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**REQUEST FOR PROPOSAL (RFP)**

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| --- | --- |
| NAME & ADDRESS OF FIRM | DATE: March 18, 2019 |
| REFERENCE: Q-015/19 Organization and management of workshop |

Dear Sir / Madam:

We kindly request you to submit your Proposal for International Consultancy to Pilot the Social Cohesion and Reconciliation Index in South Sudan.

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

Proposals may be submitted on or before Friday 22nd March 2019, 2:00pm and via email to the address below:

Email: [bids.juba@undp.org](mailto:bids.juba@undp.org)

Financial proposals must be locked, and password provided only when requested for by UNDP.

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

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

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

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

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

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Bogere Chaplain Justin*

*Procurement Associate*

18 March 2019

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Organization and management of workshop |
| Implementing Partner of UNDP | N/A |
| Brief Description of the Required Services | Organization and management of workshop |
| List and Description of Expected Outputs to be Delivered | As per TOR attached. |
| Person to Supervise the Work/Performance of the Service Provider | *Senior Economist - SAU* |
| Frequency of Reporting | *As per deliverables* |
| Progress Reporting Requirements | As per TOR |
| Location of work | Juba, South Sudan |
| Expected duration of work | 120 working days. |
| Target start date | 1st April 2019 |
| Travels Expected | It is the Contractor’s responsibility to anticipate and plan for necessary travel at their own expense as per the TOR requirement. |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  *CVs and copies of certificates for at least three key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.* |
| Currency of Proposal | United States Dollars |
| Value Added Tax on Price Proposal | Must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | Not permitted |
| Payment Terms[[1]](#footnote-1) | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage | Timing | Condition for Payment Release | |  |  |  | Within thirty (30) days as per TOR from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | |  |  |  | |  |  |  | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | *Senior Economist - SAU* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers.  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  Expertise of the Firm 20%  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%  Management Structure and Qualification of Key Personnel 20%  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors: |
| Type of Contract to be Signed | Purchase Order  Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement[[2]](#footnote-2) and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type/s of Contract |
| Contract General Terms and Conditions[[3]](#footnote-3) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimi contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP[[4]](#footnote-4) | Form for Submission of Proposal (Annex 2)  Detailed TOR (Annex 2)  Others[[5]](#footnote-5) *[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[6]](#footnote-6) | *Bogere Chaplain Justin*  *Procurement Associate*  [procurement.info.ss@undp.org](mailto:procurement.info.ss@undp.org)  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* |  |

**Annex 1**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[7]](#footnote-7)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[8]](#footnote-8))***

[insert: *Location]*.

[insert: *Date]*

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

Dear Sir/Madam:

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

1. **Qualifications of the Service Provider (Expertise of the firm)**

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

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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

1. **Qualifications of Key Personnel**

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

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

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| c. Expertise 3 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date*

Annex 2: Terms of Reference

**Consultancy:** **Organization and management of workshop**

**Programme Unit**: Strategic and Analysis Unit

**Duration**: March-April 2019

**Project Locations:** Juba

**Project Title:** Support to Public Financial Management Project

1. **Project Background**

The Transitional Constitution of the Republic of South Sudan, 2011, specifies a three-tiered system of decentralized government: national, state and local governments. While most high-yielding revenues are collected by the national government the rest are given to state and local governments. The Constitution, together with the Local Government Act of 2009, devolve responsibility for primary service delivery and infrastructure building to states and counties.

At the states and counties level, the resources are most limited and public financial management capacity is very low. In addition, the fall in oil revenue receipts coupled with the impact of the December 2013 and 2016 conflicts exacerbated poor public service delivery at the subnational levels due to inadequate budget allocation. This further worsened the capacity of the subnational governments to deliver basic social services to their people.

The Support to Public Financial Management project adopted a strategic implementation approach to focus on 3 regions of Equatoria, Bahr el Ghazal and Greater Upper Nile at the regional level, as well as a state-specific orientation of Jubek, Gbudue, and Aweil states. In 2018, the project also scaled up its support to three new states of Gogrial, Jonglei, and Imatong. This project is supported by the Africa Development Bank (AfDB), Government of Japan and UNDP.

The project aims to support and strengthen non-oil revenue generating systems in key areas of governance of revenue mobilization, capacity building of tax officers and institutions, oversight providing institutions and tax-awareness.

1. **About the workshop**

As part of the effort to improve taxable revenue base for Jubek state, Jubek Investment Authority/Corporation and UNDP South Sudan held consultative meetings to explore areas and issues for strategic collaboration and partnership between the two institutions. In these discussions, the authority identified its key priorities such as validation and finalization of the Authority policy framework, resource mapping- research, data collection, documentation, validation, and publication, institutional and staffs’ capacity building, office equipment, and supplies.

As a step toward developing a regulatory framework and resource mapping, the authority has made progress on drafting a policy framework, but it needs further fine-tuning. Necessary information and data must be collected from the old staffs, former employees, communities, current staffs, chiefs, technocrats, historians and leaders. The Authority has prioritized to conduct stakeholders’ work and requested UNDP to finance the workshop planned for April 2019.

To speed up the process for preparing a legal framework and resource mapping, UNDP has accepted to use some of its resource from Support to Public Financial Management Project to support the workshop. The stakeholders who will be invited to this workshop include 13 commissioners from the Jubek counties, administrators, chiefs, government officials, development partners, and investors. The workshop will be attended by about 30 people.

To manage the workshop planning, process and documentation of the workshop’s proceedings, the authority with support from UNDP would like to recruit a firm to provide the necessary support service as defined in the scope of work.

1. **Objectives of the workshop**

* Act as a forum to consolidate gains made in preparing resource mapping and regulatory framework;
* Raise awareness and understanding of investment profile in Jubek state, and sensitize the stakeholders about the authority’s work and investment opportunities;
* Produce an action plan for the authority on resource-mapping, regulatory framework, and strategic future engagements.

1. **Scope of Service**

The following work will be required from the selected consulting firm:

* The firm must plan the workshop to ensure an action plan for the authority on resource-mapping and regulatory framework is produced by the workshop.
* In consultation with the authority, the firm will prepare a program for a one-day workshop.
* In consultation with the authority, the firm will identify resource-persons and enlist their services and manage them.
* In consultation with the authority, the firm will identify invitees and invite them to the workshop. The firm will arrange for a venue, refreshment, accommodation, travel and other necessary logistics to invitees.
* The firm will facilitate the workshop and write a report from the workshop’s proceedings. This report must detail actionable items from the workshop.

1. **General Selection Criteria**

Firms should submit their technical and financial proposal to UNDP for evaluations. In submitting their proposals, the firms must outline their detail methodology, key staffs and how each of the proposed activity contributes to the objective of the workshop.

**Bid Price and Schedule of Payments**

Payment will be made after completion of the below milestones as shown in the below schedule

The payment will be affected in three tranches

* The first 40% payment on an authority’s acceptance of an inception report after incorporating its comments.
* The second 30% once a workshop has been completed.
* The third and final 30% payment on submission and acceptance of the workshop’s report by the authority.

1. **General Responsibilities / Requirements.**

The service provider shall be responsible for the smooth planning and management of the workshop.

1. **Reporting**

The selected firm will submit the inception report and workshop’s completion report

1. **Profile of the consulting firm**

**7.1 Technical and Professional Qualification**

1. The firm should have at least five years of experience in the program’s management, particularly in workshop facilitation.
2. The firm should be a reputable consulting firm with experience in South Sudan
3. The consultant firm should have expert’s regulatory framework and resource-mapping with experience in South Sudan
4. The composition of the firm team should include both English and Arabic speakers.
5. The firm should demonstrate an understanding of the assignment and form the team accordingly to the acceptable methodology.

**7.2 The following criteria are used in technical qualification evaluation:**

1. The firm’s reputation and experience (20% points).
2. Proposed Approach & Methodology (30% points).
3. CVs of personnel /consultants fronted by a firm (15% points)
4. Ability to produce an acceptable outline of inception and workshop completion reports (5 points)
5. Budget details(30%)

**7.3 Competencies**

1. Political, cultural sensitivity and commitment to diversity.
2. Ability to communicate effectively and in a timely manner.
3. Ability to meeting strict deadlines

**8. Duration**

The successful firm will produce an inception report and workshop completion both to be submitted to the authority five days after contract signature and workshop’s completion respectively. The workshop will take two days in April 2019. The consulting firm will identify and cost activities that it deems necessary to carry out this assignment and this will be included in the contract’s agreement.

**9. How to apply:**

The qualified firm is hereby requested to apply. The application must contain the financial and technical proposals.

1. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-1)
2. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation* [↑](#footnote-ref-2)
3. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-3)
4. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-4)
5. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-5)
6. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-6)
7. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-7)
8. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-8)