordan (Amman and outside).

In case additional travel is required, such missions will be planned and budgeted for on an ad-hoc basis as per UNDP rules and regulations.

QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The successful contractor shall have:

- Proven record of specialization in Monitoring and Evaluation in the areas of social cohesion, human security, conflict prevention, prevention of violent extremism, or similar, including development of methodology and implementation of data collection;
- A minimum of 5 years of experience in areas related to prevention of violent extremism, conflict prevention, social cohesion, etc.;
- Previous experience with international organizations /UN ;
- Firm previously implementing projects in Jordan

Consultants wishing to be considered for the services described herein should also have the following qualifications:

1. Economic and financial standing: total annual turnover must exceed twice the maximum budget of the contract.
2. Professional capacity: at least 20% of all permanent staff working for the Consultant currently work in fields related to the contract.
3. Technical capacity: The Consultant(s) have extensive experience in fields related to the contract, and in particular in the following fields:
 - Conflict Prevention, Social Cohesion, Violent Extremism
 - Monitoring of programming

WORKING TEAM

The selected vendor shall establish a highly professional and specialized working team to implement this contract, selected from its highest achieving employees, and potentially with other members from outside the company, in addition to seeking support from the company's partners and representative offices around the world to implement the contract, in close coordination with the PVE and UNDP-RBAS teams. Bios and qualifications of the working team shall be presented as part of the technical offer. The team should include a Senior Consultant, a Consultant, and a Junior Consultant. Below are the qualification required for member of the team:

One (1) Senior Consultant*:

- Advanced university degree (Masters) in international development, social sciences, political science, conflict studies or other relevant thematic area;
- At least 10 years of relevant professional experience;
- Technical knowledge of evaluating social cohesion, conflict prevention, prevention of violent extremism projects, crisis relates interventions, etc.;
- Experience in leading data collection, monitoring and evaluation, and / or undertaking research of projects related to conflict prevention, crisis response or Preventing Violent Extremism;
- Proven track record in designing M&E frameworks for complex projects, including applying mixed methods and/or quasi-experimental methods;

- Experience working in Jordan or the Arab region;
- Proven understanding of applying conflict sensitivity and gender sensitivity in monitoring strategies and tools;
- Language proficiency in both written and oral English is required.

One (1) Consultant*:

- Advanced university degree (Masters) in international development, social sciences, political science, conflict studies or other relevant thematic area;
- At least 6 years of relevant professional experience;
- Technical knowledge of evaluating social cohesion, conflict prevention, prevention of violent extremism projects, etc.;
- Experience in monitoring and evaluation or research related to projects regarding conflict prevention and Preventing Violent Extremism;
- Proven track record in designing M&E frameworks and data collection approaches;
- Experience working in Jordan or the Arab region;
- Proven understanding of applying conflict sensitivity and gender sensitivity in monitoring strategies and tools;
- Excellent drafting and formulation skills in English.

One (1) Junior Consultant*:

- Master's degree in international development, quantitative analysis, social science, political science, conflict studies or other relevant thematic area;
- At least 4 years of professional experience
- Technical knowledge of social cohesion, inclusive development, conflict prevention etc.;
- Proven track record in monitoring project implementation, survey, data collection;
- Experience working in Jordan;
- Excellent drafting and formulation skills in Arabic;
- Language proficiency in written and oral English is required.

A. Scope of Proposal Price and Schedule of Payments

All proposals must be expressed in a lump sum amount. This amount must be "all-inclusive". Please note that the terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of an invoice duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

The contract amount will be divided over two payments and they will be made according to the following disbursement schedule:

Milestone	Estimated Duration to Complete	Payment
Milestone 1: Successful delivery of deliverables 1-3 identified in the section above	30 September 2018	Up to 50% of contract value
Milestone 2: Successful delivery of deliverable 4-5 identified in the section above	Within 9 months from contract signature date	Up to 50% of contract value

B. Recommended Presentation of Proposal

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, it is best to recommend the preferred contents and presentation of the Proposal to be submitted, as well as the format/sequencing of their presentation.

C. Criteria for Selecting the Best Offer

Offers to be submitted should consist of technical and financial proposals. The Technical and financial proposals must be submitted separately. A detailed presentation should be filed enclosed with the technical offer.

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	1000
<u>Financial (Lower Offer/Offer*100)</u>	30%	430
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - Age/size of the firm - Strength of project management support - Project financing capacity - Project management controls 	60
1.3	Quality assurance procedures, warranty	30
1.4	Relevance of:	210
	Proven record of specialization in Monitoring and Evaluation for prevention of violent extremism, including development, implementation and capacity-building;	80
	A minimum 5 years of experience working in areas related to the prevention of violent extremism, conflict prevention, social cohesion, etc.	80

	Previous experience working with the UN an asset;	10
	Experience working in Jordan;	40
		350

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	50
2.3	Are the different components of the project adequately weighted relative to one another?	35
2.4	Is the scope of task well defined and does it correspond to the ToR?	130
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
		350

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Senior Consultant		125
		Sub-Score	
	General Qualification	115	
	Suitability for the Project		
	Advanced university degree (Masters) in international development, social sciences, political science, conflict studies or other relevant thematic area	15	
	At least 10 years of relevant professional experience	15	
	Technical knowledge of evaluating social cohesion, conflict prevention, prevention of violent extremism projects, crisis relates interventions, etc.	20	
	Experience in leading data collection, monitoring and evaluation, and / or undertaking research of projects related to conflict prevention, crisis response or Preventing Violent Extremism	15	
	Proven track record in designing M&E frameworks for complex projects, including applying mixed methods and/or quasi-experimental methods	20	
	Experience working in Jordan or the Arab region	15	
	Proven understanding of applying conflict sensitivity and gender sensitivity in monitoring strategies and tools	15	

	Language proficiency in both written and oral English is required		10	
			125	
3.2	Consultant			100
			Sub-Score	
	General Qualification		90	
	Suitability for the Project			
	Advanced university degree (Masters) in international development, social sciences, political science, conflict studies or other relevant thematic area	15		
	At least 6 years of relevant professional experience	10		
	Technical knowledge of evaluating social cohesion, conflict prevention, prevention of violent extremism projects, etc.	15		
	Experience in monitoring and evaluation or research related to projects regarding conflict prevention and Preventing Violent Extremism	15		
	Proven track record in designing M&E frameworks and data collection approaches	10		
	Experience working in Jordan or the Arab region	10		
	Proven understanding of applying conflict sensitivity and gender sensitivity in monitoring strategies and tools	15		
	Excellent drafting and formulation skills in English.		10	
			100	
3.3	Junior Consultant			75
			Sub-Score	
	General Qualification		65	
	Suitability for the Project			
	Master's degree in international development, quantitative analysis, social science, political science, conflict studies or other relevant thematic area	15		
	At least 4 years of professional experience	15		
	Technical knowledge of social cohesion, inclusive development, conflict prevention etc.	15		
	Proven track record in monitoring project implementation, survey, data collection.	10		
	Experiene working in Jordan.	10		
	Excellent drafting and formulation skills in Arabic.		10	
	Language proficiency in written and oral English is required			
		75		

TABLE 1: Offer to Comply with Other Conditions and Related Requirements**Table of required minimum qualification and functional criteria**

Highlighted cells must but filled with “Yes” or “No”, if the answer is no, a clarification must be provided in the last column of the table.

Offerroror MUST provide the needed documents and as indicated in the below table.

No	Description/ Conditions	Documents are Provided Yes/ No	Condition is accepted Yes/ No	If you cannot comply, pls. indicate counter proposal
1.	Offer is Valid for 120 Days			
2.	Project to be completed within 9 Months from Contract Signature date			
3.	The company has A minimum of 5 years of experience in areas related to prevention of violent extremism, conflict prevention, social cohesion, etc			
4.	Registration documents to be provided at the time of submitting the proposal			
5.	Financial audit report for last 3 years to be provided at the time of submitting the proposal			
6.	Company profile documents to be provided at the time of submitting the proposal			
7.	CV for the allocated staff/ expertise to be provided at the time of submitting the proposal			
8.	Time Table for the implementation of the project is provided			
9.	Contractor agrees to deliver complete source code and all related required resources to UNDP.			
10.	Acceptance of all Provisions of the UNDP General Terms and Conditions (http://undp.by/en/undp/tenders/conditions/)			

We confirm that our company is not included in the UN 1267/1989 List or the UN Ineligibility List, or in any and all of UNDP's list of suspended and removed vendors

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFP.

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Date: _____

COMPANY BACKGROUND INFORMATION

Each legal entity submitting proposal shall complete the Form:

1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	E-mail Address:	
6	Country of Registration:	Year of Registration:
7	Registration Certificate issued by (name of institution):	
8	Name and Position of the Head of Company/Organization:	
9	Company's Contact Details (name, title, email and telephone number):	

.....
Signature

.....
[in the capacity of]

Duly authorized to sign the Company Background Information for and on behalf of _____
[Company Name]

Company seal