



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

	DATE: November 19, 2018
	REFERENCE: UNDP-SOI-RFP-2018-063 Request for Proposals for the engagement of Behavioral Insights Professional Service Provider

Dear Sir / Madam:

We kindly request you to submit your Proposal for the engagement of Behavioral Insights Professional Service Provider for one of UNDP Projects in Honiara, Solomon Islands

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

Proposals may be submitted on or before 30th of November and via email to the address below:

soi.bids@undp.org

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/>

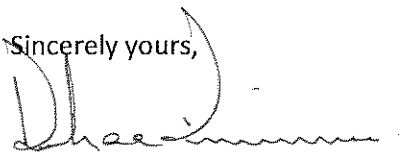
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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.

Sincerely yours,



*Rohana Dissanayake
Operations Manger
UNDP, Solomon Islands Office*

Description of Requirements

Context of the Requirement	<p>Solomon Islands is a Small Island Developing State in the Pacific comprised of nearly a thousand small islands. This geographical attribute makes the country more exposed to climate change such as sea level rise and extreme weather events like tsunami, cyclone, and heavy rain. Therefore, it is critical to be prepared to minimize disaster risks. However, in Honiara where 70,485 inhabitants live, huge amount of solid waste is generated per day (80 tonnes/day in 2017)¹ and many people litter because i) the Honiara City Council (HCC) lacks capacity to collect rubbish as scheduled, ii) the informal settlements are not covered by HCC, and iii) in recent years the common practice to discharge rubbish has been tipping waste into rivers, streams and the sea. For example, among other issues, the city's drainage systems are filled with solid waste clogging the drainage, hampering a currently ongoing highway upgrade project. Consequently, the city is more prone to flooding and damages on the infrastructure. As it is projected that the amount of waste will increase along with the population increase² and the local government does not have capacity to address waste management alone, there is a need to adopt new perspectives and approaches to deal with the challenges regarding waste management.</p> <p>The government of Solomon Islands has a waste management strategy which looks at the ways in which the waste management issues can be addressed in the Solomon Islands. As part of the action plan, it is in the process to establish the Solomon Islands Recycling & Waste Management Association Incorporated with support from Japanese International Cooperation Agency (JICA). To fulfill the mandate of the association, the entity is to establish recycling businesses to generate revenue, strengthen the members' recycling businesses and also attract other businesses and individuals to get involved in recycling businesses. These include waste-to-energy, production of recycled goods, and exporting recyclables. In order to achieve this, the current waste collection needs to be strengthened by collecting segregated solid waste in a cost-effective and efficient manner.</p> <p>The United Nations Development Programme Office in the Solomon Islands in partnership with the Environment and Conservation Division (ECD) in Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Honiara City Council (HCC) and JICA is undertaking an initiative aimed at targeting specific behaviours around recycling recyclable waste such as plastic bottles and other soft plastics. The objective is to reduce environmentally harmful discharge practices through identifying obstacles, design behavioral interventions that can change behaviours that will make waste collection for the recycling businesses more effective and efficient and test the interventions until desired results are achieved. The overall goal of the initiative is to help the government achieve more effective waste management and scale up successful intervention and potential complementary activities or initiatives. Funding for this initiative is from the UNDP Global Innovation Facility which is funded by the Government of Denmark. In order to initiate the initiative, the UNDP CO is seeking a service provider of expertise on Behavioral Insights to conduct a baseline assessment on behavioral drivers, facilitate the design of nudges, support their implementation and conduct robust quantifiable impact evaluation.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Under the general supervision and guidance of the Environment and Conservation Division (ECD) in Ministry of Environment, Climate Change, Disaster Management and Meteorology, Honiara City Council (HCC), UNDP Office in Honiara, and with input from the Regional Innovation Specialist in Suva (Fiji), the Service Provider will be responsible for leading the behavioral insight components of the project. The Service Provider shall be responsible for conducting the baseline exploration for the identified objective and target population, leading the design of interventions informed by behavioral insights, and supporting the trial and impact evaluation of at least three identified interventions. The Service Provider is also expected to provide feedback and contribute to the project communications and reporting.
List and Description of Expected	As per Terms of References – Annex I

¹ Estimated value from JICA

² https://siteresources.worldbank.org/INTURBANDEVELOPMENT/Resources/336387-1334852610766/What_a_Waste2012_Final.pdf

Outputs to be Delivered	
Person to Supervise the Work/Performance of the Service Provider	Ms. Jiye Suh UNV Policy Specialist (Climate Change) Resilience and Sustainable Development Team United Nations Development Programme
Frequency of Reporting	As per indicated in the ToR
Progress Reporting Requirements	As and when required
Location of work	United Nations Joint Presence Office Ground Floor, ANZ Haus, Prince Philip Highway, Ranadi Honiara Solomon Islands
Expected duration of work	5.5 months
Target start date	17 December 2018
Travels Expected	No travel required within provinces at duty station
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	As indicated in the ToR
Names and curriculum vitae of individuals who will be	<input checked="" type="checkbox"/> Required

involved in completing the services												
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars											
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 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 ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> </tr> </thead> <tbody> <tr> <td> Kick-off: - Finalize and – if necessary – refine BI target statement identified (consulted with stakeholders) by the project team. Conduct and present desk review of the relevant behaviorally informed interventions outside the Solomon Islands to inform the implementation of the project and facilitate knowledge sharing with the project team and relevant stakeholders. </td> <td>10%</td> <td>21 Dec 2018</td> </tr> <tr> <td> Exploration: - Facilitate an inception workshop with relevant stakeholders to identify and design of possible interventions based on insights gained from baseline assessment. - Conduct exploration of ethnographic and behavioral drivers using interviews, user journey mapping, immersive experience and/or surveys, collect baseline assessment data and collate results. - Select qualitative and quantitative methodologies to be used in baseline study activities in consultation with stakeholders. - Provide technical assistance to the local consultants working on baseline study; - Prepare and submit baseline findings reports </td> <td>30%</td> <td>18 January 2019</td> </tr> </tbody> </table>			Outputs	Percentage	Timing	Kick-off: - Finalize and – if necessary – refine BI target statement identified (consulted with stakeholders) by the project team. Conduct and present desk review of the relevant behaviorally informed interventions outside the Solomon Islands to inform the implementation of the project and facilitate knowledge sharing with the project team and relevant stakeholders.	10%	21 Dec 2018	Exploration: - Facilitate an inception workshop with relevant stakeholders to identify and design of possible interventions based on insights gained from baseline assessment. - Conduct exploration of ethnographic and behavioral drivers using interviews, user journey mapping, immersive experience and/or surveys, collect baseline assessment data and collate results. - Select qualitative and quantitative methodologies to be used in baseline study activities in consultation with stakeholders. - Provide technical assistance to the local consultants working on baseline study; - Prepare and submit baseline findings reports	30%	18 January 2019
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³ 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.

	Contribute to stakeholder workshop design and planning.																	
	Design of interventions (nudges) : - Lead the design of feasible and effective interventions and validate prototypes of interventions with relevant stakeholders; Contribute and participate (remotely) in workshops and trainings conducted	25%	01 February 2019															
	Trial and measurement Lead the development of robust trial protocol (including ethical clearance) to test the effectiveness of the proposed interventions identified in the scoping phase with well-elaborated plan of trial implementation, including data collection strategies;	25%	26 April 2019															
	Final analysis and evaluation (Draft/Final report) - Prepare a 5–7 pages summary on the design of nudges and trial methodology; - Prepare an 8–10 pages analysis on the trial implementation and its results; - Provide recommendations for policy makers on national scale-up of the nudges and potential complementary activities or initiatives - Revise the report based on the review comments and submit the finalized report. Submit all the relevant raw/processed data and information collected.	10%	17 May 2019 30 May 2019															
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Jiye Suh UNV Policy Specialist (Climate Change) Resilience and Sustainable Development Team United Nations Development Programme																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> 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%) <table><tr><th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Points Obtainable</th></tr><tr><td>1.</td><td>Bidder’s qualification, capacity and experience</td><td>250</td></tr><tr><td>2.</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>250</td></tr><tr><td>3.</td><td>Management Structure and Key Personnel</td><td>200</td></tr><tr><td colspan="2">Total</td><td>700</td></tr></table>			Summary of Technical Proposal Evaluation Forms		Points Obtainable	1.	Bidder’s qualification, capacity and experience	250	2.	Proposed Methodology, Approach and Implementation Plan	250	3.	Management Structure and Key Personnel	200	Total		700
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2.	Proposed Methodology, Approach and Implementation Plan	250																
3.	Management Structure and Key Personnel	200																
Total		700																

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	60
1.2	Minimum 5 years' experience in undertaking behavioural insights studies and/ or designing & implementing interventions informed by behavioural insights	50
1.3	Demonstrated experience in conducting baseline assessments and collection of relevant data related to behavioural insights and/or social engineering in the Pacific Region/Solomon Islands in the past 5 years	40
1.4	Experience in working for UN agencies, International Organizations, Bilateral/multilateral development partners, Government departments etc.	20
1.5	Minimum 3 years of experience in implementing innovative projects and/or waste management projects in public or private sector.	10
1.6	Proven record of having successfully completed at least two similar assignments (ie/ innovative project, waste management project etc.).	10
1.7	Quality assurance procedures and risk mitigation measures	30
1.8	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		250
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the survey adequately weighted relative to one another? Does the methodology set out how particular wards, peri-urban and urban areas will be selected to ensure a representative coverage of the country including rural communities?	70

2.2	Methodology clearly outlines the role, contracting of and training of (including in gender sensitivity) and technology to be employed by enumerators as well as data quality control measures to be undertaken.	70	
2.3	The presentation of the Implementation Plan is clear, and the sequence of activities and planning is logical, realistic and promises efficient implementation of the project	60	
2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50	
Total Section 2		250	
Section 3. Management Structure and Key Personnel		Points obtainable	
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		40
3.2	Qualifications of key personnel proposed		
3.2 a	Behavioural scientist		100
	- Master's or advanced degree in behavioural science, behavioural economics, psychology, cognitive science, psychobiology, neural networks, social cognition, social psychology, sociology, anthropology or a related field, or highly relevant work experience	20	
	- Demonstrated experience in research, survey, analysis, report writing and presentation to stakeholders including UN Agencies, government and development partners.	30	
	- Experience problem solving and organizing, executing and contingency planning for complex and unpredictable circumstances, particularly in Solomon Islands and/or the Pacific region.	30	
	- Experience training enumerators (including in gender sensitive methodologies) or equivalent training experience	10	
	- Knowledge of Solomon Islands culture and custom.	5	
	- Knowledge of Solomon Islands Pidgin.	5	
3.2 b	Research associate		60
	- Educational Qualifications – Master's or advanced degree in Statistics, Social Sciences, Economics, Quantitative Analysis or other related field	20	
	- Relevant experience in conducting research, analysis/evaluation, data cleaning, assurance and oversight of data collection quality in developing countries.	20	
	- Experience training enumerators or equivalent training experience	10	
	- Knowledge of Solomon Islands culture and custom	5	
	- Knowledge of Solomon Islands Pidgin	5	
Total Section 3		200	

	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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors : <i>[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]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and Services <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Team</i> <i>email address: soi.procurement@undp.org</i> 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 <i>[pls. specify]</i>	N/A

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.

Annex 1

Section 5. Terms of Reference

Project Name:	Nudging the Private Sector to Address Waste Management through Behavioral Insights Informed Interventions
Consultancy/Position Title	Behavioral Insights Professional Service Provider
Type of Contract:	Professional services – International (Institution)
Duty Location:	Honiara, Solomon Islands/ Home-based
Language Required:	English
Expected Start Date:	17 Dec 2018
Duration of contract:	5.5 Months

Background Information and Rationale, Project Description

Solomon Islands is a Small Island Developing State in the Pacific comprised of nearly a thousand small islands. This geographical attribute makes the country more exposed to climate change such as sea level rise and extreme weather events like tsunami, cyclone, and heavy rain. Therefore, it is critical to be prepared to minimize disaster risks. However, in Honiara where 70,485 inhabitants live, huge amount of solid waste is generated per day (80 tonnes/day in 2017)⁹ and many people litter because i) the Honiara City Council (HCC) lacks capacity to collect rubbish as scheduled, ii) the informal settlements are not covered by HCC, and iii) in recent years the common practice to discharge rubbish has been tipping waste into rivers, streams and the sea. For example, among other issues, the city's drainage systems are filled with solid waste clogging the drainage, hampering a currently ongoing highway upgrade project. Consequently, the city is more prone to flooding and damages on the infrastructure. As it is projected that the amount of waste will increase along with the population increase¹⁰ and the local government does not have capacity to address waste management alone, there is a need to adopt new perspectives and approaches to deal with the challenges regarding waste management.

The government of Solomon Islands has a waste management strategy which looks at the ways in which the waste management issues can be addressed in the Solomon Islands. As part of the action plan, it is in the process to establish the Solomon Islands Recycling & Waste Management Association Incorporated with support from Japanese International Cooperation Agency (JICA). To fulfill the mandate of the association, the entity is to establish recycling businesses to generate revenue, strengthen the members' recycling businesses and also attract other businesses and individuals to get involved in recycling businesses. These include waste-to-energy, production of recycled goods, and exporting recyclables. In order to achieve this, the current waste collection needs to be strengthened by collecting segregated solid waste in a cost-effective and efficient manner.

The United Nations Development Programme Office in the Solomon Islands in partnership with the Environment and Conservation Division (ECD) in Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Honiara City Council (HCC) and JICA is undertaking an initiative aimed at targeting specific behaviours around recycling recyclable waste such as plastic bottles and other soft plastics. The objective is to reduce environmentally harmful discharge practices through identifying obstacles, design behavioral interventions that can change behaviours that will make waste collection for the recycling businesses more effective and efficient and test the interventions until desired results are achieved. The overall goal of the initiative is to help the government achieve more effective waste management and scale up successful intervention and potential complementary activities or initiatives. Funding for this initiative is from the UNDP Global Innovation Facility which is funded by the Government of Denmark. In order to initiate the initiative, the UNDP CO is seeking a service provider of expertise on Behavioral Insights to conduct a baseline assessment on behavioral drivers, facilitate the design of nudges, support their implementation and conduct robust quantifiable impact evaluation.

Specific objectives and Scope

Under the general supervision and guidance of the Environment and Conservation Division (ECD) in Ministry of Environment, Climate Change, Disaster Management and Meteorology, Honiara City Council (HCC), UNDP Office in Honiara, and with input from the Regional Innovation Specialist in Suva (Fiji), the Service Provider will be responsible for leading the behavioral insight components of the project. The Service Provider shall be responsible for conducting the baseline exploration for the identified objective and target population, leading the design of interventions informed by behavioural insights, and supporting the trial and impact evaluation of at least three identified interventions. The Service Provider is also expected to provide feedback and contribute to the project communications and reporting.

Approach and Methodology

- Finalize and – if necessary – refine BI target statement identified (consulted with stakeholders) by the project team.

⁹ Estimated value from JICA

¹⁰ https://siteresources.worldbank.org/INTURBANDEVELOPMENT/Resources/336387-1334852610766/What_a_Waste2012_Final.pdf

- Conduct and present desk review of the relevant behaviorally informed interventions outside the Solomon Islands to inform the implementation of the project and facilitate knowledge sharing with the project team and relevant stakeholders.
- Facilitate an inception workshop with relevant stakeholders to identify and design of possible interventions based on insights gained from baseline assessment.
- Conduct exploration of ethnographic and behavioral drivers using interviews, user journey mapping, immersive experience and/or surveys, collect baseline assessment data and collate results.
- Select qualitative and quantitative methodologies to be used in baseline study activities in consultation with stakeholders.
- Provide technical assistance to the local consultants working on baseline study;
- Prepare and submit baseline findings reports
- Contribute to stakeholder workshop design and planning.
- Lead the design of feasible and effective interventions and validate prototypes of interventions with relevant stakeholders;
- Contribute and participate (remotely) in workshops and trainings conducted.
- Lead the development of robust trial protocol (including ethical clearance) to test the effectiveness of the proposed interventions identified in the scoping phase with well-elaborated plan of trial implementation, including data collection strategies;
- Support implementation of the trial by the project team;
- Conduct data analysis to measure impact and comparative effectiveness of the trial interventions;
- Deliver an in-depth analysis of the results from the trial with key findings and policy recommendations to scale up successful intervention and potential complementary activities or initiatives.
- Contribute to the preparation of project communications, including blog posts, stakeholder communications, workshops and project reporting.

Deliverables and Schedules/Expected outputs

Deliverables	Estimated duration to complete	Instalment (%)	Target due dates
Kick-off: <ul style="list-style-type: none"> - Finalize and – if necessary – refine BI target statement identified (consulted with stakeholders) by the project team. - Conduct and present desk review of the relevant behaviorally informed interventions outside the Solomon Islands to inform the implementation of the project and facilitate knowledge sharing with the project team and relevant stakeholders. 	Within 1 weeks from start of contract	10%	21 Dec 2018
Exploration: <ul style="list-style-type: none"> - Facilitate an inception workshop with relevant stakeholders to identify and design of possible interventions based on insights gained from baseline assessment. - Conduct exploration of ethnographic and behavioral drivers using interviews, user journey mapping, immersive experience and/or surveys, collect baseline assessment data and collate results. - Select qualitative and quantitative methodologies to be used in baseline study activities in consultation with stakeholders. 	Within 5 weeks from start of contract	30%	18 January 2019

<ul style="list-style-type: none"> - Provide technical assistance to the local consultants working on baseline study; - Prepare and submit baseline findings reports - Contribute to stakeholder workshop design and planning. 			
Design of interventions (nudges) : <ul style="list-style-type: none"> - Lead the design of feasible and effective interventions and validate prototypes of interventions with relevant stakeholders; - Contribute and participate (remotely) in workshops and trainings conducted 	Within 7 weeks from start of contract	25%	1 st February 2019
Trial and measurement <ul style="list-style-type: none"> - Lead the development of robust trial protocol (including ethical clearance) to test the effectiveness of the proposed interventions identified in the scoping phase with well-elaborated plan of trial implementation, including data collection strategies; 	Within 3 months after design workshop	25%	26 April 2019
Final analysis and evaluation (Draft/Final report) <ul style="list-style-type: none"> - Prepare a 5–7 pages summary on the design of nudges and trial methodology; - Prepare an 8–10 pages analysis on the trial implementation and its results; - Provide recommendations for policy makers on national scale-up of the nudges and potential complementary activities or initiatives - Revise the report based on the review comments and submit the finalized report. - Submit all the relevant raw/processed data and information collected. 	Draft report: at least two weeks before the end of the contract Final report: Before the end of the contract	10%	17 May 2019 30 May 2019

Governance and Accountability

This assignment can be conducted by a team from a professional Service Provider (NGO, company, academic institution etc.) which shares different tasks according to specialized skills within the team. The team will work in close collaboration with the project team at the UNDP Solomon Islands Office in Honiara, Honiara City Council (HCC), Solomon Islands Recycling and Waste Management Association Incorporated, the Environment and Conservation Division (ECD) in Ministry of Environment, Climate Change, Disaster Management and Meteorology, JICA and with input from the Regional Innovation Specialist in Suva (Fiji), as well as potentially other contractors. Criteria (technical qualifications) to evaluate the Service Provider are shown Annex 1.

The contract will be effective immediately upon signature by UNDP Solomon Islands Office. UNDP will hold the copyright of the assignment deliverables.

The consult or team is expected to ensure a timely identification of potential risks and signals of any delays in deliverables.

Facilities to be Provided by UNDP

UNDP Solomon Islands Office shall have the following responsibilities:

- Provide relevant documents;
- Discuss and agree on the methodologies of the assignment;
- Assist in organizing the meetings, workshops and etc;
- Support for participation and involvement of pertinent stakeholders at the planned meetings;
- Monitor and evaluate the progress of the assignment.

Expected duration of the Contract/Assignment

The engagement of Consultant will be sixty (60) days spread over a period of five and a half months. However, the Consultant can propose suitable number of total working days as well as of in-country (Duty Station) and home-based working days.

The engagement is expected to commence on the 17th December 2018 and expected to end in May 31st 2019.

Professional Qualifications of successful contractor and its key personnel

For the Service Provider to provide consultancy:

- Minimum 5 years of experience in conducting behavioral insights studies and/or designing and implementing interventions informed by behavioral insights, including implementation and analysis of randomized control-trials for prototype interventions;
- Demonstrated experience in conducting baseline assessments and collection of relevant data related to behavioral insights and social engineering;
- Minimum 3 years of experience in implementing innovative projects in public or private sectors;
- Proven record of having successfully completed at least two similar assignments;

Competencies:

- Experience in dealing with international and national experts and institutions;
- Strong motivation and ability to work and deliver under short deadlines;
- Focuses on effective and innovative results and responds positively to critical feedback;

Qualification requirements for the behavioral insight Service Provider:

Education:

- Degree in a behavioral science, behavioral economics, psychology, cognitive science, psychobiology, neural networks, social cognition, social psychology, sociology, anthropology or a related field, or highly relevant work experience
- Postgraduate degree in relevant field and other trainings in the area of assignment is an asset.

Experience and skills:

- Minimum 5 years of demonstrated experience in behavioral insight projects, including baseline assessments for behavioral insights, design of nudges, as well as implementation and analysis of randomized control-trials for prototype interventions;
- Minimum 3 years of experience in designing and testing of “nudges”;
- Demonstrated experience in planning and facilitating human-centered design workshops
- Experience of working on multidisciplinary and multicultural projects;
- Familiarity with UN agencies and systems is an advantage;
- Knowledge of waste management issues is an asset;
- Prior work experience in the Pacific is an asset;

Competencies:

- Excellent written and verbal English language skills are essential;
- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Demonstrates integrity and ethical standards;
- Ability to think out-of-the-box and works toward creative solutions by analyzing problems carefully;
- Shares knowledge and is willing to provide support to others who request advice or help.

Application and selection procedure

The offeror (professional consultant) is requested to submit the documents specified in the RFP in a sealed envelope indicating the title of the assignment for which you are applying for. Documents will not be returned and only shortlisted candidates will be contacted.

Criteria for Selection of the Best Offer

Detailed evaluation criteria is stated in page 6 under section “Criteria for the Assessment of Proposal”

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[insert: Location].

[insert: Date]

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

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) Latest Audited Financial Statement – income statement and 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;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- 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.

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.

C. Qualifications of Key Personnel

If required by the RFP, 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

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.

D. Cost Breakdown per Deliverable*

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

