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Resilient nations.*

REQUEST FOR PROPOSAL (OPEN TO ELIGIBLE COMPANIES)

RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, Iraq

RFP No.: RFP-129/19

Project: **Supporting recovery and stability through local development**

Country: Iraq

Issued on: May 08, 2019

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites eligible Companies 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 Proposers

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

Username: event.guest

Password: why2change

Proposers, 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: Nahreen Ahmed, Procurement Specialist

Address: UNDP, Iraq

E-mail address: nahreen.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.

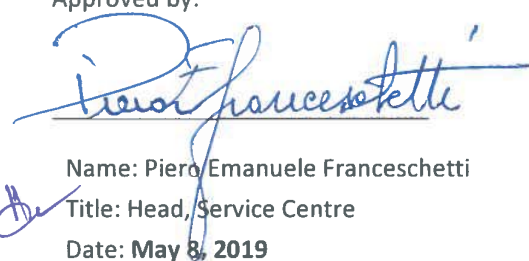
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Nahreen Ahmed
Title: Procurement Specialist
Date: **May 8, 2019**

Approved by:



Name: Piero Emanuele Franceschetti
Title: Head, Service Centre
Date: **May 8, 2019**

Section 2. Instruction to Proposers

GENERAL PROVISIONS

Definitions

- a) "Contract" refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) "Country" refers to the country indicated in the Data Sheet.
- c) "Data Sheet" refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) "Day" refers to calendar day.
- e) "Government" refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) "Instructions to Proposers" refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) "LOI" refers to the Letter of Invitation sent by UNDP to Proposers.
- h) "Material Deviation" refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and : (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) "RFP" refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) "Services" refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) "Supplemental Information to the RFP" refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) "Terms of Reference" (TOR) refers to the document included in this RFP which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

<p>1. Introduction</p>	<p>1.1 UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP. Proposers 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 Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.</p> <p>1.3 Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.</p> <p>1.4 As part of the Proposal, it is desired that the Proposer registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Proposer may still submit a bid even if not registered with the UNGM. However, if the Proposer is selected for contract award, the Proposer must register on the UNGM prior to contract signature.</p>
<p>2. Fraud & Corruption, Gifts and Hospitality</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 /Proposers 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 Proposers shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected Proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a Proposer ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the Proposer has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Proposers 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. Eligibility</p>	<p>3.1 A Proposer should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Proposers 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 Provider’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>

<p>4. Conflict of Interests</p>	<p>4.1 The Proposer must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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"> • 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; • Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or • Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Proposers must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Proposers must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> • If the owners, part-owners, officers, directors, controlling shareholders, of the proposing 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 • All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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 Proposers 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 Proposers may result in the eventual rejection of the Proposal.</p>
PREPARATION OF PROPOSALS	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Proposer 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 Proposer will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Proposer must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Proposer 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>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in English..</p>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<ul style="list-style-type: none"> • Documents Establishing the Eligibility and Qualifications of the Proposer; • Technical Proposal; • Financial Proposal; • Any attachments and/or appendices to the Proposal.
<p>9. Documents Establishing the Eligibility and Qualifications of the Proposer</p>	<p>9.1 The Proposer shall furnish documentary evidence of its status as an eligible and qualified Proposer, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP’s satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Proposer 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 Proposer 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 English.</p> <p>10.5 The Proposer shall structure the Technical Proposal as follows:</p> <ul style="list-style-type: none"> • Expertise of the company – this section should provide details regarding management structure of the company, organizational capability/resources, and experience of company/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP. • Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract. • Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR. In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable for force majeure reasons, the person might be replaced, subject to UNDP approval.
<p>11. Financial Proposals</p>	<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</p>

	<p>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. Currencies	12.1 All prices shall be quoted in United States Dollars..
13. Consortium	<p>13.1 If the Proposer is a group of legal entities that will form or have formed a Consortium 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 Consortium 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 Consortium.</p> <p>13.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the Consortium shall not be altered without the prior written consent of UNDP.</p> <p>13.3 The lead entity and the member entities of the Consortium shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. The lead/member entities can not participate individually or under any other consortiums under this RFP.</p> <p>13.4 The description of the organization of the, Consortium must clearly define the expected role of each of the entity in delivering the requirements of the RFP, both in the Proposal and the Consortium Agreement. All entities that comprise the Consortium shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>13.5 A Consortium in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the Consortium; and b) Those that were undertaken by the individual entities of the Consortium . <p>13.6 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 Consortium or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p>
14. Only One Proposal	<p>14.1 The Proposer (including the individual members of any Consortium) shall submit only one Proposal, either in its own name or as part of a Consortium.</p> <p>14.2 Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or

	<ul style="list-style-type: none"> • 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 Proposer regarding this RFP process; • they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or • some key personnel proposed to be in the team of one Proposer 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.
15. Proposal Validity Period	<p>15.1 Proposals shall remain valid for the period of 120 days, 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>15.2 During the Proposal validity period, the Proposer shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
16. Extension of Proposal Validity Period	<p>16.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>16.2 If the Proposer agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>16.3 The Proposer has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
17. Clarification of Proposal	<p>17.1 Proposers may request clarifications on any of the RFP documents no later than 7 days before the submission deadline. 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>17.2 UNDP will provide the responses to clarifications in writing.</p> <p>17.3 UNDP shall endeavour 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>
18. Amendment of Proposals	<p>18.1 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 Proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective Proposer.</p> <p>18.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Proposers reasonable time to incorporate the amendment into their Proposals.</p>
19. Alternative Proposals	<p>19.1 Alternative proposals shall not be considered.</p>

SUBMISSION AND OPENING OF PROPOSALS	
20. Submission	20.1 Through eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
21. eTendering submission	<p>21.1 Electronic submission through eTendering, shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. <p>a) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from Proposer whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <ul style="list-style-type: none"> • 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. • Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Proposer User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
22. Deadline for Submission of Proposals and Late Proposals	<p>22.1 Complete Proposals must be received by eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>22.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
23. Withdrawal, Substitution, and Modification of Proposals	<p>23.1 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>23.2 eTendering: A Proposer 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 Proposer 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 Proposer User</p>

	Guide and Instructional videos.
24. Proposal Opening	24.1 There is no public proposal 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. Proposer will receive an automatic notification once their proposal is opened.
EVALUATION OF PROPOSALS	
25. Confidentiality	<p>25.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposer or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>25.2 Any effort by a Proposer or anyone on behalf of the Proposer 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 Proposer sanctions procedures.</p>
26. Evaluation of Proposals	<p>26.1 The Proposer 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>26.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> • Preliminary Examination • Minimum Eligibility and Qualification (if pre-qualification is not done) • Evaluation of Technical Proposals • Evaluation of Financial Proposals
27. Preliminary Examination	27.1 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.
28. Evaluation of Eligibility and Qualification	<p>28.1 Eligibility and Qualification of the Proposer will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>28.2 In general terms, Proposers that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> • They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible Proposers' list; • They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, • 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; • They are able to comply fully with UNDP General Terms and Conditions of Contract; • They do not have a consistent history of court/arbitral award decisions against the Proposer; and • They have a record of timely and satisfactory performance with their clients.

<p>29. Evaluation of Technical and Financial Proposals</p>	<p>29.1 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 70% technical score.</p> <p>29.2 In the second stage, only the Financial Proposals of those Proposer 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, UNDP will not request for the password of the Financial Proposals of proposers whose Technical Proposal were found not responsive. The proposals will be evaluated by using Combined Scoring Method, the 70%-30% distribution for technical and financial proposals respectively.</p> <p>29.3 According to 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: 10px 0;"> <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>
<p>30. Due Diligence</p>	<p>30.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Proposer. 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"> • Verification of accuracy, correctness and authenticity of information provided by the Proposer; • Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; • Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or with previous clients, or any other entity that may have done business with the Proposer; • Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; • Physical inspection of the Proposer’s offices, branches or other places where business transpires, with or without notice to the Proposer; • Other means that UNDP may deem appropriate, at any stage within the selection

	process, prior to awarding the contract.
31. Clarification of Proposals	<p>31.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.</p> <p>31.2 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>31.3 Any unsolicited clarification submitted by a Proposer 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>
32. Responsiveness of Proposal	<p>32.1 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>32.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.</p>
33. Nonconformities, Reparable Errors and Omissions	<p>33.1 UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period, 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 Proposer to comply with the request may result in the rejection of its Proposal.</p> <p>33.2 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. <p>33.3 If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
B. AWARD OF CONTRACT	
34. Right to Accept, Reject, Any or All Proposals	<p>34.1 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 Proposer(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
35. Debriefing	<p>35.1 In the event that a Proposer is unsuccessful, the Proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses</p>

	of the Proposer's submission, in order to assist the Proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.
36. Right to Vary Requirements at the Time of Award	36.1 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.
37. Contract Signature	37.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer 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 Proposer or call for new Proposals.
38. Contract Type and General Terms and Conditions	38.1 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
39. Payment Provisions	39.1 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 (USD).
40. Proposer Protest	40.1 UNDP's Proposer 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 Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP Proposer protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
41. Other Provisions	<p>41.1 In the event that the Proposer 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>41.2 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>41.3 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 Proposers, 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-proposal conference will be conducted. Any clarifications can be sought through e-mail addressed to the focal procurement staff
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	7days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Nahreen Ahmed Procurement Specialist E-mail address: nahreen.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-129/19</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	July 1, 2019
19		Maximum expected duration of contract	The Long-Term Agreement expected duration is three years and it will be renewed on yearly basis, subject to satisfactory performance and available funding.
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	Not applicable

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	Proposer is a legally registered entity.	Form B: Proposer Information Form
Eligibility	Proposer 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 Proposer 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 Proposer is not a corporation.	
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

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

Litigation History	No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> • Minimum 7 years of proven experience of project monitoring and evaluation. • A <i>minimum</i> of 7 years of active experience of undertaking similar work in Middle East or in Europe, . 	Form D: Qualification Form
	<i>(For Consortium, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	<p>Minimum annual turnover of US\$ 2,500,000 in any single year for the last 3 years (2015-2016-2017).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Note: Additionally, UNDP may request other financial documents such as Credit Line Facility, Bank Statements etc. in order to see the bidders' financial soundness (if required).</p> <p>Note:</p> <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. 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> <p>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 the submission of fraudulent or misrepresented documents, such as bid securities and financial statements</p>	Form D: Qualification Form
Important Note	UNDP has zero tolerance for fraud and corruption, meaning that UNDP Proposers are not to engage in fraud or corruption. Proposers 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.	

resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Organization/Proposers	10%	100					
2.	Structures and systems	15%	150					
3.	Competencies of the Proposer	40%	400					
4.	Proposed Implementation Plan, Methodology and Approach of the Sample TOR*.	35%	350					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Details of Organization

Form **2**: Structures and systems

Form **3**: Competencies

Form **4**: Proposed Methodology, Approach and Implementation Plan.

* This evaluation based on the Sample Project Implementation, See ANNEX-III.

Technical Proposal Evaluation Form 1						
INFORMATION REQUESTED	Points obtainable	Company / Other entity				
		A	B	C	D	E
1. Details of Organization/ Expertise of Firm:	Sub-Total: 100					

1.1 Company background, relevant experience and expertise; No of provided relevant references in the last 3 years References related to 3 of the activities described in the ToR – 15 points References related to 4 of the activities described in the ToR-25 points References related to all 5. – 35 points (5 points for experience in Iraq) (reference is deemed relevant if the project is for more than 6 months with a budget not less than 2 500 000 USD)	40					
1.2 General Capacity - Financial stability (based on a Current Ratio of 1.0 or more) – 28 p. - Number of permanent staff (maximum 15points) 10 staff- 5 points	40					
1.3 Independent assessments; Past performance in achieving results; Reputation of Organization and Staff.	10					
1.4 Experience in working with public administration at central and local level, UN agencies and/or other international organisations, civil society organisations.	10					

Technical Proposal Evaluation Form 2						
INFORMATION REQUESTED	Points obtainable	Company / Other entity				
		A	B	C	D	E
2. Structures and systems	Sub-Total: 150					
2.1 Management structure and Governing or oversight board	10					
2.2 Planning and Organization of the Activities. How does the organization plan, monitor and coordinate activities in respect to TOR?	50					

2.3 Decision-making structure; how does the organization undertake decision making process?	10					
2.4 Is there monitoring and evaluation system in place?	25					
2.5 Quality assurance procedures applied in organization for the deliverables;	25					
2.6 Human Resource Management System; Does the organization have the ability to recruit and manage the best-qualified consultants;	30					

Technical Proposal Evaluation Form 3						
INFORMATION REQUESTED	Points obtainable	Company / Other entity				
		A	B	C	D	E
3. Competencies	Sub-Total: 400					
3.1 Relevance of mandate and specialization, (reports, website etc.)	30					
3.2 The list of relevant consultants, filled in (ANNEX B).	80					
3.3 Similar services performed during the last 7years (Please refer to ANNEX A).	70					
3.4 Relevant experiences:						
3.4.1 Specific relevant experience in building capacity of public administration with a special focus on local administration, including decentralisation capacity.	40					
3.4.2 Specific relevant experience in coordination of the donor's assistance to channel the available funding in accordance to the provincial plans and national strategies.	30					
3.4.3 Specific relevant experience in facilitating dialogue between local authorities and Civil Society.	30					
3.5 Experience at grass-root level with local communities and local authorities.	20					
3.6 Experience in local development projects and priority actions implementation. .	30					
3.7 Experience and capacity in research, statistic data collection and analysis.	20					
3.8 Experience in piloting mechanism creation aimed at mobilising additional funding	20					
3.9 Experience in all type if training related to capacity building of public administration.	30					

Technical Proposal Evaluation Form 4						
INFORMATION REQUESTED	Points obtainable	Company / Other entity				
		A	B	C	D	E
4. Proposed Implementation Plan, Methodology and Approach of the Sample	Sub-Total: 350					
4.1 To what degree does the Proposer understand the sample?	70					
4.2 Have the important aspects of the tasks been addressed in sufficient details in the Work Plan?	70					
4.3 Is the presentation clear and is the sequence of activities and the planning logical, realistic and adequate for efficient implementation to the TOR?	60					
4.4 Suitability of the proposed consultants to meet the requirements and functions listed in sample project implementation TOR (attach 3 CVs for each of the areas of expertise and proposed positions mentioned in the methodology).	150					

Section 5. Terms of Reference

RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar

1. Project Description

a) Objective

The overall goal is to contribute to the stability and socio-economic development of Iraq by enhancing democratic governance at the local level. The specific outcomes are: (1) selected Governorates are able to manage *effectively* and transparently local government systems and public services; (2) economic growth and job opportunities have increased in *selected* Governorates, with special focus on green projects involving youth and women; and (3) living conditions in conflict-affected areas have improved and returnees are assisted.

b) Expected results

Result 1: Selected Governorates are able to manage effectively and transparently local government systems and public services

R.1.1. Decentralisation of powers from central to local authorities

R.1.2. Donor coordination mechanism established

R.1.4. Strengthened dialogue between local authorities and civil society

Result 2: Economic growth and job opportunities have increased in selected Governorates, with special focus on green projects involving youth and women

R.2.1. Local development projects and priority actions implemented deriving from Provincial Development Plans and Sustainable Energy Action Plans

R.2.2. Mechanism aimed at mobilising additional funding created

c) Project Location:

The assignment will be implemented in the following 9 governorates in Iraq
Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar

d) Cross-cutting issues

The programme will focus on the most vulnerable and disadvantaged groups – particularly women and youth. The loss of development due to inequality is particularly pronounced for women and youth in Iraq. Young women are the biggest victims of systematic shortage of good governance, service provision and violence. Especially in the post-IS context, both these groups experience trauma and disconnect from the development process – while both are central to community stabilisation and sustainable socio-economic development in the long run. Therefore, this Action will specifically support projects that address the concerns and problems of vulnerable groups and advance their socio-economic inclusion.

The decision-making process for this particular Action will take into account **gender equality** considerations. For instance, gender-balanced participation in trainings and other activities will be considered when selecting project beneficiaries and staff. The Action will also seek to empower specific **vulnerable groups** (e.g. female heads of households, single parents) through the provision of support for development of skills and job opportunities.

Good governance, transparency and accountability of the Governorate’s decisions and actions will be a key element of each activity of the Action. The twining with EU local authorities, the CSOs advocacy role and Local Steering Committees are expected to play a key role in ensuring transparency and accountability in the decision-making processes. In this way the Action will build capacities in all stakeholders involved in these processes.

Environmental concerns and **reduction of energy consumption** will be strongly promoted while implementing the physical rehabilitation, retrofitting and provincial development projects, in line with the commitments signed under the *Paris Climate Agreement* and the notion of *Building Back Better*,² recommended by the UN Office for Disaster Risk Reduction (UNISDR). Furthermore, the projects will translate top priorities from three Sustainable Energy Action Plans (developed with EU research centre methodology on climate change mitigation) and five Provincial Development Plans into actions, whereby environmental concerns and climate adaptation are two of the main criteria.

2. Required Services

2.1. General requirements

When and where requested, the Contractor is expected to provide consultants for Project activities (listed below) aiming at achieving specific agreed outputs within set deadlines. To this end, the consultants will either:

- i. Implement specific assignments e.g. draft methodologies, conduct needs assessments and vulnerability mapping, carry out capacity assessment, develop curriculum for capacity building and training, participatory planning, strategy and provincial outcome-based plans formulation, problem analysis, public consultations, undertaking data collection and district profiling, carrying out various training sessions and workshops, organize and facilitate a variety of meetings and other events, etc.
- ii. Provide high quality technical assistance, oversight, monitoring and quality assurance of consultants’ performance, services and outputs.

2.2. Programme Activities

2.2.1. Activity 1.1. Decentralisation of powers from central to local authorities – Law 21

2.2.1.1. Gap assessment and gap plugging recommendations and actions in the ongoing process of decentralisation

Decentralised services and functions should be mapped and assessed against the expected end results in terms of quality and quantity as well as capacity of the

² E.g. the use of more performant materials and more climatically appropriate design solutions in the reconstruction of damaged public buildings (as used traditionally by Iraqi architects in the 1970s).

administration to deliver them. Recommendations and mitigation measures will be developed for plugging the gaps identified.

The Service Provider is expected to elaborate unified methodology for the nine governorates for gaps assessment and gap plugging and with active participation of the governorates and peer LAs to support the elaboration of up to nine gap assessments and gap plugging reports (in the course of the implementation it should be assessed whether 9 or less reports will be needed).

Based on the gap assessment reports the Service Provider will support the governorates to find relevant Peer/EU or another Local Authority and develop peer-to-peer projects to be implemented in partnership with European local authorities.

2.2.2. Activity 1.2. Donor coordination

Under this Activity the Service Provider is expected to support the Ministry of Planning as well as the 9 governorates to establish working system of coordination of the donor's assistance in order to increase the effectiveness of the donor's assistance in the country and to channel the available funding in accordance to the provincial plans and national strategies. The main aim of this activity is to prevent overlapping of funding and improve the coordination between the local and national authorities in regard to the management of donors' assistance by linking it to the national and local development strategies. The following activities will be supported through consultancy support:

2.2.2.1. Establishment of donor coordination mechanism at national, regional and Governorate level with appropriate set up and framework

The Service Provider is expected to provide a short assessment report on the previous experience in donors coordination with the Ministry of Planning and to provide training to MoP on the best practices of donors' coordination in the region and EU

2.2.2.2. Mapping all actions/ interventions at local level

The Service Provider is expected to provide methodology and provide trainings to the relevant local authorities (a donors' coordination local councils are to be established) and to support them in the process of mapping the interventions on local level and to network with the available donors.

2.2.2.3. Involving all stakeholders at local level

The Service Provider will provide trainings and methodology for stakeholder analysis and involvement and will support the governorates in the process of establishment of a continuous process in stakeholder management.

2.2.2.4. Establishing a national database for donors' coordination.

The Service Provider is expected to support the MoP to update, upgrade and improve the existing donors' coordination database

2.2.3. Activity 1.3. CSOs facilitating dialogue between local authorities and civil society

Local CSOs will receive small grants to implement projects at local level focusing on public consultations, participation in decision making and development of local policies and programs.

The process will be supported by identified EU platform/association, and CSOs will receive coaching and mentoring on how to improve their work.

The Service Provider is expected to provide assistance and advice to UNDP to:

2.2.3.1. Set up of sub-granting mechanism for CSOs

The CSOs will be able to apply under call for proposals against a set of criteria. The projects to be financed will be selected by an evaluation panel.

The Service Provider is expected to develop the application package and the guidelines for applicants.

2.2.4. Activity 2.1. Local development projects implementing priority actions deriving from Provincial Development Plans (PDPs) and Sustainable Energy Action Plans (SEAPs)

The Service Provider will provide support in the process of

2.2.4.1. Establish Local Council: training and coaching on monitoring and evaluation of the developed PDSs, PRPs and SEAPs. Those Local councils will serve the following functions: a) monitoring of the funded project under this activity; b) perform donor coordination activities (as per programme activity; c) act as monitoring committee of the developed PDS/SEAP/PRPs. The expert should set the methodology, the scope of work and provide training learning by doing.

2.2.4.2. Set up independent mechanism and guidelines for monitoring of implementation of the local development strategic documents and the local projects to be implemented under the programme Activity 2.1.

2.2.4.3. Support the selected local projects to become fully fledged projects for implementation with all necessary elements and components (including engineering, budgets, feasibility studies etc as required). The support will be in terms of making the overall framework of the selected local project (based on a concept note provided by UNDP and field missions) assessment of the available documentation, prepare a plan for the completion of the preparation phase and eventually support the preparation of tender documentation under UN procurement rules.

2.2.5. Activity 2.2. Piloting of mechanism aimed at mobilising additional funding

In coordination with the outcomes of the programme Activities 1.2. the Service Provider is expected to support the UNDP in the process of creating the foundations of a mechanism (at national and regional level) to support alternative methods of financing provided by the IFIs – investment loans, blending instruments, green bonds, etc. Expert support will be provided in the following activities:

2.2.5.1. Establish Project Management Unit (PMU) with capacity to develop high quality of projects for multiple donors, including IFIs

2.2.5.2. Explore potential cooperation and partnership with financial institutions to leverage additional funding for prioritized investment projects

2.2.5.3. Provide the necessary technical assistance and expertise to prepare projects

2.2.5.4. Build local capacity to develop, manage and monitor projects

2.3. Methodological approach.

Activities related to capacity building services will predominantly target administration of the 9 Governorates in Iraq listed above as well as Gol Ministry of Planning, KRI Ministry of Planning and sectoral directorates of the relevant institutions on local level. The capacity building can be done through organized workshops and training sessions, data collection and research, coaching and on-the-job mentoring and one - on - one training/advisory. Focus areas for training may cover inter alia service delivery; decentralization process, public finance management, knowledge management, monitoring and evaluation, development, drafting and implementation of outcome based provincial plans, inclusive growth and economic recovery, vulnerability mapping and needs assessment, empowerment or women, youth, vulnerable groups and civil society, vocational training, energy, environment and climate change, natural resource management etc. depending on the Governorate profile and its priorities identified in the outcome based provincial plans or city profiles.

Activities targeting preparation of priority projects from the provincial strategic documents will be done in teams of international consultants and engineers and local engineers from the local authorities. These activities will be also considered as capacity-building, but the main approach will be learning by doing through on-the-job training.

2.4. Main anticipated Outputs and Deliverables shall comprise of:

- Output of each consultancy with respective reports in required templates and timely management;
- Monthly progress reports
- Consultancy services for 9 Governorates;
- Relevant documentation, papers, receipts, files, pictures, and all related programme documentations filed in hard copies as well as kept electronically;
- Coordination and collaboration with the relevant stakeholders in the field, in relation to assignments;
- Close working relations and coordination with the Programme Team.

2.5. Responsibilities

2.5.1. Reporting

- Prepare monthly progress reports and submit them to the Programme manager;
- Provide contributions to the reports drafted for the donor, upon request;
- Prepare and submit reports of each task assigned in a standard format, within 15 days of its completion date;
- Any other reports or contributions, as requested.

2.5.2. Contractor Administration and Management

- Ensure compliance with health, safety & environmental international standards as feasible
- Ensure security of staff working for the contractor;
- Make sure that the equipment and assets of the contractor are maintained properly and are kept with proper custody for security;
- Monitor staff movement as well as their attendance and leave records.
- Provide insurance package to staff as deemed appropriate,
- Ensure performance management and monitoring of staff in close collaboration with, UNDP Programme manager

2.5.3. Knowledge and Skills Sharing for Capacity Building

- Participate in all the project planning, designing exercises, coordination meetings, and share

knowledge and skills amongst the stakeholders, including implementing partners, local authorities and communities and the public through regular media liaison;

- Participate in the workshops, seminars, training and meetings, held from time to time in different areas for upgrading knowledge and skills;
- Be part of the knowledge-sharing network with the Programme management and other actors.

2.5.4. Visibility

- Ensure visibility of all activities implemented by the consultants in line with EU-UN joint visibility guidelines.

2.6. Personnel required

The Service Provider should provide or make available upon request the following consultancies for smooth functioning and operation:

1. Team Leader
2. Local Governance and decentralization experts
3. Management of development programmes experts (including EU structural and pre-accession funds)
4. Experts in ODA Funding instruments including IFIs
5. Monitoring and evaluation experts
6. Grant Scheme experts
7. Civil Society experts
8. Civil engineers, architects and urbanists,
9. Environment, climate change and waste and water management,
10. Energy and renewable energy sources
11. E-governance
12. Media and Community outreach experts
13. Interpreters/Translators/ Administrative and finance support
14. Other relevant consultancies related to the project activities described in the project.

2.7. Specific assignments

The Contractor is expected, upon receipt of a written request/TOR from UNDP, to submit to UNDP in a timely manner (within 5 working days) at least 3 CVs of personnel that meet the minimum qualifications and experience for further evaluation and selection by the project team. The proposed personnel must be available for the assignment. UNDP will select most qualified available candidate.

2.8. Management of experts

Once selected, the Service Provider shall be responsible for the complete set of actions necessary for recruitment of the requested consultants, their deployment, provision of comprehensive insurance package, provision of security if applicable, HR and payroll services, performance management and monitoring, and liaison with UNDP Programme Manager on any issues or concerns that arise during the deployment of the consultant. The Service provider will be responsible to ensure that all deliverables are submitted in a timely and quality manner by the individual consultants.

2.9. Commitment to the financial proposal

The Service Provider is obliged to follow daily fees quoted in its financial proposal.

2.10. Eligible reimbursable expenses

Eligible reimbursable expenses will comprise all expenses incurred by the contracted individual with prior agreement of UNDP as stipulated in the contract, which may include inter alia:

Abroad and In-country travel related expenses (subject to prior approval by UNDP).

Travel fees that include ticket will be also paid in accordance with UNDP rates, where the applicable fees will be most economic, direct route. Business class tickets will not be considered, if the contracted individuals wish to buy a business class ticket, the contracted individuals will cover the additional amount of the ticket.

- Cost of rented vehicle at duty station for work related travel (subject to prior approval by UNDP).
- Communications expenses (subject to prior approval by UNDP).
- Per Diem (subject to prior approval by UNDP).
- Per Diem for National and International contracted individuals at an assigned Duty Station will be calculated as per UNDP rules and regulations.
- Costs of any events like trainings and workshops conducted by consultants (subject to prior approval by UNDP)
- Costs of interpretation, translations, editing and publications as well as design (subject to prior approval by UNDP)

Reimbursable expenses shall be mutually agreed on prior to incurring the expenditure and shall be paid on an actual basis, not to exceed the agreed amount in the contract, on submission of the contractor's monthly invoice and all original supporting documents to the respective original invoices.

2.11. Facilities Provided by the Contractor

The Service Provider is responsible to ensure office facilities, IT equipment, communication everything for the consultant to function properly including security services if necessary

2.12. Consultant's Qualification Level

Consultant's level	Complexity and level of specialization/expertise	Candidate's qualifications and experience
A	Low-level support function (National) - procedural work as well as repetitive tasks that require some selection of work procedures from a limited number of alternative standard practices.	No prior experience required
B	Mid-level support function (National) – work involves a variety of routine tasks related to selection and processing of information or data standardized sources, involving a choice of procedures or operations from among standard practices	Equivalent of a High school graduation and minimum 2-3 years' relevant experience
C	High level support function (National) – work involves tasks requiring selection, interpretation and assembly of information and data for the execution of recurring patterns of work based on knowledge of standard practice and requiring a choice of methods to use for performing the tasks	Equivalent of a Bachelor Degree in the relevant field and minimum 3-4 years' relevant experience
D	Junior Specialist (National): work involves non-specialized tasks and some specialized tasks requiring the selection, interpretation and assembly of information and data from several sources in examining problems for which several possible solutions exist but which are normally covered by general practice. Assignments include a variety of standard tasks involving diverse work processes and methods, which require limited analyses of subject matter and choice of action.	Equivalent of a Master's Degree in the relevant field and minimum 5 years of relevant experience.
E	Specialist (National): work involves responsibility for specialized tasks typically requiring the application of different and unrelated processes and methods and an understanding of a broad area of operation within specialized field. Assignments require considerable interpretation of subject matter and initiative.	Equivalent of a Master's Degree in the relevant field and minimum 5-10 years of relevant experience.
F	Senior Specialist (National): Work involves responsibility for coordinating and spearheading a group of related tasks in support of an area of work, requiring thorough knowledge of subject matter. Assignments require recognized expertise in assigned area of work, leadership & management and diplomatic skills, and ability to work autonomously towards specific objectives and outputs, under agreed framework.	Equivalent of a Master's Degree in the relevant field and more than 11 years of relevant experience.

Consultant's level	Complexity and level of specialization/expertise	Candidate's qualifications and experience
G	Specialist (International): Work involves consultancy providing advices and management of the specific projects, which require international experience and skills, and ability to work towards specific objectives and outputs, under agreed framework.	Master's Degree or equivalent in the relevant field and more than 10 years of relevant experience comprising a minimum of 5 years in international experience.
H	Senior Specialist (International): Work requires special knowledge and occupation in particular area, who has prolonged and intense international experience through practice and education in a particular field to lead research and analytical with ability to work towards specific objectives and outputs, under agreed framework.	Master's Degree or equivalent in the relevant field and more than 15 years of relevant experience comprising a minimum of 7 years of international experience

Note – Clarification on “National” and “International”

Regardless of the nationality or citizenship of the consultant, the determination of consulting levels, rates and currency of payment shall be based on the following guidance;

- (a) **National** - when TORs do not require global knowledge or internationally-acquired experience and expertise, and when the skills needed for the work or assignment are readily available in the local market, regardless of the consultant's personal experience, country of residence, or designations under past contracts, the proposed consultant's fee should be expressed in USD and must be based on standard/prevaling rates in the local market.
- (b) **International** – when the TOR for the work or assignment requires global expertise and/or internationally-acquired years of experience, and when the consultant is required to have skills and abilities obtained through a successful international track record in order to qualify for the assignment, international consulting rates and currency may be used.

In both instances, the daily rate shall take into account various expenses incurred by the consultant during the contract period as for instance:

- Comprehensive insurance and other as applicable;
- Pension-related cash compensation;
- Income taxes levied by national authorities;

2.16. Expected Key persons and UNDP Suggested Consultant's Level

Contracted individuals shall be hired in recognitions of their skills and expertise to perform a specific task or deliver a specific piece of work. As such, the outputs and overall performance of contracted individuals and Contractors shall be monitored and documented by UNDP on regular basis to ensure that contractual obligations have been fully met.

In this line, Programme identified a broad range of different job classifications; mostly at senior and expert level's category. The list below identifies the major needed expertise. Though extensive, the Programme might, nonetheless, require more profiles. In such a case, this shall be duly communicated to the Service Provider and a mutually acceptable solution agreed on before engaging the respective profile.

1. Team Leader	G-H
2. Local Governance and decentralization experts	E-F-G-H
3. Management of development programmes experts (including EU structural and pre-accession funds)	E-F-G-H
4. Experts in ODA Funding instruments including IFIs	E-F-G-H
5. Monitoring and evaluation experts	E-F-G-H
6. Grant Scheme experts	E-F-G-H
7. Civil Society experts	E-F-G-H
8. Civil engineers, architects and urbanists	E-F-G-H
9. Environment, climate change and waste and water management	E-F-G-H
10. Energy and renewable energy sources	E-F-G-H
11. E-governance	E-F-G-H
12. Media and Community outreach experts	E-F-G-H
13. Interpreters/Translators/ Administrative and finance support	A-B-C-D-G-H
14. Other relevant consultancies related to the project activities described in the project	

Please, provide the CV of the proposed Team Leader for the contract. The Proposers should evaluate the volume of the workload and should propose a qualified person meeting the following minimum criteria:

- Master degree or equivalent;
- At least 5 years management experience;
- At least 10 years of professional experience in managing and implementing international technical assistance projects/programmes providing support to policy planning and implementation.
- Fluency in English
- Experience in Iraq will be a strong advantage

3. Key Performance Indicators during implementation of Services

The provision of Consultancy Services through selected consultants assisting in the implementation of activities under the project. The Contractor is tied directly to the overall intended outputs and outcomes of the projects required and subject to availability of funding.

The following key performance indicators for individual consultants

- a. Fulfilment of functions and realization of key deliverables as per individual Terms of Reference (ToR's) as per assessment by UNDP and/or third-party monitoring and evaluation commissioned by UNDP and/or EU

The following key performance indicators for project teams of consultants for various multisector activities or interventions:

- b. Multi sectoral activities, interventions and assignments implemented and completed as per requested individual TORs received from the Project, UNDP.
- c. Multi sectoral activities, interventions and/or assignments' objectives, milestones and outputs as per TORs achieved and approved by the Project, UNDP.
- d. All requested experts recruited in time and managed satisfactorily for achievement of the individual TORs and Project objectives, milestone and outputs in 12 Governorates of Iraq.
- e. Expected deployment period to join the duty station should be from two to three weeks.
- f. Monthly and Quarterly narrative and financial reports presented to UNDP Iraq.
- g. Efficient coordination with all local and international partners/ stakeholders is in place.
- h. Satisfactory administrative and logistic support through provision of necessary operations services, required office space for consultants, transport and equipment, personnel services, finance and procurement management are in place.
- i. Effective outputs progress monitoring systems is developed and used.

4. Threshold of the Long-Term Agreement (LTA):

The envisaged Long-Term Agreement shall span over a maximum of two years. LTAs are considered non-exclusive and the estimated amount is based on forecast of needs and the ceiling amount appears in the LTA does not constitute a commitment to place call-offs up to the volume. The Long Terms Agreement shall be signed for one year which shall be renewable up to a maximum period of three years subject to satisfactory performance.

5. Management Plan, Reporting Lines and Approval Functions.

Table I. Management Plan, reporting lines and approval functions based on contractor's responsibilities in line with clauses of TOR.

Contractor's responsibility	UNDP responsibility
2.1 Recruitment of Team Leader and support staff.	All activities under overall supervision of the Programme Manager. Coordination, oversight and approval of recruitment.
2.3. Anticipated main tasks as stipulated in this clause. All activities will be done by hired consultants under supervision of Team Leader selected by the service provider, in line with prior approval of, UNDP.	Programme Manager supervises and provides oversight of Team Leader.
2.4. The consultants will provide the services requested in the specific TORs.	The Programme Manager supervises and provides oversight of Team Leader and the consultants and provides guidance.

<p>2.5. The service provider will ensure that main anticipated outputs and deliverables will be achieved on time.</p>	<p>The Programme Manager will closely monitor the timely completion of key milestones, benchmarks and outputs so as to advise on corrective measures if deemed necessary in order to ensure timely completion of key outputs and deliverables of each TOR.</p>
<p>2.6. The service provider will:</p> <ul style="list-style-type: none"> -Ensure proper liaison, coordination and consultation process with all stakeholders involved -Monthly Reporting to UNDP PM on project 	<p>Prior approval and close oversight from Programme Manager.</p> <p>In particular, interactions with Government bodies and local authorities on behalf of the project need</p>
<ul style="list-style-type: none"> --Contractor Administration and Management -Knowledge and Skills Sharing for Capacity Building -Events, workshops and other additional activities - EU-UN joint visibility of all activities performed 	<p>Prior approval from Programme Manager.</p> <p>UNDP will review all reports and ensure that the service provider complies with timely and adequate reporting</p> <p>Project team will call for regular meetings through remote teleconferencing</p>

Section 6: Returnable 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: Proposer Information Form	<input type="checkbox"/>
▪ Form C: Consortium Information Form – Mandatory	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal/Company Profile (Mandatory)	<input type="checkbox"/>
▪ Other documents as required in the TOR	<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 Password protected only	<input type="checkbox"/>
▪ Form F1: Financial Proposal Form (password protected) (Mandatory)	<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.

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.

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

Form A: Technical Proposal Submission Form

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar		

We, the undersigned, offer to provide the services for the Implementation of **RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar** in accordance with your Request for Proposal No. **RFP 129/19** 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 company, its affiliates or subsidiaries or employees, including any Consortium 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 Proposers 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 Proposal 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 Proposer] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

Form B: Proposer Information Form

Legal name of Proposer	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Proposer'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 Proposer 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. ▪ Organization Profile including Management arrangements, Operational and Finance Management capacities ▪ Statement of Satisfactory Performance from the Top <i>Three</i> Clients in terms of Contract Value the past 5 years K All information regarding any past and current litigation during the last five (5) years, in which the Proposer is involved, indicating the parties

concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. If applicable.;

- Completed and signed detailed CVs for the proposed Key Staff Positions required for the Project, including references;
- Completed list of all experts involved in the Project activities that includes names, specialities and years of relevant experience.
- Profile of any additional partners to be engaged as part of the Project.
- Sample list of similar projects implemented previously during the last 3 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: Consortium Information Form

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, Iraq		

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

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 Consortium, 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** Consortium agreement

We hereby confirm that if the contract is awarded, all parties of the Consortium 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 Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, Iraq		

If Consortium, 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 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer 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

Proposers 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 Proposer or party to a Consortium, 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 Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, Iraq		

The Proposer's proposal should be organized to follow this format of Technical Proposal. Where the Proposer is presented with a requirement or asked to use a specific approach, the Proposer 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.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

FORM 1: Details of Organization/ Expertise of Firm
<p>1.1 Expertise, Background and Experience of the Organization: Provide a brief description of the organization profile / firm submitting the proposal with the following data: Date of creation and length in existence; has the organization evolved in terms of scope and operational activity? Provide annual report, website reference link and media reports if available.</p> <p>1.2 General Organizational Capability:</p> <p>- Financial Capacity: Provide the latest Financial Statement (Income Statement and Balance Sheet), and/or authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, et if any.</p> <ul style="list-style-type: none"> ➤ General Organizational Capability ➤ Financial Capacity: Provide the latest Financial Statement (Income Statement and Balance Sheet), and/or authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc. ➤ Provide the age and the size of the organization ➤ Provide International experience of the organization and which field <p>1.3 Independent assessments; Past performance in achieving results; Reputation of Organization and Staff: Provide information on independent assessment, organization performance and achieved results on similar</p>

projects, and reputation of the organization and staff. To prove provided information the following documents should be provided: *Reports to donors and other stakeholders. Internal and external evaluation and impact studies.*

Independent capacity assessment made by other United Nations entities or bilateral donors having worked with organization. Assessment of performance made by beneficiaries, stakeholders and clients of organizations. Ability to travel and work in proposed target geographical areas

1.4 Does the organization have partnerships with governments / UN agencies and/or other international organizations / civil society organizations / others? Present information on the organization's partnerships with government / UN agencies / private sector / foundations / others. Provide reference letters from contracting authorities.

FORM 2 - Structures and Systems

2.1 Management Structure and Governing or oversight board of the Organization, the following information required:

- *Organizational chart and hierarchy.*
- *Report of the meeting of the government body.*
- *Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Proposer is not a corporation.*
- *List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Proposer is not a corporation.*
- *Partnerships/Joint Ventures: Explain any partnerships/joint ventures with local, international or other organizations that are planned under this contract. Special attention should be given to providing a clear picture of the role of each entity. Letters of commitment from partners/joint ventures and an indication of whether some or all have successfully worked together on other previous contracts. (If applicable).*

2.2 Provide information on the Internal control system of the organization, the decision-making structure and how does the organization undertake decision-making process. If available provide the copies of the rules and procedures.

2.3 Planning and Organization of the Activities. How does the organization plan, monitor and coordinate activities in respect to TOR.

2.5 Quality assurance procedures applied in organization for the deliverables;

2.6 Human Resource Management System. The capacity of the organization to recruit and manage the best-qualified personnel on a transparent and competitive basis. Please provide:

- Written recruitment procedures adopted by the organization
- Written personnel and payroll management used by the organization

FORM 3: COMPETENCIES

3.1 Mandate and Specialization: Provide catalogue describing specialization and types and length of experience to date. Proposer need to provide the following information:

➤ Relevant work performed during the last 3 years including satisfactory performance certificate. Please complete ANNEX A.

3.2 Individual Expertise, profile of consultants, including education and professional experience background Please complete ANNEX B.

3.3 Write information on relevant work performed during the last 3 years (Please refer to ANNEX A).

3.4 Provide information on relevant experiences:

3.4.1 Specific relevant experience in building capacity of public administration with a special focus on local administration, including assessment of administrative capacity.

3.4.2 Specific relevant experience in delivery of advisory and consultancy services to local authorities related to outcome based provincial planning and public finance management, including budget planning and execution

3.5 Experience at grass-root level with local communities and local authorities.

3.6 Experience in public consultation and participatory, inclusive planning.

3.7 Experience and capacity in research, statistic data collection and analysis

3.8 Experience in good governance and cross cutting issues such as human right, gender equality, environment and minorities.

3.9 Experience in all type if training related to capacity building of public administration

FORM 4: Proposed Implementation Plan, Methodology and Approach of the Sample TORs

Approach to the Service/Work Required: Please provide a detailed Work Plan that describes the sequence of activities, including what steps and timeline would be followed to achieve milestones and deliverables and human resource deployment plan per activity (who will be involved in doing what). detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project implementation scenario, keeping in mind:

- The appropriateness to local conditions and project environment.
- The internal technical quality assurance review mechanism to be used for the project's implementation.
- Implementation timelines indicating the sequence of the activities that will be undertaken.
- 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. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.
- The brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.
- Any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

Expected risks and proposed risk mitigation measures:

- The potential risks for the implementation of the projects that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

Provide three (3) CVs for each level of expertise required as per TOR.

ANNEX A

SIMILAR WORK PERFORMED DURING THE LAST 3 YEARS. (LIST ALL INFORMATION REQUESTED BELOW).

Project #	Project name	Name of client and contact person details	Executive Summary of Project (provided separately if necessary)	Location of work under contract (name of the provinces /cities)	Details of Relevant Work under contract performed,	Duration of contract and year of completion	Value of contract in US dollars
1							
2							
3							
4							

ANNEX B List of Relevant Consultants

Please, provide the most current list of personnel/consultants as per paragraph 2.16 (section 3 – Terms of reference) from your company's database

TEMPLATE

#	Name of Proposed Personnel	Qualifications	Specialty	Years of experience (general)	Years of experience relevant to TOR
1.					
4.					
5.					
6	<i>Please, add the rest of the specialities requested in paragraph 2.16 (section 3, Terms of reference) as well as the list of consultants in the respective areas.</i>				

I, the undersigned, certify that the information presented above is true. I understand that any wilful misstatement described here in may lead to disqualification of the proposal.

Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

Form F: Financial Proposal Submission Form (Must be Password Protected)

To be submitted with Financial offer

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, Iraq		

We, the undersigned, offer to provide the services for the implementation of **RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, Iraq** in accordance with your Request for Proposal No. **RFP-129/19** 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 Proposer]

Form F1: Financial Proposal Form (Must be Password Protected)

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	RFP 129/19 - RFP for Provision of Consultancy Services for implementation of activities under Supporting recovery and stability through local development in nine Iraqi Governorates - Anbar, Basra, Dohuk, Erbil, Nineveh, Missan, Salahadin, Sulaymaniyah and Thi-Qar, 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 Proposer 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 Proposers. Any Financial information provided in the Technical Proposal shall lead to Proposer's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer'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				
Low level support function				
Mid-level support function				
High Level support function				
Junior Specialist				

Specialist				
Senior Specialist				
Specialist with International experience				
Senior Specialist with International Experience				
Subtotal Professional Fees:				

* Please refer to *Section-3 Terms of Reference*, for more information on the Consultancy Level.

** The daily consulting fees shall be an all-inclusive cost, billable by the company, for each consultant assigned to the project. For evaluation purposes, UNDP may request for a breakdown of the all-inclusive cost for any of the consulting levels. The remuneration is based on the proposed level of expertise, defined by national or international expertise. Please refer to paragraph 2.13 (Section 3 – Terms of Reference).

Excludes reimbursable expenses (travel, per diem, etc.) and will be paid on an actual basis, upon presentation of supporting documents with prior approval of UNDP.

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				
<i>Management Fees (as 7% of the total cost of the activity)</i>				
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				
.....				