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Resilient nations.*

REQUEST FOR PROPOSAL (OPEN TO ONLY NGOs)

RFP for the implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq

RFP No.: RFP-055/19

Project: ICRRP

Country: Iraq

Issued on: 31 March 2019

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites NGOs to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

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

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form F1: 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.

In case your NGO is not registered in the E-Tendering Module, please use the following temporary username and password to register your NGO:

Username: event.guest

Password: why2change

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

If you need further information, please feel free to contact the following:

Focal Person in UNDP: Mostaq Ahmed, Procurement Analyst

Address: UNDP, Iraq

E-mail address: mostaq.ahmed@undp.org

You may acknowledge receipt of this RFP utilizing 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 Data Sheet as the focal point for queries on this RFP.

IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.

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

Issued by:



Name: Mostaq Ahmed
Title: Procurement Analyst
Date: **March 31, 2019**

Approved by:



Name: Piero Emanuele Franceschetti
Title: Head, Service Centre
Date: **March 31, 2019**

Section 2. Instruction to Bidders

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 https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</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 (www.ungm.org). 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>
	<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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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</p> <ul style="list-style-type: none"> (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>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
	<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>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"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

	<p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>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>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>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</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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>
PREPARATION OF PROPOSALS	
5. General Considerations	<p>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>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>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>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 Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>c) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>d) Technical Proposal;</p> <p>e) Financial Proposal;</p> <p>f) Proposal Security, if required by BDS;</p> <p>g) Any attachments and/or appendices to the Proposal.</p>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>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.</p>
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"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <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> <ul style="list-style-type: none"> 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 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.
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</p>

	<p>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> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <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"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or 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; 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 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.
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</p>

	<p>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> <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.</p>
20. Alternative Proposals	<p>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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>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.</p>
SUBMISSION AND OPENING OF PROPOSALS	

	<p>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.</p> <p>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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<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>
24. Withdrawal, Substitution, and Modification of Proposals	<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 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>
EVALUATION OF PROPOSALS	
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> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals

28. Preliminary Examination	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.
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> <ul style="list-style-type: none"> m) 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; n) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, o) 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; p) They are able to comply fully with UNDP General Terms and Conditions of Contract; q) They do not have a consistent history of court/arbitral award decisions against the Bidder; and r) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>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.</p> <p>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.</p> <p>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.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
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

	<p>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 following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
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"> 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; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and 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.

	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
B. AWARD OF CONTRACT		
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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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 https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default 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 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&action=default
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 processed by bank transfer in the currency of contract.

45. Vendor Protest	<p>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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>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.</p> <p>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.</p> <p>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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

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	No pre-bid conference will be conducted.
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Mostaq Ahmed Procurement Analyst E-mail address: mostaq.ahmed@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering

14	23	Deadline for Submission	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	only through e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>IRQ10-RFP-055/19</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Financial proposal should be password protected and uploaded to eTendering system. Password of the financial proposal <u>must not</u> be provided to UNDP until requested by UNDP. No price value should be disclosed in your technical proposal. <p>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please insert "1" as your bid price in e-tendering line item.</p>
17	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%.
18		Expected date for commencement of Contract	May 1, 2019
19		Maximum expected duration of contract	7 months or 214 days
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

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
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period (Not Applicable)

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
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	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 ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	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
Certificates and Licenses	Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation. Registration with the Federal Government of Iraq and Kurdistan Region of Iraq	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 2 years of proven technical expertise and experience in the design, implementation, and management of evidence and	Form D: Qualification Form

¹ 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.

	needs-based livelihoods interventions in Iraq (which are conflict and gender sensitive); includes experience in gender mainstreaming, monitoring and evaluation, reporting/knowledge management capacities and system	
	Minimum 2 years of proven technical expertise and experience in implementing small business grant and capacity building programming in the semi-emergency, post-conflict context.	
	A minimum of 2 years of active experience of undertaking similar work in Iraq, including a specific focus in Ninawa Governorate.	
	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	<p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.</p> <p>UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p>	Form D: Qualification Form
Important Note	UNDP has zero tolerance for fraud and corruption, meaning that UNDP vendors are not to engage in fraud or corruption. Vendors engaged in fraud and corruption will be subject to sanctions. Fraud includes but not limited to the submission of fraudulent or misrepresented documents, such as bid securities and financial statements.	

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	310
3.	Management Structure and Key Personnel	390
Total		1000

Details of Evaluation:

Section 1: Organization's qualification, capacity and experience (300 points)		Points Obtainable
1.1	<p>Overall organizational capability which has a direct impact upon implementation of the Project (includes Management structure and Management Arrangement, Capacity, and Reporting lines)</p> <ul style="list-style-type: none"> - Clarity of the structure of arrangement in Organizational Structure - 25 Points - Operational capacity in handling similar/complex projects, including ability to conduct field-based activities in the target locations referred to in the TOR - 20 points - The Organization's financial management capacities, including Audit Reports for the past 3 years - 15 points - The Organization's quality assurance processes and standards – 20 points 	80
1.2	<p>Proven (minimum 2 years) technical expertise and experience in the design, implementation, and management of evidence and needs-based livelihoods interventions in Iraq (which are conflict and gender sensitive); includes experience in gender mainstreaming, monitoring and evaluation, reporting/knowledge management capacities and system</p> <ul style="list-style-type: none"> - Below 2 years: 0 points - 2-4 years: 30 points - 5-7 years: 45 points - 8-10 years: 60 points - 10 or more: 75 points 	75
1.3	<p>Proven (minimum 2 years) technical <i>expertise and experience</i> in implementing small business grant and capacity building programming in the semi-emergency, post-conflict context</p> <p>Below 2 years: 0 Points</p> <p>3-5 years: 15 points</p> <p>6-8 years: 30 points</p> <p>8-10 years: 45 points</p> <p>10 or more: 60 points</p> <p>-</p>	60
1.4	<p>Proven expertise in working with IDPs, refugees and host populations</p> <p>Based on the number of projects implemented before this intervention- Each project 5 points up to a maximum of 30 points in total</p>	30
1.5	<p>Proven (minimum 2 years) of active experience of undertaking similar work in Iraq, including a specific focus in Ninawa Governorate.</p>	25
1.6	<p>Previous work undertaken with UN Agencies and/or international organizations (List of projects, locations, value of each project, number of beneficiaries served)</p> <p>(Each previous experience 5 points, to a maximum of 30 points)</p>	30
Sub Total: Section 1: Organization's qualification, capacity and experience		300

Section 2: Proposed Methodology, Approach and Workplan (310 points)		Points Obtainable
2.1	<p>Clarity and relevance of the proposed methodology, to the local context and to achieve the Deliverables of the TOR</p> <p>a) Clarity of the situation and problem analysis, and the justification. Evidence based analysis is essential. (30points)</p> <p>b) Clarity of the proposed approach to achieve the Outputs detailed in the TOR. UNDP programming principles of rights-based approaches to programming and do no harm, being applied. (30 points)</p> <p>c) Creativity/innovation presented in the overall methodology, and how inter-linkages are created between activities (20 points)</p> <p>d) Gender mainstreamed across the proposal. This includes identifying the differentiated needs of women and men, addressing unequal power relations and specifying how women will be empowered through the project (30 points)</p> <p>e) Environmental considerations mainstreamed across the proposal (20 points)</p> <p>f) Exit/transition strategy (10 points)</p> <p>g) Clarity and level of detail of risk analysis with robust mitigation measures (10)</p>	150
2.2	<p>Realistic and complete work plan which reflects clear and comprehensive understanding of the scope of work in the TOR.</p> <p>Detailed activity list with time-frames must be provided.</p>	30
2.3	<p>Quality of the <i>monitoring and evaluation and reporting system</i> proposed</p> <p>a) Results Framework provided – completeness with indicators (for each level), baselines and targets; suitability and clarity of SMART indicators which measure results both quantitatively and qualitatively (20 points)</p> <p>b) Clarity of the Results Monitoring System and Plan (including data management and methodologies for assessing change) (20 points)</p> <p>Monitoring and Evaluation Plan must be provided.</p> <p>c) Clarity of the approach and plan for reporting, communications and visibility (20 points)</p>	60
2.4	<p>Clarity on</p> <p>a) the division of roles and responsibilities/division of labour among the Project Key Staff positions, and any other proposed support positions. Includes description of how the work of the team will come together as part of the overall assignment (20 points)</p> <p>b) the quality assurance process that will be in place for this assignment (For examples, technical quality assurance of activity design and implementation, mainly in livelihoods programming; reporting and taking timely corrective measures on the recommendations; set up checks and balances in every stage of the project implementation; ensuring that projects are having strong results focused.) 20 points</p>	40
2.5	<p>a) Effectiveness of partnerships, as part of the project strategy, including:Proof of partnership with local grassroots civil society organization(s) or other CSOs or other stakeholders and relevant government institutions, as part of the implementation strategy (20 points)</p> <p>b) Clarity about the division of roles and responsibilities between project partners (10 points)</p>	30
Subtotal for Section 2: Proposed Methodology, Approach and Workplan		310

Section 3: Management Structure and Key Personnel (390 points)		Points Obtainable
3.1	Project Manager (140) - 1 position	
	a) Minimum 3 years' experience in designing, implementing and managing similar projects and activities; and experience operating in Iraq and access to key stakeholders in Iraq (including in Kurdistan). Provide specific reference to experience working in the target location referred to in the TOR.	20
	b) Proven knowledge and experience in results based management	30

	c) Experience in leading on livelihoods assessments, with understanding of both field data collection and analysis.	10
	d) Strong ability to work with diverse groups/individuals – ranging from local partners, local authorities, humanitarian community and the private sector.	10
	e) Proven experience managing and working with a diverse team, to achieve results in a timely manner	20
	f) Proven ability in staff, donor, contract and budget management	20
	g) Minimum Undergraduate Degree in Administration, Finance, Business Management, sociology, rural development, economics, development, peace and conflict studies or a similar discipline.	15
	h) Proficiency in English-language writing and presentation is required; knowledge of Arabic and/or Kurdish would be an added advantage;	15
	Subtotal	140
3.2	Key technical (thematic) – Livelihood Specialist (90) – 1 position	
	a) Minimum 3 years' experience in designing and implementing livelihoods support projects, with experience in implementing business development and capacity building training initiatives at sub-national and local level.	20
	b) Ability to contribute to livelihoods/economic development capacity building, training and increased technical depth.	10
	c) Proven experience in integrating gender responsiveness in livelihood programming	10
	d) University Graduate Level Degree in a social sciences subject, peace and conflict studies, development studies, international relations, economic or related fields.	15
	e) Proven knowledge of livelihoods issues in Iraq with an emphasis on the specific dynamics and issues in and affecting the Kurdistan Region of Iraq	20
	f) Proficiency in English-language writing and presentation is required; knowledge of Arabic and/or Kurdish would be an added advantage;	15
	Subtotal	90
3.3	Key technical (M&E and Reporting) personnel (60) – 1 position	
	a) Minimum 2 years' experience in developing innovative M&E systems, conducting monitoring of similar activities, and knowledge management in the field of socio-economic development and monitoring with national or international NGO, donor or development agencies. Experience in developing participatory monitoring tools and complementary reporting experience would be a plus.	20
	b) University Degree in social sciences subject, development studies, management or similar field	15
	c) Ability to make use of monitoring and evaluation software, tools and information management platforms for reporting (familiarity of SPSS and humanitarian reporting platform i.e. Activity Info and Financial Tracking Services)	10
	Proficiency in English-language writing and presentation is required; knowledge of Arabic and/or Kurdish would be an added advantage;	15
	Subtotal	60
3.4	Key technical (finance and administration) personnel –one position (60)	
	a) Minimum 2 years' experience in financial and administrative management of projects for non-governmental organizations, and handling audit processes	20
	b) University Degree and/or Professional Qualification in accounting, finance, and management	15

	c) Knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets would be an added advantage; Including good knowledge of Accounting practices, policies and procedures.	10
	Proficiency in English-language writing and presentation is required; knowledge of Arabic and/or Kurdish would be an added advantage;	15
	Subtotal	60
3.5	Key support personnel –required for other operational support aspects (i.e. administration, logistics and procurement etc.) (40) – 1 position	
	a) Minimum college certificate/diploma	15
	b) Minimum 2 years’ experience in providing operational support and administration support, project management support, finance, human resources, or a similar field.	15
	c) Proven ability to use Microsoft Office Suites (Excel, PowerPoint and Word).	10
	Subtotal	40
Section 3: Management Structure and Key Personnel		390

The **Financial Assessment** will review the efficient utilization of budget as follows:

- a) Output-based budgeting (capturing all relevant Budget Categories);
- b) Financial Contribution/cost sharing contribution to implementation of the Project from the Organisation
- c) Value for money on the cost of implementation;
- d) Project Management and indirect costs (not exceeding 18%) reflected separately
- e) Inclusion of annual certified financial report and Audit Report undertaken during the last 2 years.

Section 5. Terms of Reference

Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Nineveh Governorate, Iraq

1. Introduction/Background

Since the rise of the Islamic State of Iraq and the Levant (ISIL) in January 2014 and the subsequent large-scale humanitarian, political and security crises, over 1.7 million Internally Displaced People (IDPs) continue to face challenges in returning to their homes due to prevailing security threats, extensive damage to public infrastructure, homes and lack of livelihood opportunities. Approximately 4.2 million IDPs² have returned to rebuild their lives and over 253,085 Syrians³ remain in protracted displacement, mainly in the Kurdistan Region of Iraq (KRI). Between 2014 and 2017 Iraq faced one of the biggest humanitarian crises ever faced in the country. To alleviate the humanitarian situation, the Government of Iraq prioritized stabilization and resilience building activities that would help create the basic conditions for voluntary returns.

Following liberation, returnees faced extreme vulnerability, often having lost their homes and livelihoods, and endured significant declines in living standards under the control of ISIL or as IDPs. Funding provided by the Government of France in 2016/2017 for UNDP's recovery efforts significantly helped alleviate some of the suffering endured by affected populations in the Hamdaniya district and the strain on government resources, but continued support is absolutely critical to ensure that returnees are able to stay home, rebuild their lives, and recover.

Returns has been facilitated after three years of military operations and subsequent stabilization and resilience-building efforts, by the Government of Iraq with the support of the international community. Yet, despite the overall scale of return, rates appear to be levelling out: Nearly half of all returns took place in 2017; just 18 per cent of IDPs have returned by the end of 2018. More than 1.7 million IDPs continue to remain displaced, of which over half have been displaced for more than three years¹.

Meanwhile, as local economies are declining, fewer people are able to find employment or generate income in their home destinations. Virtually all families are depleting their savings and selling their assets. Host communities are becoming equally deprived, struggling to share their own assets and retain jobs, as cheaper workers compete with them in an ever-tightening labour market. Providing asset replacement for returnees through the creation of livelihood opportunities has proven to be an effective means of encouraging the return of displaced persons and helping them stay.

Substantial income generation support for returnees and vulnerable host communities, who have stayed during the conflict, will avoid recurrent cycles of insecurity and protracted fragility. It will alleviate the burden on state-building and public finance in an adverse economic environment. It would also decrease the risks of significant deterioration in the relationships between host communities and returnees, stemming from mounting socio-economic pressure on all communities, and the threat of domestic security incidents.

² [IOM DTM \(February 28th 2019\)](#)

³ [UNHCR, Iraq, Data Portal, Syrian Refugees \(Feb 28th 2019\)](#)

2. Contextual Analysis

This project proposes to concentrate efforts within targeted locations across 2 districts, as much as the access is permitted in terms of security, where there is high concentration of returnees and where the existing living conditions for the host community who stayed are precarious; Hamdaniya, and Sinjar districts, in the Nineveh Governorate.

ICRRP has been implementing a similar income generation project since 2016, with the support of the Government of France, in Hamdaniya district, building livelihoods asset of returnees especially in Bartella, Qarakosh and Bashiqa. Hamdaniya district had been under siege by ISIL from June 2014 until November 2016. The population prior to 2014 had been 226,367, of which 125,000 individuals had fled the district. As of February 2019, over 25,690 families (154,140 individuals) have returned⁴ still in need of basic needs. The ability to meet construction needs is affected by the reduced skilled labour force and purchasing power. Destruction to business property, including agricultural asset loss in rural Hamdaniya, disrupted supply chains. Recommendations from assessments carried out in the district highlighted the need for improved value chains, whilst, in order to ensure purchasing power the provision of livelihood assets through agricultural rehabilitation works is required.

On the other hand, Returns Index findings suggest Sinjar district faces highly concentrated severity conditions⁵, where the propensity for secondary displacement is likely and returns are increasingly becoming limited. Among the 47,415 families having lived in Sinjar and its peripheral villages prior to 2014, just over 9,922 families (59,532 individuals) have returned as of February 2019.⁶ A large majority of whom are reported to be in a state of secondary displacement, whilst for many the ability to return from areas of displacement such as Dohuk have been hampered, for example, by costs associated with movements. Rental vehicles used for returns between Sinjar and Dohuk cost individuals approximately 118,499 and 237,000 IQD (100 and 200 USD respectively), a cost deterring returns to areas of origin (AoO), where, recovery of such expenditure is hampered by a lack of livelihood opportunities⁷. Another example of damaged livelihoods infrastructure is the limited access to markets for those dependent on these linkages. Dogure and Sinuni villages, both in Sinjar, have functioning markets, yet households must face travel expenses to Sinuni in order to access certain food items not found in Dogure, exacerbating market prices. Asset loss for stayees and returnees has directly affects their sources of income. Particularly for minority ethnic groups such as the Yazidi, who rely heavily on agricultural activities for their livelihoods, and have seen land contaminated with mines, while key infrastructure still remains in a state of disrepair, including the loss of livelihood assets such as pumps, generators and other light mobile equipment essential to these activities. This reduction in livelihood security has been observed in intention surveys as the second most inhibiting factor in returning to AoOs⁸. Facilitating this process through job placement, creation and the replacement of key assets specific to livelihood generation in Sinjar will bolster the limited returns to the area.

To achieve the aims of increasing long-term employment, supporting the sustainability of small businesses, and improving the skills of vulnerable and host community members correspond to private sector needs, continued support and facilitation remains a key gap.

It must be noted that UNDP remains cognizant of the existing Emergency Livelihood Cluster guidelines, and aims to align to the Emergency Livelihoods Cluster strategy, which focuses on providing livelihood asset replacement grants with business incubation activities to deliver long-term support to new businesses or established businesses, and cluster SOPs. One of the key programmes livelihoods partners are implementing is asset and small-medium business (SMB)

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⁵ Based on (a) livelihoods and basic services and (b) social cohesion and safety perceptions to create a score at location level on severity of conditions.

⁶ [IOM DTM Integrated Location Assessment \(ILA\)-III](#)

⁷ [REACH-Initiative \(May 2018\) Rapid Overview of Areas of Return \(ROAR\): Sinjar and Surrounding Areas.](#)

⁸ [IOM DTM Report](#) (June 2018) Returns Continue While Obstacles to Return Remain in Iraq

grants. This will include the support to grantees with business skills development, private sector engagement, and recapitalisation. Whilst this draws on business incubation, it supports assets and SMB grants received by beneficiaries to focus on supporting business' growth, whilst placing job placement and vocational training as facilitative to improving market conditions, rather than the primary focus of livelihood programming.

3. Objective/Purpose

Against the above-mentioned context, UNDP aims to implement a project which improves the access to income generating opportunities for vulnerable populations – host communities and returnees – in the targeted areas through asset replacement.

In addition to the individual support, the project should aim to encourage market recovery in return areas that can in turn enable more returns.

Therefore, the main purpose of this project is to:

- Provide asset replacement grants in the form of small business grants and facilitate market linkages through agreements with buyers and/or suppliers, to ensure that value chains are strengthened and made more sustainable.
- Build partnerships with private sector companies in growth sectors that are able to partner with the selected NGO partner(s) to increase income generation for beneficiaries, as well as source qualified labour and goods or services.
- Build capacity of two relevant national institutions (Chambers of Commerce) to be able to respond to situations in crisis settings.

4. Scope of Services and Expected Results

Creating sustainable income opportunities and employment, particularly for the returnees, vulnerable host communities, focusing on youth and women, as well as strengthening the capacity of national institutions will be one of the key drivers of smooth recovery and resilience building. Because the youth are most susceptible to radical ideologies, promoting youth employment through employment creation, will serve as a powerful tool for preventing violent extremism. Immediate income-earning opportunities, such as asset replacement, should be provided to the returnees who just returned to their original place or the host communities who are in extremely poverty. In addition, it is important to mention that such emergency livelihood support must be complemented by longer-term livelihoods recovery support, includes creation of micro/small business and provision of professional trainings. Therefore, such efforts will include promotion of innovative livelihood ideas linking with the overall strategic direction of economic recovery and diversification in Iraq. Specific support to promote women's economic empowerment will also be undertaken. An investment will also be made to increase the capacity, both in skills and knowledge of relevant national institutions.

To address the challenges described in the context analysis, UNDP Iraq aims to expand its support to maintain returns in liberated areas and enhance recovery and resilience-building in post-ISIL Iraq for vulnerable host communities.

The proposal should therefore focus on;

Expected Outcome: Longer term livelihood and employment opportunities for returnees and vulnerable host communities, with a focus youth and women are strengthened, in Hamdaniya and Sinjar districts, Ninewa Governorate, Iraq.

Output 1: Conduct **two rapid market assessments** of returnees and host communities, in Sinjar and Hamdaniya.

Minimum Activities:

1. Conduct **2 rapid market assessments** of the livelihood needs focusing on beneficiaries who have graduated from immediate livelihoods support and are in need of longer-term income generating activities and/or returnees who have just arrived in Sinjar and Hamdaniya District.
2. Design the two rapid market assessments to include assessing:
 - a. the market supply and demand for businesses, looking at opportunities and small-medium business mapping.
3. Prepare two rapid market assessment (RMA) reports, one for Sinjar and one for Hamdaniya, for dissemination with livelihoods stakeholders, including the Emergency Livelihoods Cluster.

Output 2: At least **250** vulnerable individuals among the returnee and host communities benefit from small business development support in both Sinjar and Hamdaniya.

Minimum Activities:

1. Establish coordination with other agencies (UN, NGO's) working in the same geographical zone so as to synergize the impact of interventions and to ensure a harmonized approach.
2. Seek out the GBV coordination mechanism for GBV support and guidance and, whenever possible, assign a livelihoods focal point to regularly participate in GBV coordination meetings
3. Creation of referral networks for addressing Gender Based Violence
4. Develop the beneficiary selection criteria and process, ensuring the minimum criteria provided in the Emergency Livelihood Cluster guidelines are met.
5. Select beneficiaries in keeping with the determined criteria and transparent selection process, to receive livelihood asset recovery support and (re)establish small business activities.⁹
6. Conduct a survey to establish the beneficiary baseline at the start of the Project and conduct the UNDP impact assessment after completion of activities.
7. Conduct skills needs assessment to establish the livelihood asset value needs of each beneficiary according to their business activity proposal.
8. Provide basic, short-term business management, development or marketing training, with accredited business skills trainers, including venue, and training materials to 250 beneficiaries in both Sinjar and Hamdaniya.
9. Ensure a mechanism is in place in both locations to receive and address any grievances from the beneficiaries or members from the target communities. Consideration must be provided to the AAP & CwC guidelines. Internal complaints and referral mechanisms should be in place, through the use of complaints boxes and hotline numbers. External complaints lines (such as UNOPS call centre) should be made available, with a focus on Gender sensitive hotlines, with feedback loops to ensure action is taken to address complaints.
10. Provide asset recovery/SME creation assistance/business grants (From \$600 up to a maximum value of USD \$1,000) for the establishment or re-establishment of livelihoods to **250 beneficiaries** with an emphasis on women (especially those at risk of GBV, female headed household, persons with disabilities) and youth, (225 focused on returnees and 25 focused on host community members.) *At least 50 % of the selected beneficiaries must be women.*
11. Formalize arrangements with each beneficiary through signed agreements and ensure assets that are handed over is supported with documentary evidence
12. Cost of any ancillary items should not exceed 30%, whilst assets/grants should be no more than \$1,000 each. Project Management costs have an 18% ceiling.
13. Follow-up with beneficiaries to provide required support in their start-up phase while also monitoring for compliance with the agreement.

⁹ Adopt minimum selection and verification documents set out by the ELC guidance document annexed.

14. If applicable, lead the asset handover process to be concluded with UNDP at the end of the project, ensuring good maintenance of the assets during the project time, handover of the assets with exact amounts and types of all tools acquired, accurate asset registry and proper paperwork.
15. Conduct UNDP impact assessment after the implementation of activities.
16. Participate in the adaptation and implementation of GBV prevention activities and integrating them in livelihoods strengthening programming with all beneficiaries.
17. Capacity building for the staff on evidence based GBV prevention.
18. Engage males, particularly leaders in the community, as agents of change in building a supportive environment for women's and adolescent girls' livelihoods programs (e.g. through workshops, trainings, meetings with community leaders, discussions on gender and rights issues, etc).
19. Develop plans and culturally appropriate learning materials in international events awareness- raising campaigns such as "16 Days of Activism against Gender Based Violence."

Output 3: Strengthen the capacity of at **least 2 national institutions** in Hamdaniya and Sinjar.

Minimum Activities:

1. Establish coordination with other local authorities focusing on private sector development working in the same geographical zone so as to synergize the impact of interventions and to ensure a harmonized approach.
2. Specifically strengthen the capacity focusing on the transfer of knowledge between Erbil Chamber of Commerce and Mosul Chamber of Commerce for crisis management related to income generation activities in order to ensure the sustainability, capacity building and national ownership of activities as well as engagement of the private sector.
3. Conduct at least 4 training sessions with identified institutions.

5. Institutional/Management Arrangement

This Project will be implemented under the umbrella of the Iraq Crisis Response and Resilience Programme (ICRRP)¹⁰. The selected Organization will be required to assign a Focal Point who will work in overall coordination with, and report for all day to day requirements, directly to the UNDP ICRRP Livelihoods Specialist.

As part of the assignment:

UNDP will provide:

- Technical advisory support to the selected Organization
- Provide quality assurance to the programming, and work collaboratively with the selected Organization to find solutions to challenges/issues
- Undertake periodic monitoring visits to project implementation locations with a view to assess the progress of implementation, attendance of trainees, quality of training/support provided and identify challenges/issues to help find solutions.
- Additional documentation to the selected Organization upon signing the contract and this includes as a minimum
 - i. Reporting Templates
 - ii. Visibility Guidelines

The selected Organization will be required to ensure

¹⁰http://www.iq.undp.org/content/iraq/en/home/operations/projects/crisis_prevention_and_recovery/ICRRP.html

- Availability of all required technical and project management expertise/human resources required to implement the project, and ensure quality control systems are in place
- Ready placement of logistics and operations required for implementation of the project, and that the equipment and assets procured under the Project by the Organization are maintained properly and are kept and administered in line with UNDP Rules and Regulations¹¹
- The safety and security of staff working for the Organization
- Timely completion of activities and reporting requirements
- To inform and advise UNDP of all issues relating to and/or potentially affecting project implementation
- Close coordination with other stakeholders in the target locations and working on livelihood programming to ensure synergies are developed, and overlap is avoided.
- Placement of appropriate filing systems, both physical and electronic, and keep all relevant papers, documents, such as payment requests and receipts, voucher, invoices attendance sheets, monitoring reports, pictures, video clips, and progress and final reports
- Promoting environmentally friendly practices in implementation of the Project.

Monitoring and Evaluation

The selected Organization will be required to have a stringent result monitoring system in place, and process of documenting results, challenges/issues and mitigation measures, and lessons learnt as a minimum. UNDP will also undertake periodic programmatic monitoring, and undertake financial spot-checks, as part of its quality assurance processes.

Additionally, mandatory periodic progress review meetings will take place between the selected Organization and UNDP (and where relevant together with other partners relevant to this Project). The timelines for such meetings will be agreed upon, after signing the Grant Agreement.

Reporting and Visibility:

The selected Organization will be required to submit;

- An inception report, including an updated Detailed Work Plan
- A Monthly Progress Report, which comprises of a Narrative and Financial Report on the 5th day of each next month, during the period of the Agreement
- A Mid-Point Progress Report, which comprises of Narrative and Financial report after completing the mid-point of the Agreement. Upon submission of this Report, a Progress Review meeting will also be held between UNDP and the selected Organization.
- A Final Project Completion Report and Final Financial Report, within 1 month of completion of activities.

UNDP's visibility guidelines will apply to the project, and as a minimum apply to:

- Pictures, videos, press releases
- Success stories and case studies
- Any newsletters prepared by the Organization capturing progress of the project activities
- Project signboard, banners, t-shirts, posters, wall stickers and any other relevant visibility items such as training manuals and other training materials.

Reporting Templates will be provided at the point of signing the Grant Agreement.

6. Duration, Location of Work and Target Beneficiaries

¹¹ Logistical arrangements for the field work will be the responsibility of the service provider and costs for all field travel and related logistics should be included in the contract sum. The offer is expected to provide realistic, logical pricing based on a survey of the market, project environment, etc. Furthermore, travel costs should be provided as a break down under the financial proposal, with a supporting narrative within the technical proposal for travel arrangements, rather than lumpsums.

The overall contract duration will be a period of 7 months (214 days), with project planning and implementation to take place over a period of 6 months. One month is provided to complete all reporting obligations under the Project and final closure. Accordingly the project is expected to begin on 01 May 2019(tentative) to the 30 November 2019, with the target being to complete the activities within this period.

The project will focus on the returnee populations, and vulnerable host communities, with previous entrepreneurial experience and those who have lost livelihood assets - including women, female-headed households and youth in the targeted geographical areas. Project beneficiaries will be selected through a transparent and participatory process. Implementation of the project activities for returnees and host communities support will be coordinated and synergized with other partners through the Livelihoods Cluster Coordination mechanism.

7. Deliverables and Estimated Payment Schedule

Payments are proposed to be made according to the following schedule, upon the completion of defined deliverables, and the certification of the deliverables by UNDP.

	Deliverables	Estimated Payment Tranches %	Time-Frame
1.	<ul style="list-style-type: none"> - a) Review and acceptance of the updated Detailed Work Plan and Inception Report by UNDP; and - b) Completion of an Inception Meeting. 	10%	Within 1 month of signing the contract
2.	<ul style="list-style-type: none"> - a) Completion and submission of the Rapid Markets Assessment Reports for both Sinjar and Hamdiniya under Output 1; - b) Develop the beneficiary selection criteria and selection process for Output 2; - c) Complete the selection of beneficiaries for Output 2; and - d) Review and acceptance of monthly progress reports (month 1 and 2) submitted by 5th of the next month. - e) 2 national institutions are identified for capacity building under Output 3. 	20%	Within 2 months of signing the contract
3.	<ul style="list-style-type: none"> - a) Reaching 150 beneficiaries (60% of the beneficiary target) under Output 2; submission of list of beneficiaries with proof of payments/grants/assets made to beneficiaries; - b) Review and acceptance of monthly progress reports (month 3 and 3) submitted by 5th of the next month; and - c) Completion of Progress Review meeting. 	30%	Within 3 months of signing the contract)
4.	<ul style="list-style-type: none"> - a) Reaching cumulative 200 beneficiaries (80% of the beneficiary target) under Output 2; submission of the list of beneficiaries with proof of payments to beneficiaries, - b) Review and acceptance of the monthly progress reports (month 4 and 5) 	20%	Within 4-5 months of signing the contract
5.	<ul style="list-style-type: none"> a) 250 beneficiaries under Output 2 reached (100% of beneficiary targets met under Output 2), b) 2 national institutions have received a minimum 4 training sessions under Output 3. c) Review and acceptance of the monthly progress reports (month 6) d) Review and acceptance of the Final Project Report, including Final Financial Report, including final list of beneficiaries and the Impact Assessment Report e) Completion of the Final Project Review Meeting 	20%	Within 7 months of signing the contract

8. Scope of the Technical and Financial Proposal

The Technical Proposal must be submitted in keeping with the Template provided in Form A-E, and the Financial Proposal must be submitted in keeping with the Template provided in Form F. The overall Submission must be accompanied with the following minimum **supporting documentation**.

Interested Organizations must submit the following documents/information to demonstrate their qualifications and interest.

A. Technical Proposal (which will include the following):

1. A **letter** explaining why the applicant organization considers itself the most suitable candidate for the work.
2. **Copy of the Organization's Registration in the Kurdistan Region of Iraq and a copy of Registration with the Federal Government of Iraq (mandatory).**
3. **Organization Profile** including Management arrangements, Operational and Finance Management capacities, and past experience in similar projects and ***at least 3 references***.
4. **CVs or P11s for the proposed Key Staff Positions required for the Project, including references.**
5. **Profile of any additional partners to be engaged as part of the Project.**
6. **Minimum 2 years' experience working in Iraq, current operational presence in Iraq and capacity to network extensively with the Government, with a specific focus on Ninewa Governorate and local stakeholders.**
7. **Detailed Technical Proposal.** Includes context analysis, evidence sources/data, proposed methodology for the project, Results Framework, Risk Analysis etc.
8. **Audit Reports** for the past 3 years (2015, 2016, 2017).

The Financial Proposal must provide a detailed cost breakdown for the achievement of each Output, providing separate figures for each expense category. Project Management and indirect costs, must be reflected separately, and not exceed a total of 18% of the total budget. The cost breakdown will be used to determine the value for money against each unit cost, as well as the calculation of price in the event both parties have agreed to add new deliverables to the scope of Services. The Financial Proposal Template (Form F) provided is to guide the applicant, and not to restrict the applicant. Where possible please also submit an excel budget separately.

9. Eligibility Criteria

The applicant organizations must be non-profit non-governmental organisations (NGOs), with Registration with the Federal Government of Iraq and Kurdistan Region of Iraq. **Without these Registrations, the submission will not be deemed eligible. Qualified local NGOs are strongly encouraged to apply.**

If there is a staff member of UNDP, who has any relationship with the organisation, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

The applicant organizations must have the following minimum expertise and experience:

- Proven *knowledge and understanding* of the humanitarian and recovery context and livelihoods issues in Iraq
- Proven *expertise and experience* working on livelihoods in an emergency and recovery context, especially Rapid Market Assessments, small business grants and local institution capacity building.
- Proven *technical expertise and experience* in the design, implementation, and management of evidence and needs-based small business development and skills development projects.
- Proven *technical expertise and experience* in the design, implementation, and management of small business grants.

- Proven overall organizational capability which has a direct impact upon implementation of the Project (includes Management structure, Management arrangement including quality assurance processes for the scope of work in the ToR, Operational Capacity to arrange logistics, human resources, administration, and financial management capacities)
- Proven experience of monitoring and evaluating livelihoods projects.
- A *minimum* of 2 years of active experience of undertaking similar work in Iraq, including a specific focus in Ninewa Governorate.
- Established minimum 2-year operational presence in Iraq, with the proven ability to work in Ninewa Governorate.
- Demonstrable experience coordinating with other livelihoods actors in Iraq as well as local authorities and relevant directorates to facilitate the project implementation.
- Previous work undertaken with UN Agencies and/or international organizations.

Proven, strong social capital and partnerships with local grassroots organisations, networks and movements (particularly those working on issues relevant to this TOR) in the target locations specified in this TOR, and the proven ability to create formal working relationships to collaboratively implement this project.

The core team working comprise of the following key staff profiles.

a. Project Manager (1 position)

- A minimum Undergraduate University Degree in Administration, Finance, Business Management, sociology, rural development, economics, development studies, peace and conflict studies or relevant field that relevant to assignments or a similar discipline;
- Minimum 3 years' experience in the design, implementation and management of similar post conflict recovery projects and activities;
- Proven experience in applying results-based management to project;
- Experience in leading on livelihood assessments, with understanding of both field data collection and analysis.
- Strong ability to work with diverse groups/individuals – ranging from local partners, local authorities, humanitarian community and the private sector;
- Proven ability in staff, donor contract & budget management;
- Proven experience managing and working with a diverse team, to achieve results in a timely manner;
- Experience operating in Iraq and access to key stakeholders in Iraq (including in Kurdistan).
- Provide specific reference to experience working in the target location referred to in the TOR; and
- **Proficiency in English-language** (written and spoken) is required; knowledge of Arabic and/or Kurdish would be an added advantage.

b. Technical Expert- Livelihood Specialist (1 position)

- Minimum Graduate Level University Degree in social sciences subjects, peace and conflict studies, development studies, international relations, economic or related fields;
- Minimum 3 years' experience in designing and implementing livelihood support projects, with proven experience in implementing small business grants and capacity building projects at sub-national and local level;
- Ability to contribute to livelihoods/economic development capacity building, training, and increased technical depth;
- Proven experience in integrating gender responsiveness in livelihood programming;
- Proven knowledge of livelihoods issues in Iraq with an emphasis on the specific dynamics and issues faced in the Kurdistan Region of Iraq; and
- **Proficiency in English-language** (written and spoken) is required; knowledge of Arabic and/or Kurdish would be an added advantage.

c. Technical Expert - Monitoring and Evaluation and Reporting (1 position)

- **A minimum University Degree in social sciences subject, development studies, management or similar field;**
- **Minimum 2 years' experience in developing innovative M&E systems, in the field of socio-economic development and monitoring with national or international NGO, donor or development agencies;**
- Proven experience in developing participatory monitoring tools, data analysis and complementary reporting experience;
- Ability to make use of monitoring and evaluation software, tools and information management platforms for reporting (familiarity of SPSS and humanitarian reporting platform i.e. ActivityInfo and Financial Tracking Services);
- Experience working on recovery focused projects, in post-conflict/disaster settings; and
- **Proficiency in English-language** (written and spoken) is required; knowledge of Arabic and/or Kurdish would be an added advantage.

d. Administration & Finance (1 position)

- Minimum of undergraduate Degree and/or Professional Qualification in accounting, finance, and management;
- Minimum 2 years' experience in financial and administrative management of projects, and handling audit processes;
- Knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets would be an added advantage;
- Good knowledge of Accounting practice, policies and procedures; and
- **Proficiency in English-language** (written and spoken) is required; knowledge of Arabic and/or Kurdish would be an added advantage);

e. Support Capacities- Operations Support (1 position)

- Minimum college certificate/diploma;
- Minimum 2 years' experience in providing operational and administration support, project management support, finance, human resources or a similar field;
- Proven ability to use Microsoft Office suites (Excel, PowerPoint and Word); and
- **Proficiency in English-language** (written and spoken) is required; knowledge of Arabic and/or Kurdish would be an added advantage).

All key staff positions are required to have the following Competencies:

- Demonstrates commitment to the UN values and ethical standards
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Treats all people fairly and with impartiality.
- Good communication, presentation and report writing skills including proven ability to write concise, readable and analytical reports and high quality academic publications in English;
- Ability to work under pressure and to meet deadlines.
- Flexible and responsive to changes and demands;
- Experience managing a small research team;
- Strong interpersonal skills and ability to work with people from different backgrounds to deliver quality products within a short timeframe; and
- Client-oriented and open to feedback.

It is assessed that the overall Project will require a total of 35 man-months across the Key Staff positions, as per the breakdown below.

Key Staff Position	Number of Man Months
Project Manager	7
Technical Expert- Livelihoods	7
Technical Expert- M&E and Reporting	7
Administration and Finance	7
Operations Support	7
Grand Total	35

If there is a staff member of UNDP, who has any relationship with the organisation, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

Details of Evaluation: refer to page 22-25 for detailed technical evaluation criteria and scoring.

The **Financial Assessment** will review the efficient utilization of budget as follows:

- f) Output-based budgeting (capturing all relevant Budget Categories);
- g) Financial Contribution/cost sharing contribution to implementation of the Project from the Organisation
- h) Value for money on the cost of implementation;
- i) Project Management and indirect costs (not exceeding 18%) reflected separately
- j) Inclusion of annual certified financial report and Audit Report undertaken during the last 2 years.

Links and Annexes:

- a. Emergency Livelihood Cluster Standard Operating Procedure
- b. Minimum Beneficiary Selection and Verification Guidance Document
- c. UNDP Commissioned Livelihood Assessments
- d. Multi-sectoral Needs Assessments

Section 6: Returnable Bidding Forms / Checklist

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.

Technical Proposal:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form (Mandatory)	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form – Mandatory (if applicable)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal (Mandatory)	<input type="checkbox"/>
▪ Other documents as required in the TOR (Mandatory)	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal:

▪ Form F: Financial Proposal Submission Form (Mandatory)	<input type="checkbox"/>
▪ Form F1: Financial Proposal Form (password protected)	<input type="checkbox"/>

Financial proposal should be password protected and uploaded to eTendering system. Password of the financial proposal must not be provided to UNDP until requested by UNDP. No price value should be disclosed in your technical proposal.

Note: The above Mandatory documents must be submitted along with the bid. In case the bidder did not submit these forms, the bidder's submission will not be further considered.

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq		

We, the undersigned, offer to provide the services for the Implementation of **Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq** in accordance with your Request for Proposal No. **RFP-055/19** 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

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country; ▪ Power of Attorney; ▪ A letter explaining why the applicant organization considers itself the most suitable candidate for the work; ▪ Copy of the Organization's Registration in the Kurdistan Region of Iraq and a copy of Registration with the Federal Government of Iraq (mandatory); ▪ Organization Profile including Management arrangements, Operational and Finance Management capacities, and past experience in similar projects and at least 3 references; ▪ Completed and signed detailed CVs for the proposed Key Staff Positions required for the Project, including references; ▪ Profile of any additional partners to be engaged as part of the Project. ▪ Sample list of similar projects implemented previously during the last 2 years. ▪ Detailed Technical Proposal. Includes context analysis, evidence sources/data, proposed methodology for the project, Results Framework, Risk Analysis etc.

▪ Audit Reports for the past 3 years (2015, 2016, 2017).

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq		

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	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 solely liable to UNDP for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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

Please list only previous similar assignments successfully completed in the last 2 years.

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 2 (two) Clients or more.

Financial Standing

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

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-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq		

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.

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.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. (please refer to below Result-Based Work Plan for the implementation plan and project schedule)
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

Result-based Work Plan* (add columns and rows as needed)

Expected Outputs		Indicator	Baseline (baseline date and source)	Target	Planned Activities ¹²	Time Frame (Months)						
						1	2	3	4	5	6	7
	Outcome:											
Output 1					Activity 1-1:							
					Activity 1-2:							
Output 2												
Output 3												
Project Management (e.g., recruitment of staff, M&E, reporting etc).												

**Add Outcomes or Outputs as required.*

**Target Indicators should aim to focus on quantitative and qualitative data and should take into account Gender Considerations.*

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.

¹² Ensure consistent reference to the description of the activities across entire Proposal submission.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[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 five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	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 (Must be Password Protected)

To be submitted with Financial offer

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq		

We, the undersigned, offer to provide the services for the implementation of **Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq** in accordance with your Request for Proposal No. **RFP-055/19** 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 F1: Financial Proposal Form (Must be Password Protected)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq		

Instruction for Budget Planning:

1. The Project Management (and indirect) costs shall not exceed 18 % of the total project costs;
2. The cost of small grants shall not exceed the amount of USD \$1500 per beneficiary; and,
3. Savings group grants should not exceed USD \$1000 per beneficiary.
4. Logistical arrangements for the field work will be the responsibility of the service provider and costs for all field travel and related logistics should be included in the contract sum. The offer is expected to provide realistic, logical pricing based on a survey of the market, project environment, etc. Furthermore, travel costs should be provided as a break down under the financial proposal, with a supporting narrative within the technical proposal for travel arrangements, rather than lumpsums.

NB: The criteria for contract award is: Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Financial Proposal Rating = $\frac{\text{Lowest Priced Offer}}{\text{Price of the Offer Being Reviewed}} \times 100$

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)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Position	Name	Fee Rate	No. of Days/months/ hours	Total Amount
----------	------	----------	---------------------------	--------------

		A	B	C=A+B
In-Country				
Project Manager				
Key technical (thematic) personnel				
Key technical (M&E and Reporting) personnel - one person				
Key technical (finance and administration) personnel - one person				
Key support personnel - one position required for other operational support aspects (i.e. administration, logistics and procurement etc.)				
Home Based (if applicable)				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs*

Description	UOM	Quantity	Unit Price	Total Amount
Travels (National/International)	Trip			
Daily Allowance	Day			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

* Table 3 – must be supported with detailed breakdown of cost categories

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Form G: Form of Proposal (NOT APPLICABLE)

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.

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 for **XXXXXX** (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 **USD11,000** 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 150 days from the Proposal Submission Deadline.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]