



RFP-2018-PAL-0000050768

REQUEST FOR PROPOSAL (RFP)

Subject: Provision of Technical Assistance for Scaling up the Geo-Mapping Initiative Towards the Establishment of On-Line Decision Support System to Support the Planning and Monitoring Processes for Jerusalem Directorate of Education

Reference: RFP-2018-PAL-0000050768

Jerusalem, 30 August 2018

We kindly request you to submit your Proposal for the services under subject.

Please be guided by the form attached hereto as Annex 1, in preparing your Proposal.

Proposals may be submitted on or before **20 September 2018** via the designated email address quotation.papp@undp.org in two separate files, one containing the technical proposal and the other the financial proposal.

Your Proposal must be expressed in **English**, and valid for a minimum period of **90 days**

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

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

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

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

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

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by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.



Sincerely yours,

Shenadeh A. Habash
Head of Procurement Unit
UNDP/PAPP

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DESCRIPTION OF REQUIREMENTS

Context of the Requirement	Provision of technical assistance for scaling up the geo-mapping initiative towards the establishment of on-line decision support system to support the planning and monitoring processes for Jerusalem Directorate of Education (JDoE)
Implementing Partner of UNDP	UNDP in close partnership Ministry of Education and Higher Education (MoEHE) and Jerusalem Directorate of Education (JDoE)
Brief Description of the Required Services	<p>The education system in East Jerusalem is different than the rest of the opt. Education is provided by various service providers with very limited coordination. Therefore, the data/statistics that is available from East Jerusalem is fragmented and lacks accredited and reliable sources of information. Figures vary among sources for simple indicators such as the number of students, schools and teachers; figures also vary regarding complicated issues such as drop-out rates and other quality education indicators. In cases of emergencies, it is challenging for the JDoE to develop response and protection plans due to the lack of comprehensive data on the students, teachers and school staff. Further, JDoE's endeavours in planning and monitoring for sector development is a complicated mission. Despite the fact that progress has been made in tackling this issue, the MoEHE/JDoE still needs support in order to have a coherent overview of the education situation in East Jerusalem.</p> <p>Towards addressing this issue, the activity seeks to invest in data collection to strategically assist MoEHE/JDoE to better plan, coordinate, implement and report and monitor educational activities throughout East Jerusalem. It will be built on the pilot intervention that has been supported previously by Norway under the Right to Education Project. The first phase included: design education baselines and indicators in line with EMIS, creation of geo-database, on-site assessments, technical surveys and collection of information, installation and configuration of geo-server platform, training and capacity development for JDoE staff. More than 130 out of 219 schools were surveyed and a first map of its kind had been produced showing the distribution of school facilities.</p> <p>Under this second phase, it is proposed to continue support in:</p> <ul style="list-style-type: none"> • Finalizing the data collection, especially for the remaining schools under the management of the Israeli Municipality. Under previous phases the collection of data for Municipality schools was a very challenging process; • Data consolidation and compilation; • Linking the geo-mapping with an existing Management Information System (MIS- Al Murshed) at the JDoE to ensure the provision of reliable and accredited sources of information at the national level; • Enhancing indicators, reviewing and verifying information, provision of on-line simulation and conducting training for the staff. It is fully in line EMIS and this

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	intervention will be complementing the central GIS, since it adds new schools under the map, specifically Israeli Municipality Schools, Private Schools and Contractors schools.			
List and Description of Expected Outputs to be Delivered	Please see the attached Terms of Reference - Annex 2			
Person to Supervise the Work/Performance of the Service Provider	Programme Manager			
Frequency of Reporting	Weekly and monthly			
Progress Reporting Requirements	Required per milestones mentioned in the ToR			
Location of work	JDoE/ Old City of Jerusalem in coordination with MoEHE GIS/MIS System			
Expected duration of work	110 calendar days as per milestones mentioned in the ToR			
Target start date	October 2018			
Latest completion date	January 2019			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	East Jerusalem	4 weeks	System verifications, review of systems infrastructure, data compilation and configuration, training and capacity assistance.	Between October 2018 and January 2019
Special Security Requirements	Not applicable			
Facilities to be Provided by UNDP	Not applicable			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required			

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Names and curriculum vitae of individuals who will be involved in completing the services	Required			
Currency of Proposal	United States Dollars			
Value Added Tax on Price Proposal	must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Review systems infrastructure	20%	30 calendar days	Within thirty (30) days from the date of meeting the following conditions:
	Data migration and manipulation	80%	80 calendar days	a) 20% advance payment of the overall financial will be processed upon signing the contract in accordance to UNDP’s rules and regulations b) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Manager, Programme Coordinator, Programme Analysts and Team Leader			

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Criteria for Contract Award	<p>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution); and,</p> <p>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p>The technical evaluation will be conducted in three phases:</p> <p><u>Phase One: PASS/FAIL</u> The minimum qualifying criteria:</p> <ol style="list-style-type: none"> 1. The firm's experience in similar nature of assignments and scope (YES/NO) 2. The provision of the key staff during the implementation of the whole milestones (YES/NO) 3. The key staff level of efforts per day as highlighted under the ToR (YES/NO) <p><u>Phase Two: Detailed Technical Evaluation</u> Weight of Technical Proposal (70%)</p> <ul style="list-style-type: none"> ☑ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 60 points ☑ Expertise of the Firm in similar nature of assignments and scope 20 points ☑ Management Structure and Qualification of Key Personnel in similar nature of assignments and scope 20 points <p><u>Phase Three: Open the financial proposals of those offerors who scored 70% and more in the technical evaluation.</u> Weight of Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	One and only one Service Provider
Type of Contract to be Signed	Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions ¹	<p>General Terms and Conditions for de minimi contracts</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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Annexes to this RFP	Form for Submission of Proposal (Annex 1) Terms of Reference (Annex 2)
Contact Person for Inquiries (Written inquiries only)	<p>Shehadeh Habash Head of Procurement Unit</p> <p>Any request for clarification related to this RFP should be submitted in writing to proc3.papp@undp.org no later than 10 September 2018. Answers to any clarifications received will be communicated directly to the participating proposers and posted on 13 September 2018</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Link to the procurement case	http://procurement-notice.undp.org/view_notice.cfm?notice_id=49342



Annex 1 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

To: UNDP

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc;
- c) Latest balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; list of relevant projects undertaken in the last five years);
- e) Contact details of three previous clients that can be used for reference purposes to whom a project has been completed in a similar size and scope as this assignment; three recommendation letters are preferable; and
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



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B. Proposed Methodology for the Completion of Services

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

The proposal should describe the approach and methodology that will be applied by the consultant firm to meet the objectives and scope of the assignment.

A narrative of proposed actions and strategies of reaching the expected results and a detailed work-plan with separate lines for each proposed action and corresponding timeframes are requested. The proposal should demonstrate responsiveness to the ToR, by identifying the specific components proposed, addressing the requirements, as specified, point by point; and demonstrating how the proposed methodology meets or exceeds the ToR requirements.

Focus should be made on the following

- 1) Well-structured methodology combined with detailed work plan that includes clear bench marks;
- 2) Description of the tools that will be used and provided;
- 3) Staffing Plan and profile of each staff included in the plan. A matrix should be provided to show which staff will work on what activities and for what duration.

C. Qualifications of Key Personnel

The Service Provider must provide the names and assignments, as well as detailed curriculum vitae for all personnel to be engaged in this work. High academic background, past experience in similar project works for the personnel will prove an asset.

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

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D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price USD (Lump Sum, All Inclusive)
1	Task 1- Review systems infrastructure for both existing platform at JDoE, namely GIS and MIS and propose technical linkage methodologies	20%	
2	Task 2- Implement data migration and manipulation, with emphasis on upgrading the existing geo-mapping platform with linkages to JDoE MIS system utilizing task 1 outputs	80%	
	Total	100%	

*This shall be the basis of the payment tranches

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]



Annex 2

TERMS OF REFERENCE

1. BACKGROUND

The education system in East Jerusalem is different than the rest of the occupied Palestinian territory (oPt). Education is provided by various service providers with very limited coordination. Therefore, the data/statistics that is available from East Jerusalem is fragmented and lacks accredited and reliable sources of information. Figures vary among sources for simple indicators such as the number of students, schools and teachers; figures also vary regarding complicated issues such as drop-out rates and other quality education indicators. In cases of emergencies, it is challenging for the Jerusalem Directorate of Education (JDoE) to develop response and protection plans due to the lack of comprehensive data on the students, teachers and school staff. Further, JDoE's endeavours in planning and monitoring for sector development is a complicated mission. Despite the fact that progress has been made in tackling this issue, the Ministry of Education and Higher Education (MoEHE)/JDoE still needs support in order to have a coherent overview of the education situation in East Jerusalem.

Towards addressing this issue, this intended service seeks to invest in data collection to strategically assist MoEHE/JDoE to better plan, coordinate, implement and report and monitor educational activities throughout East Jerusalem. It will be built on the pilot intervention that has been supported previously by Norway under the Right to Education Project. The first phase included: design education baselines and indicators in line with EMIS, creation of geo-database, on-site assessments, technical surveys and collection of information, installation and configuration of geo-server platform, training and capacity development for JDoE staff. More than 130 out of 219 schools were surveyed and a first map of its kind had been produced showing the distribution of school facilities.

Under this second phase, it is proposed to continue support in:

- Finalizing the data collection, especially for the remaining schools under the management of the Israeli Municipality. Under previous phases the collection of data for Municipality schools was a very challenging process;
- Data consolidation and compilation;
- Linking the geo-mapping with an existing Management Information System (MIS- Al Murshed) at the JDoE to ensure the provision of reliable and accredited sources of information at the national level; and,
- Enhancing indicators, reviewing and verifying information, provision of on-line simulation and conducting training for the staff. It is fully in line EMIS and this intervention will be complementing the central GIS, since it adds new schools under the map, specifically Israeli Municipality Schools, Private Schools and Contractors schools.



2. OBJECTIVES

Establishing decision support system built on data and evidence based will assist MoEHE and JDoE to:

- Enhance the public management of education sector for JDoE schools to reduce fragmentation and ensure the complementary role through increased synergy;
- Improve the efficiency of JDoE educational system and support school harmonization;
- Planning for strategic interventions including provision of additional classrooms/schools throughout Jerusalem neighbourhoods, and implementation of quality education activities;
- Providing a reliable monitoring tool for ongoing, planned and completed activities.

Date collection and compilation will emphasis on the following indicators:

1. Population distribution and density, demands and natural growth
2. Availability of schools in neighborhoods/ localities
3. Distance between existing schools in neighborhoods/ localities
4. Dropouts/Gender/neighborhood
5. Vulnerability and living conditions
6. Access and Transportation
7. Current geo-political situation
8. Unsuitable or substandard Rented schools/ classrooms

3. SCOPE OF WORK

Under the overall guidance of the UNDP Infrastructure team leader, the direct supervision of the Programme Manager, and in close coordination with project stakeholders especially Head of Planning department at JDoE, Head of IT at JDoE and Head of planning department at MoEHE, the firm should be responsible in carrying out the following tasks:

Task 1: Review systems infrastructure for both existing platform at JDoE, namely GIS and MIS and propose technical linkage methodologies

- 1.1 Review education attributes and indicators available under both systems;
- 1.2 Review amount of available data under both systems;
- 1.3 Propose data fields methodologies for the integration of both systems and provision of effective geo-mapping;
- 1.4 Propose queries for supporting strategic decision making at planning, coordination and management of education system;
- 1.5 Identify missing information for required data collection;
- 1.6 Produce respective report for the endorsement of the technical committee outlying respective actions; required, technical solution for data migration and manipulation, capacity and training needs.

Task 2- Implement data migration and manipulation, with emphasis on upgrading the existing geo-mapping platform with linkages to JDoE MIS system utilizing task 1 outputs

- 2.1 Implement technical IT solutions for data migration and manipulation; utilizing original –genuine IT software's, compatible with the existing GIS and MIS (e.g. Arch GIS);
- 2.2 Design and produce Graphics User Interfaces (GUI) for facilitating regular data entries and reporting;
- 2.3 Transfer selected data/ attributes into the new integrated decision support system;
- 2.4 Design queries as agreed under Task 1;
- 2.5 Design geo mapping reports and with graphic designs and active linkages to the GIS system;
- 2.6 Design online web-based platform for external reporting with selected attributes will be identified by JDoE/MoEHE;
- 2.7 Produce manuals and troubleshooting guidelines.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Service Provider must provide CVs demonstrating the qualifications of the following required key personnel:

- a) Team Leader in IT / Technology field with minimum 10 years' experience, including a proven experience in similar nature of activities, databases and GUI platforms;
- b) GIS Expert with minimum 10 years' experience, including knowledge and experience analytical and research;
- c) Education Specialist with minimum 10 years' experience.

5. EVALUATION PROCESS

A three-stage procedure is utilized in evaluating the proposals; PASS/FAIL technical evaluation will be utilized as first stage in accordance to the set criteria highlighted above; detailed technical evaluation of the qualified proposals will be conducted prior to any price proposal being opened. A technical proposal shall be rendered non-responsive 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/attain the **minimum technical score (70/100)**.

Technical Proposal Evaluation		Points obtainable
1	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	55
2	Expertise of the Firm	20
3	Management Structure and Qualification of Key Personnel	20
4	at least one woman among the project technical staff	5
Total		100

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Evaluation form for the technical proposals follow. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.

Technical Evaluation Criteria			Weight	Points
FORM 1	Methodology		55	
	a	Clearly illustrates how the work plan/timeline will be conducted to cover all required elements		10
	b	Clearly illustrates how the methodology plan be will developed and implemented		20
	c	Clearly illustrates how each activity will be implemented		20
	d	Clearly illustrates how the final report will be developed and finalized		5
FORM 2	Expertise of Firm		20	
	a	Does the Company Profile reflect the requirements of the TOR?		5
	b	Do projects undertaken within the last (5) years relate to the TOR? (Minimum 7 years' experience in provision of similar services to TOR)		5
	c	Quality of References provided by (3) previous clients		5
	d	Quality of examples in design and creation of GIS platform linked with decision support systems		5
FORM 3	Management Structure and Qualification of Key Personnel		20	
	a	Is overall staffing qualifications sufficient to undertake TOR?		5
	b	Team Leader		5
	c	GIS Expert		5
	d	Education Specialist		5
TOTAL			95	

In the final stage, only the Financial Proposals of those Proposers who attained the minimum 70% will be opened and evaluated.

6. AWARD OF CONTRACT:

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.

The UNDP procuring entity will award the Contract to the Offeror who achieves the Highest Combined Technical and Financial score.



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ACKNOWLEDGEMENT LETTER

PLEASE TYPE OR PRINT LEGIBLY & RETURN VIA FAX NO.: +972 2 626 8222

Date: _____

Dear Shehadeh Habash,

RFP-2018-PAL-0000050768: Provision of Technical Assistance for Scaling up the Geo-Mapping Initiative Towards the Establishment of On-Line Decision Support System to Support the Planning and Monitoring Processes for Jerusalem Directorate of Education

We the undersigned, acknowledge receipt of your Request of Proposal for the provision of services under subject and hereby confirm that:

a) ☐ we intend ☐ we do not intend

to submit a proposal to the United Nations Development Programme by the deadline.

Names of our representative(s) designated for this engagement		1.; and 2.			
Firm/Company's name (Proposer):					
Address:					
City:		State:		Zip:	
Signature of Authorized Representative:					
Name:			Title:		
Telephone No.:		Ext.:		Fax No.:	
Email address:					