



## REQUEST FOR PROPOSAL (RFP)

	DATE: November 5, 2018
	REFERENCE: UNDP CYP RFP 114/2018

Dear Sir / Madam:

**We kindly request you to submit your Proposal for organizing Cultural Trails/Routes of the Technical Committee on Cultural Heritage in the Paphos Region**

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

Proposals may be submitted on or before Tuesday, November 20, 2018 by 16:00 Cyprus local time via email:

**United Nations Development Programme**

***Solicitations***

***[Solicitations.cy@undp.org](mailto:Solicitations.cy@undp.org)***

Your Proposal must be expressed in the 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, 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP*  
*Solicitations*  
11/5/2018

Context of the Requirement	Designing and implementing cultural walks/outdoor activities in the Paphos Region of Cyprus to promote local projects of the Technical Committee on Cultural Heritage.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	Designing and implementing cultural walks/outdoor activities in the Paphos Region of Cyprus to promote local projects of the Technical Committee on Cultural Heritage. Please find the details in Annex 1 of this tender.
List and Description of Expected Outputs to be Delivered	Please see Annex 1.
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Communications and Programme Analyst</i>
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	<i>As per the ToR</i>
Location of work	<input checked="" type="checkbox"/> Paphos Region, Cyprus
Expected duration of work	3 Months
Target start date	15 December 2018
Latest completion date	15 March 2019
Travels Expected	As per the ToR
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Copy of the companies /proposers company registration documents	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Euro

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

Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted		
Payment Terms <sup>3</sup>	Key outputs or milestone activities:	Percentage of payment	
	Activity 1	25%	
	Activity 2	25%	
	Activity 3	25%	
	Final report	25%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Communications and Programme Analyst		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)		
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%  <p><b>Financial Proposal (30%)</b></p> 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:	<input checked="" type="checkbox"/> One and only one Service Provider		

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

<sup>3</sup> 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.

Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup>
Contact details for Inquiries (Written inquiries only) <sup>6</sup>	<i>Solicitations</i> <a href="mailto:Solicitations.cy@undp.org">Solicitations.cy@undp.org</a> 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]	N/A

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> 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.

<sup>6</sup> 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.

## Description of Requirements

### a. Background Information and Rationale, Project Description

The Agreement of 21 March 2008 reached between Greek Cypriots and Turkish Cypriots under the auspices of the United Nations (UN), paved the way for the establishment of the Technical Committee on Cultural Heritage (TCCH), dedicated to the identification, promotion and protection of the rich and diverse cultural heritage of Cyprus.

The TCCH works to provide a mutually acceptable mechanism for the implementation of practical measures for the proper preservation, physical protection and restoration (including research, study and survey) of the immovable cultural heritage of Cyprus. The TCCH is operating under the UN auspices and its work is an important tool for building confidence between the Turkish Cypriots and the Greek Cypriots. The TCCH is supported in its work by an Advisory Board (AB), which was established in 2009 and is composed of archaeologists, architects, art historians and town planners from both communities.

In 2012, United Nations Development Programme (UNDP) initiated with the implementation of the European Union (EU) funded activity Support to Cultural Heritage Monuments of Great Importance for the communities in Cyprus and since then it has continued with the successful implementation of subsequent EU funded phases.

Currently, the work of the Technical Committee on Cultural Heritage focuses on three main areas: Famagusta, Karpasia/Karpaz and Paphos. Within this framework, the Technical Committee on Cultural Heritage and UNDP are seeking the support of experts to design cultural tours/outdoor activities that will help the TCCH further promote their work in specific selected areas.

### b. Specific Objectives

The specific objective of this Call for Proposals will be the design and implementation of cultural walks/outdoor activities to support the Technical Committee on Cultural Heritage promoting their heritage conservation efforts in the following sites in the Paphos region:

- Hamam near archaeological park (Agia Kyriaki), Paphos
- Hamam in Kato Paphos
- Camii-kebir in Moutallos, Paphos
- Mosque in Agios Nicolaos/Aynikola
- Mosque in Agios Ioannis/Ayanni
- Mosque in Evretou/Evretu
- Watermill in Chrysochou/Hirsofu

The proposed activities shall aim at:

- i) Raise awareness and increase local knowledge of the region's local heritage's history and of the importance of safeguarding it;
- ii) Promote the EU funded work of the Technical Committee on Cultural Heritage in the region;
- iii) Encourage cultural heritage sites caretaking and maintenance;
- iv) Bring people together around shared history and heritage.

### **c. Scope**

The scope of the services will be the design, rolling out and monitoring of a series of outdoor activities with the aim of bringing people together around a shared heritage.

The scope of these activities is to promote the work of the Technical Committee on Cultural Heritage in the Paphos region, by means of day-trips through selected cultural heritage trails/routes, with the goal of contributing to the promotion of a shared and living cultural and natural heritage. Participant to the RFP must consider all costs associated with the activities related to the outputs.

### **d. Approach and Methodology**

Proposals shall include the following minimum requirements to be considered eligible. However, companies are free to add additional activities in their proposals:

- Design and carry out at least 3 public engagement activities covering at least 3 heritage sites provided in the list under section b ‘specific objective’.
- Public engagement activities shall aim at the promotion of the work of the Technical Committee on Cultural Heritage in each of the selected site, as well as at the promotion of their integration within the surrounding landscape and natural heritage.
- Activities can have for example the form of nature walks, hikes or biking tours – depending on the selected locations.
- Activities can focus on one selected site only or merge more sites in a one-day activity route. However, all proposed activities shall begin or end at minimum one of the cultural heritage sites listed under section b ‘specific objectives’.
- Transportation costs (e.g. equipment rental, transportation, catering) should be included in the proposals.
- Two cultural heritage experts (one Greek speaking and one Turkish speaking) shall attend each event and provide background information to attendees about the history of the selected heritage site, and ongoing work of the Technical Committee on Cultural Heritage to protect/preserve. All necessary information on the conservation projects will be provided by UNDP to the selected team members. The selected team is however responsible to conduct its own historical research on the sites.
- For each day-activity planned under output 2 new online communication material shall be produced. This can include: high quality photographs of the event, videos, personal stories/interviews with participants, production of maps including historical information on the local historical and natural heritage, calendar of events, newspaper adverts, etc. Please note: All content, including personal stories, web design, video, photographs, must be reviewed and approved by UNDP prior to being published. All content remains property of UNDP.
- All activities will have to ensure bi-communal participation. Transportation shall be provided from Nicosia Ledra Palace Crossings to the selected locations.
- Costs for lunches and coffee breaks shall be included in the proposals.
- The number of participants expected or catered for in each proposed activity shall be specified in the proposal.
- Proposals shall describe how the company intends to reach out to different target communities and demographics to ensure high participation to the events.

**e. Deliverables and Schedules/Expected Outputs**

Minimum 3 outdoor activities are organized around selected heritage sites in the Paphos region.

The contractor will report directly to, and work under the guidance of UNDP Senior Programme Manager and Head of Office and of the UNDP Communications Analyst. All planned activities will be agreed with the Technical Committee on Cultural Heritage and the European Commission before being implemented.

**f. Facilities to be provided by UNDP**

UNDP will NOT provide any facility, support personnel, support service, or logistics, at any stage of the work.

**g. Expected duration of the contract/assignment**

The expected duration of work is of 3 months. Proposed activities will have to be implemented between December 2018 and March 2019. Proposed dates can be included in the proposal; however, UNDP reserves the right to discuss them with the awarded company to suit TCCH and EU schedules. At least one activity will have to take place during the first half of December 2018, preferably on weekends.

**i. Duty Station**

All activities will be implemented in the Paphos region.

**j. Professional Qualifications of the Successful Contractor and its key personnel**

- a) At least 10 years' experience in designing, guiding, and organizing natural history tours in the Paphos region.
- b) Proven knowledge of the region's natural and historical characteristics.
- c) Experience in designing, guiding, and organizing different types of outdoor activities targeting different demographics.
- d) Practical experience of education tours in the region.
- e) A team composed of one Lead Guide (English speaking) and two heritage experts (one Greek speaking and one Turkish speaking) with below qualifications:
  - Leader Guide Expert:
    - i. At least 10 years' experience in designing, guiding, and organizing natural history tours in the Paphos region.
    - ii. Proven knowledge of the region's natural and historical characteristics.
    - iii. Experience in designing, guiding, and organizing different types of outdoor activities targeting different demographics (elderly people, youth, schools etc.)
    - iv. Practical experience of education tours in the region.
  - Heritage experts:
    - i. Specific Experience in guiding historic heritage tours in the region
    - ii. Knowledge of English and Greek or Turkish.
    - iii. Excellent public communications skills.



**k. Price and Schedule of Payments**

- a) The contract price is a fixed output-based price.
- b) The Proposer/Contractor must include in the computation of contract price the following costs components: professional fees, inclusive of travel, living allowances, vehicles, office space/equipment, etc. Payments shall be made in accordance with the table set forth below following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.
- c)

Key outputs or milestone activities:	Percentage of payment
Activity 1	25%
Activity 2	25%
Activity 3	25%
Final report	25%

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location]

[insert: Date]

To: Solicitations

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

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

### B. Proposed Methodology for the Completion of Services

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

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

The Service Provider must provide:

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

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Activity 1	25%	
2	Activity 2	25%	
3	Activity 3	25%	
4	Final report	25%	

\*This shall be the basis of the payment tranches

E. **Cost Breakdown by Cost Component:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>

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