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Resilient nations.*

**REQUEST FOR PROPOSAL**

**STRENGTHENING CAPACITIES OF LOCAL AUTHORITIES IN TARGET MUNICIPALITIES FROM LIBYAN  
WEST, SOUTH AND EAST**

RFP No.: RFP/LBY/SLCRR/2018/71

Project: Strengthening Local Capacities for Resilience and Recovery

Country: Libya

Issued on: 10 August 2018

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

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

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

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

Issued by:



Name: Shohrukh Abdulloev  
Title: Procurement Specialist  
Date: **August 10, 2018**

Approved by:



Name: Mohammed Salih  
Title: Programme Coordinator  
Date: **August 10, 2018**

A. GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p>

	<p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents Comprising the Proposal</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-</p>

	<p>responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between</p>

	<p>UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity</p>



<b>Validity Period</b>	<p>period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	



	<p>proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> </ol>

	d) Evaluation of Financial Proposals
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> </div>

	<p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit</li> </ul>

	<p>price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.

<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



### Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<p><b>Allowed</b></p> <p>Offeror can submit proposal for all Lots or each LOT/Location separately.</p> <p>UNDP reserves the right to accept all or part of your offer. UNDP will accept partial offers, but not partial offers of a given lot/location, i.e. the complete price schedule must be offered for each lot/location.</p>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: .05%</p> <p>Max. number of days of delay 30, after which UNDP may terminate the contract.</p> <p>The bidder is expected to discuss the delay in project implementation, if any, with UNDP Project and in case delays are due to factors beyond bidder control, UNDP may waive these liquidated charges</p>
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	05 days before the submission deadline



12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: UNDP Procurement unit Address: UNDP Libya, Palm City Residences, Unit 228, Janzour Area, Tripoli, Libya E-mail address: <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website:  <a href="http://www.ly.undp.org">1. www.ly.undp.org</a> <a href="http://procurement-notice.undp.org/">2. http://procurement-notice.undp.org/</a> <a href="https://www.ungm.org/Public/Notice">3. https://www.ungm.org/Public/Notice</a>
14	23	Deadline for Submission	30th August 2018, 14:00 hrs. (Tripoli, Libya time)
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<u>UNDP Libya, Palm City Residences, Unit 228, Janzour Area, Tripoli, Libya</u>  <u>Attention: Procurement Unit</u> <u>Tender Reference: RFP/LBY/ SLCRR/2018/71</u> <u>or via electronic submission as per BDS No 16</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Official Address for e-submission: <b>tenders.ly@undp.org</b></li> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for <b>financial proposal</b> <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission: 10 MB</li> <li>▪ Mandatory subject of email: RFP/LBY/ SLCRR/2018/71 - Strengthening capacities of local authorities in target municipalities from Libyan West, South and East</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>October 15, 2018</i>
19		Maximum expected duration of contract	12 months
20	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors:  A contract may be awarded to the offeror whose proposal offers best value for money being the proposal having obtained the overall highest score per lot or three lots.

21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	N/A

### Preliminary Examination Criteria

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

- Appropriate (authorized) signatures
- Power of Attorney
- Required Documents to Establish Qualification of Proposers Submitted
- Technical and Financial Proposals submitted separately
- Bid Validity
- CVs of proposed team members provided

### Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>Additional Requirement</b>	At least one of the consortium members to be registered in Libya and able to work in the proposed Lot (s)/Locations	Confirmation of registration in Libya
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 4 years of relevant experience.	Form D: Qualification Form

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

	Minimum 2 contracts of similar value, nature and complexity implemented over the last 7 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average turnover of USD 400,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	210
2.	Proposed Methodology, Approach and Implementation Plan	280
3.	Management Structure and Key Personnel	210
	<b>Total</b>	<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility/Reliability	20
1.2	General Organizational Capability which is likely to affect implementation: Financial stability -14 points loose consortium, holding company or one firm -8 points age/size of the firm -8 points strength of project management support -20 points	50
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	20
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Relevance of: Demonstrated knowledge and understanding of the local context in Libyan's region -30 points Demonstrated expertise and experience of local development, capacity development for local communities, local service provision, planning, monitoring and evaluation at the local level – 30 points Experience with projects in the Middle East Region -15 points Work for UNDP/ major multilateral/ or bilateral programmes - 15 points	90
<b>Total Section 1</b>		<b>210</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	40
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	30
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	20
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
<b>Total Section 2</b>		<b>280</b>
Section 3. Management Structure and Key Personnel		Points obtainable

3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		70
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- Advanced University degree in Public Administration, Economics, Public Finance, Local Governance, Public Policy, Public Law, Development Studies, or other relevant fields	20	
	- At least 5 years of experience in managing international technical assistance contracts, working with international organizations, including the UNDP; supervising/team leading, ability to analyze, plan, communicate effectively orally and in written form, draft reports, solve problems, organize and meet the expected results	50	
	- Professional certifications and/or at least 5 years of experience in project management, including conflict sensitive local development projects. Sound understanding of the development context in Libya, specifically with regard to issues related to post-conflict development of the area.	30	
	Knowledge of gender equality and human rights concerns, gender-sensitive, human-centered / human rights-based approach and best practices particularly related to civil society and local development	10	
	- Fluency in English required. Fluency in Arabic would be a strong advantage.	10	
3.2 b	Local Development Officers ( <i>minimum two persons with the below background</i> )		90
	University degree in Public Administration, Economics, Public Finance, Local Governance, Public Policy, Public Law, Development Studies, or other relevant fields	20	
	At least 3 years of experience in conducting research, surveys; designing and delivering training sessions for local level authorities in fragile setting. Work experience in Libya will be an advantage.	35	
	At least 4 years of experience in implementing international technical assistance contracts, working with international organizations, including the UNDP;	25	
	Fluency in Arabic and English.	10	
<b>Total Section 3</b>			<b>210</b>

**Strengthening capacities of local authorities in target municipalities  
from Libyan West, South and East**

**A. Project title: Strengthening Local Capacities for Resilience and Recovery**

**B. Project Description**

***The Strengthening Local capacities for Resilience and Recovery Project*** is a three-year EU-funded initiative, aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.

The project is built around **3 outputs**: (1) Better provision of basic services at local level and increased access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees, as well as migrants and refugees; (2) Support to local authorities and administrations to fulfil their roles and responsibilities, focusing on enforcing local stability and community security (3) Local economic recovery/development, including supporting job creation and livelihoods.

The Project's Theory of Change assumes that if essential service delivery is provided, ensuring that livelihoods capital is preserved with increased income-generation and livelihoods opportunities for the most vulnerable, with capacities for local authorities and rule of law institutions strengthened, the population groups (host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees) can effectively cope with and mitigate the risks of irregular migration and be strong drivers of resilience-building and development efforts.

The project will prioritize activities and investments at the local level that can reduce conflict-induced vulnerabilities for host communities, including Internally Displaced Populations (IDPs) and returnees, as well as migrants and refugees across Libya.

***Specific context:***

The mounting humanitarian needs in Libya and growing fiscal pressure, calls for quickly upgrading the capacities of local actors to support the resilience of the local service delivery systems (health, education, water, electricity, sanitation, urban infrastructure, etc.) and to improve its performance to the extent possible. This requires **supporting local problem-solving mechanisms** to relieve bottlenecks in the rehabilitation, operations and maintenance of local services and facilitating partnerships between central and local authorities as well as state and non-state actors, with special attention given to municipal leadership in that process.

The project will **support municipalities in identifying, planning, leading and coordinating efforts to achieve resilience in local service delivery and socio-economic recovery**; as well as in improving the access and quality to public and social services. Improving the resiliency of service delivery under duress means also guaranteeing that host communities – including IDPs and returnees – as well as refugees and migrants across Libya have equally access to services that are better tailored to their specific needs.

During its first year of implementation, the project focused on participatory needs assessments and conflicts sensitive development in the target municipalities in the East: Benghazi, Kufra; South: Sebha, Murzuq, and the West: Sabratha. Social Peace Partnerships were used by the project implementing partner – Peaceful Change initiative, as consultative and enabling bodies in support of the rehabilitation activities conducted by UNDP. Most of the partnership members, representing different community groups, received training in conflict analysis and dialogue, and were later engaged in light-touch social accountability mechanisms.

In cooperation with the Ministry of Local Governance, in March 2018, the project organized a two-day workshop, attended by 80 people, representing line ministries, target municipalities, project implementing partners and the EU, discussing in detail project objectives, plans, results to date. The meeting allowed the stakeholders from the different areas to meet and discuss in person on different topics, as well as share their needs. One of the key matters raised consistently was the need for capacity development and institutional support provided to the municipalities, including training on administrative and financial regulation, management of public facilities and provision of inclusive and efficient local service delivery.

## C. Scope of Services, Expected Outputs and Target Completion

### C1. Scope of services

Based on the above, the **Strengthening Local Capacity for Resilience and Recovery Project** seeks one or several experienced companies or consortium of companies (hereinafter the Service Provider), **to help improve the functional capacities of local authorities from selected localities to provide better services to their beneficiaries, in a more inclusive and efficient manner**. At the same time, specific attention will be paid to mainstreaming gender and the Human-Rights Based Approach into their activities.

Considering the geographic locations of the 11 target municipalities; it is proposed to conduct the assignments in LOTS, as follows:

**LOT 1:** Tripoli Center, Abu Salim, Hai-Al-Andalus, Ain Zara, Sidi Elsaeh, and Esbia from Greater Tripoli Area; as well as Sabratha = total 7 municipalities

**LOT 2:** Sebha and Murzuq = total 2 municipalities

**LOT 3:** Benghazi and Kufra = total 2 municipalities

The Service Provider may submit a Proposal covering one or more LOTS.

**IMPORTANT:** If the SERVICE PROVIDER applies for more than 1 (one) LOT:

- a) It should submit separate proposals (including financial proposal) for each LOT/Locations.
- b) It should **demonstrate enough capacity** (sufficient and available technical resources, different implementing teams, etc.) to implement the activities **efficiently and within the proposed timeframe**.

### C.2. KEY ACTIVITIES:

To further enhance the capacity of local municipalities in selected areas, the Service Provide is expected to conduct the following activities:

1. **Capacity needs assessment:** assess the functional capacities and identify further needs to perform functions, especially related to planning, budgeting, efficient and inclusive service delivery and transparent monitoring and evaluation, as well as communication with the residents – for each target municipality. A capacity assessment benchmark should be developed and applied at the beginning, the end and 6 months after the implementation of the capacity development intervention.

*Due focus should be made on gender and age sensitive municipal service delivery, as well as protection of human rights and vulnerable groups.*

2. Develop an **institutional enhancement/capacity development action plan**, based on the assessment of functional capacities for each target municipality.

Mapping local stakeholders, conducting local level capacity assessments and gathering data on what capacity assets exist locally, are important entry points that start the ball rolling and are processes that engage multi stakeholders necessary for an effective capacity development response.

The assessment of capacity assets and needs drives the creation of capacity development strategy options and related action plans. Nurturing capacities at the local level means adopting approaches that take into account and build on the challenges and opportunities that play out quite specifically at this level, These include the lack of disaggregated data and the difficulty of retaining capacities because of limited incentives to stay in one's position, but also the availability of significant social capital and commitment to contribute to change, factors that can support local governments in implementing their agenda and monitoring their effectiveness in doing so. The capacity development plan should consist of high-priority, short- to medium-term (one year or longer) initiatives and immediate (less than one year) quick-impact activities that build the foundation for ongoing capacity development as well as build momentum for the process.



3. Identify in a participatory manner one priority from the ***institutional enhancement/capacity development action plan*** and provide technical and financial assistance for its implementation, including coaching and tailor-made advice for the technical support.

Given the complexity of local development processes, the optimal mix of capacity support will be highly context specific: it will depend on the issues to be addressed, the stakeholders involved and the entry point for support.

The support should not exceed 5,000 USD per municipality, total amount depending on the LOT considered (see point C1 above), and could include, but not be limited to:

- i. ICT basis improvement (office hardware, software and peripherals; information billboards, media equipment, etc.) designed to support the local authority development planning and monitoring capacity.
- ii. Office functional support, the Service Provider deems necessary to provide, in common agreement with the local authority representatives (except for fuel, lubricants and other related consumables)

The institutional support should be directly linked with municipality enhancement plan and lead to enhanced, more inclusive and efficient service delivery and communication with citizens. Running costs shall not be eligible. The payments for the respective goods and services under the awarded grant shall be carried out by the Service Provider in conformity with the provisions of the business plan, the Service Provider's procurement procedures and international best practices, in coordination with the beneficiary grantee and further to the approval of UNDP.

4. **Design and conduct at least three four-days training programs with the participation of 25 relevant staff from target municipality/municipalities** (if the topics of need and interest are shared) and other key stakeholders (including when relevant representatives of the social peace partnerships). At least one of the training programs should be on one on technical matters (including planning, budgeting; inclusive service delivery; administrative and financial regulations); and at least one on management/soft skills) in line with the municipality institutional development plan. The trainings should take place in Libya, closest to municipalities (if security conditions allow).

The proposed methodology and work plan, as well as the selected priority from the ***institutional enhancement/capacity development action plan*** will need to be approved by UNDP, prior to starting activities.

The Service Provide is expected to follow **UNDP capacity assessment methodology** and assess the functional capacities and identify further needs to perform functions especially related to planning, budgeting, service delivery and transparent monitoring and evaluation of the target municipality.

Capacity is defined as “the ability of individuals, institutions, and societies to perform functions, solve problems, and set and achieve objectives in a sustainable manner.” Capacity development is thereby the process through which the abilities to do so are obtained, strengthened, adapted and maintained over time. A capacity assessment is an analysis of current capacities against desired future capacities; this assessment generates an understanding of capacity assets and needs, which in turn leads to the formulation of capacity development strategies.

Capacity assessments provide a systematic analysis of what key capacities exist, and a point of dialogue and negotiation on what additional capacities may be required to reach a desired development outcome.

The evidence suggests that five functional capacities are of key importance:

- a) Capacities to engage with stakeholders
  - *Capacities to identify relevant stakeholders*
  - *Capacities to mobilise stakeholders*
- b) Capacities to assess a situation and define a vision and mandate
  - *Capacities to gather, disaggregate, and analyse data for planning purposes.*
  - *Capacities to guide a visioning and priority setting exercises*
- c) Capacity to formulate policies and strategies
  - *Capacities identify understand, influence and monitor fiscal and administrative decentralization policies*
  - *Capacities to link local development processes to national strategies and finance and to each other*
- d) Capacity to budget, manage and implement
  - *Capacities to elaborate a realistic budget*
  - *Capacities to manage for better service delivery*
- e) Capacities to monitor and evaluate progress
  - *Measure results and collect feedback to adjust policies*
  - *Codify lessons and promote learning*
  - *Ensure accountability to all relevant stakeholders*

The Capacity Assessment Framework is composed of three dimensions:

- **Points of Entry:** UNDP recognizes different levels – enabling environment, organization and individual – and thus needs to be addressed across these levels.
- **Core Issues:** Not all of these issues will necessarily be analysed, but they provide a comprehensive set: 1) leadership; 2) policy and legal framework; 3) mutual accountability mechanisms; 4) public engagement; 5) human resources; 6) financial resources; 7) physical resources; and 8) environmental resources. The issue of human rights serves as an “overlay” on any capacity assessment. The issue of legitimacy, relevant for fragile contexts should also be analysed.
- **Cross-Cutting Functional Capacities:** Specific functional capacities are necessary for the successful creation and management of policies, legislations, strategies and programmes. The following functional capacities, which exist at all three points of entry and for all core issues, shall be prioritized: 1) engage in multi-stakeholder dialogue; 2) analyse a situation and create a vision; 3) formulate policy and strategy; 4) budget, manage and implement; and 5) monitor and evaluate.

### C.3 KEY DELIVERABLES AND EXPECTED TIMEFRAME

TASKS	Deliverables	Expected Timeframe
1. Following initial briefing with UNDP, detail and adjust (if needed) the proposed <b>methodology and work plan</b> to be submitted for the project approval	Detailed methodology, proposed benchmark scoring and revised work plan (including schedule to visiting target municipalities communities from the lot) submitted for project approval	<b>One week after contract signature</b>
<p>2. <b>Conduct the capacity needs assessment for all the municipalities included in the LOT.</b></p> <p><b>Collect and assess</b> the information provided by the Ministry of Local Governance, municipality and municipal council representatives, local social peace partnerships; as well as from open sources,</p> <p>Conduct site visits to all target municipalities, engaging with the local municipalities/municipal council members, as well as Ministry of Local Governance, and deconcentrated offices represented in the field, to assess the functional capacities and identify further needs to perform functions, especially related to planning, budgeting, efficient and inclusive service delivery and transparent monitoring and evaluation, as well as communication with the residents.</p> <p>Develop and apply a capacity assessment benchmark score at the outset, in view of ensuring its applicability at the end and 6 months after the implementation of the capacity development intervention.</p> <p><i>Due focus should be made on gender and age sensitive municipal service delivery, as well as protection of human rights and vulnerable groups.</i></p>	Capacity needs assessment reports for each Municipality elaborated and submitted for project approval, including the scoring marks.	<p><b>Two months after contract signature (for Lot 2 and 3)</b></p> <p><b>Three months after contract signature for Lot 1</b></p>
<p>3. Develop an <b>institutional enhancement/ capacity development action plan</b>, based on the assessment of functional capacities for each target municipality.</p> <p>The capacity development plan should consist of high-priority, short- to medium-term (one year or longer) initiatives and immediate (less than one year) quick-impact activities that build the foundation for ongoing capacity development as well as build momentum for the process.</p>	Institutional enhancement/capacity development action plan developed and shared with UNDP.	
4. Identify in a participatory manner one priority from the <b>institutional enhancement/capacity development action plan</b> and provide technical and financial assistance for its implementation, including coaching and tailor-made advice for the technical support.	Participatory process confirmed by key local stakeholders endorsing the selected priority for technical and financial support (up to 5,000 USD) per municipality conducted.	Within 2 weeks from the approval of the action plan (deliverable 3).

	<p>Priorities to be submitted for UNDP approval</p> <p>Procurement of the needed equipment/or implementation of the institutional support.</p> <p>Ongoing coaching and tailor-made advice provided to the municipality staff/ Notes from the meetings and capacity building events to be shared as evidence.</p>	<p>Within 2 months from the approval of the action plan.</p> <p>Continuous, for the entire duration of the contract</p>
<p>5. <b>Design and conduct at least three four-days training programs with the participation of 25 relevant staff from target municipality/municipalities</b> (if the topics of need and interest are shared) and other key stakeholders (including when relevant representatives of the social peace partnerships).</p> <p>At least one of the training programs should be on one on technical matters (including planning, budgeting; inclusive service delivery; administrative and financial regulations); and at least one on management/soft skills) in line with the municipality institutional development plan. Conflict sensitivity, gender and inclusion of vulnerable groups should be integrated across the board.</p>	<p>At least three four-days training programs with the participation of 25 relevant staff from each target municipality conducted in Libya.</p>	<p>For 6 months (from month 4 to month 10 of the contract implementation)</p>
<p>6. <b>Conduct the benchmark capacity /institutional assessment using the same scorecard as in the beginning of the intervention; to measure progress and change</b></p>	<p>Capacity/institutional assessment score card for each target municipality during the implementation of the project/month 6; at the end – month 11; and ensuring the municipality is able to conduct the assessment by itself six months after the finalization of the project.</p>	<p>During the six and 11th month of implementation</p>
<p>7. <b>One final report reflecting the achieved tangible results, major conclusions and recommendations drafted and submitted for approval.</b></p>	<p>One final report reflecting the achieved tangible results, major conclusions and recommendations drafted and submitted for approval.</p>	<p>At the end of the contract, before the final payment.</p>

#### D.INSTITUTIONAL ARRANGEMENTS

The Service Provider will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance and supervision of the Project Manager. The Service Provider will be responsible for establishing and maintaining of good working relationships with municipality/municipal councils from target

municipalities, the representatives of the Ministry of Local Governance, relevant line ministries and their deconcentrated offices, as well as representatives of local social peace partnerships. Close coordination needs to be ensured with other international development actors.

The Service provider will be responsible for arranging all necessary transportation and logistics arrangements. All written deliverables should be agreed with UNDP and be provided in English, hard and electronic copy.

#### **E. Duration of the Work**

- a) The estimated duration of work is 12 months. The expected time of commencement is 15 October 2018
- b) UNDP will require at least ten days to review the outputs, provide comments, approve or certify acceptance of outputs.

#### **F. Location of Work**

The Service Provider will not be located in the UNDP office for the provision of tasks. The services will be provided in the localities assigned for each Lot, as follows:

**LOT 1:** Tripoli Center, Abu Salim, Hai-Al-Andalus, Ain Zara, Sidi Elsaeh, and Esbia from Greater Tripoli Area; as well as Sabratha = total 7 municipalities

**LOT 2:** Sebha and Murzuq = total 2 municipalities

**LOT 3:** Benghazi and Kufra = total 2 municipalities

The Service Provider is expected to carry out field research and implement activities, involving extensive travel into the selected localities, and should budget accordingly, including for related security measures. The Service Provider should plan and budget organization of major events involving presence of international community in Tunis, Tunisia and/or Tripoli, Libya (depending on the security situation).

#### **G. Qualifications of the Successful Service Provider at Various Levels**

The offers will be evaluated based on their compliance with the general requirements specified below:

- Officially registered legal entity with operational capacity in Libya /or a consortium including at least one partner with that operational capacity.
- At least 4 years of proven previous experience of consultancy in Libya pertaining to local development, capacity development for local communities, local service provision, planning, monitoring and evaluation at the local level.
- Demonstrated knowledge and understanding of the local context in Libya's regions.
- Previous work for UNDP/ major multilateral/ or bilateral development support programmes will be an asset.
- Proven technical and human resources for successful implementation of the assignment and/or has capacities to subcontract external consultants or NGOs/companies.

#### **Qualification criteria for the proposed team of experts**

Qualifications and experience of the Task Manager:

- Advanced University degree in Public Administration, Economics, Public Finance, Local Governance, Public Policy, Public Law, Development Studies, or other relevant fields;
- At least 5 years of experience in managing international technical assistance contracts, working with international organizations, including the UNDP; supervising/team leading, ability to analyze, plan, communicate effectively orally and in written form, draft reports, solve problems, organize and meet the expected results
- Professional certifications and/or at least 5 years of experience in project writing and management, including conflict sensitive local development projects;
- Sound knowledge and understanding of the development context in Libya, specifically with regard to issues related to post-conflict development of the area;

- Knowledge of gender equality and human rights concerns, gender-sensitive, human-centered / human rights based approach and best practices particularly related to civil society and local development;
- Fluency in English. Fluency in Arabic would be a strong advantage.

Qualifications and experience of the team of experts (at least two team members with these qualifications to be included in the implementation team)

- University degree in Public Administration, Economics, Public Finance, Local Governance, Public Policy, Public Law, Development Studies, or other relevant fields;
- At least 3 years of experience in conducting research, surveys; designing and delivering training sessions for local level authorities in fragile setting
- At least 4 years of experience in implementing international technical assistance contracts, working with international organizations, including the UNDP;
- Fluency in Arabic and English.

#### H. Scope of Proposal Price and Schedule of Payments

The detailed requirements and template of the Financial Proposal are covered in Section 7 of the solicitation documents. The unit prices shall be exclusive of VAT.

TASKS	Deliverables	Expected Timeframe	Percentage of payment
1. Following initial briefing with UNDP, detail and adjust (if needed) the proposed <b>methodology and work plan</b> to be submitted for the project approval	Detailed methodology, proposed benchmark scoring and revised work plan (including schedule to visiting target municipalities communities from the lot) submitted for project approval	One week after contract signature	15%
2. <b>Conduct the capacity needs assessment for all the municipalities included in the LOT.</b>  <b>Collect and assess</b> the information provided by the Ministry of Local Governance, municipality and municipal council representatives, local social peace partnerships; as well as from open sources,  Conduct site visits to all target municipalities, engaging with the local municipalities/municipal council members, as well as Ministry of Local Governance, and deconcentrated offices represented in the field, to assess the functional capacities and identify further needs to perform functions, especially related to planning, budgeting, efficient and inclusive service delivery and transparent monitoring and evaluation, as well as communication with the residents.	Capacity needs assessment reports for each Municipality elaborated and submitted for project approval, including the scoring marks.	Two months after contract signature (for Lot 2 and 3)  Three months after contract signature for Lot 1	15%

<p>Develop and apply a capacity assessment benchmark score at the outset, in view of ensuring its applicability at the end and 6 months after the implementation of the capacity development intervention.</p> <p><i>Due focus should be made on gender and age sensitive municipal service delivery, as well as protection of human rights and vulnerable groups.</i></p>			
<p>3. Develop an <b><i>institutional enhancement/capacity development action plan</i></b>, based on the assessment of functional capacities for each target municipality.</p> <p>The capacity development plan should consist of high-priority, short-to medium-term (one year or longer) initiatives and immediate (less than one year) quick-impact activities that build the foundation for ongoing capacity development as well as build momentum for the process.</p>	<p>Institutional enhancement/capacity development action plan developed and shared with UNDP.</p>		
<p>4. Identify in a participatory manner one priority from the <b><i>institutional enhancement/capacity development action plan</i></b> and provide technical and financial assistance for its implementation, including coaching and tailor-made advice for the technical support.</p>	<p>Participatory process confirmed by key local stakeholders endorsing the selected priority for technical and financial support (up to 5,000 USD) per municipality conducted.</p> <p>Priorities to be submitted for UNDP approval</p> <p>Procurement of the needed equipment/or implementation of the institutional support.</p> <p>Ongoing coaching and tailor-made advice provided to the municipality staff/ Notes from the meetings and capacity building events to be shared as evidence.</p>	<p>Within 2 weeks from the approval of the action plan (deliverable 3).</p> <p>Within 2 months from the approval of the action plan.</p> <p>Continuous, for the entire duration of the contract</p>	<p>30%</p>

<p><b>5. Design and conduct at least three four-days training programs with the participation of 25 relevant staff from target municipality/municipalities</b> (if the topics of need and interest are shared) and other key stakeholders (including when relevant representatives of the social peace partnerships).</p> <p>At least one of the training programs should be on one on technical matters (including planning, budgeting; inclusive service delivery; administrative and financial regulations); and at least one on management/soft skills) in line with the municipality institutional development plan. Conflict sensitivity, gender and inclusion of vulnerable groups should be integrated across the board.</p>	At least three four-days training programs with the participation of 25 relevant staff from each target municipality conducted in Libya.	For 6 months (from month 4 to month 10 of the contract implementation)	30%
<p><b>6. Conduct the benchmark capacity /institutional assessment using the same scorecard as in the beginning of the intervention; to measure progress and change</b></p>	Capacity/institutional assessment score card for each target municipality during the implementation of the project/month 6; at the end – month 11; and ensuring the municipality is able to conduct the assessment by itself six months after the finalization of the project.	During the six and 11th month of implementation	5%
<p><b>7. One final report reflecting the achieved tangible results, major conclusions and recommendations drafted and submitted for approval.</b></p>	One final report reflecting the achieved tangible results, major conclusions and recommendations drafted and submitted for approval.	At the end of the contract, before the final payment.	5%
<b>Total</b>			100%

#### I. Recommended Presentation of Proposal

In addition to required documents that must be submitted to establish qualification of proposers, the Applicant will include the following documents:

- The preliminary methodological approach to be used;
- In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members;
- Other relevant documents.

All the costs related to carrying out the **field research, interviews, needed travel and organization of focus group meetings or event**, shall be borne by the Service Provider and be included in the proposal. The application should identify the **exact experts that will be involved in the activities**, with clear description of their experience in Libya,



and internationally, as the case may be. For foreign experts, the time needed to get Libyan visa should be featured in the proposal, along with all other logistical details.

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

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

**Technical Proposal Envelope:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Past contracts indicating client name, duration of contract, value of contract, and brief description of outputs, delivered by the bidder in the past three years;	
▪ Latest Audited Financial Statement (Income Statement and Balance Sheet)	
▪ including Auditor's Report for the past 3 (three years (2014-2017) or Bank	
▪ Statements for the past 3 years.	
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Financial Proposal Envelope /**

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

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

**Form A: Technical Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/ SLCRR/2018/71		

We, the undersigned, offer to provide the services for Strengthening capacities of local authorities in target municipalities from Libyan West, South and East in accordance with your Request for Proposal No. RFP/LBY/ SLCRR/2018/71 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

*[Stamp with official stamp of the Bidder]*

**Form B: Bidder Information Form**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> <li>▪ Past contracts indicating client name, duration of contract, value of contract, and brief description of outputs, delivered by the bidder in the past three years;</li> <li>▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3(three) years (2014-2017) or Bank Statements for the past 3 years.</li> </ul>

**Form C: Joint Venture/Consortium/Association Information Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/ SLCRR/2018/71		

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

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

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

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

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

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

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

**Form D: Qualification Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/ SLCRR/2018/71		

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

**Historical Contract Non-Performance**

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

**Litigation History** (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

**Previous Relevant Experience**

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

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

should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

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

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

### Financial Standing

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

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

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

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

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/ SLCRR/2018/71		

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

### SECTION 1: Bidder's qualification, capacity and expertise

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

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

### SECTION 3: Management Structure and Key Personnel



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

**Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

**Form F: Financial Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/ SLCRR/2018/71		

We, the undersigned, offer to provide the services for Strengthening capacities of local authorities in target municipalities from Libyan West, South and East in accordance with your Request for Proposal No. RFP/LBY/ SLCRR/2018/71 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

*[Stamp with official stamp of the Bidder]*

**Form G: Financial Proposal Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/ SLCRR/2018/71		

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

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

**Currency of the proposal: USD**

**FINANCIAL PROPOSAL MUST BE SUBMITTED SEPARATELY FOR EACH LOT**

**Table 1: Summary of Overall Prices**

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

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
<b>In-Country</b>				
Team Leader				
Experts				
Others				
<b>Home Based</b>				
Please specify				
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

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

Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Training Component				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Detailed methodology, proposed benchmark scoring and revised work plan (including schedule to visiting target municipalities communities from the lot) -15%				
Capacity needs assessment reports for each Municipality and Institutional enhancement/capacity development action plan – 15%				
Participatory process confirmed by key local stakeholders endorsing the selected priority for technical and financial support (up to 5,000 USD) per municipality conducted – 30%				
At least three four-days training programs with the participation of 25 relevant staff from each target municipality conducted in Libya. – 30%				
Capacity/institutional assessment score card for each target municipality during the implementation of the project/month 6; at the end – month 11; and ensuring the municipality is able to conduct the assessment by itself six months after the finalization of the project – 5%				
One final report reflecting the achieved tangible results, major conclusions and recommendations drafted and submitted for approval. - 5%				

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal");

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

#### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*