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# REQUEST FOR PROPOSAL

FOR THE PROVISION OF HOUSEHOLD INCOME AND EXPENDITURE SURVEY IN KUWAIT

RFP No.: RFP/UNDP/KW/2018/22 (re-tender)

Project: Institutional Capacity Development for the Implementation of the Kuwait National Development Plan (ICDI/KNDP)

Country: Kuwait

Issued on: 26 December 2018

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the Provision of Household Income and Expenditure Survey services in Kuwait.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [procurement.kw@undp.org](mailto:procurement.kw@undp.org) indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

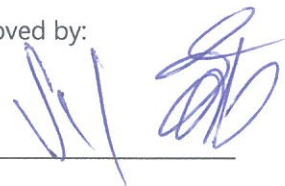
Issued by:



Name: Procurement Unit

Date: **December 26, 2018**

Approved by:



Name: Khaled Shahwan

Title: UNDP DRR

Date: **December 26, 2018**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p data-bbox="555 248 1493 412">4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li data-bbox="627 432 1493 595">a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li data-bbox="627 595 1493 656">b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li data-bbox="627 656 1493 716">c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p data-bbox="555 725 1493 819">4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p data-bbox="555 837 1493 898">4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li data-bbox="627 918 1493 1043">a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li data-bbox="627 1043 1493 1104">b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p data-bbox="627 1128 1493 1189">Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p data-bbox="555 1209 1493 1433">4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
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#### B. PREPARATION OF PROPOSALS

5. General Considerations	<p data-bbox="555 1503 1493 1597">5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p data-bbox="555 1617 1493 1715">5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p data-bbox="555 1749 1493 1877">6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p data-bbox="555 1910 1493 1971">7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p data-bbox="555 2004 1493 2038">8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>



15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.

#### C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul>
<b>eTendering submission</b>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a> </li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial</li> </ol>

resources to perform the contract and all existing commercial commitments,

- c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;
- d) They are able to comply fully with UNDP General Terms and Conditions of Contract;
- e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and
- f) They have a record of timely and satisfactory performance with their clients.

### 30. Evaluation of Technical and Financial Proposals

- 30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
- 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
- 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

#### Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

#### Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

#### Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

### 31. Due Diligence

- 31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the

	<p>following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction</li> </ul>

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP%20POPP_DOCUMENT_LIBRARY/Public/PSU%20Solicitation%20Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP_DOCUMENT_LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

		<a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a>



## Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: 11:00 AM Kuwait time (+3GMC) Date : January 7, 2019 11:00 AM Venue : Un House Mishref, Diplomatic Square, Block 7a The UNDP focal point for the arrangement is: Chinara Israilova, Procurement Specialist Telephone: +965 2530-8000 E-mail: <a href="mailto:procurement.kw@undp.org">procurement.kw@undp.org</a>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 10,000.00 (Ten Thousand)
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: USD 5,000 per day of delay Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Required in 5 (five) % of the contract amount

10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit E-mail address: <a href="mailto:procurement.kw@undp.org">procurement.kw@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and posting on etendering system / UNDP websites
14	23	Deadline for Submission	20 January, 2019, at 8:00 AM EDT (NY Time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	Submission eTendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal must not be provided to UNDP until requested by UNDP</li> <li>▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: <a href="mailto:Procurement.kw@undp.org">Procurement.kw@undp.org</a></li> <li>▪ Max. File Size per transmission: 5MB</li> <li>▪ Mandatory subject of email: "RFP/UNDP/KW/2018/22_HIES (re-tender)"</li> </ul>

Please note that You MUST NOT put any price for RFP cases. Your technical and financial proposals must be uploaded in two separate PDF files and financial proposal should be password protected. Please ensure password is kept safe and you can recover (and remember) the passwords when UNDP requests you to submit the passwords. Do not provide the Financial proposal encryption password unless UNDP asks you to do by an email from this email address.

Enter Comments Find View All First 1 of 1 Last

Comments: + -

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THIS LINE INSTEAD PUT 1 USD.

DETAILED FINANCIAL PROPOSAL MUST BE PROVIDED SEPARATELY AS AN PASSWORD PROTECTED FILE AS INSTRUCTED.

☒ Send To Bidder ☐ Include On Award [Fetch Item Specs](#) [Standard Comments](#)

[Add Attachment](#)

DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

17	25	Date, time and venue for the opening of bid	Date and Time: N/A As part of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
19		Expected date for commencement of Contract	<i>March 1, 2019</i>
20		Maximum expected duration of contract	18 months from the commencement date
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the RFP	<i>n/a</i>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney (if necessary)
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Financial Proposal encrypted with password
- Bid Validity

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Specialized Knowledge in household income and expenditure survey or similar survey implementation	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Previous experience</b>	Experience in providing a survey planning and implementation services	Form D: Qualification Form
	Experience in working with Classification of Individual Consumption According to Purpose (COICOP) for goods and services, other classification ISCO-08, ISIC4, etc. for other characteristics of household individuals, as used in the International Comparison Program (ICP).	Form D: Qualification Form
	Previous experience on both qualitative and quantitative data collection	Form D: Qualification Form
	Experience on similar surveys in the region is distinct advantage	Form D: Qualification Form
	Ability to use electronic devices, such as tablets or smart phones for data entry and management	Form D: Qualification Form
	2 contracts of similar nature and complexity implemented over the last 6 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Average annual turnover of <b>USD 3 mln</b> for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Financial ratio 1.1	Form D: Qualification Form

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
<b>Total</b>		<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization Reliability / Industry Standing	20
	a) Does the Firm have ISO/relevant industry accreditation/financial credit ratings/awards and citations: all documents provided (10 points), 2/3 documents provided (7points), 1/3 (3points)	
	b) References of satisfactory performance of similar services offered to past clients: provision of 4 satisfactory performance from past similar clients (up to 10 points); 2 (up to 7 points) less than 2 (up to 3 points)	
1.2	General Organizational Capability which is likely to affect implementation	60
	- Financial ratio: more than 1.1 ( 14-20 points) scored as one point more for each 0.1 higher – maximum 20 points, , less than 1.0 – (13-4 points) scored as one point less for each .01 lower ;	
	- Loose consortium – up to 3 points, holding company – up to 6 points, one firm - maximum 10 points;	
	- Strength of project management support (maximum 10 points);	
	- Project financing capacity (maximum 10 points);	
	- Project management controls (maximum 10 points).	
1.3	Quality assurance procedures and risk mitigation measures	20
	13- 20 points – Exceptional (exceeds specified performance; high probability of success; no significant weakness noted).	
	9- 14 points – Acceptable (Meets requirement/standard; good probability of success, weaknesses can be readily corrected).	
	2- 8 points – Marginal (Fails to meet requirements/standards; low probability of success, significant deficiencies, but correctable).	
	1 point – Poor (Fails to meet a minimum requirement; requires a major revision to the proposal to make it acceptable)	
1.4	Scoring for this criteria shall be based on number of contracts, duration, similarity, relivance to TOR, implementation and satisfactory results	200
	- Specialized knowledge in household income and expenditure survey or similar survey implementation (maximum 60 points);	

- Previous experience in providing a survey planning and implementation services (maximum 30 points);
- Previous experience in working with Classification of Individual Consumption According to Purpose (COICOP) for goods and services, other classification ISCO-08, ISIC4, etc. for other characteristics of household individuals, as used in the International Comparison Program (ICP) (maximum 35 points);
- Previous experience on both qualitative and quantitative data collection (maximum 25 points);
- Experience on similar surveys in the Gulf Region (maximum 25 points);
- Previous experience in using electronic devices, such as tablets or smart phones for data entry and management (maximum 25 points).

**Total Section 1**

**300**

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	<p>How well – developed are the proposed methodology and approach for KNIES?</p> <ul style="list-style-type: none"> <li>- Proposed methodology and approach covers all required components for the project implementation, such as survey plan, training, IT component, field work, and data analysis –excellent (17-20 points); good (13-16 points); satisfactory (9-12 points); weak (below 8 points);</li> <li>- The proposed methodology and approach provide rational steps for the survey implementation –excellent (9-10 points); good (6-7 points); satisfactory (3-5 points); weak below 2 points</li> </ul>	Maximum points obtainable 30
2.2	<p>Is the proposed methodology presented considering country context?</p> <p>Detailed and consistent (15-20 points)</p> <p>Partially – some mention but with no detailed understanding (7-14 points)</p> <p>Not provided – no mention or relevance to the country context less than 7 points</p>	Maximum points obtainable 20
2.3	<p>Does the proposed methodology for the survey implementation is aligned with the national and international standards?</p> <p>Detailed and consistent – the methodology has detailed understanding of the national/international standards with clear definitions and concepts to be used, coding systems, survey implementation processes (28- 40 points);</p> <p>Partially – the methodology includes the basic understanding of national/ international standards but without clarification or clear approach (15- 28 points)</p> <p>No – the methodology is not correct or poor and is not aligned with national or international standards less than 15 points</p>	Maximum points obtainable 40
2.4	<p>Is the risk mitigation, quality assurance and communication plans are submitted?</p> <p>Detailed and consistent – all plans were submitted with detailed information (up to 35-50 points)</p>	Maximum points obtainable 50



	Partially – all plans were submitted or some of them but without detailed information (20-34 points)	
	No or poor risk mitigation, quality assurance and communication plans less than 20 points	
2.5	Is the training plan and IT programming are submitted?	Maximum points obtainable 50
	Detailed and consistent – all plans were submitted with detailed information (35-50 points)	
	Partially – all plans were submitted or some of them but without detailed information (20-34 points)	
	No – no or poor IT and training plans were submitted, less than 20 points	
2.6	Does the proposal include clear scope for the survey implementation according to the RFP including the following:	Maximum points obtainable 190
2.6.1	Understanding of the survey design processes and survey field work process	
	Detailed and consistent (56- 70 points)	
	Partially – some mention but with no detailed understanding (30-55 points)	
	Not provided or poor– no mention or relevance to the country context less than 30 points	
2.6.2	Understanding of the IT needs and requirements, the survey results cleaning, coding and aggregating and understanding of the survey data analysis	
	Detailed and consistent (56- 70 points)	
	Partially – some mention but with no detailed understanding (30-55 points)	
	Not provided or poor – no mention or relevance to the country context less than 30 points	
2.6.3	Understanding of the complexity of the survey implementation and communication plan on key milestones	
	Detailed and consistent (42- 50 points)	
	Partially – some mention but with no detailed understanding (24-41 points)	
	Not provided or poor– no mention or relevance to the country context less than 21 points	
2.9	Is the presentation clear and are the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	Maximum points obtainable 20
	Detailed and consistent (14- 20 points)	
	Partially – some mention but with no detailed understanding (9-13 points)	
	Not provided or poorly presented – less than 9 points	
<b>Total Section 2</b>		<b>400</b>

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Qualifications of key personnel proposed	
3.1 a	HIES planning and implementation expert	60
	-Degree in Statistics, Economics, Public Administration, Business Administration or any related field	10
	Master degree – 7-8 points	
	PhD degree – 9-10 points	
	- Relevant HIES implementation expertise	10
	Experience in multiple projects – maximum 10 points [2 points for each relevant project maximum 10 points]	
	- Experience working with government institutions or ministries, international organizations	10
	10 and above years of experience – 9-10 points	
	8-9 years – 6-8 points	
	5-7 years – 3-5 points	
	1-4 years – 1-2 points	
	- Professional experience in the area of statistics, survey tool design, survey planning and implementation	10
	5 and above years of experience – 9-10 points	
	3-4 years – 6-8 points	
	1-2 years – 3-5 points	
	0-1 year – 0 points	
	- Experience in alignment with surveys international standards and enumerators and supervisors training	10
	Experience in multiple projects – maximum 10 points [2 points for each relevant project maximum 10 points]	
	- Extensive knowledge of Kuwait, the GCC and the Arab Region– up to 6 points;	10
	- Extensive experience in delivering training programs in relevant areas – up to 4 points.	
3.1 b	Project coordinator	60
	- Degree in Statistics, Economics, Public Administration, Business Administration or any related field	10
	Master degree – 7-8 points	
	PhD degree – 9-10 points	
	- Relevant project management experience, PMP or PRINCE2 Certification (PMP or PRINCE2) – maximum 5 points	10
	Certification and project management experience – maximum 10 points	
	- Experience working with government institutions or ministries, international organizations	10
	5 and above years of experience – 9-10 points	
	3-4 years – 6-8 points	
	1-2 years – 3-5 points	
	0-1 year – 0 points	

	<ul style="list-style-type: none"> <li>- Professional experience in the area of managing survey implementation projects 10</li> <li>5 and above years of experience – 9-10 points</li> <li>3-4 years – 6-8 points</li> <li>1-2 years – 3-5 points</li> <li>0-1 year – 0 points</li> <li>- Experience in the country or in the region and training survey staff 10</li> <li>Experience in multiple projects – maximum 10 points [2 points for each relevant project maximum 10 points]</li> <li>- ; 10</li> <li>- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset – up to 6 points;</li> <li>- Extensive experience in managing training programs in relevant areas – up to 4 points.</li> </ul>	
3.1 c	IT Expert	60
	<ul style="list-style-type: none"> <li>- Degree in IT, Statistics, Economics, Public Administration, Business Administration or any related field 10</li> <li>Master degree – 7-8 points</li> <li>PhD degree – 9-10 points</li> <li>- Relevant IT experience 10</li> <li>Experience in multiple projects – maximum 10 points [2 points for each relevant project maximum 10 points]</li> <li>- Experience working with government institutions or ministries, international organizations. 10</li> <li>7 and above years of experience – 9-10 points</li> <li>5-6 years – 6-8 points</li> <li>3-4 years – 3-5 points</li> <li>1-2 years – 1-2 points</li> <li>- Professional experience in the area of programming surveys and their platforms 10</li> <li>5 and above years of experience – 9-10 points</li> <li>3-4 years – 6-8 points</li> <li>1-2 years – 3-5 points</li> <li>0-1 year – 0 points</li> <li>- Experience in linking real-time surveys with multiple points and servers 10</li> <li>Experience in multiple projects – maximum 10 points [2 points for each relevant project maximum 10 points]</li> <li>- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset – up to 6 points; 10</li> <li>- Extensive experience in delivering IT training programs in relevant areas – up to 4 points.</li> </ul>	
3.1 d	HIES analysis expert	60

	- Degree in Statistics, Economics, Public Administration, Business Administration or any related field	10
	Master degree – 7-8 points	
	PhD degree – 9-10 points	
	- Relevant HIES analysis experience	10
	Experience in multiple projects – maximum 10 points [2 points for each relevant project maximum 10 points]	
	- Experience working with government institutions or ministries, international organizations.	10
	5 and above years of experience – 9-10 points	
	3-4 years – 6-8 points	
	1-2 years – 3-5 points	
	0-1 year – 0 points	
	- Professional experience in the analysis of HIES and other similar surveys	10
	5 and above years of experience – 9-10 points	
	3-4 years – 6-8 points	
	1-2 years – 3-5 points	
	0-1 year – 0 points	
	- Experience in latest international updates on the HIES analysis tools (SPSS or STATA) and methods with providing training to the Central Statistics Bureau (CSB) staff– maximum 10 points	10
	- Experience in training on international sampling tools and methods – maximum 5 points	
	- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset – up to 6 points;	10
	- Extensive experience in delivering household survey analysis training programs in relevant areas – up to 4 points	
3.1 e	HIES sampling expert	60
	- Degree in Statistics, Economics, Public Administration, Business Administration or any related field	10
	Master degree – 7-8 points	
	PhD degree – 9-10 points	
	- Relevant HIES sampling experience	10
	Experience in single project – 5 points	
	Experience in multiple projects – 10 points	
	- Experience working with government institutions or ministries, international organizations	10
	5 and above years of experience – 9-10 points	
	3-4 years – 6-8 points	
	1-2 years – 3-5 points	
	0-1 year – 0 points	

- Professional experience in the sampling of HIES and other similar surveys	10
5 and above years of experience – 9-10 points	
3-4 years – 6-8 points	
1-2 years – 3-5 points	
0-1 year – 0 points	
- Experience in latest international updates on the HIES sampling tools and methods with providing training to the Central Statistics Bureau (CSB) staff – maximum 5 points	10
- Experience in training on international sampling tools and methods – maximum 5 points	
- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset – up to 6 points;	10
- Extensive experience in delivering household sampling training programs in relevant areas – up to 4 points.	
<b>Total Section 3</b>	<b>300</b>

## Section 5. Terms of Reference

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### KUWAIT HOUSEHOLD INCOME AND EXPENDITURE SURVEY

#### **Project description and background information**

The Government of Kuwait (GoK) through the Central Statistics bureau (CSB) realizes the importance of conducting periodic Household Income and Expenditure Survey (HIES) and since the establishment of the CSB several surveys on Household's Expenditures and Income were conducted, in the years 1972/73, 1977/1979, 1986/1987, 1999/2000, 2007/2008, and 2013. It has been conducted based on the recommendation of the United Nations on regular basis and according to the World Bank standards and methodology.

The objectives of the Household Income and Expenditure Survey (HIES) are aplenty. It provides accurate, up-to date, and relevant data from household surveys which are essential for governments to make sound economic and social policy decisions. Governments need these data to measure and monitor population living standards, employment and unemployment, school enrollment, health and nutritional status, housing conditions, and other dimensions of living standards.

The Government needs the data to determine whether schools, health clinics, water and electric power, extension services, roads, and other basic services are reaching the whole population with a satisfying quality. Analysts need household survey data to model economic behavior and thus provide answers to proposed important policy questions and measures; starting by how to improve populations' living standards, from which aspect, what are the key challenges facing the population in adopting specific living standard, how to assess the current policies and programmes, etc.

GoK has utilized previous HIES in its planning, New Kuwait Plan development and monitoring, tracking Millennium and Sustainable development goals. Mainly the HIES aims at; Provides necessary data on income and expenditure for calculating living standards indicators, defining the characteristics of the population. It also provides data on the final consumption and income of the households' sector which are needed to calculate the national accounts (SNA 1993). In addition to that, the survey provides data on weights that reflect the relative importance of consumption expenditure items which are used to compile the consumer price indices. Moreover, it provides the necessary data to conduct follow up and evaluation to the socio-economic development programmes, including those directed towards solving socio economic structural problems.

The Survey also identifies the prevailing consumption expenditure patterns in the society and the effect of the demographic, social and economic variables on them. Additionally, it calculates the average annual income of the household and individual, and shows the relationship of various socio-economic factors with income, such as occupation, educational level of the household head, necessary data that analyzes population characteristics, food security, assessment of current social safety net, etc. Last but not least the HIES studies the distribution of individuals and households by income and expenditure groups and analyze the related factors.

The Survey used to be conducted every five years to cover around 4,000 households across Kuwait. The target population consisted of all Kuwaiti and non-Kuwaiti private households, collective households to be excluded as they don't meet the household definition by international standards. The data collection phase is a year-long divided into four rounds, each round to survey 1,000 household (the final sample for 2018/2019 survey will be decided based on the sampling results so the current proposed figures are just for illustration) including the margin household error for the rejection or decline cases through surveying.

Collecting related expenditure data on various goods and services over three month except for expenditures on food and drinks where these items will be collected over a dynamic month; these data should be collected using HIES tools including; 1- The Original HIES survey including the households housing status, appliances possession, general information on households' demographic and social characteristics, household expenditures on goods and services including foods and drinks, clothes, housing, water, electricity, furniture and maintenance, medical care and health services, transportation, education, entertainment services, current transferred expenditures including income and current transfers, capital transactions, net paid income, financial and non-financial stocks income, savings, loans, etc. In addition, the daily expenditures household notebook will be used by each household to register their expenditures in an easy way that any member of the household is able to use it without complications. It is important to mention that HIES will be conducted using latest version of the classification of individual consumption by purpose (COICOP) developed by the United Nations Statistical Division.

As part of the GoK efforts through CSB to provide the decision makers, planners and practitioners with up-to-date and accurate data to better design interventions, and with support of the UNDP, "Institutional Capacity Development for the Implementation of the Kuwait National Development Plan (ICDI/ KNDP)", the HIES is considered a critical and vital source of data that needs to be conducted professionally according to the international standards. The project aimed at providing the Central Statistics Bureau with the necessary tools to assess and analyze HIES data to help in achieving CSB message "To disseminate reliable and timely statistic to all users in order to support the development, planning and decision making, in collaboration with all relevant stakeholders, through ensuring the usage of world-class systems and building a professional workforce".

### **Scope of work**

The overall aim of this assignment is to provide full services to the Central Statistics Bureau by planning and implementing the Kuwaiti Household Income and expenditure Survey according to the international standards. It includes the following scope and expected outputs:

1. **Kuwait household income and expenditure survey design and assessment;** this includes a concrete revision of the current KHIES and assessment in consultation with CSB experts, ensure that all questions are updated according to the international standards, capturing the desired needs for data collection on population's living standard, income and expenditure behavior, and to assess current national development plans in alignment with New Kuwait vision and Sustainable Development Goals (SDGs).
2. **Clear methodology for the implementation of KHIES;** this includes systematic and applicable methodology for conducting KHIES, steps for conducting the survey starting by survey assessment, survey manual, coding manuals (ISIC4 and ISCO international standards), instructions and rules manual, definitions according to international standards and national context, data collection stages and timelines, sampling methodology, training of the enumerators and supervisors, field work, data collection using Computer-Assisted Personal Interviewing (CAPI) methodology, data quality procedures and data analysis and dissemination.
3. **IT related programming;** this includes all IT related KHIES implementation starting from iPads and laptops provision for enumerators (50-60 person) and supervisors (5-10 persons) respectively, programming of iPads and laptops for data collecting in the field and transmitting to the supervisors' laptops for their first-round quality assurance, then transferring to the central servers in the CSB's premises. Ensuring data confidentiality through rigors steps and procedures in addition to data safety from loss due to personal or technical problems.
4. **Training provided through the assignment;** this includes the training provided to the enumerators and supervisors for the data collection in the field, data quality procedures, in-job training for related CSB staff on survey design, second-round data quality assurance, survey programming, sampling, and data analysis.

## 5. Implementation of KHIES;

this includes all the activities required for the field work:

- (1) Preparation; includes the dates of survey, movement plan, logistic support, deployment of key staff and other arrangements;
  - (2) Implementation Plan; includes listing of households for the pilot and actual field surveys;
  - (3) Conducting Pilot Survey; includes the validation of KHIES methodology;
  - (4) Actual Field Survey and Follow-up; includes data collection and key issues observed during the survey and that may have implications for the programme design and implementation processes;
  - (5) Reporting; includes draft, periodic, and final reports and presentations.
6. **Data analysis and tabulation;** this includes tabulation of the expected results according to the KHIES structure and international standards, statistical software to be used (SPSS and STATA for example), training CSB staff, results discussion with CSB senior management and experts, and helping CSB in the data dissemination

## Deliverables

### 5.1 Deliverables

All final deliverables shall be delivered in Arabic language, soft and hard copies, the working papers could be in English.

Deliverables	Due dates	Payment percentage	Approving authority
<b>1. Submit Inception Report with following attachments</b> <ul style="list-style-type: none"><li>- Comprehensive work plan with specific activities, timetables and allocated resources for both the baseline and follow-up surveys.</li><li>- Develop project documentation such as communication management, risk management plan, and quality management.</li><li>- Develop a timeline for key activities/milestones; this will include the research design phase</li></ul>	2 weeks from the date of contract signature	5%	Steering committee consisting of UNDP /GSSCPD/ CSB
<b>2. Submit detailed methodology</b> <ul style="list-style-type: none"><li>- Design of assessment, population, approach, sample size of each category, selection process and sampling technique, development of study tools, data collection, analysis plan, duration, roles, and responsibilities of team members (indicated against activity), and associated limitations.</li></ul>	1 months from the date of contract signature	5%	Steering committee consisting of UNDP /GSSCPD/ CSB
<b>3. Develop Research Survey Tools</b> <ul style="list-style-type: none"><li>- Development of Survey tools according</li></ul>	2 months from the date of	10%	Steering committee



<p>to programme need (Questionnaires/research guides).</p> <ul style="list-style-type: none"> <li>- Hold a consultative workshop to finalize the survey questionnaire (with UNDP representatives and Government Counterparts).</li> <li>- Design report criteria for Pilot Survey</li> <li>- Incorporate feedback into revised tools.</li> <li>- Database for data entry</li> </ul> <p><b>4. Selection, Contracting, and Management of Research Team and Research Activities</b></p> <ul style="list-style-type: none"> <li>- Design team, management, and reporting lines.</li> <li>- Hiring and training of study team including (data collectors, research assistants and data entry personnel)</li> <li>- Selection, hiring, and management of research field team.</li> <li>- Regularly share updates from the field (submit project and field activity report every month)</li> <li>- Prepare Training schedule and materials for training of field researchers</li> <li>- Develop and submit analysis plan</li> </ul>	contract signature		consisting of UNDP /GSSCPD/ CSB
<p><b>5. Conduct Pilot Survey on Specified Areas</b></p> <ul style="list-style-type: none"> <li>- Support, monitor, oversee and supervise pilot field work, data entry/ analysis, and report writing.</li> <li>- Ensure data collection goals are met with population, demographic and geographical coverage.</li> <li>- Validate the methodology and survey tools to ensure the effectiveness for project goals.</li> <li>- Conduct data quality checks.</li> <li>- Submit a pilot survey report</li> </ul>	3 months from the date of contract signature	10%	Steering committee consisting of UNDP /GSSCPD/ CSB
<p><b>6. Implementation of Actual Field Survey and Follow-up</b></p> <ul style="list-style-type: none"> <li>- Work plan is revised to reflect any changes to the initial plan.</li> <li>- In-job training of research team is carried out.</li> <li>- Data collection is carried out using the identical methodology as the baseline</li> </ul>	15 months from the date of contract signature <b>(The payment will be conducted</b>	40%	Steering committee consisting of UNDP /GSSCPD/ CSB

<p>study.</p> <ul style="list-style-type: none"> <li>- Support, monitor, oversee and supervise field work, data entry/analysis, and report writing.</li> <li>- Ensure data collection goals are met with population, demographic and geographical coverage. Conduct data quality checks.</li> </ul> <p><b>7. Develop Survey Reports</b></p> <ul style="list-style-type: none"> <li>- Submit monthly progress report.</li> <li>- Submit monthly status report of the findings and results.</li> <li>- Submit aggregated report within 2 weeks of every 3 months of field work.</li> <li>- Submit the complete data tables, with cross-tabulations (soft &amp; hard copy) at the time of report submission.</li> <li>- File, organize and submit all raw data (original format and electronic format) after completion of the field work.</li> </ul>	<p><b>in tranches every quarter 10% upon submission of survey reports)</b></p>		
<p><b>8. Submission of Final Report</b></p> <ul style="list-style-type: none"> <li>- This report will require the Research Agency to include a section on specific data collection issues encountered in the field and during the analysis, incorporate verbatim quotes when and where appropriate, and provide interpretations of the findings in the discussion and implications sections.</li> <li>- Submission of all raw data to UNDP, as well submission of data entered in SPSS or any data analysis software to UNDP.</li> <li>- File, archive and submit, professional photographs representative of the data collection phase.</li> </ul>	<p>18 months from the date of contract signature</p>	<p>30%</p>	<p>Steering committee consisting of UNDP /GSSCPD/ CSB</p>

## 5.2 Institutional Arrangement

The Service provider shall report directly the project steering committee, consisting of UNDP Project Team, jointly with the Director of Central Statistics Bureau (CSB), the Secretary General of General Secretariat of the Supreme Council of Planning and Development (GSSCPD), and the assigned CSB staff by the senior management.

## 5.3 Duration of the Work

The expected duration of KHIES in the field is 12 months, the additional 6 months required for the preparation of the field work including KHIES assessment and design, recruiting and training of enumerators and supervisors, IT programming and data analysis and dissemination, the whole project duration is 18 months.

#### **5.4 Location of Work**

The location of the assignment is Kuwait where all the logistics and operations for KHIES will be conducted in the CSB premises (two locations).

#### **Qualifications of the Successful Service Provider at Various Levels**

##### **Firms Qualifications**

Contractors wishing to be considered for the services described herein should have the following qualifications:

1. Specialized Knowledge in household income and expenditure survey or similar survey implementation.
2. Experience in providing a survey planning and implementation services.
3. Experience in working with Classification of Individual Consumption According to Purpose (COICOP) for goods and services, other classification ISCO-08, ISIC4, etc. for other characteristics of household individuals, as used in the International Comparison Program (ICP)
4. Previous experience on both qualitative and quantitative data collection;
5. Experience on similar surveys in the Region is distinct advantage;
6. Ability to use electronic devices, such as tablets or smart phones for data entry and management.
7. 2 contracts of similar nature and complexity implemented over the last 6 years

The Contractor shall include in his offer proofs and supporting documents for the above-mentioned requirements.

##### **Profile of requested staff**

Background information of the coordinator, enumerators, supervisors, experts who will be involved in delivering the KHIES assignment are required.

KHIES assignment requires the following key expertise to sufficiently implement it according to CSB standards:

**a) HIES planning and implementation expert (indicative duration of involvement up to 9 months):**

- Master's degree in Statistics, Economics, Public Administration, Business Administration or any related field
- Relevant HIES implementation expertise
- 10 years of experience working with government institutions or ministries, international organizations.
- 5 years of Professional Experience in the area of statistics, survey tool design, survey planning and implementation
- Experience in alignment with surveys international standards and enumerators and supervisors training.

##### **Competencies:**

- Extensive experience in household surveys, particularly design and implementation on the national level;
- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset;
- Extensive experience in delivering training programs in relevant areas;
- Proven ability and experience to network and work with government officials;
- Flexibility and ability to work in multicultural environment.

**b) Project coordinator (indicative duration of involvement up to 18 months):**

- Minimum Master's degree in Statistics, economics, Public Administration, Business Administration or any related field,
- Relevant project management experience PMP, PRINCE2,
- 5 years of experience working with government institutions or ministries, international organizations.
- 5 years of professional experience in the area of managing survey implementation projects
- Experience in the country or in the region and training survey staff

**Competencies:**

- Extensive experience in managing household surveys, particularly on the national level;
- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset;
- Extensive experience in managing training programs in relevant areas;
- Proven ability and experience to network and work with government officials;
- Flexibility and ability to work in multicultural environment.

**c) IT expert (indicative duration of involvement up to 18 months):**

- Master's degree in IT, Statistics, Economics, Public Administration, Business Administration or any related field
- Relevant IT experience
- 7 years of experience working with government institutions or ministries, international organizations.
- 5 years of professional experience in the area of programming surveys and their platforms
- Experience in linking real-time surveys with multiple points and servers

**Competencies:**

- Extensive experience in programming household surveys, particularly on the national level;
- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset;
- Extensive experience in delivering IT training programs in relevant areas;
- Proven ability and experience to network and work with government officials;
- Flexibility and ability to work in multicultural environment.

**d) HIES analysis expert (indicative duration of involvement up to 6 months):**

- Master's degree in Statistics, Economics, Public Administration, Business Administration or any related field
- Relevant HIES analysis experience
- 5 years of experience working with government institutions or ministries, international organizations.
- 5 years of professional experience in the analysis of HIES and other similar surveys
- Experience in latest international updates on the HIES analysis tools (SPSS or STATA) and methods with providing training to the Central Statistics Bureau (CSB) staff

**Competencies:**

- Extensive experience in analyzing household surveys (SPSS or STATA), particularly on the national level;
- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset;
- Extensive experience in delivering household survey analysis training programs in relevant areas;
- Proven ability and experience to network and work with government officials;
- Flexibility and ability to work in multicultural environment.

**e) HIES sampling expert (indicative duration of involvement up to 6 months):**

- Master's degree in Statistics, Economics, Public Administration, Business Administration or any related field
- Relevant HIES sampling experience
- 5 years of experience working with government institutions or ministries, international organizations.
- 5 years of professional experience in the sampling of HIES and other similar surveys
- Experience in latest international updates on the HIES sampling tools and methods with providing training to the Central Statistics Bureau (CSB) staff

**Competencies:**

- Extensive experience in household surveys sampling, particularly on the national level;
- Extensive knowledge of Kuwait, the GCC and the Arab Region is an asset;
- Extensive experience in delivering household sampling training programs in relevant areas;
- Proven ability and experience to network and work with government officials;
- Flexibility and ability to work in multicultural environment.

**Project management & reporting modalities**

A joint Steering Committee shall be formed between the UNDP Project Team/ GSSCPD and CSB to supervise the various stages of the project. The roles of each party are identified in the sub-sections below. UNDP / GSSCPD and CSB

For the purposes of this project, the UNDP shall appoint focal point on its behalf and a counterpart will nominate team for the monitoring of the implementation of the project. The main responsibilities of the team can be summarized as follows:

- Ensure that all personnel concerned in the system are constantly informed of the project activities to secure their involvement and ownership during and after implementation.
- Follow-up the project throughout its cycle.
- Supervise assignment implementation and progress; in case of problems suggest solutions and report suggestions for improvement.
- Monitor, evaluate and document project conclusions.
- Promptly address issues which may hinder or delay the progress of the project.
- Arrange and facilitate meetings prior and during project implementation.
- Receive project deliverables and prepare for any discussions, presentations or meetings that will cover the approval activities for deliverables of all implementation phases.
- Assist the selected Contractor in executing tasks in the best way.

**Contractor**

The Contractor, in addition to fulfilling the requirements specified in this document, is required to:

1. Appoint a Project Manager who shall act as a primary counterpart with UNDP in all aspects of the project. He/She shall provide objective high-level supervision of the assignment on behalf of the Contractor. He/She shall be responsible for project planning, follow-up and contingency planning.

2. Project Manager (or the assigned personnel who act on his/her behalf) shall be available in Kuwait during the project time.
3. Maintain an updated work schedule with adequate staffing (count and groups) to perform stated tasks.
4. Notify UNDP in writing, upon the successful completion of each milestone and provide all supporting documentation.
5. Document minutes of meetings throughout the project lifecycle. This shall cover all meetings including those where major decisions are taken.
6. Be responsible of all the logistics related to the meetings, discussion sessions, trainings and coaching sessions, such as communication, amenities, food and beverage, transportation, accommodation, venue, IT equipment, etc. Therefore, the contractor's financial offer shall be all-inclusive<sup>2</sup>.

**Payment Terms:**

All financial proposal must be expressed in a *Lump Sum Amount*, taking the following into consideration:

- i) The lump sum amount must be "all-inclusive"; breakdown to be provided for each deliverable;
- ii) The contract price is fixed regardless of changes in the cost components.

The contract price shall be deliverable based with specific duration of assignment. The financial bid should be all inclusive of all fees and expenses associated with the tasks and outputs; including professional fee, travel expenses, per diem and any other costs associated with the assignment. The financial proposal shall include the cost of delivering the full design and implementation of KHIES:

- Training material for enumerators, supervisors, and CSB staff,
- Printing handouts and materials,
- Supplying trainers with their full accommodation costs and fees,
- Travel and Accommodation for international experts if any,
- Cost of iPads, laptops, and servers,
- Cost of any related expenses for the field work,
- Interpretation cost when needed.

For the enumerators and supervisors training programme, the financial bid is expected to exclude rent of conference hall as the CSB premises will be used.

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<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, food and beverages, venues and IT equipment rental, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

## Section 6: Returnable Bidding Forms / Checklist

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This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**This list is not conclusive, nor final, it is provided only for guidance purposes. The Bidder is requested to add any other documents that required under TOR or will support the submission.**

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured	<input type="checkbox"/>
▪ Power of Attorney (if applicable)	<input type="checkbox"/>
▪ Certificate of Incorporation/ Business Registration	<input type="checkbox"/>
▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder	<input type="checkbox"/>
▪ Trade name registration papers, if applicable	<input type="checkbox"/>
▪ Local Government permit to locate and operate in assignment location, if applicable	<input type="checkbox"/>
▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country	<input type="checkbox"/>
▪ ISO certification (if any)	<input type="checkbox"/>
▪ Financial credit rating/awards/citations	<input type="checkbox"/>
▪ References of satisfactory performances of similar services	<input type="checkbox"/>
▪ Audited financial reports including Balance, Income and Statement, Profit reports for past 3 years	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

## **Financial Proposal Envelope**

**(Must be submitted as a separate password protected document)**

- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

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## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/KW/2018/22_HIES (re-tender)		

We, the undersigned, offer to provide the services for KHEIS in accordance with your Request for Proposal No. RFP/UNDP/KW/2018/22 (re-tender) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney (if applicable)</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:

[Insert Name of Bidder]

Date:

Select date

RFP reference:

[Insert RFP Reference Number]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

### Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture

**OR**

☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### Historical Contract Non-Performance

- ☐ Contract non-performance did not occur for the last 3 years
- ☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Reason(s) for non-performance:	

### Litigation History (including pending litigation)

- ☐ No litigation history for the last 3 years
- ☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved:	

## Previous Relevant Experience

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
<i>Information from Balance Sheet</i>			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
<i>Information from Income Statement</i>			
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/KW/2018/22_HIES (re-tender)		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 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 (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.
- 1.6 Specialized Knowledge in household income and expenditure survey or similar survey implementation.
- 1.7 Experience in providing a survey planning and implementation services.
- 1.8 Experience in working with Classification of Individual Consumption According to Purpose (COICOP) for goods and services, other classification ISCO-08, ISIC4, etc. for other characteristics of household individuals, as used in the International Comparison Program (ICP).
- 1.9 Previous experience on both qualitative and quantitative data collection.
- 1.10 Experience on similar surveys in the Region is distinct advantage.
- 1.11 Ability to use electronic devices, such as tablets or smart phones for data entry and management.
- 1.12 2 contracts of similar nature and complexity implemented over the last 6 years.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

1. Proposed methodology and approach shall cover all required components for the project implementation, such as survey plan, training, IT component, field work, and data analysis. The proposed methodology and approach shall provide rational steps for the survey implementation.
2. Is the proposed methodology presented considering country context?

3. Does the proposed methodology for the survey implementation is aligned with the national and international standards with clear definitions and concepts to be used, coding systems, survey implementation processes?
4. Is the risk mitigation, quality assurance and communication, training plan and IT programming plans are submitted?
5. Does the proposal include clear scope for the survey implementation according to the RFP including the following:
  - a. Understanding of the survey design processes and survey field work process, Understanding of the complexity of the survey implementation
  - b. Understanding of the IT needs and requirements, the survey results cleaning, coding and aggregating and understanding of the survey data analysis
6. Is the presentation clear and are the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?

## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] [Insert]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last required years (refer to TOR), detail the type of activities performed, degree of responsibilities, location of assignments]



<b>References</b>	and any other information or professional experience considered pertinent for this assignment.]
	[Insert]
	[Provide names, addresses, phone and email contact information for two (2) references]
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of days	Total Amount
		A	B	C=A+B
In-Country	HIES planning and implementation expert			
	Project Coordinator			
	IT expert			
	HIES analysis expert			
	HIES sampling expert			
	...			
Home Based	HIES planning and implementation expert			
	Project Coordinator			
	IT expert			
	HIES analysis expert			
	HIES sampling expert			

Category	Amount
Professional Fees	100.00
Subtotal Professional Fees:	100.00

### Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
National field staff (enumerators)	Per month	e.g. 70 (person)		
National field staff (supervisors)	Per month	e.g. 10 (person)		
International flights (define destinations per each trip)	Trip			
Living allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Per month			
Visa expenses	Per visa			
IT expenses (iPad/Laptops/ Servers) add additional lines for each item	Per item			
Training expenses (provide detailed breakdown of expenses in separate sheet)	Lump sum			
Catering services (provide detailed breakdown of expenses in separate sheet)	Lump sum			
Communication costs (provide detailed breakdown of expenses in separate sheet)	Lump sum			
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

#### Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Payment percentage	Due date	Professional Fees	Other Costs	Total
Deliverable 1 <b>Submit Inception Report with following attachments</b>	5%	2 weeks from the date of contract signature			

Deliverable 2 <b>Submit detailed methodology</b>	5%	1 month from the date of contract signature
Deliverable 3 <b>Develop Research Survey Tools / Selection, Contracting, and Management of Research Team and Research Activities</b>	10%	2 months from the date of contract signature
Deliverable 4 <b>Conduct Pilot Survey on Specified Areas</b>	10%	3 months from the date of contract signature
Deliverable 5 <b>Implementation of Actual Field Survey and Follow-up / Develop Survey Reports</b>	40%	15 months from the date of contract signature (the payment will be conducted in tranches every quarter 10% upon submission of survey reports)
Deliverable 6 <b>Submission of Final Report</b>	30%	18 months from the date of contract signature

## Form H: Form of Proposal Security

Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*