



## REQUEST FOR PROPOSAL (RFP)

|   |                                   |
|---|-----------------------------------|
| <b>DESCRIPTION: Applying behavioural insights to improve entrepreneurship and employment programmes for women and the youth</b> | DATE: 29 July 2019                |
|   | REFERENCE: RFP/LBY/SLCRR/2019/096 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for Applying behavioural insights to improve entrepreneurship and employment programmes for women and the youth

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

Proposals may be submitted on or before 16<sup>th</sup> August 2019, 14:00 hrs. (Tunisia time) and via email, courier mail or fax to the address below:

UNDP Libya  
Immeuble Le Prestige Business Center (Second Floor),  
Tour E et D, 2<sup>ème</sup> étage,  
Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia  
**Attention: Procurement Unit**  
Proposals submitted electronically to be sent at **tenders.ly@undp.org**

Your Proposal must be expressed in the English Language and valid for a minimum period of 90 days from the date of deadline for submitting the offers.

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum

twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Atiqullah Said', with a long horizontal stroke extending to the right.

Atiqullah Said,  
Head of Service Center,  
UNDP Libya

### Description of Requirements

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|--|---|
| Context of the Requirement                         | Applying behavioural insights to improve entrepreneurship and employment programmes for women and the youth.  |
| Technical Component                                | <p>Strengthening Local Capacity for Resilience and Recovery Project seeks the services of a company or consortium of companies (hereinafter the Service Provider), to identify behavioural barriers for women and youth employment in Libya by:</p> <ul style="list-style-type: none"> <li>- Conducting a behavioural mapping exercise to identify the stakeholders impacting employment outcomes among the youth and women in different regions in Libya and the moments in which these are making important decisions.</li> <li>- Drawing on the behavioural insights suggest improvements to overcome these bottlenecks for greater employment and entrepreneurship among target groups.</li> <li>- Conduct a workshop with up to 30 participants from Libya in Tunis - Tunisa, covering both theoretical and practical sessions to guide participants through the process of designing a behaviourally informed intervention.</li> <li>- Further to the workshop- select 1-2 ideas generated and design prototypes for piloting. Create the piloting plan and support its implementation.</li> </ul>  |
| Technical Component of the proposal should include | <p>The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:</p> <p>a) <u>Description of the Firm and the Firm's Qualifications:</u><br/>A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.</p> <p>b) <u>Understanding of the Requirements for Services, including Assumptions:</u><br/>Include any assumptions as well as comments on the data, support services and facilities to be provided by the Government as indicated in the TOR, or as you may otherwise believe to be necessary.</p> <p>c) <u>Proposed Approach, Methodology, Timing and Outputs:</u><br/>Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required.</p> <p>d) <u>Proposed Team Structure:</u><br/>The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including</p> |

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|  | <p>supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.</p> <p>e) <u>Proposed Project Team Members:</u><br/>The curriculum vitae of the professional members of the team.</p>   |
| No. of copies of Proposal that must be submitted [if transmitted by courier] | <p><u>One original and one copy</u>, submitted in a hard copy.</p> <p>The offer shall be composed of two separate sealed envelopes, including one for technical proposal (one original and one copy) and one for financial proposal (one original and one copy - password protected)</p>   |
| Proposal Submission Address  | <p>UNDP Libya<br/>Immeuble Le Prestige Business Center (Second Floor),<br/>Tour E et D, 2ème étage,<br/>Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia Attention:<br/>Procurement Unit:<br/>Tender Reference: RFP/LBY/SLCRR/2019/096</p>  |
| Conditions and Procedures for electronic submission and opening              | <p>Offers should be submitted electronically with proof of postage dated prior to the deadline. The <b>financial offer</b> should be provided separately to the technical proposal.</p> <p>The <b>financial proposal</b> should be <b>password protected</b> and the password should not be sent to UNDP unless requested by UNDP if the proposal is deemed technically qualified. You will have 24 hours to respond to the request for password from UNDP.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission:<br/><a href="mailto:tenders.ly@undp.org">tenders.ly@undp.org</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only,</p> <p><input checked="" type="checkbox"/> Financial offer</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmissions: 5 (five) for technical proposal and 1 (one) for financial proposal</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal “Applying behavioural insights to improve entrepreneurship and employment programmes for women and the youth”</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal:<br/>Financial Proposal for “Applying behavioural insights to improve entrepreneurship and employment programmes for women and the youth”</p> |
| List and Description of Expected Outputs to be Delivered                     | <p>UNDP is seeking for qualified offerors to identify behavioural barriers for women and youth employment in Libya, as per TOR (annex 2 of this RFP)</p>   |
| Person to Supervise the Work/Performance of the Service Provider             | <p>Strengthening Local Capacity for Resilience and Recovery (SLCRR) Project</p>  |
| Frequency of Reporting   | <p><i>Company will be reporting to Project Manager on regular weekly basis, and/or as agreed during contract negotiating stage</i></p>   |
| Progress Reporting Requirements  | <p>Refer to TOR</p>  |
| Location of work   | <p><input checked="" type="checkbox"/> <i>Tunis, Tunisia</i></p>   |

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| Expected duration of work   | 07 Months  |
| Target start date   | 25 August 2019   |
| Travels Expected  | As per the TOR   |
| Special Security Requirements   | Firm/institution will take full responsibility over the safety and security of the people involved in contract implementation  |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)                            | N/A  |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities                      | <input checked="" type="checkbox"/> Required<br>Offeror must provide work implementation timeline inline with the TOR  |
| Names and curriculum vitae of individuals who will be involved in completing the services                 | <input checked="" type="checkbox"/> Required<br><br>Provide evidence that the proposed personnel possess necessary expertise, skills and certifications.   |
| Currency of Proposal  | <input checked="" type="checkbox"/> United States Dollars  |
| Value Added Tax on Price Proposal   | <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes   |
| Validity Period of Proposals<br>(Counting for the last day of submission of quotes)                       | <input checked="" type="checkbox"/> 90 days<br><br>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.   |
| Partial Quotes  | <input checked="" type="checkbox"/> Not permitted  |
| Payment Terms   | <i>As per deliverables</i>   |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | <i>Project Manager of Strengthening Local Capacity for Resilience and Recovery (SLCRR) Project</i>   |
| Type of Contract to be Signed   | <input checked="" type="checkbox"/> Contract for Professional Services   |
| Criteria for Contract Award   | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)<br><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.  |
| Criteria for the Assessment of Proposal   | <b><u>Technical Proposal (70%)</u></b><br><input checked="" type="checkbox"/> Expertise of the Firm: <b>210 points</b><br><input checked="" type="checkbox"/> Methodology, Its appropriateness to the Condition and Timeliness of the Implementation Plan: <b>245 points</b><br><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: <b>245 points</b> |

|  |   |
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|  | <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Where "x" is the price of the lowest proposal, and "y" is the price of any other proposal. The percentage score for price allocated to the lowest proposal will be 30 points, and to any other proposal x/y times 30.</p>   |
| UNDP will award the contract to:                         | <input checked="" type="checkbox"/> One and only one Service Provider   |
| Annexes to this RFP                                      | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4)<br><input checked="" type="checkbox"/> Detailed TOR (Annex 2)  |
| Contact Person for Inquiries<br>(Written inquiries only) | <p><i>Please refer all queries to <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a> 5 days prior to offer submission deadline</i></p> <p><i>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |

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| <p>Required Documents that must be submitted to Establish Eligibility of Proposers</p> | <ul style="list-style-type: none"> <li>a) <b>Company Profile</b>, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</li> <li>b) <b>Certificate of Registration of the business</b>, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.<br/><br/>If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium and detailed distribution of activities/tasks must be provided.</li> <li>c) <b>Past relevant contracts</b> indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the offeror</li> <li>d) <b>At least two references letters'</b> from the top clients (in terms of contract value) which was executed within the past two years</li> <li>e) <b>All information regarding any past and current litigation</b> during the last five (5) years, in which the offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> <li>f) <b>Structure of the proposed team</b>; Names and relevant positions of the key personnel that will perform the services.</li> <li>g) <b>Detailed breakdown</b> of proposed implementation timeline.</li> <li>h) <b>Bank Statements</b> for the past two years, and or audited statements.</li> <li>i) <b>Written confirmation</b> from each personnel that they are available for the entire duration of the contract</li> </ul> |
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## Evaluation Criteria

The submitted proposals will be subject to a preliminary examination to verify the authenticity and completeness of proposals, and then a detailed evaluation will be conducted.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared.

Only proposals that achieve above the minimum of 490 points (i.e. at least 70% of the total 700 points) on the substantive presentation shall be reviewed for price.

The technical proposal is evaluated based on its responsiveness to the Term of Reference (TOR).

| Summary of Technical Proposal Evaluation Forms |   | Score Weight | Points Obtainable |
|--|---|--------------|-------------------|
| 1.   | Specific Experience of the Firm relevant to the assignment        | 30%          | 210               |
| 2.   | Technical Approach, proposed Methodology and Management Work Plan | 35%          | 245               |
| 3  | Personnel   | 35%          | 245               |
| <b>Total</b>                                   |   |              | <b>700</b>        |

| Section 1. Specific Experience of the Firm relevant to the assignment |  | Points obtainable |
|---|--|-------------------|
| 1.1   | Reputation of Organization and Staff Credibility / Reliability / Industry Standing   | 20                |
| 1.2   | General Organizational Capability which is likely to affect implementation:<br>Financial stability - 15 points<br>Loose consortium, holding company or one firm -20 points<br>Strength of project management support - 15 points   | 50                |
| 1.3   | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)  | 15                |
| 1.4   | Quality assurance procedures and risk mitigation measures  | 20                |
| 1.5   | Relevance of:<br>Demonstrated knowledge and understanding of the local context in MENA region – 30 points<br>A minimum of two years of experience in applying behavioural economic for development projects, producing high quality research-assessment and providing technical advice on issues pertaining to behavioural insights in development interventions, with the specific focus on women and youth employability – 40 points<br>Experience with projects in the MENA region -20 points<br>Work for UNDP/ major multilateral/ or bilateral programmes - 15 points | 105               |
| <b>Total Section 1</b>  |  | <b>210</b>        |

| Section 2. Technical Approach, proposed Methodology and Management Work Plan |   | Points obtainable |
|--|---|-------------------|
| 2.1  | To what degree does the Offeror understand the task?                        | 60                |
| 2.2  | Have the important aspects of the task been addressed in sufficient detail? | 40                |



|                        |  |            |
|------------------------|--|------------|
| 2.3                    | Are the different components of the project adequately weighted relative to one another?   | 25         |
| 2.4                    | Is the conceptual framework adopted appropriate for the task?  | 30         |
| 2.5                    | Is the scope of task well defined and does it correspond to the TOR?   | 50         |
| 2.6                    | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 40         |
| <b>Total Section 2</b> |  | <b>245</b> |

| <b>Section 3. Management Structure and Key Personnel</b> |  |    | <b>Points obtainable</b> |
|--|--|----|--------------------------|
| 3.1  | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services                      |    | 50                       |
| 3.2  | Qualifications of key personnel proposed   |    | 195                      |
| 3.2 a  | <b>Team Leader (International)</b>   |    | 120                      |
|  | A Masters-level degree in behavioural and social sciences, political science, development studies, conflict studies or related fields.   | 40 |                          |
|  | At least 7 years of progressively professional experience in behavioural insights research, conflict assessment and prevention, peacebuilding or similar at the national or international level; | 40 |                          |
|  | At least 3 years of experience in designing, executing and analyzing innovative experiments;   | 30 |                          |
|  | Fluency in English required. Fluency in Arabic would be a strong advantage   | 10 |                          |
| 3.2 b  | <b>Team Member (International)</b>   |    | 75                       |
|  | A Masters-level degree in development studies or related field;  | 30 |                          |
|  | Minimum two (2) years' experience in behavioural insights research, job creation, youth entrepreneurship or similar, preferable in the MENA region   | 40 |                          |
|  | Excellent oral and written communication skills in English; knowledge of Arabic would be an advantage  | 05 |                          |
|  |  |    | <b>245</b>               |

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Terms of Reference (TOR)

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## Applying behavioural insights to improve entrepreneurship and employment programmes for women and the youth

### A. Background

UNDP's Strategic Plan 2018-2021 (SP) emphasizes the need to identify, explore, test, evaluate and scale up innovative approaches across priority subject areas through emerging methodologies, technologies, knowledge and partnerships, in support of national partners and as part of its own institutional innovation. The SP states: "Tackling complex issues in a rapidly changing environment requires **innovation** and identifying new and more effective approaches and solutions such as: unlocking financing to achieve the SDGs; employing behavioral change and insight models to better diagnose development problems. UNDP will invest in pilots that test alternative ways of addressing development problems, find the best solutions based on evidence, and scale up successful innovations." To address this priority of the SP UNDP Libya has been exploring different options to integrate behavioral insights (BI) in its work, initiating a pilot within the Country Office Investment Facility supported intervention, of the Strengthening Local Capacities for Resilience and Recovery project. The pilot will enhance understanding and identify the types of interventions that are effective in the challenging Libyan context.

### B. Project Description

**The Strengthening Local capacities for Resilience and Recovery Project** is a three-year EU-funded initiative, aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.

The project is built around **3 outputs**: (1) Better provision of basic services at local level and increased access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees, as well as migrants and refugees; (2) Support to local authorities and administrations to fulfil their roles and responsibilities, focusing on enforcing local stability and community security (3) Local economic recovery/development, including supporting job creation and livelihoods.

The Project's Theory of Change assumes that if essential service delivery is provided, ensuring that livelihoods capital is preserved with increased income-generation and livelihoods opportunities for the most vulnerable, with capacities for local authorities and rule of law institutions strengthened, the population groups (host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees) can effectively cope with and mitigate the risks of irregular migration and be strong drivers of resilience-building and development efforts.

UNDP Libya will use the funding from the Investment Facility to pursue women and youth empowerment, with specific focus on their financial inclusion, increasing skills and providing more jobs opportunities for vulnerable women and youth. The approach will look for more resilient engagement and meaningful contribution to the development of the country as change agents.

Context analysis/Justification:

- Young people (aged 15-34) represent about half of Libya workforce, and yet experience much higher rates of unemployment (48% in 2015, where girls make up to 68%).<sup>1</sup> With this intervention UNDP Libya will address the positive force for transformative change looking for inclusive job creation and economic diversification, an increasingly recognized imperative by all Arab countries. for both sustainable socio-economic development and social peace and stability.<sup>2</sup>

Restoring and revitalizing the economy must be a prime and immediate concern because nothing will undermine democracy more than economic inequity, especially in a region where youth represent the largest demographic group and account for

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<sup>1</sup> UNFPA, UNESCO, Net Med Youth. *National Consultation About Youth Peace and Security - Libya Case: Study on Youth, Social Integration and Participation in Building Peace and Security*. 2017

<sup>2</sup> Youth in Arab Region, UNDP Study – exact title to be provided

the highest rates of unemployment in the world, including for women. Only 29% of women in Libya are reported to participate in the formal labour force, of which virtually all are employed in the public sector. Women also experience higher rates of unemployment and receive less pay than men.<sup>3</sup>

Youth are the future of Libya. **By inspiring and enhancing livelihoods opportunities for over 200 Libyan young people, and with a dedicated focus on women, the project will create the foundation for transformational changes, enhancing stability and resilience in Libya.** Engaging youth and women from remote/isolated areas, affected by conflict and despair, the project will create hope and will make good use of their potential as agents of change contributing directly to the development of their country. There is also indirect benefit of contributing to prevention of violent extremism when it comes to youth.

### C. *Scope of Services, Expected Outputs and Target Completion*

#### C1. Scope of services

Based on the above, the Strengthening Local Capacity for Resilience and Recovery Project seeks the services of a company or consortium of companies (hereinafter the Service Provider), to identify behavioural barriers for women and youth employment in Libya by:

- Conducting a behavioural mapping exercise to identify the stakeholders impacting employment outcomes among the youth and women in different regions in Libya and the moments in which these are making important decisions.
- Drawing on the behavioural insights suggest improvements to overcome these bottlenecks for greater employment and entrepreneurship among target groups.
- Conduct a workshop with up to 30 participants from Libya in Tunis – Tunisia, covering both theoretical and practical sessions to guide participants through the process of designing a behaviourally informed intervention.
- Further to the workshop- select 1-2 ideas generated and design prototypes for piloting. Create the piloting plan and support its implementation.

#### C.2 KEY DELIVERABLES AND EXPECTED TIMEFRAME

| TASKS  | Deliverables   | Expected Timeframe                   | % payment |
|--|--|--------------------------------------|-----------|
| 1. Following initial briefing with UNDP, detail and adjust (if needed) the proposed methodology and work plan to be submitted for the project approval   | Detailed methodology, proposed benchmark scoring, and revised work plan submitted for project approval | Two weeks after contract signature   | 15%       |
| 2. Conduct the behaviourally mapping exercise<br><br>Scope the landscape of what has been done in Libya and where the challenges and needs still exist, related to women and youth employment<br><br>Combine desk review with qualitative analysis | Behavioural map showing stakeholders and barriers and suggestions for action designed                  | Two months after contract signature  | 30%       |
| 3. Deliver a workshop for up to 30 participants on behaviour insights, in Tunis – co-creation phase  | Workshop delivered   | Four months after contract signature | 30%       |
| 4. Select 1-2 ideas generated and design prototypes for piloting. Create the piloting plan and support its implementation.   | 1-2 prototypes designed and implemented  | Seven months after                   | 15%       |

<sup>3</sup> UNCT Libya. Joint Country Assessment. 2017.

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|   |  | contract signature                               |     |
| 5. Write final report with recommendations for action | Final report designed and submitted for project approval | At the end of the contract, before final payment | 10% |

#### **D. INSTITUTIONAL ARRANGEMENTS**

UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance or related published work related to the activity should be coordinated and approved by UNDP in advance. Any visibility material or product produced for this assignment must be in the name of UNDP. UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the consultant has developed for UNDP under the Contract and which bear a direct relation to, or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Service Provider acknowledges and agrees that such products, documents and other materials constitute works made for UNDP.

The Service Provider will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance and supervision of the Project Manager. The Service provider will be responsible for arranging all necessary transportation and logistics arrangements. All written deliverables should be agreed with UNDP and be provided in English, hard and electronic copy.

#### **E. Duration of the Work**

- a) The estimated duration of work is 7 months.
- b) UNDP will require at least ten days to review the outputs, provide comments, approve or certify acceptance of outputs.

#### **F. Location of Work**

The Service Provider will not be located in the UNDP office for the provision of tasks.

The Service Provider is expected to budget for the field research and organization of major events involving presence of international community in Tunis, Tunisia.

#### **G. Qualifications and Experiences of the Firm**

- Officially registered legal entity with a minimum of two years of experience in applying behavioural economic for development projects, producing high quality research-assessment and providing technical advice on issues pertaining to behavioural insights in development interventions, with the specific focus on women and youth employability.
- Demonstrated knowledge and understanding of the local context in Libya's regions.
- Previous experience in conflict countries, particularly in the Middle East region
- Previous work for UNDP/ major multilateral/ or bilateral development support programmes.

#### **H. QUALIFICATION AND EXPERIENCE OF KEY TEAM MEMBERS:**

The Service Provide should dedicate a team of at least two individuals to complete the assignment:

- The Team leader shall have the following minimum requirements:

- A masters-level degree in behavioural and social sciences, political science, development studies, conflict studies or related fields;
  - At least 7 years of progressively professional experience in behavioural insights research, conflict assessment and prevention, peacebuilding or similar at the national or international level;
  - At least 3 years of experience in designing, executing and analysing innovative experiments;
  - Language proficiency in written and oral English is required; Arabic is an asset.
- Team member shall have the following minimum requirements:
    - A masters-level degree in development studies or related field;
    - Minimum two (2) years' experience in behavioural insights research, job creation, youth entrepreneurship or similar, preferable in the MENA region;
    - Excellent oral and written communication skills in English;
    - Solid analytical and conceptual skills and the ability to think creatively.

#### **I. Recommended Presentation of Proposal**

In addition to required documents that must be submitted to establish qualification of proposers, the offeror will include the following documents:

- The preliminary methodological approach to be used;
- In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members;
- Other relevant documents.

All the costs related to carrying out the field research, interviews, needed travel and organization of focus group meetings or event, shall be borne by the Service Provider and be included in the proposal. The application should identify the exact experts that will be involved in the activities, with clear description of their experience.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

To: Gerardo Noto, Resident Representative, UNDP Libya

Dear Madam:

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

### A. Qualifications of the Service Provider

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

Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.

If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium and detailed distribution of activities/tasks must be provided.

Past relevant contracts indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the offeror

At least two references letters' from the top clients (in terms of contract value) which was executed within the past three years

All information regarding any past and current litigation during the last five (5) years, in which the offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

Structure of the proposed team; Names and relevant positions of the key personnel that will perform the services.

Detailed breakdown of proposed implementation timeline.

Bank Statements for the past two years, and or audited statements.

Written confirmation from each personnel that they are available for the entire duration of the contract

*Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List*

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**B. Proposed Methodology for the Completion of Services**

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

**C. Qualifications of Key Personnel**

*Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

| S. No | Deliverables  | Percentage of Total Price (Weight for payment) | Price (Lump Sum, All Inclusive) |
|-------|---|--|---------------------------------|
| 1     | Following initial briefing with UNDP, detail and adjust (if needed) the proposed methodology and work plan to be submitted for the project approval | 15%  |                                 |
| 2     | Conduct the behaviourally mapping exercise  | 30%  |                                 |
| 3     | Deliver a workshop for up to 30 participants on behaviour insights, in Tunis – co-creation phase  | 30%  |                                 |
| 4     | Select 1-2 ideas generated and design prototypes for piloting. Create the piloting plan and support its implementation.                             | 15%  |                                 |
| 5     | Write final report with recommendations for action  | 10%  |                                 |
|       | <b>Total</b>  | <b>100%</b>                                    |                                 |

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

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

| Description of Activity               | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|---------------------------------------|-------------------------------|----------------------------|------------------|------------|
| <b>I. Personnel Services</b>          |                               |                            |                  |            |
| Team Leader                           |                               |                            |                  |            |
| Team Member                           |                               |                            |                  |            |
| Other (Please specify)                |                               |                            |                  |            |
| <b>1. Services from Home Office</b>   |                               |                            |                  |            |
| a. Expertise 1                        |                               |                            |                  |            |
| b. Expertise 2                        |                               |                            |                  |            |
| <b>2. Services from Field Offices</b> |                               |                            |                  |            |
| a . Expertise 1                       |                               |                            |                  |            |

|  |  |  |  |  |
|--|--|--|--|--|
| b. Expertise 2                                   |  |  |  |  |
| <b>3. Services from Overseas</b>                 |  |  |  |  |
| a. Expertise 1                                   |  |  |  |  |
| b. Expertise 2                                   |  |  |  |  |
| <b>II. Out of Pocket Expenses</b>                |  |  |  |  |
| Workshop Delivery in Tunis, Tunisia              |  |  |  |  |
| Travel Costs                                     |  |  |  |  |
| Daily Allowance/Living Allowance                 |  |  |  |  |
| Communications                                   |  |  |  |  |
| Reproduction                                     |  |  |  |  |
| Equipment Lease                                  |  |  |  |  |
| Others   |  |  |  |  |
| <b>III. Other Related Costs (please specify)</b> |  |  |  |  |

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

*[Designation]*

*[Date]*