

Section 6: Technical Proposal Form

Note: Technical Proposals must be submitted in the suggested format hereunder with all required information. Technical Proposals not submitted in the suggested format may be rejected. (The Technical Proposal MUST be submitted in a Separate Envelope or Electronic File from the Financial Proposal). The Technical Proposal Envelope or Electronic File MUST NOT contain any Pricing information.

For Each LOT Proposers will need to submit a Separate Offer and mark each Submission clearly by the LOT Reference.

Bidder Information:

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

1- Details of Organization/ Expertise of the Firm:

1.1 Firm's Background:

This section should provide corporate information including the year and state/country of incorporation and details of the Offeror's resources in terms of key permanent personnel and facilities (office). List of offices and locations.

1.2 Previous Experience and Performance:

Describe the experience of your company/organization clearly indicating in what way your company/organization would qualify for implementing this project, providing details of the previously executed similar projects in the form of **Annex A**. The following statistical data will have to be provided:

- *Key clients and their contact details (to be contacted for reference checks);*
- *Number, field(s) of expertise, and qualifications of consultants/support personnel in the existing database;*
- *Number of experts that can be deployed for undertaking various positions listed in the TORs within one month from the date of LTA establishment.*

1.3 Existing and Proposed Facilities

Describe the facilities available to provide the needed services.

1.4 Financial situation:

Financial indicators prove Offerors long term sustainability and possession of sufficiently sound financial position to ensure it can meet its financial commitments under the Agreement. This will be evaluated

through the submitted Audited Financial Statements of the past three years that is 2013, 2012 and 2011.

1.5 Litigation and Arbitration:

The Contractor shall provide information with a sufficient level of detail with regards to any suits and arbitral proceedings in which the Contractor was involved for a time period of 5 year prior to the date of the release of this RFP.

2- Structure and Systems:

This section should provide:

2.1 The Management structure of the company and Governing oversight. The company needs to indicate

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

2.2 Information on Quality Assurance:

Please provide a brief description of the quality assurance mechanisms proposed under this contract, including the processes of how the organization plans, monitors, reports, evaluates records and coordinates activities?

2.3 Human Resources Management System:

The Offeror shall describe with sufficient level of details how it aims to provide these services, including, but not limited to:

- a. Description of the existing processes and procedures;
- b. Involvement of existing infrastructure (including those located in the Country of Service, if any), for handling necessary duties including, but not limited to:

1. Administration of contracted individual(s) contracts in accordance with prospective Agreement and Call-Off Contract(s);
2. Daily contact with the contracted individual(s), and monitoring;
3. Preparation of contracted individual(s) payroll ensuring its consistence to attendance records;
4. Timely settlement of contracted individuals' payments;
5. Full travel arrangements (including freight requirements for personal belongings for the contracted individual(s) if applicable;
6. Performance monitoring of all the contracted individual(s) through personal contact and correspondence and regular reporting to UNDP on the progress/delivery rate of each Contractor;



7. Liaison with UNDP Project Managers on any issues or concerns that arise during the deployment of the contracted individual(s) and termination/replacement of the contracted individual(s) if deemed necessary by UNDP;
 8. Contract currency and payment system;
 9. Legal protection of contracted individual(s) in case of any legal claims or litigation;
 10. Support initiatives on knowledge sharing and capacity building for the contracted individual(s).
- Full information about sub-contracted parties (if any) or partner entities (if any) involved in performance of these services, their roles and responsibilities, etc.;
 - Any other relevant information.

2.4 Procurement / logistic capacity and previous experience:

The Offeror shall describe with sufficient level of details how it aims to provide procurement and logistical services, including but not limited to:

c. Description of the existing processes and procedures

d. Previous experience;

e. Provide the list of any framework agreements, if any;

- Full information about sub-contracted parties (if any) or partner entities (if any) involved in performance of these services, their roles and responsibilities, etc.;

- Any other relevant information.

2.5 Established Resources Processes Within The Company:

The following information will have to be provided:

- *Information about existing IT recruitment and resources management tools and their possible access to clients, resources, etc.;*
- *Access to resources: methods used to attract new resources to replenish the database*
- *Open and competitive selection process*
- *Performance evaluation methodology*
- *Documentation of the selection process.*

2.6 Analysis of Risks and Assumptions:

Key assumptions with regard to external factors that could hinder the provision of the services and the adopted measure to minimize the risk.

3- Competencies:

3.1. Contracted individuals provided in the past year:

The following statistical data will have to be provided:

- *Number and nature of positions filled/experts deployed over the last year, average duration of their assignments;*
- *Geographical location of the recruitment hubs;*
- *Average deployment time;*
- *Recruitment projects accomplished for UN/major multilateral/or bilateral programmes (if any).*

3.2. Individual expertise of key staff permanently employed.



Provide profile of Key staff, including education and professional experience background; it is expected that the key personnel will include:

- *Senior Manager*
- *Services Coordinator*
- *Recruiters and HR Experts.*
- *Finance Officer.*
- *Procurement or Logistic Officer*

3.3 Profiles required for evaluation purposes:

One CV must be provided for evaluation purposes for each of the following position under **LOT 1** in the form attached as ***Annex B.***

SUPPORT PERSONNEL

1. Area Manager
2. Communication officer

NATIONAL CONSULTANCY

- 3- Monitoring expert
- 4- Civil Engineer

One CV must be provided for evaluation purposes for each of the following position under **LOT 2** in the form attached as ***Annex B.***

INTERNATIONAL CONSULTANCY

- 5- Information Management Specialist
- 6- Area Based Livelihoods & Damage Assessment Expert

Annex A - Description of Similar Relevant Services Carried Out in the Last year:

***Name of Project/ or Provided Services:**

Client:

Year:

Type/Description of Services:

Value of the provided services:

Locations:

***Name of Project/ or Provided Services:**

Client:

Year:

Type/Description of Services:

Value of the provided services:

Locations:

***Name of Project/ or Provided Services:**

Client:

Year:

Type/Description of Services:

Value of the provided services:

Locations:

***Name of Project/ or Provided Services:**

Client:

Year:

Type/Description of Services:

Value of the provided services:

Locations:

***the above given information could be repeated as needed.**



Annex B: CV Form

Full Names and Surname:		Date of Birth:	
Position:		Gender:	
Nationality:		Contact information:	
Country of Residence		Countries of Work Experience in the 5 years:	

Language Skills:	<i>(For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing)</i>					
Educational and other Qualifications:	<i>(Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment)</i>					
Trainings:	<i>(Indicate significant training since degrees under Education were obtained)</i>					
Summary of Experience: <i>(Highlight experience in the region and on similar projects. Starting with present position, list in reverse order every employment held by personnel or key personnel since graduation, giving for each employment (see form here below): dates of employment, name of employing organization, positions held)</i>						
Relevant Experience (From most recent):						
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title	Activities Undertaken/ Description of actual role performed	Location	Year	Client
<i>e.g. June 2004-January 2005</i>						
<i>Etc.</i>						
<i>Etc.</i>						
References: (Minimum of Three):						
References no.1	Name Designation Organization Contact Information – Address; Phone; Email; etc.					
Reference no.2	Name Designation Organization Contact Information – Address; Phone; Email; etc.					
Reference no.3	Name Designation Organization Contact Information – Address; Phone; Email; etc.					

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describe me, my qualifications, and my experience.

.....
 (Signature) Date:

(Day / Month / Year)

Full Name of Director of Company:

I, the undersigned, certify that to the best of my knowledge and belief, that the aforementioned data does correctly describe the individual named above, his qualifications and experience.

.....
 (Signature) Date:

(Day / Month / Year)

Full Name of Authorized Certifying Representative:

Annex C – List of Consultancy and Support personnel Services Provided in the Past Year

#	Name	Specialization Level	Duration	Location	Total Years of Experience	Years of experience with organization	Clients

Columns could be repeated as needed.