



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSALS

UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM:
**Support for army worm, basic animal health management and post-harvest
management training of trainers for Government officials, lead farmers and agro-
dealers**
Revision 1
Zimbabwe

August, 2018

Section 1. Letter of Invitation

Zimbabwe
August 1, 2018

Subject: PRC/ZWE/RFP/1942/8/1/2018: UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers

Dear Sir/Madam,

UNDP on behalf of UN Agencies hereby invite you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, by separate emails, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme
procurement.zw@undp.org
Attention: Melody Saineti

The letter should be received by UNDP no later than Close of Business (10:00, local time), 15 August, 2018. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

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

Yours sincerely,

Melody Saineti
Procurement Analyst

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations

stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.

3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged 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;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family 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
 - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link:

<http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such 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.

11. Amendment of Proposals

- 11.1 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 Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer 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 in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version

translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

15.1 *Expertise of Firm/Organization* – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.

15.2 *Proposed Methodology, Approach and Implementation Plan* – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

15.3 *Management Structure and Key Personnel* – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project

of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. 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.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- 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
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or

- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/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 Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best

value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. 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.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers 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.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

23.1 The Financial Proposal and the Technical Proposals MUST BE COMPLETELY SEPARATE and each of them must be submitted electronically, individually and clearly marked in the subject line as either:

"TECHNICAL PROPOSAL - PRC/ZWE/RFP/1942/8/1/2018: UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers

"FINANCIAL PROPOSAL - Subject: PRC/ZWE/RFP/1942/8/1/2018: UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers)", as appropriate.

Each email MUST clearly indicate the name of the Proposer. The emails shall bear the address and contact details of the Proposer and shall be submitted as specified in the Data Sheet (DS no.20) and shall include the Proposer's name and address, as well as a warning that state "not to be opened before the time and date for proposal opening" as specified in the Data Sheet (DS no. 24). The

Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper titling and labeling by the Proposer.

- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the "Original Proposal" and the "Copy of Proposal", the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 8.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, 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 must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the

Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer 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.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum

technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

<p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> $\frac{(TP \text{ Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (FP \text{ Rating}) \times (\text{Weight of FP, e.g., 30\%})}{2}$ <p>Total Combined and Final Rating of the Proposal</p>

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- Other means that UNDP may deem appropriate, at any stage within the selection process, prior

to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, 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 Clause 32.

Any unsolicited clarification submitted by a Proposer 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.

31. Responsiveness of Proposal

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.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

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.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer 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 Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 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 subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

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 Proposer(s) of the grounds for UNDP's action. Furthermore,

UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for details)

34. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

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.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall 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 Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP

vendor protest procedures:

<http://www.undp.org/procurement/protest.shtml>

Instructions to Proposers

DATA SHEET

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

DS No. ¹	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	PRC/ZWE/RFP/1942/8/1/2018: UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers
2		Title of Services/Work:	UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers
3		Country / Region of Work Location:	Zimbabwe
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others (pls. specify) _____
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input type="checkbox"/> Allowed <i>[if yes, describe how, and ensure that requirements properly define the sub-parts]</i> <input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered <input type="checkbox"/> Shall be considered. A proposer may submit an alternative proposal, but only if it also submits a proposal that meets the base case. UNDP shall only consider the alternative proposals offered by the Proposer whose proposal for the base case was determined to
7	C.22	A pre-proposal conference will be held on:	N/A Time: 10:00 am

¹ All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.

			Date: 16/08/2018 Venue: UNDP Offices procurement.zw@undp.org
8	C.21	Period of Proposal Validity commencing on the submission date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	not applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	not applicable
12		Advanced Payment upon signing of contract	<input type="checkbox"/> Allowed up to a maximum of ____% of contract <input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	not applicable
14	F.37	Performance Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	Single Currency:
16	B.10.1	Deadline for submitting requests for clarifications/ questions	3 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ²	Focal Person in UNDP: Melody Saineti Address: UNDP, Arundel Office Park, Mt. Pleasant, Block 10 E-mail address dedicated for this purpose: procurement.zw@undp.org

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input type="checkbox"/> Direct communication to prospective Proposers by email or fax <input checked="" type="checkbox"/> Direct communication to prospective Proposers by email and Posting on the website ³
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	N/A
20	D.23.1 D.23.2 D.24	Proposal Submission Address	bidstechnical.zw@undp.org For Technical Proposals bidsfinancial.zw@undp.org For Financial Proposals with password protection
21	C.21 D.24	Deadline of Submission	Date and Time: 22 August 2018, 17:00 hrs local time (GMT+2)
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic Submission
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	File size not to exceed 8MB Free from virus and corrupted files Format : PDF files only, Max. File Size per transmission: 8 MB Max. No. of transmission : 1 No. of copies to be transmitted : 1 Mandatory subject of email: PRC/ZWE/RFP/1942/8/1/2018: UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers Zone to be Recognized: GMT+2hrs
24	D.23.1	Date, time and venue for opening of Proposals	23 August, 10:00hrs Local Time (GMT +2), UNDP Offices

³ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input type="checkbox"/> Lowest financial offer of technically qualified Proposals (i.e., offers that are rated 70% and above) <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%. <input type="checkbox"/> Combined Scoring Method, using 60%-40% distribution for technical and financial proposals, respectively, where minimum passing score of technical proposal is 60%.
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Either Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured complete with <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Or in the event that response to this invitation is made in the name of an association with a partner(s) (i.e. Consortium or Joint Venture) the documentation shall include the corresponding agreement between the parties and indicate roles and responsibilities of all the partners. <input checked="" type="checkbox"/> CVs of the following individual spelling out their role in the consultancy: A) Team Leader - B) Team Member 1 <input checked="" type="checkbox"/> List of major corporate clients highlighting similar contracts for clients of comparable business nature and size as UNDP/UN, Contract Details / Estimated Contract Value; <input checked="" type="checkbox"/> Other relevant documents, as requested in the Terms of Reference
27		Other documents that may be Submitted to Establish Eligibility	
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	Please refer to Section 3,
29	C.15.2	Latest Expected date for commencement of Contract	September 17, 2018

30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	3 MONTHS.
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only (CONSORTIUM OR FIRM) <input type="checkbox"/> Two or more Proposers, depending on the service fees charged
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Others: <i>signature by both Parties</i>
35		Other Information Related to the RFP	n/a

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Form 1: Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing - References from similar projects.	50
1.2	General Organizational Capability which is likely to affect implementation - Financial stability - age/size of the firm - strength of project management support - project financing capacity - Capacity to organise own work including all in-country travel.	90
1.3	Extent to which any work would be subcontracted.	15
1.4	Quality assurance procedures, warranty i.e - project management controls	25
1.5	Relevance of: Specialised Knowledge - experience in delivering training to government officials and farmers - Proven experience and excellent networking and partnership skills with the government of Zimbabwe Work for UNDP/ major multilateral/ or bilateral programmes	120

	<ul style="list-style-type: none"> - At least 5 years of relevant experience and proven expertise with delivering training to government officials and farmers - Proven technical expertise in FAW and post-harvest management and basic animal health management - Proven experience in identification and understanding animal diseases and the treatment required. - Proven ability to identify and manage the FAW - Proven ability to manage post-harvest losses for a variety of crops - Proven experience and excellent networking and partnership skills with the government of Zimbabwe - An understanding of and ability to abide by the core values of the United Nations. 	
		300

Form 2: Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120

2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
		400

Form 3: Technical Proposal Evaluation			Points Obtainable
Management Structure and Key Personnel			
3.1	Task Manager/Team Leader		175
		Sub-Score	
	General Qualification	175	
	Suitability for the Project		
	- At least Master's Degree or equivalent in Agriculture, Agricultural economics, Crop Science, Agribusiness, Animal Science or Agricultural Development	50	
	- At least 5 years of relevant experience and proven expertise with delivering training to government officials and farmers.	75	
	- Proven technical expertise in FAW and post-harvest management and basic animal health management	15	
	- Proven experience in identification and understanding animal diseases and the treatment required.	10	
	- Proven ability to identify and manage the FAW.	10	
	- Proven ability to manage post-harvest losses for a variety of crops.	5	
	- Proven experience and excellent networking and partnership skills with the government of Zimbabwe.	5	

	- An understanding of and ability to abide by the core values of the United Nations.	5		
			175	
3.2	Senior Expert/Team Member 1			125
			Sub-Score	
	General Qualification		125	
	Suitability for the Project			
	- At least Master's Degree or equivalent Specialists in agriculture and animal husbandry or related fields Demonstrable academic and practical experience in training farmers and agricultural extension on crop and livestock management	25		
	- Working knowledge in FAW and post -harvest management and basic animal health, including animal health and hygiene regulations	40		
	- Sound knowledge of farm management and the rural economy	5		
	- Proven experience in producing agricultural training materials	5		
	- A general understanding of resilience building	5		
	- Proven ability to collaborate with the relevant government departments at national, provincial and district levels in delivering trainings	5		
	- Self-motivation	5		
	- Analytical and problem-solving skills	5		
	- Good business sense and commercial awareness aligned to market for the poor or market solution to poverty	5		
	- Excellent communication skills, both verbal and written and strong presentation skills	5		

	- Key members of the team with Zimbabwe languages (Shona, Ndebele, Tonga, Vhenda and Shangani) proficiency a must	5		
	- Proven excellence in written and spoken English with the capacity to guide understanding and translation to vernacular languages	5		
	- Excellent interpersonal skills, teamwork and adept at working with people of diverse cultural and social backgrounds	5		
	- Knowledge of country rural context and excellent capacity to work in remote areas	5		
			125	
	Total Part 3			300

Section 3: Terms of Reference (TOR)



Terms of Reference to support fall army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers

Languages Required: English
Expected workload: 3 months
Expected Date: 1 September to 7 December 2018

A. Project Title: Zimbabwe Resilience Building Fund (ZRBF)

B. Project Description: background and the objectives of the project

Recovering from the height of the 2008-2009 crisis characterized by hyperinflation, conflicts, water borne diseases and the imminent collapse of the health and education system, Zimbabwe since 2015 slowly started to rebuild structures to lay a new foundation for sustainable development. ZRBF strives to ensure that at risk, households, communities and systems anticipate, cushion, adapt, bounce back better and move on from the effects of shocks and hazards in a manner that protects livelihoods and recovery gains and supports sustainable transformation. The overall objective of the Zimbabwe Resilience Building Fund is to contribute to increased capacities of communities to protect development gains and achieve improved well-being outcomes in the face of shocks and stresses. This will be achieved through three interlinked components:

- a) Creating a body of evidence and building capacity for increased application of evidence-based policy making;
- b) Improving the absorptive, adaptive and transformative capacities of at-risk communities; and
- c) Setting up a crisis modifier mechanism which will provide appropriate, predictable, coordinated and timely response to risk and shocks from a resilience perspective.

The fall armyworm (FAW) is a new transboundary pest, which coupled with local climate change and generally low staple crop yield levels will greatly impinge on the country's efforts to achieve food security. During the past agricultural season, the fall armyworm outbreak confirmed the country's vulnerability to new pest outbreaks and necessity for effective prevention and control measures. In 2017, ZRBF consortia partners in targeted districts had to deal with this new phenomenon, which tested their disaster readiness. While in some districts, FAW proved to largely attack the maize crop, it was also seen in some small grains fields. This resulted in the need to upscale the preparedness of farmers to deal with the pest. FAW trainings were conducted in some districts. However, farmers still require training on actual response with regards to identification and management of the FAW, behaviour of the FAW in dry and wet seasons, and capacity building for agro-dealers on the use of the pesticides.

Foot and mouth (FMD) outbreak, has become a perennial challenge in Zimbabwe and with the disease threatening almost every province in the country. The current number of affected cattle may not be easy to ascertain due to lack of data. At the peak of infestation in September 2017 in Mwenezi and Chiredzi, the disease resulted in heavily emaciated cattle and some mortalities as they could not feed or drink. Cattle dipping programmes were suspended in some districts in-order to minimise the spread of the diseases when the animals are dipped in a common tank. This did not only compromise cattle production but also exposed them to opportunistic infections. No vaccinations were done in most areas due to shortage of FMD vaccines in the country and some farmers resorted to the use of soda and salt to treat the wounds. The disease heavily impacted on some ZRBF project participants' livelihoods as they could not sell their cattle to any markets. Due to the quarantine of the affected areas and the subsequent adoption of direct slaughter by meat companies and stoppage of public cattle markets, the number of cattle sold by farmers was reduced. Farmer to farmer cattle sales were reduced as movement between wards and villages was prohibited. The FMD reduced the number of cattle buyers in affected districts resulting in the reduction in cattle prices, from an average of \$400 to around \$280 per beast. The net effect was loss of income for the small holder farmers. Farmers lost draught power because of the emaciation of the cattle caused by the wounds. FMD has reduced the number of cattle sold to abattoirs, threatening the viability of the whole value chain, with some abattoirs reportedly operating at 33% capacity utilization and 40% decrease in operation levels. Therefore, there is critical need to equip farmers with the capacity to diagnose, prevent and treat FMD and other animal diseases to reduce potential losses that threaten their resilience standing.

Agricultural productivity and food security remains low in Sub-Saharan African due to drought, soil infertility, pest and diseases as well as post-harvest losses. Poor infrastructure, poor processing and storage facilities are some of the major drivers of post-harvest losses. According to FAO (2011)⁴ about a third of food produced worldwide is lost during harvesting and this amounts to 1.3 billion tonnes per year. In Zimbabwe, 14 million people depend on stored grains for consumption and farmers experience high

⁴ FAO (2011). *Global food losses and food waste: Extent, causes and prevention study conducted for the International Congress "Save Food!" at Interpack 2011 Düsseldorf, Germany / by Jenny Gustavsson, Christel Cederberg, Ulf Sonesson*. Rome: Food and Agriculture Organization of the United Nations.

storage losses. Abass et al. (2014)⁵ asserted that grain storage loss can cost farmers between 25% -30% of their yield due to moisture, rotting, moulds, insects, pests and diseases.

Post-harvest losses can be defined as the measurable reduction in both quantity and quality of foodstuffs (Affognon et al., 2015)⁶. According to a study carried out in Mwenezi and Chiredzi by ICRISAT (2017), 59% of the farmers were once trained on various good post-harvest management practices, especially on the use of pesticides and fumigation, and the use of indigenous methods for grain protection. However, a variety of topics received less emphasis during farmer training for example; use of metal silos and hermetic bags, testing for moisture content, timely harvesting and aflatoxin testing. There is need for more farmer trainings across the districts, on these techniques to reduce post-harvest losses and aflatoxin contamination. Extensive training is needed on improved storage structures – improved brick and mortar silos, metal silos and hermetic bags. Apart from farmers training there is need for efforts to ensure that the same knowledge (prevention of post-harvest losses) and material are stocked and made available in local shops.

The United Nations Development Programme (UNDP) would like to contract a service provider to provide technical assistance to support the management of fall armyworm, basic animal health management (including FMD) and post-harvest management in the 18 districts where ZRBF projects are being implemented.

The ZRBF is implementing resilience projects across 18 districts through 7 consortia partners contracted at various stages since 2016. The ZRBF would like lead farmers, Agricultural Extension officers and agro-dealers in the 18 districts (Nkayi, Mbire, Umzingwane, Bubi, Chiredzi, Mwenezi, Kariba, Binga, Mbire, Zvishavane, Mberengwa, Mudzi, Mutoko, Beitbridge, Nyanga, Insiza, Lupane and Matobo) trained in animal health, Fall Army Worm and post-harvest management.

A total of 848 government agricultural extension workers, 596 agro-dealers and 3370 lead farmers (a total of 4218) across 18 districts and 298 wards require training, as outlined below.

Consortia	District	No. of Agro-dealers	Lead farmer	Extension staff	Total
BRAC	Mudzi		42	32	74

⁵ Abass, A. B., Ndunguru, G., Mamiro, P., Alenkhe, B., Mlingi, N., & Bekunda, M. (2014). Post-harvest food losses in a maize-based farming system of semi-arid savannah area of Tanzania. *Journal of Stored Products Research*, 57, 49–57.

⁶ Affognon, H., Mutungi, C., Sanginga, P., & Borgemeister, C. (2015). Unpacking Postharvest Losses in Sub-Saharan Africa: A Meta-Analysis. *World Development*, 66, 49–68.

	Mutoko		45	44	89
	Agro dealers	58			58
ECRIMS	Zvishavane		190	65	255
	Mberengwa		540	126	666
	Agro dealers	100			100
ZVA	Binga		1000	44	1044
	Kariba		170	25	195
	Mbire		170	13	183
	Agro dealers	90			90
ECRAS	Mwenezi		334	70	404
	Chiredzi		467	109	576
	Agro dealers	54			54
Progress	Nyanga		104	95	199
	Beitbridge		59	82	141
	Agro dealers	90			90
SIZIMELE	Lupane		66	24	90
	Matopos		57	20	77
	Insiza		48	17	65
	Agro dealers	90			90
MELANA	Nkayi		30	32	62
	Umguza		27	27	54
	Bubi		10	11	21
	Umzingwane		11	12	23
	Agro dealers	114			114
Total		596	3370	848	4814

The outbreak of the FAW in Zimbabwe has demonstrated the limited capacity of the in-country trans-boundary pest surveillance, monitoring, early detection, information sharing and prompt response to such threats. The FAW training aims to capacitate extension staff and lead farmers to efficiently manage the FAW through participatory extension models to deliver training to farmers. The main activities will be to facilitate large-scale awareness campaigns, training of trainers on FAW, basic animal health and post-harvest management for extension workers, farmers and agro-dealers as well as development of communication, awareness and information products. The trainings will be conducted in collaboration with the relevant departments of the Ministry of Lands Agriculture and Rural Resettlement (MLARR), Agricultural Technical and Extension Services (AGRITEX), Department of Research and Specialists Services(DR&SS) and the Department of Veterinary Services (DVS), with all the activities involving sub-national levels to be coordinated through the relevant Government extension structures.

D. Expected Outputs

Deliverables

The Contractor is expected to produce the following:

- Inception Report for the training required within one week of contract signing
- Training materials to cover the above-mentioned topics to be approved by the ZRBF PMU and the MLARR before the commencement of the trainings, within two weeks of contract signing;
- A training report summarizing the work done and the number of trained personnel to be submitted to ZRBF within 10 days after the completion of all the training. The report will include attendance registers signed by participants; summary of recommendations based on the pre- and post-evaluation of the workshop participants
- An evaluation report of the course and recommendations for internal training on the same topic, within 10 days after the completion of all the training.
- Certificates of attendance to present to the trained officials by the 30th November 2018 (*design to be pre-approved by ZRBF-PMU*)

E. Institutional Arrangements

Logistics

- The training is to be conducted in 18 districts covering a total of 298 wards and the institution is expected to make logistical arrangements in liaison with the respective Consortia partners team leaders and Agritex district heads for the targeted districts. The trainings per district are expected to have a duration of 5 days per district.
- The Contractor is expected to provide all the training materials requirements.
- The Contractor in liaison with consortia team leaders will organize for the training venues. The Contractor will pay for the venue and any refreshments during the training. The cost per district/training should be submitted together with the proposal.
- The Contractor will be responsible for their travel and logistical arrangements and payments.
- The Contractor will be required to make its own payment arrangements for any hired equipment or work sub-contracted.
- The Contractor to maintain signed daily registers of training participants which will be availed to ZRBF with the final report.
- The Contractor is expected to undertake the tasks as laid out and all inputs should be in the agreed financial proposal.
- ZRBF Consortia will be responsible for the daily subsistence allowances of trainees at their usual rates and will be reimbursed by the PMU.
- ZRBF PMU will provide overall direction to the Contractor, conduct quality checks and monitor the progression of the training at different levels.

F. Management Arrangements

The Contractor will be directly supervised by the ZRBF Programme Specialist. The Contractor will work closely with ZRBF Project Management Unit, ZRBF Consortia team leaders, the DR&SS, district heads for Agritex and DVS to ensure compliance with Government standards and operation procedures. ZRBF

will assist the Contractor in linkages with the consortia team leaders. Other logistical arrangements will be the responsibility of the Contractor.

G. Reporting Arrangements

- Inception report due within one week of contract signing.
- Training material due on the 21st of September 2018
- Progress reports will be required monthly as follows; 27 September 2018, 27 October 2018, 27 November 2018
- The final report due on 7 December 2018

H. Duration of the Work

The Contractor is expected to start work on the 1st of September 2018 and complete all trainings in the 18 districts by the 30 November 2018 and submit the final report by the 7th of December 2018.

The assignment should be completed within the stipulated time frame. Delays in the completion of deliverables will impact on the project's workplan and more importantly infringe on the farmers' preparations for the 2018/19 agricultural season. Therefore, demonstrated capacity to complete the trainings within the contracted timeframes will be a critical selection criterion.

I. Duty Station

The trainings will be conducted in the districts in which ZRBF projects are being implemented hence there will be travel to Binga, Kariba, Mbire, Umguza, Bubi, Nkayi, Umzingwane, Mwenezi, Chiredzi, Lupane, Matopo, Insiza, Nyanga, Beitbridge, Mberengwa, Zvishavane, Mutoko and Mudzi.

J. Qualifications of the Successful Contractor

The assignment seeks for an institution which provides capacity building for extension staff, agro-dealers and lead farmers in fall armyworm, post-harvest and basic animal health management.

Team Composition & Required Competencies

- The training team should have demonstrated ability to advise extension staff, agro-dealers and farmers on farm health planning, sustainable techniques for improving the production of crops and livestock focusing on pest/disease control and prevention.
 - The team should consist of specialists in agriculture and animal husbandry or related fields Demonstrable academic and practical experience in training farmers and agricultural extension on crop and livestock management;
 - Working knowledge in FAW and post -harvest management and basic animal health, including animal health and hygiene regulations;
 - Sound knowledge of farm management and the rural economy;
 - Proven experience in producing agricultural training materials;
 - A general understanding of resilience building;

- Proven ability to collaborate with the relevant government departments at national, provincial and district levels in delivering trainings;
- Self-motivation;
- Analytical and problem-solving skills;
- Good business sense and commercial awareness aligned to market for the poor or market solution to poverty;
- Excellent communication skills, both verbal and written and strong presentation skills;
- Key members of the team with Zimbabwe languages (Shona, Ndebele, Tonga, Vhenda and Shangani) proficiency a must;
- Proven excellence in written and spoken English with the capacity to guide understanding and translation to vernacular languages
- Excellent interpersonal skills, teamwork and adept at working with people of diverse cultural and social backgrounds;
- Knowledge of country rural context and excellent capacity to work in remote areas.

Required skills and experience for the Team Leader

- At least Master's Degree or equivalent in Agriculture, Agricultural economics, Crop Science, Agribusiness, Animal Science or Agricultural Development.
- At least 5 years of relevant experience and proven expertise with delivering training to government officials and farmers.
- Proven technical expertise in FAW and post-harvest management and basic animal health management.
- Proven experience in identification and understanding animal diseases and the treatment required.
- Proven ability to identify and manage the FAW.
- Proven ability to manage post-harvest losses for a variety of crops.
- Proven experience and excellent networking and partnership skills with the government of Zimbabwe.
- An understanding of and ability to abide by the core values of the United Nations.

K. Scope of Bid Price and Schedule of Payments

The Contract price is a fixed output-based price regardless of extension of the herein specific duration. The Contractor must include in the computation of contract price pure professional fees including any venue hire and training refreshments.

Deliverable	Due date	Cost in %
Inception report	One week of signing the contract	20%
Training material	Two weeks of signing the contract	
Monthly brief reports	27 th of each month	0%
Completion of trainings in all 18 districts	30 November 2018	
Final report	7 December 2018	80%

- A deliverable based payment system will be used, where payments will be processed based on the achievement and approval of agreed milestones, which provisionally will see the first tranche, 20% of the total cost of the training, being paid upon the production of the inception report and training materials and the last tranche, 80% of the proposed cost, being paid upon the submission of the final training report.
- UNDP ZRBF PMU will assess, discuss and agree the appropriateness of the proposed milestones before the contract is signed-off.

L. Work plan

Below is the proposed workplan for the whole training programme.

	F	M	A	M	J	J	A	S	O	N	D
Output 1											
Inception report and production of training materials											
Multiply IEC material											
Distribute IEC material											
ToT AGRITEX and Agro-dealers											
Cascade the ToT to Lead farmers											
Training report											

Deliverable and Payment Schedule

Deliverable	Due date	Cost in %
Inception report	One week of signing the contract	20%
Training material	Two weeks of signing the contract	
Monthly brief reports	27 th of each month	
Completion of trainings in all 18 districts	30 November 2018	
Final report	7 December 2018	80%

Section 4: Proposal Submission Form⁷

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details :

[please mark this letter with your corporate seal, if available]

⁷ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form⁸

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past four (3) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁸ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)⁹

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past four (4) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁹ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

PRC/ZWE/RFP/1942/8/1/2018: UNDP ZIMBABWE RESILIENCE BUILDING FUND PROGRAM: Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: Years in Business and Reputation

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration. Provide copies of company registration certificate issued by state authorities and letter of good standing from the bidder's bank.

1.2 Years of Professional membership: Provide copies of accreditation certificates and other certificates of professional membership in relevant associations etc.

1.3. Reliability (References, and letters of recommendations): Provide letters of recommendation from clients and business partners.

Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of Project/ organization	Client	Contract Value	Period of activity	Types of Services provided	Status or Date Completed	References, Contact Details, (Name, Phone, Email)

SECTION 2: Capability and Expertise

2.1. Number of branch office(s) around the country/worldwide: Provide a brief description of the main office and branches, number of company's employees. List the clients etc.

2.2. Membership in global associations: Provide copies of company's registration certificate, licenses issued by association (if any), and other certificates of professional membership associations etc.

2.3. Volume of business: Provide information about the annual volume of business in 2012, 2013, 2014.

SECTION 3: Personnel Competence and Work Approach

3.1. Qualification & Professional Experience of Support for army worm, basic animal health management and post-harvest management training of trainers for Government officials, lead farmers and agro-dealers

Team Leader

Provide an organization chart describing the relationship of key positions and designations. Provide the CVs for of proposed focal persons in the format given below. CVs should demonstrate qualifications. Provide copies of relevant certificates, accreditations, awards and citations received by the proposed staff members.

3.2. Qualification & Professional Experience of proposed Experts: Provide the CVs for proposed experts in the format given below. Provide copies of relevant certificates, accreditations, awards and citations received by the proposed staff members.

UNDP might conduct interviews of the selected service provider's proposed key personnel, before initiating the contract.

Summary Table

SL	Position	Name of staff proposed
1		
2		
3		
4		

CV Format

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	

Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <hr/> Signature of the Nominated Team Leader/Member </div> <div style="width: 45%;"> <hr/> Date Signed </div> </div>	

Section 7: Financial Proposal Form¹⁰

The Proposer is required to prepare the Financial Proposal in an envelope email from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal will be opened only from those Offerors which Technical Proposal passed the minimum technical score of 70% (700 points) of the maximum obtainable score of 1000 points in the evaluation.

TABLE 7.1 Professional Fees for the Consultants

Deliverable	Due date	Unit Cost	Total Cost
Inception report	One week of signing the contract		
Training material	Two weeks of signing the contract		
Monthly brief reports	27 th of each month		
Completion of trainings in all 18 districts	30 November 2018		
Final report	7 December 2018		
Total Amount			

¹⁰ No deletion or modification may be made in this form (table 7.1). Any such deletion or modification may lead to the rejection of the Proposal.

As presented during pre-bid conference