



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

<b>TO ALL PROSPECTIVE BIDDERS</b>	<b>DATE: January 14, 2021</b>
	<b>REFERENCE: HIV-AIDS-UNJPHIV-2021.</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***The development of a reporting dashboard for interventions to Promote an Enabling Environment & Human Rights in Response to HIV and AIDS in Jamaica.***

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

Proposals may be submitted on or before **Monday, February 01, 2021** and via email, courier mail or fax to the address below:

**United Nations Development Programme  
1-3 Lady Musgrave Road, Kingston 10  
ICT Manager**

E-mail: [procurement.jamaica@undp.org](mailto:procurement.jamaica@undp.org); Telephone: 1 (876) 469-2029

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Denise Antonio

Resident Representative

1/14/2021

**Annex 1****Description of Requirements**

<b>Context of the Requirement</b>	The development of a Reporting Dashboard that provides information on the Interventions to Promote an Enabling Environment & Human Rights in Response to HIV and AIDS in Jamaica
<b>Implementing Partner of UNDP</b>	Jamaica Partnership to Eliminate All Forms of HIV-Related Stigma and Discrimination
<b>Brief Description of the Required Services</b>	<p>HIV-related stigma and discrimination continue to have a significant impact on the efforts to reduce new HIV infections in Jamaica; and to keep those who are living with HIV on treatment. Stakeholders in the national response to HIV and AIDS, have been working assiduously over the past thirty years to promote human rights, reduce stigma and discrimination, gender inequalities, and address the gaps in programmes, policies and laws using a myriad of strategies and interventions.</p> <p>While there has been much progress over the last decade or so, several challenges remain unaddressed to improve the response to HIV and AIDS, especially for addressing human rights and ensuring an enabling environment. Included in this is a strong monitoring, evaluation and learning (MEL) framework to more effectively and efficiently track, measure and report on progress toward addressing the issues faced by members of key and vulnerable populations. Besides the development of indicators, stakeholders have, over the years, reported that limited capacity, multiple bodies and reporting frameworks, and limited use of technology are among the challenges they face in this area.</p> <p>To address the challenges faced with monitoring and evaluation and reporting, the Partnership is proposing the development of a dashboard that would help to increase efficient access to information related to interventions and programmes; and progress towards key performance indicators (KPIs). Stakeholders in the private and public sectors, non-governmental and community-based organizations; and international development partners will be better able to track progress towards efforts to addressing and eliminating stigma and discrimination.</p>
<b>List and Description of Expected Outputs to be Delivered</b>	<p>Using open-source and standard programming software, the successful bidder shall provide a web-based data management system.</p> <p>Specifically, the consultant is required to:</p> <ol style="list-style-type: none"> <li>1. Provide or recommend a hosting provider for the website, with specific domain name and hosting services for 5 years (providing a package of the annual cost).</li> <li>2. Provide a user-friendly and logically designed management system to carry out strategic monitoring, analysis and decision making aligned to performance under the Enabling Environment and Human Rights Operational Plan. The system should be able to generate reports which will allow for management decision and action.</li> </ol>

	<p>3. Develop a user management system to provide for specific roles (data entry, view/reports).</p> <p>4. Conduct an Analysis &amp; Requirements Validation.</p> <p>5. Customize, Install and Configure the Software Solution.</p> <p>6. Conduct Staff Capacity -Building sessions.</p> <p>7. Host the solution &amp; provide technical support.</p>
Person to Supervise the Work/Performance of the Service Provider	<i>The Consulting Firm will report directly to the Officer in Charge, Programmes; with day-to-day support from the Co-conveners of the Jamaica Partnership to Eliminate All Forms of HIV-Related Stigma and Discrimination, which includes UNDP, UNAIDS, UNWomen, the National Family Planning Board, Jamaica Network of Seropositives as well as the Global Partnership</i>
Frequency of Reporting	<i>[As needed]</i>
Progress Reporting Requirements	<i>Not Applicable</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	<i>90 working days</i>
Target start date	1 March 2021
Latest completion date	31 May 2021
Travels Expected	<i>Not Applicable</i>
Special Security Requirements	<i>Not Applicable</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<i>Not Applicable</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of	<input checked="" type="checkbox"/> Required

individuals who will be involved in completing the services													
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars												
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 submission of quotes)	<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 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>Outputs</th> <th>Percentage</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Validated Specifications</td> <td>10%</td> <td rowspan="4">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>Customised, configured and implemented online platform</td> <td>50%</td> </tr> <tr> <td>Capacity building – workshops, manuals</td> <td>30%</td> </tr> <tr> <td>Final Report</td> <td>10%</td> </tr> </tbody> </table>	Outputs	Percentage	Condition for Payment Release	Validated Specifications	10%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Customised, configured and implemented online platform	50%	Capacity building – workshops, manuals	30%	Final Report	10%
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Customised, configured and implemented online platform	50%												
Capacity building – workshops, manuals	30%												
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Co-conveners of the Jamaica Partnership to Eliminate All Forms of HIV-Related Stigma and Discrimination, which includes UNDP, UNAIDS, UNWomen, the National Family Planning Board, Jamaica Network of Seropositives as well as the Global Partnership												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Face 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	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm – 20%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 50%</p> <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>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>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> </p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only)	<p><b>ICT Manager</b>  <b>E-mail: <a href="mailto:procurement.jamaica@undp.org">procurement.jamaica@undp.org</a>; telephone: 1 (876) 469-2029</b>  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>

## 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.*

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

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	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. Expertise 1				
b. Expertise 2				
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]*