



## REQUEST FOR PROPOSAL (RFP) (RE-RFP-BD-2019-024)

NAME & ADDRESS OF FIRM	DATE: August 11, 2019
	REFERENCE: RE-RFP-BD-2019-024

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Re-Tender of Hiring a firm for Production of an Illustrated story book on change makers in Bangladesh targeting 17 Sustainable Development Goals.***

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

Proposals shall be submitted on or ***before 4.30 p.m. (local time) on Sunday, August 25, 2019*** by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide.

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation". 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.

**The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility**

**for not encrypting the financial proposal. Please do not put the price of your proposal in the 'line items' in the system. Instead put 1 and upload the financial proposal as instructed above.**

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/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Munir Hossain*  
*Operations Manager*  
8/11/2019

## Description of Requirements

Context of the Requirement	The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. With offices in more than 160 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations. UNDP has been collaborating with the Government of Bangladesh and local communities across Bangladesh since 1972, to reduce poverty, strengthen the country’s resilience in the response to climate change and natural disasters, and build capable, inclusive and responsible governance institutions.														
Implementing Partner of UNDP	The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone														
Brief Description of the Required Services	<p>This assignment’s outputs will be used to raise awareness and motivate the children and youth to work to achieve the Sustainable Development Goals.</p> <ul style="list-style-type: none"><li>• Prepare and present plans for a nationwide call to receive nominations for real-life characters aged under 36 years who are contributing to achieving SDGs by doing innovative works in their own community. After approval, carry out the campaign and collect and review the primary information of nominations.</li><li>• After vetting in consultation with the UNDP Communications team, make a workplan by developing a skeleton structure for presenting the stories.</li><li>• Work with the Country Office Communications Team under the leadership of the Head of Communication to identify and select 17 successful characters from the nominations received.</li><li>• Through further research and interviews, develop draft story lines in Bengali and English for initial approval.</li><li>• Following approval, edit and proofread the text.</li><li>• Draw illustrations and design the book and submit for final approval.</li><li>• After clearance, carry out printing of the books (as per specification given below)</li><li>• In parallel, develop a social media and traditional marketing campaign plan to popularize the book and submit for approval. Also, as part of the campaign, identify 1500 schools in 45 upazilas covering 8 divisions, where the books can be sent to be kept in the libraries, youth centers and clubs.</li><li>• Following approval, carry out the campaign and distribution.</li></ul>														
List and Description of Expected Outputs to be Delivered	<b>Expected Results and Deliverables</b> <table><tr><th>SL</th><th>Deliverables</th><th>Technical specification</th><th>Quantity</th><th>Required time frame</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					SL	Deliverables	Technical specification	Quantity	Required time frame					
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	1	Nomination collection campaign plan	- Including costs, design for call for Nomination on one major national daily like the Daily Star, Prothom Alo, Dhaka Tribune, Bangladesh Protidin.	1 proposal	1 week from signing of contract
	2	Campaign outcomes	- List of nominees with basic information like contact, background, area of work, achievements - A shortlist of 17 successful characters working to achieve SDGs	- 1 long list - Shortlist	1 month from signing of contract
	3	Final soft copy of the book	- To be submitted in PDF form	- 1 final pdf	3 months from signing of contract
	4	Hard copies of the book in Bengali and English	<b>English version:</b> - 500 copies of the book in English Cover page: 120 GSM matt lamination with spot Color: 04 Color Binding: Hard cover Inner page: 70 GSM Glossy paper Size: A4 Forma: 8 forma (8 pages each forma) Colour- 04 colour, <b>Bengali version:</b> Cover page: 120 GSM matt lamination with spot Color: 04 Color Binding: Paper Back Inner page: 70 GSM Glossy paper Size: A4 Forma: 8 forma (8 pages each forma) Colour- 04 colour, Qty- 3000 copies	- 3500 pieces	4 months from signing of contract
	5	Proof of social media and traditional media campaign and distribution	- A report on the reach and engagement of the social media campaign - Posts developed for the campaign. - Copies of the contents developed for the traditional campaigns - Proof of receipt of the books distributed in the form of photographs of students and teachers posing with the book and written acknowledgement of receipt in prescribed format. And delivery challan	- 1 Report - Multiple posts and content - 1500 photographs and proof of receipt	5 months from signing of contract

Person to Supervise the Work/Performance of the Service Provider	The firm will report directly to the Head of Communications of the UNDP Bangladesh Country Office.
Frequency of Reporting	<i>As Indicate in the TOR</i>
Progress Reporting Requirements	<i>As Indicate in the TOR</i>
Location of work	<input checked="" type="checkbox"/> Exact Address/es home and field based <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	The work will require a duration of 5 months by February 2020.
Target start date	Sunday, September 01, 2019
Latest completion date	Friday, January 31, 2020
Travels Expected	<input checked="" type="checkbox"/> <i>As indicated in the ToR</i>
Special Security Requirements	<input checked="" type="checkbox"/> <i>Not Required</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> <i>Others As indicated in the ToR</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency BDT or USD for international
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

submission of quotes)	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	<table border="1"> <thead> <tr> <th>SL</th><th>Deliverables</th><th>Payments (% of Total)</th><th>Payment time frame</th></tr> </thead> <tbody> <tr> <td>1</td><td><b>Deliverables-01 &amp; Deliverables-02;</b> Nomination collection campaign plan and Campaign outcomes</td><td>20 % of the total contract amount shall be paid after successfully submission of deliverables-01 &amp; 02</td><td>1<sup>st</sup> week of October 2019</td></tr> <tr> <td>2</td><td><b>Deliverables-03;</b> Final soft copy of the book</td><td>20% of the total contract amount shall be paid after successfully submission of deliverables-03</td><td>Last week of November 2019</td></tr> <tr> <td>3</td><td><b>Deliverables-04;</b> Hard copies of the book in Bengali and English</td><td>30% of the total contract amount shall be paid after successfully submission of deliverables-04</td><td>Last week of December 2019</td></tr> <tr> <td>4</td><td><b>Deliverables-05;</b> Proof of social media and traditional media campaign and distribution</td><td>30% of the total contract amount shall be paid after successfully submission of deliverables-05</td><td>Last week of January 2020</td></tr> </tbody> </table>	SL	Deliverables	Payments (% of Total)	Payment time frame	1	<b>Deliverables-01 &amp; Deliverables-02;</b> Nomination collection campaign plan and Campaign outcomes	20 % of the total contract amount shall be paid after successfully submission of deliverables-01 & 02	1 <sup>st</sup> week of October 2019	2	<b>Deliverables-03;</b> Final soft copy of the book	20% of the total contract amount shall be paid after successfully submission of deliverables-03	Last week of November 2019	3	<b>Deliverables-04;</b> Hard copies of the book in Bengali and English	30% of the total contract amount shall be paid after successfully submission of deliverables-04	Last week of December 2019	4	<b>Deliverables-05;</b> Proof of social media and traditional media campaign and distribution	30% of the total contract amount shall be paid after successfully submission of deliverables-05	Last week of January 2020
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The firm will report directly to the Head of Communications of the UNDP Bangladesh Country Office.																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																				
Criteria for the Assessment of Proposal	<b>Evaluation and comparison of proposals:</b> Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:  <b>Eligibility criteria of the consulting firm:</b>																				

	<p>The firm should be able to demonstrate that it has proven expertise and experience to accomplish the assigned tasks. The firm should have sufficient human resources, hardware, software and infrastructure to conduct the assessments and deliver high quality output and results.</p> <p><b>Minimum Eligibility Criteria for firm</b></p> <ul style="list-style-type: none"> <li>• Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>• Business Licenses – Registration Papers, Tax Payment Certification, etc, (Trade license, VAT registration/BIN, TIN)</li> <li>• Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; (Last one fiscal year)</li> <li>• The firm should have at least two years of experience in research, development, printing and publication. (Certification of work completion and work order/ Purchase order must submit for the evidence of vendors qualifications).</li> <li>• 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. Core requirements of the firm</li> </ul> <p><b>Team Composition and Qualifications:</b></p> <p>All the team members are expected to be Bangladeshi nationals. International team members are also welcome. CVs of the Team leader and key expert members containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications.</p> <p><b>Minimum eligibility criteria of the key personnel:</b></p> <p><b>(i) Team Leader</b></p> <ol style="list-style-type: none"> <li>a. Minimum Bachelor's degree</li> <li>b. Must have minimum 3 years of experience in leading teams</li> </ol> <p><b>(ii) Curator</b></p> <ol style="list-style-type: none"> <li>a. Minimum Bachelor's degree</li> <li>b. At least three years of experience as a Curator/Creative Director.</li> </ol>
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**(iii) Content Manager**

- a. Minimum Bachelor's degree.
- b. At least basic or foundation training in visual media

**(iv) Lead Illustrator**

- a. Minimum Bachelor's degree in Graphic Design/Arts.
- b. At least five years of experience working as a Designer and illustrator.

**(v) Graphic Designer**

- a. Minimum Bachelor's degree in Graphic Design
- b. At least three years of experience working as a Visualizer.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposal that not submit /meet above mentioned eligibility criteria will not be considered for further evaluation.

**Technical Proposal (70%)**

- ☒ Expertise of the Firm **25 %**
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **20 %**
- ☒ Management Structure and Qualification of Key Personnel **25%**

**Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Basis of technical Evaluation			
Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	25%	25
2	Proposed Methodology, Approach and Implementation Plan	20%	20
3	Qualification of key personnel & implementing team	25%	25
Total			70

	Criteria	Weight	Max. Points
	<b>Technical</b>		
	<b>1. Overall experience and Expertise of the organization/Firm (Form1)</b>		<b>25</b>
	Experience in research, development, printing and publication		10
	Quality of work samples provided		12
	Experience on working with UN organization/ World Bank/ Other International agencies/ NGO/Foundation		3
	<b>2. Methodology proposed in the technical proposal (Form 2)</b>		<b>20</b>
	Understanding of the deliverables related to the Terms of Reference		15
	Appropriateness and relevance of software and hardware's used		3
	Identification of risks and mitigation mechanisms		2
	<b>3. Expertise of Key personnel (Form3)</b>		<b>25</b>
	A. Education Qualification/ Diversification of Team Leader:		5
	Relevant experience of Team Leader:		3
	B. Education Qualification/ Diversification of Curator		2
	Relevant experience of Curator		3
	C. Education Qualification and Experience of Content Manager		4
	D. Education Qualification and Experience of Lead Illustrator		4
	E. Education Qualification and Experience of Lead Graphic Designer		4
		70%	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <i>[Annexure-4]</i> <input checked="" type="checkbox"/> <b>Others</b> Written Declaration Form Annexure-05		

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>bd.procurement@undp.org</p> <p><b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 20 August 2019.</i></b></p> <p><b><i><u>"Queries on RE-RFP-BD-2019-024"</u></i></b></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>
<p>Other Information <i>[pls. specify]</i></p>	

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### 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 :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

### 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.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the 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 if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**(THE FOLLOWING TWO SECTION {D & E } SHOULD BE SUBMITTED AS  
PASSWORD PROTECTED FINANCIAL PROPOSAL)**

**D. Cost Breakdown per Deliverable\* - Price including all Direct and Indirect cost (VAT & TAX)**

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Deliverable 1 & Deliverable 2	20 % of the total contract amount shall be paid after successfully submission of deliverables-01 & deliverables-02	
2	Deliverable 3	20% of the total contract amount shall be paid after successfully submission of deliverables-03	
3	Deliverable 4	30% of the total contract amount shall be paid after successfully submission of deliverables-04	
4	Deliverable 5	30% of the total contract amount shall be paid after successfully submission of deliverables-05	
	Total amount in BDT	100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Team Leader				
b. Curator				
c. Content Manager				
d. Lead Illustrator				
e. Graphics designer				
2. Services from Field Offices				

a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

### ***General Terms and Conditions for Services***

#### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

#### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

#### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

#### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

#### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or

kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the 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 Contractor has developed for the 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 Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
  - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
  - 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and

employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within

such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

#### **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

#### **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

#### **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

#### **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

#### **22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

## TERMS OF REFERENCE

### for **Hiring National consultancy firm for production of an illustrated storybook on change makers in Bangladesh targeting 17 Sustainable Development goals**

#### ORGANISATIONAL CONTEXT

The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. With offices in more than 160 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

UNDP has been collaborating with the Government of Bangladesh and local communities across Bangladesh since 1972, to reduce poverty, strengthen the country's resilience in the response to climate change and natural disasters, and build capable, inclusive and responsible governance institutions.

#### OBJECTIVES OF THE ASSIGNMENT

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). Communications activities also revolve around that. In addition to regular promotional and outreach activities, this assignment focuses on storytelling method to promote SDGs among children and youth in a creative way.

The consultancy firm will be assigned to develop and publish a book with illustrations and human stories of change makers towards SDGs for children and youth. This will position the change makers as the champions of SDGs in their own community. The move is expected to have significant influence on young minds. By proposing young role models who are engaged and impersonate holistic approach to problem solving, we would have two-fold impact – help readers understand the applicability of the SDG's and inspire them to also make a difference.

#### SCOPE OF WORK

This assignment's outputs will be used to raise awareness and motivate the children and youth to work to achieve the Sustainable Development Goals.

- Prepare and present plans for a nationwide call to receive nominations for real-life characters aged under 36 years who are contributing to achieving SDGs by doing innovative works in their own community. After approval, carry out the campaign and collect and review the primary information of nominations.
- After vetting in consultation with the UNDP Communications team, make a workplan by developing a skeleton structure for presenting the stories.
- Work with the Country Office Communications Team under the leadership of the Head of Communication to identify and select 17 successful characters from the nominations received.
- Through further research and interviews, develop draft story lines in Bengali and English for initial approval.
- Following approval, edit and proofread the text.
- Draw illustrations and design the book and submit for final approval.
- After clearance, carry out printing of the books (as per specification given below)

- In parallel, develop a social media and traditional marketing campaign plan to popularize the book and submit for approval. Also, as part of the campaign, identify 1500 schools in 45 upazilas covering 8 divisions, where the books can be sent to be kept in the libraries, youth centers and clubs.
- Following approval, carry out the campaign and distribution.

#### EXPECTED OUTPUTS AND DELIVERABLES

SL	Deliverables	Technical specification	Quantity	Required time frame
1	Nomination collection campaign plan	- Including costs, design for call for Nomination on one major national daily like the Daily Star, Prothom Alo, Dhaka Tribune, Bangladesh Protidin.	1 proposal	1 week from signing of contract
2	Campaign outcomes	- List of nominees with basic information like contact, background, area of work, achievements  - A shortlist of 17 successful characters working to achieve SDGs	- 1 long list - Shortlist	1 month from signing of contract
3	Final soft copy of the book	- To be submitted in PDF form	- 1 final pdf	3 months from signing of contract
4	Hard copies of the book in Bengali and English	<b>English version:</b>  - 500 copies of the book in English  Cover page: 120 GSM matt lamination with spot  Color: 04 Color  Binding: Hard cover  Inner page: 70 GSM Glossy paper  Size: A4  Forma: 8 forma (8 pages each forma)  Colour- 04 colour,  <b>Bengali version:</b>  Cover page: 120 GSM matt lamination with spot  Color: 04 Color	- 3500 pieces	4 months from signing of contract

		Binding: Paper Back  Inner page: 70 GSM Glossy paper  Size: A4  Forma: 8 forma (8 pages each forma)  Colour- 04 colour,  Qty- 3000 copies		
5	Proof of social media and traditional media campaign and distribution	- A report on the reach and engagement of the social media campaign - Posts developed for the campaign. - Copies of the contents developed for the traditional campaigns  - Proof of receipt of the books distributed in the form of photographs of students and teachers posing with the book and written acknowledgement of receipt in prescribed format. And delivery challan	- 1 Report  - Multiple posts and content  - 1500 photographs and proof of receipt	5 months from signing of contract

#### DELIVERABLES LINKED WITH MILESTONE PAYMENT

S L	Deliverables	Payments (% of Total)	Payment time frame
1	<b>Deliverables-01;</b> Nomination collection campaign plan and <b>Deliverables-02;</b> Campaign outcomes	20 % of the total contract amount shall be paid after successfully submission of deliverables-01 and deliverables-02	1 <sup>st</sup> week of October 2019
3	<b>Deliverables-03;</b> Final soft copy of the book	20% of the total contract amount shall be paid after successfully submission of deliverables-03	Last week of November 2019
4	<b>Deliverables-04;</b> Hard copies of the book in Bengali and English	30% of the total contract amount shall be paid after successfully submission of deliverables-04	Last week of December 2019
5	<b>Deliverables-05;</b> Proof of social media and traditional media campaign and distribution	30% of the total contract amount shall be paid after successfully submission of deliverables-05	Last week of January 2020



## **GENERAL CONDITIONS**

The content and other elements of the all deliverables will have to be prepared as required by and to the satisfaction of UNDP.

UNDP will attribute the name of key contributors in the credit section of the books published.

The firm shall undertake, even after the engagement with UNDP is completed, not to publish data collected during the implementation of this contract without the specific approval of UNDP. The firm shall recognise that such rights include, but are not limited to, copyright and other rights in written material, illustration and video recordings, and any other materials in any other medium.

The firm shall exercise the utmost discretion internally and externally in regard to all matters related to this assignment. Confidential information that is known to the firm because of the contract shall not be disclosed to any third party without the prior authorization of UNDP.

UNDP will reserve all rights including copyright of the, illustrations, findings, stories. However, UNDP shall give due credit to those involved and the firm whenever required, and scope is available.

## **INSTITUTIONAL ARRANGEMENT**

The firm will report directly to the Head of Communications of the UNDP Bangladesh Country Office.

## **DURATION OF THE WORK**

The work will require a duration of 5 months by February 2020.

## **DUTY STATION**

The duty station will be home and field based.

## **REQUIRED SKILLS, EXPERIENCE AND QUALIFICATION**

### **Minimum Eligibility Criteria for firm**

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
- Business Licenses – Registration Papers, Tax Payment Certification, etc, (Trade license, VAT registration/BIN, TIN)
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; (Last one fiscal year)
- The firm should have at least two years of experience in research, development, printing and publication. (Certification of work completion and work order/ Purchase order must submit for the evidence of vendors qualifications).

- 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. Core requirements of the firm

### **Team Composition and Qualifications:**

All the team members are expected to be Bangladeshi nationals. International team members are also welcome. CVs of the Team leader and key expert members containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications.

### **Minimum eligibility criteria of the key personnel:**

- (i) **Team Leader**
  - a. Minimum Bachelor's degree
  - b. Must have minimum 3 years of experience in leading teams
- (ii) **Curator**
  - a. Minimum Bachelor's degree
  - b. At least three years of experience as a Curator/Creative Director.
- (iii) **Content Manager**
  - a. Minimum Bachelor's degree
  - b. At least basic or foundation training in visual media
- (iv) **Lead Illustrator**
  - a. Minimum Bachelor's degree in Graphic Design/Arts.
  - b. At least five years of experience working as a Designer and illustrator.
- (v) **Graphic Designer**
  - a. Minimum Bachelor's degree in Graphic Design
  - b. At least three years of experience working as a Visualizer.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposal that not submit /meet above mentioned eligibility criteria will not be considered for further evaluation.

### **SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS**

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs, professional fees, accommodation and meal costs, DSA, subsistence and ancillary expenses.

UNDP shall effect payments, by bank transfer to the firm's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be made in tranches based on the milestone deliverables upon submission of invoice and upon certification of the work completed.

### **TERMS**

The selected contractor will prepare and submit evidence of the completed deliverables to the Communications Officer, UNDP CO.

Payment for services of the contractor will be made upon satisfactory certification by the Communications Officer.

## **RECOMMENDED PRESENTATION PROPOSAL**

Interested firms must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

### **Technical Proposal**

Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents )Articles of Association or other founding authority(; description of present activities and most recent annual report )including audited financial statements(, if applicable;

Relevant Work Samples – A collection of the firm's previous publications relevant to the requirements of the assignment. E.g. Previous illustrated books.

Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a story line, detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon in consultation with management team in the early stages of the commencement.

Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks including planning, research, script writing, illustration, design and production among others.

2 references to be provided by the contractor where previous work has been undertaken.

### **Financial Proposal**

*)including fee, accommodation and meals in the field, and other relevant expenses(*

The Financial Proposal shall specify a total delivery amount )in BDT(, including consultancy fees and all associated costs, composition of the team, number of working days, number of travel days (if required for research), production cost, all expenses of travel, accommodation and food, and overhead charges that might be incurred to fulfill the technical proposal submitted.

In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment

## **EVALUATION**

In response to the invitation of tender, the contractor will have to submit a Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the institutions/firms. Any institutions/firms getting more than 70% of the maximum achievable points )i.e. 49 points out of 70( in the technical proposal will be considered for financial appraisal, and ultimately therefore, for contracting.

**The technical proposal will be evaluated based on the following criteria and score breakdown.**

<b>Basis of technical Evaluation</b>			
<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1	Expertise of Firm / Organization	25%	25
2	Proposed Methodology, Approach and Implementation Plan	20%	20
3	Qualification of key personnel & implementing team	25%	25
<b>Total</b>			<b>70</b>

<b>Criteria</b>	<b>Weight</b>	<b>Max. Points</b>
<b><u>Technical</u></b>	70%	
<b>1. Overall experience and Expertise of the organization/Firm (Form1)</b>		<b>25</b>
Experience in research, development, printing and publication		10
Quality of work samples provided		12
Experience on working with UN organization/ World Bank/ Other International agencies/ NGO/Foundation		3
<b>2. Methodology proposed in the technical proposal (Form 2)</b>		<b>20</b>
Understanding of the deliverables related to the Terms of Reference		15
Appropriateness and relevance of software and hardware's used		3
Identification of risks and mitigation mechanisms		2
<b>3. Expertise of Key personnel (Form3)</b>		<b>25</b>
F. Education Qualification/ Diversification of Team Leader:		5
Relevant experience of Team Leader:		3
G. Education Qualification/ Diversification of Curator		2
Relevant experience of Curator		3

H. Education Qualification and Experience of Content Manager		4
I. Education Qualification and Experience of Lead Illustrator		4
J. Education Qualification and Experience of Lead Graphic Designer		4

The total scoring points for both the evaluations will be 100; the technical evaluation will be based on 70 points and the rest 30 points are to be allotted to the bidder proposing lowest price.

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to this ToR, and;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 70:30 respectively.

Under the cumulative analysis scheme, a total score is obtained upon the combination of weighted technical and financial attributes. An offeror's response to the solicitation document is evaluated and points are attributed based on how well the offer meet.

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

The financial proposal will be evaluated based on lowest price.

#### **RESPONSIBILITIES OF THE CONTRACTOR REGARDING COST COMPONENT**

In order to produce deliverables stipulated in the ToR, the contractor/firm will bear all necessary cost relating to required fees of the assignment, logistics, accommodation, food, report preparation, printing and also the cost of the office premises for themselves.

#### **RESPONSIBILITIES OF THE UNDP REGARDING COST COMPONENT**

UNDP will only pay the Lump Sum cost for this assignment mentioned in the contract.

#### **IDENTIFICATION OF RISK AND RISK MITIGATION PLAN**

Some risks have been identified by the project which may affect the delivery of the outputs as stipulated in this ToR. The project has identified a few mitigation options to address those risks described below:

**Quality of the Outputs:** In order to ensure quality of outputs/deliverables up to the expected level, the project and UNDP can seek volunteer support from advisors/media personnel who have experience in producing such contents to check quality of the outputs/deliverables produced by the firm/company.

**Clear Understanding:** Clear understanding among professionals (Team Leader, Curator, Content Manager, Lead Illustrator and Graphics Designer) of the firm/company about this assignment could be one of potential risks. To mitigate this risk, the communications team will organize a briefing session with the selected professionals of the firm/company to clarify the objectives and outputs of this assignment

#### **KEY PERFORMANCE INDICATOR**

The quality of works and deliverables to be produced by the firm/company according to the ToR will also be monitored by the contract administrator. The proposed performance indicators of the contractor's deliverables are illustrated below:

- Milestones achieved as per the plan submitted by the contractor

## Declaration

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **RE-Hiring a firm for Production of an Illustrated story book on change makers in Bangladesh targeting 17 Global Goals**

**Reference: RE-RFP-BD-2019-024**

Dear Sir,

I declare that ..... is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,