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RE-ADVERTISEMENT

REQUEST FOR PROPOSAL

Implementation of Legal Aid Services in Baidoa, Kismayo, Jowhar and Dhusamareb in Somalia

RFP No.: UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)

Project: UN Joint Justice Programme

Country: Somalia

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Section 1. Letter of Invitation

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

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

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

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

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

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


Digitally signed by
Iryna Malykh
DN: cn=Iryna Malykh,
o=UNDP Somalia,
ou=Procurement,
email=Iryna.malykh@
undp.org, c=US
Date: 2019.07.21
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Iryna Malykh
Procurement Specialist
Somalia Country Office

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

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

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) 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, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) 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 Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

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

	12.6	to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1	<p>All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	14.1	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	14.2	After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
	14.3	The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
	14.4	The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
	14.5	<p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> Those that were undertaken together by the JV, Consortium or Association; and Those that were undertaken by the individual entities of the JV, Consortium or Association.
	14.6	Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
	14.7	JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

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

	<p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.

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

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

	<p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Rating the Technical Proposal (TP):</p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ <p>Rating the Financial Proposal (FP):</p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <p>Total Combined Score:</p> $\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$ </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous

	<p>works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <p>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;</p> <p>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</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html

46. Other Provisions

- 46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
- 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
- 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15
http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed per complete LOT Provided that the Proposer has the capacity to deliver full services per complete LOT. Partial LOTS are not allowed.
3	20	Alternative Proposals	N/A
4	21	Pre-proposal conference	A pre-proposal conference will be conducted. The pre-proposal conference will be conducted via skype on July 29, 2019 at 11:00H East Africa time (GMT+3) . Proposers are STRONGLY ENCOURAGED to participate in the pre-proposal conference to gain a better understanding of proposal submission requirements and Terms of Reference prior to submitting the formal Proposal to UNDP. Interested Proposers who wish to participate in the pre-proposal conference are requested to provide their skype ID via email at procurement.so@undp.org at least two days prior to the pre-proposal conference.
5	10	Proposal Validity Period	90 Days
6	14	Bid Security	Not required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	N/A
9	40	Performance Security	N/A
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	Three (3) days before the submission deadline Proposers are required to submit their queries in writing. Telephone enquires will not be accepted.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit E-mail address: procurement.so@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the UNGM and UNDP corporate websites at https://www.ungm.org and http://procurement-notice.undp.org respectively.</p> <p>Proposers are advised to frequently check the above websites for any addenda/clarification that may be posted.</p>
14	23	Deadline for Submission	<p>AUGUST 5, 2019 at 13:00H East Africa Time (GMT+3)</p> <p>Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter any problem in submitting your proposal at the last minute, UNDP may not be able to assist.</p> <p>Offers emailed to UNDP and received after the submission deadline shall be REJECTED.</p>
14	22	Allowable Manner of Submitting Proposals	<p>MANDATORY ELECTRONIC SUBMISSION VIA EMAIL ONLY. <u>COURIED OR HAND-DELIVERED PROPOSALS WILL BE REJECTED.</u></p>
15	22	Proposal Submission Address	<p><u>bids.so@undp.org</u></p>
16	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> ▪ Mandatory designated secure proposal submission email address: <u>bids.so@undp.org</u> <p>Note: UNDP will not accept any proposal that is not submitted to <u>bids.so@undp.org</u>. Only proposals submitted via email to <u>bids.so@undp.org</u> will be considered. Proposals sent to or copied to personal emails of UNDP staff or any other UNDP email address will be disqualified.</p> <ul style="list-style-type: none"> ▪ Format: PDF files only. Zip, RAR and JPEG files must not be used <p>Proposers are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software</p> <p>After preparing the Proposal in paper format, the entire Technical proposal should be scanned or converted into one or more electronic pdf (Adobe Acrobat format files) and attached to one or more emails.</p> <ul style="list-style-type: none"> ▪ The Technical Proposal must be submitted separately from the Financial Proposal and should not contain any pricing information whatsoever on the services offered. Any pricing information provided in the Technical Proposal shall lead to Proposer's disqualification. <p>Mandatory Subject Line of Email:</p> <p>The Subject Line for the e-mail(s) for the Technical Proposal should state "Technical Proposal for RFP Ref: UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT): Long-Term Agreement for Implementation of Legal Aid services in Baidoa, Kismayo, Jowhar and Dhusamareb In Somalia". DO NOT OPEN BEFORE AUGUST 5, 2019 AT 13:00H East Africa Time (GMT+3).</p> <ul style="list-style-type: none"> • If bidding for more than one LOT, the Proposer must submit a separate Technical Proposal for each LOT. • Each Technical Proposal must state the LOT being offered.

			<p>and;</p> <ul style="list-style-type: none"> • Separate email for Financial Proposal: The subject line for the e-mail(s) for the Financial Proposal should state "Financial Proposal for RFP Ref: UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT): Long-Term Agreement for Implementation of Legal Aid services in Baidoa, Kismayo, Jowhar and Dhusamareb in Somalia". – DO NOT OPEN BEFORE AUGUST 5, 2019 AT 13:00H East Africa Time (GMT+3) • If bidding for more than one LOT, the Proposer must submit a separate Financial Proposal for each LOT. • The Financial Proposal must state the LOT being offered. <p>NOTE: The Financial Proposal consists of the Financial Proposal Submission Form (form F) and Financial proposal Form (Form G). The Financial Proposal (forms F and G) must be password protected. Proposers are required to prepare and submit the Financial Proposal Submission and Financial Proposal Form (Forms F and G) in a password protected signed and stamped PDF file separate from the Technical Proposal submission as indicated in Instructions to Proposers.</p> <p>Financial proposals (Forms F and G) that are not password protected will be DISQUALIFIED.</p> <p>The Password for Financial Proposal Submission Form and Financial Proposal Form (Forms F and G) must not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.</p> <p>Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password, the Proposal will be DISQUALIFIED.</p> <ul style="list-style-type: none"> ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ Max. File Size per transmission: up to a maximum of 10MB. ▪ Max. No. of transmissions: five (5) for technical proposal per LOT and one (1) for Financial proposal per LOT. ▪ The size of each email should not exceed 10MB and the first and subsequent messages should state the total number of messages comprising the proposal. E.g. Email 1 of 5, 2 of 5, 3 of 5; 4 of 5. ▪ All files must be free of viruses and not corrupted. <p>Proposers are solely responsible for ensuring that all files sent to UNDP are readable, i.e. uncorrupted in the indicated electronic format and free from viruses and malware. Failure to provide readable files will result in the proposal being DISQUALIFIED.</p> <p>Time Zone to be recognized: East Africa Time (GMT+3)</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Lowest Financial Offer among Technically Responsive and Qualified proposals per complete LOT.</p> <p>The minimum technical score required to pass is 70%.</p>

18		Expected date for commencement of Contract	September 15, 2019
19		Maximum expected duration of contract	A Long Term Agreement for an Initial Term of twelve (12) months from the effective date of contract unless the Contract is earlier terminated in accordance with the UNDP General Terms and Condition for Contracts which can be obtained at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html . The UNDP shall have the right, at its sole discretion, to extend the Initial Term of Contract on the same terms and conditions stipulated in the Contract for two additional one-year terms subject to satisfactory performance and availability of funds.
20	35	UNDP will award the contract to:	<p>One or more Proposers depending on the following factors:</p> <ul style="list-style-type: none"> • Lowest priced technically responsive, eligible and qualified bid per complete LOT. • If one Proposer is awarded more than one LOT, UNDP reserves the right to deduct the duplicated services costs, e.g. for key personnel such as Team Leader and Admin & Finance Officer from other LOTS as applicable. <p>UNDP shall not be obliged to award the contract to the lowest price offer</p>
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Proposal sent via email to bids.so@undp.org
- Appropriate signatures
- Power of Attorney
- Minimum documents provided – All Returnable Forms (A to G) and other documents requested in Form B.
- Technical and Financial Proposals submitted separately. **Financial proposal (Forms F & G) must be password protected**
- Acceptance of Bid Validity
- Language of Bid is in English

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts ¹	Non-performance of a contract did not occur as a result of contractor default for the last three (3) years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last three (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 resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted

Subject	Criteria	Document Submission requirement
Previous Experience	A minimum of five (5) years' relevant experience in implementing legal awareness, legal aid and legal counsel, access to justice and human rights related activities in fragile/post-conflict environments.	Form D: Qualification Form
	A minimum of three (3) relevant contracts of similar nature to those required under this RFP with national/multinational organizations implemented over the past five (5) years in the tabular format provided in Form D. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Financial stability: <ul style="list-style-type: none"> • Minimum average annual turnover of USD100,000 for the last three years 2015-2016; 2016-2017 and 2017-2018; • Current Ratio should be 1 or more than 01 for each financial year <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form:
	Proposer must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability; <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

The same criteria will be applied for evaluation of all LOTS.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Bidder's Qualification, Capacity and Expertise	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Section 1. Bidder's Qualification, Capacity and Expertise		Points obtainable
1.1	Demonstrated Experience (100 points Max) <ul style="list-style-type: none"> Is the organizational mandate in line with implementation of legal awareness, legal aid and legal counsel, access to justice and human rights related activities? Yes = 20 points; No = 0 points At least 5 years' experience in implementing and monitoring Rule of Law legal awareness, legal aid, access to justice and human right related activities to vulnerable populations in fragile/post conflict contexts; <ul style="list-style-type: none"> At least 3 contracts = 30 points; for more than three contracts/projects = 2 extra points for each extra year but not to exceed 10 points in total. Competence and reliability of organization proven by letters of satisfactory performance from at least 3 past clients within the last five years; <ul style="list-style-type: none"> At least three (3) letters = 30 points; More than 3 letters = 2 extra points for each letter but not to exceed 10 points in total 	20 40 40
1.2	Financial Stability (60 points Max) Organization's financial soundness demonstrated by a minimum average annual turnover of USD 100,000 for the last 3 financial years (2015, 2016 and 2017) and a Current Ratio of not less than 1 for each of these years. <ul style="list-style-type: none"> A minimum average annual turnover of USD 100,000 for the three years = 30 points; Above USD 100,000 = 5 extra point for each year but not to exceed a total of 10 points; Current Ratio of at least 1 for every year = 20 points; below 1 = 0 	60
1.3	General organizational capacity which is likely to affect implementation (70 points Max) <ul style="list-style-type: none"> Strength of Project management support in executing proposed assignment; suitability of overall management structure in delivering results and impact at community level and available facilities/expertise. Demonstrated capacity to manage donor funds effectively, experience and approach in financial management and operational capacities in Somalia proven by complete office details, including physical address, official email address and telephone number in case of an established office OR activity reports of past legal aid projects implemented in the location of LOT(s) bid for. Geographical proximity to beneficiaries proven by physical presence or past activity reports. 	30 20 20
1.4	Relevance of specialized knowledge and experience on similar in the region/country (70 points Max). Experience in implementing legal aid interventions in partnership with government and other justice actors to increase access and quality of legal aid services to vulnerable populations.	25

Section 1. Bidder's Qualification, Capacity and Expertise		Points obtainable
	<ul style="list-style-type: none"> Proven experience in preparation of case files for clients facing legal problems and representing cases in the judiciary over the past three years including the impact/results of these cases. Provide at least 5 samples. 	25
	<ul style="list-style-type: none"> Demonstrated experience in implementing legal aid projects based on a human rights-based approach. 	10
	<ul style="list-style-type: none"> Demonstrated experience of implementing similar projects for multilateral, bilateral, UN Agencies and collaboration with Government institutions. Experience in fragile/post conflict context is desirable and especially Somalia is an asset. 	10
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan,		Points obtainable
2.1	<p>To what degree does the Proposer understand the task? - objectives, target audience, main functions of legal aid and legal counsel, human rights and access to justice (context, opportunities and challenges).</p> <ul style="list-style-type: none"> Is the problem statement well-defined? Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of reference? Are any risks identified during project implementation? If yes, are mitigation measures outlined in the proposal? Do the expected results include specific, measurable indicators that can form a basis for monitoring and evaluation? Does it propose ways off collaboration or a new frame work approach to enhance legal aid services 	80
2.2	<p>implementation plan:</p> <ul style="list-style-type: none"> Does it describe the overall approach and integration between objectives and the activities used to achieve them in relation to the project time frame? Is the presentation clear and sequencing of activities logical, timely and technically realistic? i.e. clear and concise approach Does it promise efficient implementation of the proposed tasks and demonstrate flexibility to adapt to local context? 	80
2.3	<p>Has the Proposer indicated an M&E plan to effectively monitor project activities and, reflected resources required to conduct effective monitoring of project activities?</p> <ul style="list-style-type: none"> Is the M&E plan result-based? Does it include indicators, data collection methods, sources of data, frequency of data collection and responsibilities? Does it include data quality assurance mechanisms related to interventions? Does the plan address identified risks (if any) and mitigation measures? Is the M&E plan participatory and inclusive? Does the M&E plan include reporting mechanisms and frequency of reporting 	80
2.4	Does the proposal integrate rights-based approach guiding principles into the objectives and the activities used to achieve them?	50
2.5	Clarity and viability of proposed results based on the Theory of Change (ToC) with clear link between activities and the attainment of medium and longer-term outcomes	50
2.6	<ul style="list-style-type: none"> Is the proposal geared towards high impact interventions directly targeting and responding to the needs established in the TOR that will contribute to building a sense of ownership among beneficiaries and promote sustainability of the interventions? Feasibility of proposed exit strategy to ensure sustainability 	60
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the proposed team. Are the proposed roles of the management and the team of key personnel suitable for provision of the required services?		50
3.2	Qualifications of key personnel per LOT		
(a)	1 x Team Leader		90
	A minimum of bachelor's degree in law	10	
	At least 5 years' proven relevant experience in implementation/management of legal aid, legal counsel and human rights projects. Somalia experience is an asset.	35	
	Strong knowledge/experience of conflict sensitivity, project management, community engagement, in depth knowledge in setting up community legal aid centres and familiarity with Sharia, Somali traditional and contemporary laws.	20	
	Demonstrated experience to network capacities to mobilize and partner with local authorities and CSOs is an advantage;	10	
	Strong report writing skills and proficiency in spoken and written English language. Somali language is an asset:	15	
(b)	1 x Legal Aid Lawyer		75
	A minimum of a bachelor's degree in law	10	
	A minimum of three years' relevant experience in legal aid counselling, legal aid, community legal awareness and preferably licensed to practice in courts of law	35	
	Knowledge of the region and familiarity with Sharia, Somali traditional and contemporary laws and preferably licensed to practice in a court of law.	20	
	Strong report writing skills and proficiency in the English and Somali languages	10	
(c)	4 x Paralegals (Score will be obtained as an average of CVs provided for this position).		40
	A minimum of secondary school education. Attendance of Law school is an asset:	5	
	Knowledge of basic law, the legal system and its procedures, possession of basic legal skills and understanding of how community members access justice services including through traditional/informal justice mechanisms and must be a member of the community.	10	
	A minimum of three years' relevant experience in conducting legal awareness campaigns, sensitization on human rights, laws, constitution at community level and skills in alternative dispute resolution mechanisms, including mediation, conflict resolution and negotiation. Knowledge of the geographical area of the proposed LOT(s) and familiarity with Sharia, Somali traditional and contemporary laws is required.	15	
	Ability to communicate ideas and information to community members using interactive teaching methods. Experience in working with vulnerable populations is a requirement.	5	
	Strong report writing skills and proficiency in spoken and written English and Somali languages is a requirement. Both languages.	5	

Section 3. Management Structure and Key Personnel			Points obtainable
(d)	1 x Finance and Administration		45
	A minimum of a bachelor's degree in finance, business, accounting or any related field.	10	
	A minimum of five years' relevant experience in fund management and preparation of financial reports for all stakeholders, including beneficiaries and donors and implementation of financial procedures such as monitoring cash flows	30	
	Strong report writing skills and proficient in spoken and written English and Somali languages.	5	
Total Section 3			300

Section 5. Terms of Reference

Implementation of Legal Aid Services in Baidoa, Kismayo, Jowhar and Dhusamareb in Somalia

A. BACKGROUND INFORMATION AND RATIONALE, PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) in Somalia under the auspices of the UN Somalia Joint Justice Programme (JJP) implemented by UNDP, United Nations Assistance Mission to Somalia (UNSOM), UN Women, UNICEF and the International Development Law Organisation (IDLO), invites proposals from NGOs/CSOs, academic department or specialized institutions, who have strong experiences in the area of legal aid and legal counsel to provide justice services to vulnerable groups who cannot afford or have no access to justice services in the target locations.

Accessible, fair and efficient just systems are key to effective governance and the rule of law. Without access to justice, people, especially the poor and marginalised are unable to realise their rights, challenge discrimination or hold decision-makers accountable. Hence, rule of law is key to sustainable development and an essential prerequisite for justice and security. Accordingly, the 2030 Agenda for Sustainable Development recognizes “the need to build peaceful, just, and inclusive societies which provide equal access to justice and are based on respect for human rights.” Goal 16, and especially 16.3 highlights the importance of ensuring “access to justice for all” in achieving sustainable development. Goal 16.3 directly influences progress across other goals, such as Goal 1 on Poverty, Goal 5 on Gender Equality and Women’s Empowerment, Goal 8 on Productive Employment and Decent Work, and Goal 10 on Reducing Inequalities. This goal is also consistent with Somalia’s National Development Plan Rule of Law Pillar: “To achieve a stable and peaceful Federal Somalia through inclusive political processes, establishing unified, capable and accountable security institutions and establishing independent, accountable and efficient justice institutions.”

Nevertheless, emerging from a protracted conflict situation and six years post adoption of the Provisional Constitution in August 2012, Somalia is still struggling with humanitarian crises characterized by insecurity and widespread poverty. Thus, building the rule of law, including strengthening of justice sector institutions is key to addressing this situation. However, during the 20+ years of civil war, the Judiciary sector was destroyed leaving a barely functional central justice system. Whereas the Country now has a promising functioning judicial authority, efforts to rebuild the justice system are exacerbated by Somalia’s complex history of multiple legal systems namely, secular statutory law, Sharia (Islamic law), and Xeer (customary or clan law) that overlap with and sometimes contradict each other. Therefore, these laws need to be coordinated and fully codified under one judicial system.

Consequently, partnerships between the State and other Justice actors of the justice system are key to delivering on SDG 16.3 to ensure equal access to justice for all in Somalia. Accordingly, the Ministries of Justice (MoJ) both at Federal Government (FG) and Federal Member State (FMS) levels are responsible for regulating, monitoring and harmonization of legal aid services across Somalia and, have played a key role in coordination of legal aid activities with legal aid providers through regular monthly legal aid coordination meetings which link legal aid providers with other actors of the justice system including traditional elders. The MoJ is in the process of developing a regulatory framework that will integrate and harmonize legal aid services across the Country to ensure a functional, self-sustaining, resourceful, transparent and fair legal aid system. The legal profession in Somalia is also growing rapidly and in the right direction. Puntland lawyers have re-activated the Puntland Bar Association and the Somali Bar Association has become active and work on Advocate Laws and Bar Association Regulations are in progress. It is envisaged that these initiatives will enhance the capacity and effectiveness of legal professionals in Somalia and by extension, delivery of justice through pro bono cases as well as ensure sustainability of legal aid services.

In consideration of the above, the JJP is supporting the Somali justice system to establish and strengthen independent, accountable, credible and effective justice institutions both at FG and FMS levels with the aim of laying out the foundation of a formal justice system that offers increasingly professional and standardized justice services, access to justice for vulnerable populations and, claiming of rights through an integrated justice system.

Within this context, UNDP seeks to conclude a Long-Term Agreement with eligible and qualified legal aid organisations to address challenges associated with provision of quality, cost effective and accessible legal services to vulnerable populations through linkages between justice chain actors and communities. The target locations where services are required are: Baidoa, Kismayo, Jowhar and Dhusamareb.

B. MAIN GOALS AND OBJECTIVES

The overall goal of this assignment is to establish a targeted, workable, fit for purpose, effective and sustainable legal aid and representation system to ensure equal justice for all in Somalia through provision of legal aid and legal counsel based on a human rights-based approach.

The main objective is to increase access and quality of legal aid services to vulnerable groups such as refugees, IDPs, women, children, minority clans and, individuals on remand status and in pretrial detention who cannot afford or do not have access to justice services. It also seeks to increase public awareness on the right to effective legal representation and claiming of human rights through justice services.

Specific objectives are to:

1. create strong linkages and coherence in the justice chain resulting in policy frameworks that promote gender equity, human rights, transparency, answerability and accountability in delivery of justice services;
2. increase access to legal aid for vulnerable populations who do not have access to or cannot afford justice services through a federalized justice sector;
3. increase public awareness on the right to effective legal representation and other human rights;
4. improve quality of legal aid services through collaboration with FG and FMS level Bar Associations in strengthening of the capacity and effectiveness of legal professionals in collaboration with other justice chain actors;
5. ensure effective legal representation and right to fair trial for defendants in criminal cases and mitigation of exposure to further abuses such as torture, coerced confessions and unlawful/unnecessary use of pretrial detention;
6. ensure redress for people suffering from human rights violations and abuse committed by law enforcement agencies in prison and police custody through monitoring and reporting;
7. empower communities to deliver justice services on civil/administrative cases such as family, land and property disputes through Community Dispute Resolution Houses (where they exist) in collaboration with traditional leaders and other justice chain actors.

C. SCOPE OF WORK

The selected Contractor(s) will be responsible for providing the following services in the target location (LOT) bid for;

I. Legal Aid Services to Target Populations in the location (LOT) bid for; -

- 1.1 Conduct visits to prisons and police custody/detention centers to provide free legal advice, assistance and representation for individuals on remand status and pretrial detention;
- 1.2. support to mobile courts in target locations through services of legal aid lawyers accompanying mobile courts and, technical assistance in combining legal awareness sessions with mobile courts;
- 1.3. align mobile court services to beneficiaries' needs in coordination with the mobile court coordinator;

- 1.4. establish and run a local paralegal scheme to facilitate referral of legal cases (where applicable) from traditional elders to the formal justice system; raise legal awareness and participate in negotiations aimed at dispute resolution at IDPs camps and community level;
- 1.5. basic legal counseling by lawyers and paralegals to members of the community, IDPs, and vulnerable groups especially women, in conjunction with traditional leaders to settle local disputes through mediation/arbitration;
- 1.6. support to Community Dispute Resolution Houses (where they exist) that are established in the Federal Member state capitals;
- 1.7. mainstream gender, human rights, transparency, answerability and accountability in all aspects of the project.

2 Public Awareness Campaigns on Legal and Human Rights.

- 2.1. Conduct awareness raising campaigns in coordination and with active participation of MoJs on justice services available in the accessible regions and districts, available justice institutions and legal rights in IDP/ refugee camps as well as host communities including:

- i. Design, print, and disseminate appropriate legal awareness and outreach materials for the wider public both in urban and rural areas, especially for the neo literate population which is sensitive to the socio-cultural needs of locations where services will be provided. The materials shall focus on reaching women, children, IDPs, and other vulnerable person.

The Contractor shall design one Legal Awareness message in simple pictorial format and language and print 100 copies for each monthly legal awareness session per LOT. The Contractor will also design one legal awareness message in simple pictorial format and language and print 250 copies for each quarterly training in the mission location for each LOT.

The awareness materials will be endorsed by the MoJ at FG and FMS levels and cleared by the UNDP Rule of Law & Security Portfolio Manager;

- ii. Conduct legal rights, awareness raising campaigns to increase awareness of women's rights and gender equality;
 - iii. Raise legal awareness among key criminal justice stakeholders, traditional elders, religious leaders and civil society on legal rights, fair trial, due process as well as the role, functioning and mandate of the formal justice system institutions.
- 2.2. conduct Four (4) monthly awareness sessions (per LOT) at mutually agreed IDP camps and community centers in coordination with legal aid units/centers in the MoJs at FG and FMS levels. These sessions shall cover topics on justice services, legal rights and mandates of various justice institutions and how to navigate them;
 - 2.3. sensitize key criminal justice stakeholders namely, MoJ officials, judges, prosecutors, police officers, prison administrators and civil society representatives on the crucial role that legal aid plays in the development and maintenance of a just and fair criminal justice system once every Quarter.

3. Coordination of Legal Aid Services with State Justice Institutions, the Police and Non-State Justice Chain Actors;

- 3.1. Chapters in the FMS and any other relevant lawyer associations to avoid duplication;
- 3.2. pro-actively participate in monthly legal aid coordination meetings at FG and FMS levels and present the achievements within the justice chain stakeholders;

- 3.3. work in close coordination with Community Dispute Resolution Houses (where they exist) to increase protection, legal empowerment and access to justice for women and girls in the target locations;
 - 3.4. coordinate with Community Dispute Resolution Houses (where they exist) and traditional elders and provide any assistance they may require;
 - 3.5. Support the organization of regular community consultations with the aim of collecting feedback from the community on legal aid provided and recommendations on how services can be improved.
- 4. Monitoring, Reporting and Documentation of Legal Aid Activities**
- 4.1. develop an effective electronic data base legal aid case management system by categories of beneficiaries (gender disaggregated data) and geographic location and share the data/information with UNDP and MoJ at FG and FMS levels every month using the UNDP approved template;
 - 4.2. monitor and report human rights abuses with a focus on due processes and human rights violations occurring in prison and police custody and/or committed by law enforcement authorities;
 - 4.3. proactively document case findings, successes, challenges and lessons learned, explore linkages among justice chain actors and recommend solutions with the aim of addressing challenges currently face in implementing legal aid interventions in Somalia
 - 4.5. conduct mid-term and end-term monitoring and evaluation of the project.

D. APPROACH AND METHODOLOGY

Proposers must describe how they will address/deliver the requirements of the RFP, providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanism that will be put in place, while demonstrating that the proposed methodology, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work. Please refer to Form E (Format of Technical Proposal) of the RFP for detailed information.

E. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

Based on the defined scope of work, the selected Contractor(s) shall deliver the following in the location (LOT) bid for; -

LOT 1 - BAIDOA
<ul style="list-style-type: none"> • At least 40 cases undertaken every month for criminal, civil, land and family cases and a report on the cases submitted to UNDP with a copy to Ministry of Justice at the FG and FMS every month; • At least 15 clients of GBV identified every month and referred to service providers, including legal counseling, legal representation, health care, and psycho-social support; • Conduct four (4) monthly awareness sessions at mutually agreed IDP camps and community centers in coordination with legal aid units/centers in the MoJs at FG and FMS levels; • Quarterly missions to Hudur District for: cases, one legal awareness session and one training session.
LOT 2 - KISMAYO
<ul style="list-style-type: none"> • At least 40 cases undertaken every month per location for criminal, civil, land and family cases and a report on the cases submitted to UNDP with a copy to Ministry of Justice at the Federal Government and Federal Member States levels monthly; • At least 15 clients of GBV identified every month and referred to service providers, including legal counseling, legal representation, health care, and psycho-social support; • Conduct four (4) monthly awareness sessions at mutually agreed IDP camps and community centers in coordination with legal aid units/centers in the MoJs at FG and FMS levels; • Quarterly missions to Garhaharey District for: cases, one legal awareness session and one training session.

LOT 3 - JOWHAR
<ul style="list-style-type: none"> • At least 20 cases undertaken every month per location for criminal, civil, land and family and a report on the cases submitted to UNDP with a copy to the Ministry of Justice at the Federal Government and Federal Member state levels monthly; • At least 10 clients of GBV identified every month and referred to service providers, including legal counseling, legal representation, health care, and psycho-social support; • Conduct four (4) monthly awareness sessions at mutually agreed IDP camps and community centers in coordination with legal aid units/centers in the MoJs at FG and FMS levels; • Quarterly missions to Beledweyne District for: cases, one legal awareness session and one training session.

LOT 4 - DHUSAMAREB
<ul style="list-style-type: none"> • At least 20 cases undertaken every month per location for criminal, civil, land and family and a report on the cases submitted to UNDP with a copy to the Ministry of Justice at the Federal Government and Federal Member state levels monthly; • At least 10 clients of GBV identified every month and referred to service providers, including legal counseling, legal representation, health care, and psycho-social support; • Conduct four (4) monthly awareness sessions at mutually agreed IDP camps and community centers in coordination with legal aid units/centers in the MoJs at FG and FMS levels; • Quarterly missions to Adado District for: cases, one legal awareness session and one training session.

F. KEY PERFORMANCE INDICATORS

Performance Attribute	Performance Indicator
Partnerships/Networking	<ul style="list-style-type: none"> • Number of cases undertaken and successful referrals to service providers including legal counselling, legal representation and psychosocial support.
Quality of Service/Resource Capacity	<ul style="list-style-type: none"> • Timely delivery of service to target populations • Average waiting time for legal aid services in communities reduced • Efficiency and flexibility of contractor personnel • Effective and efficient resolution of problems or concerns
Cost Performance	<ul style="list-style-type: none"> • Accomplishment of project objectives within project budget • Cost control systems • Timely accurate and complete invoicing
Reporting	<ul style="list-style-type: none"> • Timely accurate reports with all supporting documents • Data (disaggregated) and report quality - comprehensive reports demonstrating effective observations/recommendations.
Professional interaction with implementing partners	<ul style="list-style-type: none"> • Level of professionalism, respect, cultural and gender sensitivity whilst engaging with Government officials and UN Staff

G. GOVERNANCE AND ACCOUNTABILITY

Reporting Requirements

The selected Contractor(s) will work under the overall supervision of the UNDP Rule of Law & Security Portfolio Manager in close collaboration with other members of the UN Joint Justice Programme, the Ministries of Justice at FG and FMS levels, the Judiciary, Police Custodial Corps and other key justice actors in Somalia.

On completion of each deliverable, the Contractor shall submit the required reports to the UNDP Rule of Law & Security Portfolio Manager with a copy to the MoJs at FG and FMS levels. Reporting shall at a minimum include;

1. Ad-hoc reports upon UNDPs request;
2. Monthly narrative and financial progress report complete with a case database focusing on impact within one week of end of each month.
3. Maintain adequate and complete record keeping of the legal aid cases, showing locations from where the legal aid cases are received, when case started, the status in every month and when the case is completed and, will ensure that case files can be reviewed by MOJs, and UNDP for quality assurance purposes. To ensure client confidentiality the NGO will share case type but withhold client identity;
4. Quarterly narrative and financial progress report within two weeks of end of each Quarter.: The report shall be comprehensive and analytical in nature. The Contractor shall clearly and concisely identify activities undertaken during this period, list major accomplishments and difficulties/problems encountered during the process. The reports will also indicate whether the result was achieved or if there has been a delay in the implementation of the planned activities. In the case of a delay, the reasons and suggested solutions should be clearly stated. The reports shall also demonstrate linkages within Somalia's justice system and shall be accompanied by supporting documentation including photographs where applicable.
5. Mid-term and end-term evaluation reports per LOT.
6. Final narrative and financial reports: The reports shall be submitted within two weeks of end of contract term and shall include the following information;
 - a) A detailed narrative and financial report configured in the same format as the quarterly report showing quantum progression of events during contract implementation and the specific and measurable indicators that will be agreed
 - b) Tables reporting relevant statistics covering the data above.
 - c) Recommendations.

Reports shall be reviewed and endorsed by the Ministry of Justice then, forwarded to the UNDP Rule of Law & Security Portfolio Manager for approval.

H. ROLES AND RESPONSIBILITIES

1. Contractor Responsibilities

- a) The Contractor must be able to mobilize the capacity required to implement the Contract upon signature by both parties;
- b) The Contractor will have sole responsibility for the operational support required to implement the Contract which shall include;
 - ii. Supervision of Contractor staff to ensure the contract is performed in an efficient and effective manner in accordance with the terms of reference;
 - iii. Ensure qualified lawyers with license to practice law in Somalia and paralegals are in place to support the legal aid activities with no responsibility whatsoever on the part of UNDP;
 - iv. Sole responsibility for all logistical and administrative support necessary for implementation of contract including remuneration of staff, cost of all materials/services required to implement activities with no responsibility whatsoever on the part of UNDP;
 - v. Implement and constantly monitor the activities;
 - vi. Submit required and comprehensive reports in a timely manner focusing on impact;
 - vii. Adequate communication between Proposer's personnel including the Contractor's designated representative on contractual obligations;
 - viii. Laptops and any other equipment required to perform the job.

2. Role of UNDP

- i. Provide overall direction to the Contractor.
- ii. Ensure quality assurance and periodic spot checks monitoring to ensure smooth implementation of project deliverables and, transparency and accountability of funds awarded to the Contractor. Accordingly, the Contractor will be responsive to UNDP requests aligned with the overall objectives of the project;
- iii. Review and final approval of progress narrative and financial reports and certification and approval of payments in accordance with UNDP Financial Rules and Regulations.

I. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The successful service providers shall be contracted for an Initial Term of twelve (12) months from the effective date of contract unless the Contract is earlier terminated in accordance with the UNDP General Terms and Condition for Contracts which can be obtained at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>. The UNDP shall have the right, at its sole discretion, to extend the Initial Term on the same terms and conditions stipulated in the Contract for two additional one-year terms subject to satisfactory performance and availability of funds

J. DUTY STATION

the selected Contractor(s) will provide services in the following target locations based on LOT(s) awarded.

Lot 1: Baidoa

At IDP camps (Hareerikaadiyow, Abuu Dooyow, Rajo Camp and Hanaano two), functional District and Regional Courts, police stations, Community Dispute Resolution Houses (where they exist) and prisons. The services shall also be extended to Hudur district based on quarterly missions to provide awareness sessions and trainings in coordination with the relevant authorities.

Lot 2: Kismayo

At IDP camps (Daixiiska, Marines, Bender and Tawakal) functioning District and Regional Courts, police stations, Community Dispute Resolution Houses (where they exist) and prisons. The services shall be extended to Garbaharey district based on quarterly missions to provide awareness sessions and trainings in coordination with the relevant authorities.

LOT 3: Jowhar

District and Regional Courts, police stations, prisons, Community Dispute Resolution Houses and selected IDP camps. The scope of work also includes working with the Mobile Courts. The services shall be extended to Beledweyne district based on quarterly missions to provide awareness sessions and trainings in coordination with the relevant authorities.

LOT 4: Dhusamareb

At IDP camps (Daryeel and Kulmiye), functional district and regional courts, police stations and prisons and Community Dispute Resolution Houses. The scope of work also includes working with the Mobile Courts. The services shall be extended to Adado district based on quarterly missions to provide awareness sessions and trainings in coordination with the relevant authorities.

K. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

1. Qualifications of the Organization

- The proposing entity must be an NGOs/CSO, academic department, private company or specialized institution duly registered evidenced by copies of registration certificate(s) issued by the relevant

government authority of Proposer's country of origin. Overseas Proposers with ability to obtain permission to work inside Somalia as a contractor are eligible to participate in the RFP.

- Must meet all the eligibility criteria stipulated in Clauses 3 and 4 in Section 2 (Instructions to Bidders) of this RFP
- The organization's mandate shall be in line with implementation of legal awareness, legal aid and legal counsel, access to justice and human rights related services;
- Demonstrated experience of at least five years' in implementing and monitoring of Rule of Law legal awareness, legal aid, legal counsel and access to justice and human right related activities to vulnerable populations in fragile/post conflict contexts. Somalia experience is an added advantage;
- Experience in working in providing legal aid and legal counsel and representing cases in the judiciary and preparation of case files for clients facing legal problems
- Demonstrated fund management and operational capacities in Somalia (established office or field presences in the geographical locations of proposed LOT(s), resources including equipment and experienced personnel) and track record of implementing similar projects;
- Demonstrated understanding of implementation of legal aid based on a human rights-based approach;
- Demonstrated ability to network and build strong working relations with senior level government officials, international partners and justice chain institutions;
- Experience in implementing similar programs for multilateral, bilateral or UN Agencies and collaboration with Government institutions is preferred. Experience in fragile/post-conflict countries and especially in Somalia is an advantage;

2. Qualifications and Experience of Key Personnel:

The team shall comprise the following members;

Team Leader (1x per LOT)

The Team leader will be the Contractor's focal point with UNDP on coordination and day-to-day implementation of the Contract and monitoring and evaluation of the project.

Qualifications:

- A minimum of a bachelor's degree in law;
- A minimum of five years' proven team leader experience in implementation and programme/project management in legal awareness, legal aid, legal counsel and human rights; Somalia experience is an advantage;
- Strong knowledge and experience of conflict sensitivity project management and community engagement and in-depth knowledge in setting up community legal aid centres and familiarity with Sharia, Somali traditional and contemporary laws; Somalia experience is an advantage;
- Demonstrated ability to network capacities to mobilize and partner with local authorities and other justice actors would be a distinct advantage;
- Strong report writing and language skills (fluent in spoken and written English); Somali language is an added advantage
- Excellent communication and presentation skills.

Legal Aid Lawyers: (1x per LOT)

- A minimum of a bachelor's degree in law;
- A minimum of three year's relevant experience in legal aid, legal counseling, legal and community legal awareness
- Knowledge of the region and familiarity with Sharia, Somali traditional and contemporary laws;

- Preferably licensed to practice in courts of law
- Strong report writing and language skills (fluent English and Somali);
- Excellent communication and presentation skills.

Paralegals: (4 x per LOT)

- A minimum of secondary school education evidenced by a completion of high school certificate; attendance of law school is an added advantage;
- Knowledge of basic law, the legal system and its procedures, possession of basic legal skills and an understanding of the ways community members access justice services including through traditional/informal justice mechanisms;
- A minimum of three years' relevant experienced in legal awareness, sensitization on human rights, laws, constitution at community level and skills in alternative dispute resolution mechanisms, including mediation, conflict resolution and negotiation. Knowledge of the region and familiarity with Sharia, Somali traditional and contemporary law is required;
- Shall be a member of the community in the geographical location which services will be provided;
- Ability to communicate ideas and information to community members using interactive teaching methods. Experience in working with vulnerable populations is a requirement.
- Strong report writing and language skills (fluent Somali and English)

Financial/Administrative staff qualifications: (1x per LOT)

- A minimum of a bachelor's degree in finance, business, accounting or any related field;
- A minimum of five years' relevant experience in fund management and, preparation of financial reports for all stakeholders, including beneficiaries and donors and, implementation of financial procedures such as monitoring cash flows;
- Strong report writing and language skills (fluent English and Somali);
- Excellent communication and presentation skills;

Proposers must submit CVs of all proposed team members

L. PRICE AND SCHEDULE OF PAYMENTS

- The resulting contract will be a fixed priced contract based on the Contractor's Financial proposal. Payment will be made following certification by the UNDP Rule of Law & Security Portfolio Manager that the services related to each Deliverable have been satisfactorily performed and achieved against the Contract's Key Performance Indicators (KPIs). Upon acceptance of deliverables by UNDP, the Contractor will submit an invoice duly signed and stamped by the Contractor's authorized signatory to the Portfolio Manager for certification of payment. Payment will be made within 30 days of submission of invoice and certification of payment by the Portfolio Manager.

Section 6: Returnable Bidding Forms / Checklist

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

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the Bid Data Sheet.

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be submitted in a separate password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)		

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, providing organizational organogram, details of employees, CVs of key professionals, list of clients, and available facilities/expertise. ▪ Valid Certificate of Registration of the Business including Articles of Incorporation/constitution, or equivalent document if Bidder is not a corporation. Overseas proposers must demonstrate ability to obtain permission to work inside Somalia as a Contractor; ▪ Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder; ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Power of Attorney to the authorized representative to sign/submit RFP submission documents.

- CVs of ALL KEY PERSONNEL that will be assigned to the proposed contract.
- Audited financial statements including (Income Statement and Balance Sheet) for the financial years 2015-2016, 2016-2017; 2017-2018. **Note: If externally audited financial statements are not a requirement of national laws of Proposer's country origin, the Proposer may submit internally prepared financial statements in lieu of audited financial statements. Bank statements will not be accepted.**
- List and value of a minimum of three (3) contracts performed over the last five years for implementation of legal aid services in tabular format provided in Form D, plus clients' contact details (address, name of contact person, telephone number and email address) who may be contacted for further information on these contracts.
- Copies of a minimum of three contracts for implementation of legal aid services performed over the past five years;
- A minimum of three Statements of Satisfactory Performance from the top three (3) different client's or more in terms of contract value for the past five (5) years;
- List of number of cases submitted to the judiciary over the past five years in tabular format
- Implementation Schedule in Gantt Chart or tabular format;
- Evidence of mainstreaming gender and human rights through internal policies;
- Complete offices details including physical address, office email address and telephone number in the case of an established office **OR** activity reports of past legal aid projects implemented in the location of LOT(s) bid for.
- All Returnable Bidding Forms (A to G) provided in the RFP.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)		

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

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

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list previous similar assignments successfully completed in the last five years and any on-going in the tabular format provided below.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of

the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Name of Project name & Country of Assignment	Client	Contract Value (USD)	Period of activity and status	Types of activities undertaken	Status or date completed	Client contact details Name of contact person, phone No. & Email address

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

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

Number of Cases Submitted to the Judiciary:

Provide details of the number of cases submitted to the Judiciary over the past three years in the tabular format provided below;

Date of submission	Client	Case Description	Status or date completed.	Resolution

Financial Standing

Annual Turnover for the last 3 years	Year 2015-2016 USD Year 2016-2017 USD Year 2017-2018 USD
Latest Credit Rating (if any), indicate the source	

Financial Information (in US\$ equivalent)	Historic information for the last 3 years		
	2015-2016	2016-2017	2017-2018
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)		

Note to Proposers: If bidding for more than one LOT, please submit a separate technical proposal for each LOT which must clearly state the LOT bid for.

The Bidder's technical 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.

1. BIDDER'S QUALIFICATION, CAPACITY AND EXPERIENCE REQUIRED TO IMPLEMENT ACTIVITIES TO ACHIEVE PLANNED RESULTS

This section should provide an overview with relevant annexes (where applicable) that clearly demonstrate the proposing entity's capacity to successfully implement the proposed activities and deliver the expected results for the LOT(s) bid for. Key elements to be covered in this section include; -

- Brief description of the organization submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, vision and mission and size of organization. Include reference to reputation, or any history of litigation and arbitration (if any) in which the organisation has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.
- Track record and experience, i.e., relevance of knowledge and experience in implementing and monitoring of Rule of Law legal awareness, legal aid, access to justice and human rights related activities to vulnerable populations in fragile/post conflict contexts. Provide list of clients you have provided similar services to in the past five years tabular format provided in Form D (Qualification Form) and statements of satisfactory performance as requested in Form B;
- financial stability of the organization. Please provide audited financial statements (Income and Balance sheet) including Auditor's report for the financial periods 2015-2016, 2016-2017, 2017-2018;
- Organizational capacity relevant to implementation of the proposed contract. Describe overall project management support, available expertise, facilities and resources to manage donor funds. Please include organisational organogram.
- Organisation's commitment to sustainability; Describe the approach your organization uses to deliver/implements its projects.

2. PROPOSED METHODOLOGY AND IMPLEMENTATION PLAN

This section should demonstrate the soundness and adequacy of the proposed approach and what will be applied to achieve the expected results in terms of activities. It should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. It should include:

- A clear and specific statement of what the proposal seeks to accomplish in accordance with the Terms of Reference (ToR). The **problem statement** or challenges to be addressed given the context described in the ToR and the specific results expected (e.g. outputs) through engagement of the Proposer. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Include specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will later be refined and will form an integral part of the Contract between the selected proposer(s) and UNDP

- b) Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, networks, support systems, etc.
- c) This narrative should be complemented by a Gantt Chart of Project Schedule that will serve as the Implementation Plan, detailing how the required results will be achieved/completed within the required timeline as described in the Implementation Plan section below.

All the above should be summarized in the proposed detailed work plan.

Implementation Plan

This section shall be presented as a Gantt Chart or in tabular format and attached as an Annex detailing how results will be achieved/completed within the required timeline. It should indicate **the sequence and duration** of all major activities. It should also demonstrate a logical flow of activities and include all required milestone reports and monitoring reviews.

Risks to Successful Implementation/Mitigation Measures

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, staff unforeseen absenteeism of key staff) and external factors (for example, insecurity) resulting in changes in implementation of the activity). Describe how such risks are to be mitigated

Also, in this section, Include the **key assumptions** on which the activity plan is based on. In this case, the assumptions are mostly in relation to external factors anticipated during planning and on which the feasibility of the activities depend.

Monitoring and Evaluation Plan

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during implementation (formative) and completion (summative) stages. Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the implementation plan (reporting mechanisms and frequency).
- How any mid-course correction and adjustment of the design and plans will be facilitated based on feedback received
- How disaggregated data will be derived
- How participatory/inclusive monitoring and evaluation processes will be achieved.

Integration of a Human Rights-Based Approach to Project Implementation

Briefly describe key strategies you shall adopt in mainstreaming a human rights-based approach in project implementation especially understanding the interaction between your intervention and the specific context of the geographical location of the LOT(s) you are offering.

Expected Results/Impact (Theory of Change)

Describe the specific short-term and long-term impact you plan to achieve through implemented activities, i.e., describe results and explain what positive changes in the life of the target beneficiaries will be achieved through your implementing of activities considering the problem in specific context of the location (LOT) you are proposing to work in and, how the intervention is sustainable and builds upon existing work in the area or, opens

up new strategic entry points for UNDP engagement. Please make them specific, measurable, achievable and time-bound (SMART)

Sustainability and Ownership

Clearly explain your exit strategy, mechanisms for sustainability and ownership and how your organization will continue to remain relevant after completing the project. Please detail potential for future upscaling of the initiative or knowledge outputs

Bidder's Comments and Suggestions on the Terms of Reference

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

3. MANAGEMENT STRUCTURE AND KEY PERSONNEL

Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement. ***(Note: Substitution of personnel after contract award will not be permitted except in extreme circumstances and with the written approval of the UNDP. If substitution is inevitable it will be with a person who, in the opinion of the UNDP Portfolio Manager is at least as experienced as the person being replaced. No increase in cost will be considered as a result of any substitution).***

Proposers must submit CVs for the following key personnel that will be provided to support the implementation of this Project which should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format provided below

- 1 x Team Leader per LOT
- 1 x Finance and Admin Officer per LOT
- 1 x Legal Aid Lawyer per LOT
- 4 x Paralegals per LOT

Note: If a proposer is awarded more than one LOT, UNDP reserves the right to deduct the duplicated service costs for the key personnel from the other LOTs as applicable.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)		

Note to Proposers:

- a) This Financial Proposal Submission Form must be signed, stamped and submitted in the PDF format. IT MUST BE PASSWORD PROTECTED AND SHOULD NOT BE INCLUDED as part of the Technical Proposal
- b) If bidding for more than one LOT, please submit a separate Financial proposal for each LOT which must clearly state the LOT bid for

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/ROL/RFP/2019/019 (RE-ADVERTISEMENT)		

Note to Proposers:

- This Financial Proposal Form must be signed, stamped and submitted in the PDF format. IT MUST BE PASSWORD PROTECTED.
- If bidding for more than one LOT, please submit a separate Financial proposal for each LOT which must clearly state the LOT bid for

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of the financial proposal electronically via email to bids.so@undp.org in a separate email from the Technical Proposal as indicated in the Instruction to Bidders. **It must be password protected. A financial proposal that is not password protected shall also be disqualified.**

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

Currency of the proposal: United States Dollar (USD)

A. Cost Breakdown per Deliverable Per LOT*

Deliverable	Target Due Date	Percentage of total price (weight for payment)	Price (Lump sum, all inclusive) (USD)
Submission of inception report	Within 7 days from date of contract signature	5% of contract price	
Submission of first progress narrative and financial reports including submission of bank statement	End of Quarter 1	25% of contract price	
Submission of second progress narrative and financial reports including submission of bank statement and mid-term monitoring and evaluation report	End of Quarter 2	25% of contract price	
Submission of third progress narrative and financial reports including submission of bank statement.	End of Quarter 3	25% of contract price	
Submission of final narrative and financial reports including submission of bank statement and end-term monitoring and evaluation report	Upon completion of the contract	20% of contract price	
Total Amount of Financial Proposal			

* basis for payment of tranches

Cost Breakdown by Cost Component

	Cost Description	Unit of Measure	No. of personnel	Total Units for the engagement period	Unit Cost/ Rate (USD)	Total Amount for one year (USD)
1	Personnel Costs per LOT					
1.1	Team Leader	Month	1	12 months		
1.2	Lawyers	Month	1	12 months		
1.3	Paralegals	Month	4	12 months		
1.4	Admin & Finance Officer	Month	1	12 months		
	Sub-total Personnel costs					
2	Project Action Costs					
	Cost Description	Unit of Measure	No. of Units	Total Units for the engagement period	Unit Rate (USD)	Total Amount for one year (USD)
2.1	Legal Awareness Workshops and Trainings per LOT					
(a)	Legal awareness sessions: at mutually agreed IDP camps and community centers	Each	4 x monthly	48 sessions		
(b)	Legal awareness sessions in designated quarterly mission location	Each	1 x quarterly	4 sessions		
(c)	Trainings in designated quarterly mission location	Each	1 x quarterly	4 Trainings		
(d)	Travel costs to designated quarterly mission location	Round trip per person	3 persons x 4 quarterly trips	12		
(e)	Accommodation costs for mission to designated quarterly mission location	Night	3 persons x 5 nights quarterly	60 nights		
2.2	Design and printing of Legal Awareness message in simple pictorial format and Language per LOT					
(a)	Monthly legal awareness sessions	Each	100x 4 monthly	4,800 copies		
(b)	Quarterly Legal awareness sessions	Each	250 x 4 quarters	1,000 copies		
2.3	Monitoring & Evaluation Visits (1x Mid-Term & 1 x End-Term) per LOT					
(a)	Travel costs for monitoring trips	Round trip per person	2 persons x 2 visits	4		
(b)	Accommodation costs during monitoring trips	Night	2 persons x 3 nights x 2 visits	12 nights		
2.3	Others (if any - define clearly); List in additional rows and specify Unit of Measure and quantity					
	Sub-total Project Action Costs					
3	Other Costs (if necessary- define clearly); List in additional rows and specify Unit of Measure and quantity)					
	Cost Description	Unit of Measure	No. of Units	Total Units for the engagement period	Unit Rate (USD)	Total Amount for one year (USD)
3.1	...					
3.2	...					
	Subtotal Other Costs					
	GRAND TOTAL (TOTAL PROJECT COST)					

NOTE

Duplicated Service Costs: If a Proposer is awarded more than one LOT, UNDP reserves the right to deduct the duplicated service costs from the other LOTS as applicable.