

|  |
| --- |
|  |

**REQUEST FOR PROPOSAL (RFP 26/2018)**

**(For Low-Valued Services)**

|  |  |
| --- | --- |
| Requesting project: 00089220 “Improving Municipal Governance” | DATE: September 7, 2018 |
| REFERENCE: **RFP 26/2018 Comparative and feasibility study on local government borrowing and issuing municipal bonds**  |

Dear Sir / Madam:

We kindly invite you to submit your Proposal for the provision of **Comparative and feasibility study on local government borrowing and issuing municipal bonds**

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

Proposals may be submitted on or before 19th of September 2018 to the address below:

UNDP

RFP 26/2018 **Comparative and feasibility study**

 Str. Jordan H.K.Drzinot 23, Skopje

 Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 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, 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.**

**Annex 1**

**Description of Requirements**

**TERMS OF REFERENCE**

**FOR A CONSULTING COMPANY TO CONDUCT**

**Comparative and feasibility study on local government borrowing and issuing municipal bonds**

**Project number & title:** 00089220 “Improving Municipal Governance”

**Post title/area:** Consultancy services on local financing, local government borrowing and issuing municipal bonds/Municipal finances

**Location:**  Skopje, including travel within the country

**Estimated duration:** October 2018 – March 2019

**Practice area:** Local Governance and Decentralization

**Background**

UNDP is the development arm of the United Nations system, with offices in 180 countries. Globally, the organization employs 17,000 people and manages a budget of USD 5 billion each year. The UNDP office in Skopje employs a team of 65 and currently manages a portfolio of projects in environmental protection, good governance and social inclusion worth USD 15 million per year.

**UNDP is currently seeking to contract a company/service provider to support the implementation of the “Improving Municipal Governance” project by conducting activities related to local financing, local government borrowing and issuing municipal bonds.**

The decentralization process that started in 2001 has devolved a wide range of responsibilities from central to local governments. However, many municipalities still struggle to provide adequate services to their constituents. They face a number of institutional, financial and human-resource constraints in the provision of local-level services. To address these challenges, EU and UNDP funded project ‘’Improving Municipal Governance” aims to improve people’s lives by helping municipal governments to secure the funds and develop the skills they need to deliver high-quality public services to residents of local communities. The project intends to do so by: 1) improving the monitoring, design and provision of already decentralized services; 2) helping municipalities undertake new services in line with inclusive local development plans; and 3) ensuring that municipalities can secure sufficient revenues to deliver all necessary public services.

As it is clear from the 2016 Report for Financing of the Local Self-Government Unit (prepared by UNDP twice a year using data from the Ministry of Finance) the municipalities still remain highly dependent on transfers from central government, they still lack the necessary capacities for efficient tax collection and therefore cannot increase their fiscal autonomy. Revenues generated through local taxes account for just 26% of the total, meaning that they still remain a marginal source of income. Municipalities face chronic lack of own funds which complicates resource planning at the municipal level. Further increase of the total municipal revenues requires optimization of the existing financial instruments and designing more substantial policy reform measures. In this regard, there is a clear need to support the municipalities to make use of more sophisticated financial instruments and better manage liabilities.

In this context, UNDP is seeking qualified consulting company to: (i) Conduct comparative analysis on local government borrowing and issuing municipal bonds; (ii) Organize and deliver a workshop based on the findings and the recommendations of the Comparative analysis on local government borrowing and issuing municipal bonds; (iii) Manage the process of selection of up to 5 municipalities and to prepare feasibility studies for issuing bonds for financing of capital investments (with help of municipalities); (iv) “On the job” training for the selected municipalities up to the point that they can independently prepare the procedure for issuing bonds.

The selected consulting company will work under the supervision of the UNDP Project Manager and the general guidance of the UNDP Programme Analyst who will ensure that the consultancy services are provided in line with the overall objectives of the decentralization and local governance reform processes and sustainable development principles, as well as other relevant projects within the Governance Unit and relevant initiatives in other units in UNDP.

**Objective of the study**

The aim of this assignment is to provide municipalities with the knowledge and tools needed to obtain financing for capital projects. In addition, the hired company will work in close collaboration with UNDP and the Ministry of Finance in identifying which countries should be selected for the comparative analysis and in developing the recommendations on local government borrowing. The Ministry of Finance will be provided with recommendations on future municipal debt policy and alternative financial instruments for local capital investments.

**Tasks (Scope of work)**

The team of consultants is expected to conduct the following tasks:

**1. Develop detailed workplan and methodology for tasks.**

**2. Conduct comparative analysis on local government borrowing and issuing municipal bonds and identify good practice examples for municipal bond issuance for capital investments in the neighboring countries (and in EU member states).**

The study should take an in-depth look at:

- Debt management in local governments (including debt structure and repayment);

- The municipal bond procurement process;

- Types of municipal bonds;

- The role of municipal bond insurance in achieving efficient market access;

- The case of Macedonia: the use of municipal bonds for capital investments. Potentials and challenges;

- Best practices for issuing municipal bonds for capital investments in neighboring countries and in EU member states;

- Recommendations for local self-governments on issuing municipal bonds and diversifying the used financial instruments in capital investments;

- Recommendations for the Ministry of Finance on municipal debt policy and on facilitating the process of issuing municipal bonds for capital investments.

**3. Organize and deliver workshop based on the findings and the recommendations of the Comparative analysis on local government borrowing and issuing municipal bonds.**

The selected company shall organize and implement a workshop with the Mayors, municipal finance officers and officers from the municipal units responsible for planning and execution of capital investments (preferably Heads of Units/Departments).The workshop will be based on the findings and the recommendations from the Comparative analysis on local government borrowing and issuing municipal bonds, but also on the Manual on issuing municipal bonds prepared by the Ministry of Finance. The workshop/training on borrowing and in particular on issuing bonds for financing capital investment shall be delivered to the staff of all municipalities and other involved stakeholders.

The workshop needs to include:

* Minimum 1 municipal finance officer per municipality (All municipalities need to be included);
* Officers from the municipal units responsible for planning and execution of capital investments (All municipalities need to be included);
* Mayors;
* Representatives from the Commission for Public Bonds and banks;
* Representatives from the Ministry of Finance;
* Representatives from the Ministry of Local Self-government.

The workshop shall be no longer than two days. The expected number of participants is around 160. All costs related to the workshop should be included in the all-inclusive lump sum.

**4. Feasibility studies for up to five municipalities and “on the job” training for the selected municipalities up to the point that they can prepare the procedure for issuing bonds.**

- Prepare a Call to select up to five municipalities that will be assisted in preparation of feasibility studies for issuing bonds for financing of capital investments

- Prepare Feasibility studies for the selected five municipalities. The feasibility studies will outline potential local sources of revenue such as user charges or tolls, concessions and fees, special taxes, and rental or lease payments.

- Conduct a “learning-by-doing” training for the selected municipalities. The company shall organize and deliver on-the-job training for each of the five municipalities for the preparation of feasibility studies for issuing bonds to finance one priority capital project per municipality, procedures of issuing municipal bonds and training in Cost Benefit and Cost Effectiveness Analysis.

**Methodology**

The company shall present a brief methodology when applying. When chosen the company shall provide detailed methodology at the beginning of the tasks, as per the deliverables. The company is expected to come up with the best approach for undertaking this task and to structure the research methodology. However, the following guiding principles should be taken into consideration:

Desk review

* Review of legislative and policy documents and available assessments and evaluations in the country and the EU;
* Analysis and findings;
* Identification of quantitative and qualitative data gaps.

Stakeholder analysis

* In-depth interviews with Ministry of Finance and other identified institutions, officials etc.
* In-depth interviews with Ministry of Local Self-government, ZELS, mayors, experts and other officials in the country but also in the neighborhood and EU countries;
* In-depth interviews with the private sector and civil society leaders at a local level;
* Analysis and findings;
* List of target groups for the workshop.

**Deliverables**

1. ToRs, Detailed Work Plan and Methodology, latest by 10th of October 2018;
2. First Draft comparative analysis on local government borrowing and issuing municipal bonds, latest by 25 November 2018;
3. Final comparative analysis on local government borrowing and issuing municipal bonds, latest by 15 December 2018;
4. Workshop on local government borrowing and issuing municipal bonds, latest by 21 January 2019;
5. Feasibility studies for five municipalities and “on the job” training for preparation of the feasibility studies and for the procedure of issuing bonds, latest by 20th March 2019.

**Duration of assignment**

Tentatively, the assignment should be completed in the period from **October 2018 to March 2019**. The overall duration of the tasks covered by this ToR has been estimated not to exceed 80 man-days (for each consultants), including desk work, field work and training delivery.

**Travel**

The consultants are expected to travel throughout the country and make their own travel arrangements. All costs related to this ToR: travel, accommodation, meals and refreshments should be included in the all-inclusive financial offer in line with the proposed methodology.

**Reporting**

No additional formal reporting is foreseen during the assignment apart from that specified in the deliverables. However, the consultant/team leader is expected to maintain constant e-mail and telephone communication with the Project Manager and/or Democratic Governance Programme Team and regularly provide information on the progress of the tasks.

**Payment schedule**

The payment will be done in 4 successive instalments upon completion of each deliverable:

* 1st payment (50%) after submitting Deliverable 1,2 and 3;
* 2nd payment (20%) after submitting Deliverable 4;
* 3rd payment (30%) after submission of Deliverable 5

NOTES:

* Failure to provide adequate expertise is considered grounds for disqualification.
* The number of planned man-days per expert/area of expertise need to be indicated in companies’ proposals.

All experts that are proposed are expected to have the following competencies:

* Demonstrates integrity by modeling the UN’s values and ethical standards;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favoritism.

**Annex 2**

|  |  |
| --- | --- |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required*CVs and copies of certificates for at least three key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 1) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.* |
| Currency of Proposal | [x]  mkd |
| Value Added Tax on Price Proposal | [x]  Must be exclusive of VAT and other applicable indirect taxes*VAT registered firms from Zimbabwe must indicate the VAT component separately after the net price.* |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [x]  120 daysIn 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 | [x]  Not permitted |
| Payment Terms[[1]](#footnote-1) |

|  |  |  |  |
| --- | --- | --- | --- |
| Outputs | Percentage | Timing | Condition for Payment Release |
| * 1st payment) after submitting Deliverable 1,2 and 3;
* 2nd payment after submitting Deliverable 4;
* 3rd payment after submission of Deliverable 5
 | 50%20%30% |  | Within thirty (30) days from the date of meeting the following conditions:1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
2. Receipt of invoice from the Service Provider.
 |

 |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Manager of UNDP  |
| Criteria for Contract Award | [ ]  Lowest Price Quote among technically responsive offers[x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%) of 700points**[x]  Expertise of the Firm 200points[x]  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 300points[x]  Qualification of Key Personnel 200points**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider[ ]  One or more Service Providers, depending on the following factors : *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Type of Contract to be Signed | [ ]  Purchase Order[x]  Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement[[2]](#footnote-2) and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*[ ]  Other Type/s of Contract  |
| Contract General Terms and Conditions[[3]](#footnote-3) | [ ]  General Terms and Conditions for contracts (goods and/or services)[x]  General Terms and Conditions for de minimi contracts Applicable Terms and Conditions are available at:<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |
| Annexes to this RFP[[4]](#footnote-4) | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR [ ]  Others[[5]](#footnote-5) *[pls. specify]* |
| Contact Person for Inquiries(Written inquiries only)[[6]](#footnote-6) | *Procurement.mk@undp.org*Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* |  |

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[7]](#footnote-7))***

 Skopje

September 7, 2018

To: UNDP Procurement Unit

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:

1. **Qualifications of the Service Provider will be assessed based on the documents to be submitted:**
2. Brief methodology proposal;
3. Company profile;
4. Reference list of relevant researches/projects/assessment over the past 5 years with similar complexity to this one, delivered by the company;
5. Presentation of the methodology
6. CVs of experts indicating relevant projects and relevant experience as per the table above;
7. List of relevant projects conducted and delivered by the proposed Team Leader indicating his/her engagement as Project/Team leader.

\*(Relevant projects: analysis, researches in public finances, public debt, municipal financing, local public debt, local public investments, decentralization)

*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:*

1. Proven experience of a minimum of 5 years in consultancy in public finances, budget and public debt, municipal financing, local public debt, local public investments and decentralization; (Include company profile with reference list of work and projects)
2. Proven experience in developing and carrying out at least 3 relevant researches, projects/assessments over the past 5 years with similar complexity to this one; Provide reference list of relevant researches/projects/assessment.
3. Demonstrated organizational competence and experience in policy research, high-quality data analysis and an outstanding track record of working on complex multidisciplinary projects; Provide reference list of relevant projects.
4. Proven experience in working with national and/or local institutions, and with local governments;
5. Experience in working with international institutions will be an asset;
6. **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.* |

1. **Qualifications of Key Personnel** A team of at least 3 qualified experts with the following qualifications:

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

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

|  |  |
| --- | --- |
| Team members | Qualification requirements |
| **Team Leader** | * Minimum a Master’s degree in economics, finance or other relevant fields
* At least 7 years of relevant professional experience in policy research and analysis with a focus on public finances, public debt, municipal financing, local public debt, local public investments, decentralization (list of relevant projects/assignments shall be included)
* Proven experience as a Project/Team Leader working on a minimum 5 relevant projects (list of relevant projects/assignments shall be included)

(Relevant projects: analysis, researches, strategic in public finances, public debt, municipal financing, local public debt, local public investments, decentralization) |
| **Expert (x2)** | * Minimum university degree in law, public and business administration, economics or other relevant field. Advanced degree will be an asset.
* At least 5 years of relevant professional experience in policy research and analysis with a focus on public finances, public debt, municipal financing, decentralization (list of relevant projects/assignments shall be included)
* Proven experience on at least 3 relevant assignments/projects (list of relevant projects/assignments shall be included)

(Relevant projects: analysis, researches in public finances, public debt, municipal financing, local public debt, local public investments, decentralization) |

**Your Financial offer must be presented per Deliverables in the TOR, while each deliverable must have detailed budget break down of costs (below is the sample but you may develop your own table per activities required)**

1. **Cost Breakdown per Deliverable\***

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

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

1. **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*

**Technical Evaluation**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Score Weight** | **Points Obtainable** | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1. | Expertise of Firm / Organization |  | 200 |  |  |  |  |  |  |  |
| 2. | Proposed Methodology, Approach and Implementation Plan |  | 300 |  |  |  |  |  |  |  |
| 3. | Management Structure and Key Personnel |  | 200 |  |  |  |  |  |  |  |
|  | **Total** | **700** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Technical Proposal Evaluation**Form 1** | Maximum Points obtainable |
|
| **Expertise of the Firm/Organization** |
| 1.1 | * At least 7 years of relevant professional experience in policy research and analysis with a focus on public finances, public debt, municipal financing, local public debt, local public investments, decentralization
 | Max 50 |
| 1.2 | Proven experience in developing and carrying out at least 3 relevant research projects/assessments over the past 5 years with similar complexity to this one | Max 70 |
| 1.3 | Demonstrated organizational competence and experience in policy research, high-quality data analysis and an outstanding track record of working on complex multidisciplinary projects and proven experience in working with national and/or local institutions, and with local governments.  | Max 60 |
| 1.4 | Proven experience in working with national and/or local institutions, and with local governments | Max 10 |
| 1.5 | Experience in working with international institutions is an asset (not a disqualifying criteria) | Max 10 |
|  | **200** |

|  |  |
| --- | --- |
| Technical Proposal Evaluation**Form 2** | Maximum Points obtainable |
| **Proposed Methodology, Approach and Implementation Plan** |
| 2.1 | To what degree does the Proposer understand the task? Is the scope of task well defined and does it correspond to the TOR? | Max 80 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | Max 40 |
| 2.3 | Is the proposal based on understanding the work and the project and was this data input properly used in the preparation of the proposal?  | Max 90 |
| 2.4 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | Max 90 |
|  |  | **300** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.1** | **Team Leader** |  |  | **Maximum obtainable points** |
| **Qualifications of the Team Leader/Expert 1** | **YES/NO for minimum requirements** |  |  |
|  | Proven experience as a project/team Leader working on minimum 5 relevant projects |  | 5 projects | Max 30 |
| 6-8 projects | Max 35 |
| >8 projects | Max 40 |
| Educational background: Minimum a Master degree in economics, finance or other relevant fields |  |  | 20 |
| At least 7 years of relevant professional experience in policy research and analysis with a focus on public finances, public debt, decentralization |  | 7 years relevant professional experience | Max 30 |
| 8-10 years relevant professional experience | Max 35 |
| >10 years relevant professional experience | Max 40 |
|  | **Max points:** |  | **100** |
| **3.2** | **Expert 1** |  |  |  |
| **Qualifications of the experts** | **YES/NO for minimum requirements** |  |  |
|  | Minimum University degree (Law, Public and Business administration, Economics, Political science, or other relevant field). Advanced degree will be an asset. |  | University degree | Max 5 |
| Master’s degree | Max 10 |
| At least 5 years of relevant professional experience in policy research and analysis with a focus on public finances, public debt, decentralization,  |  | 5 years relevant professional experience | Max 10 |
| 6-8 years relevant professional experience | Max 20 |
| >8 years relevant professional experience | Max 30 |
|  | Proven experience on at least 3 relevant assignments/projects. (List of relevant projects/assignments shall be indicated) |  | 3 projects | Max 5 |
| 4-6 projects | Max 8 |
| >6 projects | Max 10 |
|  | **Max points:** |  | **50** |
| **3.2** | **Expert 2** |  |  |  |
| **Qualifications of the experts** | **YES/NO for minimum requirements** |  |  |
|  | Minimum University degree (Law, Public and Business administration, Economics, Political science, or other relevant field). Advanced degree will be an asset. |  | University degree | Max 5 |
| Master’s degree | Max 10 |
| At least 5 years of relevant professional experience in policy research and analysis with a focus on public finances, public debt, decentralization, local public investments  |  | 5 years relevant professional experience | Max 10 |
| 6-8 years relevant professional experience | Max 20 |
| >8 years relevant professional experience | Max 30 |
|  | Proven experience on at least 3 relevant assignments/projects. (List of relevant projects/assignments shall be indicated) |  | 3 projects | Max 5 |
| 4-6 projects | Max 8 |
| >6 projects | Max 10 |
|  | **Max points:** |  | **50** |
|  | **200** |

Offeror’s response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria.

A proposal shall be considered non-responsive and rejected, if it fails to substantially satisfy the requirements of the TOR, or it fails to achieve a minimum technical score (70% of 700 points or 490 points) as specified in the RFP.

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.

The offer with the lowest price will receive the total 300 points. Other offers with higher prices will receive their respective scores according the following formula:

 Lowest Bid

               ------------------- x 300

               Proposed Bid

The proposal will be awarded with the highest aggregate score based on technical and financial proposal. The remaining financial proposals of Offeror’s whose technical proposals are deemed unacceptable or unqualified shall remain unopened can be returned back to the vendor.

**Important note:** UNDP reserves the right to withdraw the Request for Proposals without making a selection during the selection process, having ascertained that the financial proposals submitted to this bid are exceeding the set ceiling for this assignment.

**Quality Control**

The Contractor should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the analyses and reports produced comply with the above requirements and meet adequate quality standards before sending them to UNDP for comments.

The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of UNDP and EU. Therefore, a standard disclaimer reflecting this will be included in the report.

1. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-1)
2. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation* [↑](#footnote-ref-2)
3. *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.*  [↑](#footnote-ref-3)
4. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-4)
5. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-5)
6. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-6)
7. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-7)