



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

NAME & ADDRESS OF FIRM	DATE: Click here to enter a date.
	REFERENCE:

Dear Sir / Madam:

We kindly request you to submit your Proposal for *Evaluation Diagnostic Guidance for the Sustainable Development Goals (SDGs)*.

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

Proposals may be submitted on or before Tuesday, August 02, 2016, and via email to the address below:

United Nations Development Programme
Independent Evaluation Office – 220 East 42nd Street, 20th Floor, New York, NY 10017
IEO Procurement
ieo.procurement@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 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.



REQUEST FOR PROPOSAL (FOR LESS THAN USD 100,000.00)

INSTRUCTIONS TO USERS OF THIS DOCUMENT

1. This document is UNDP's standard for Request for Proposal (RFP) to be used when UNDP solicits Proposals for the procurement of a broad range of **relatively low-valued services**, i.e., when the expected **contract value will NOT exceed USD 100,000.00.**
2. In lieu of writing a full Terms of Reference (TOR), the Requisitioner may simply fill out the appropriate sections of Annex 1 (***Description of Requirements***). If the information requested by a specific row in the data table in Annex 1 is not relevant to the required services, or are already clearly stated in a comprehensive TOR provided by the Requisitioner, then the said row may be deleted.
3. Only UNDP staff who are familiar with UNDP's procurement principles, policies and procedures, specifically Procurement Officers, must finalize this RFP, after the Requisitioner has defined their requirements. In the unlikely event that a non-procurement staff will be tasked to finalize this RFP, he/she must be guided by a Procurement Officer knowledgeable on the UNDP procurement principles, policies and procedures.
4. UNDP staff preparing this RFP must fill up the spaces and table cells provided with the necessary and correct information, indicating "N/A" if not applicable to the RFP. Where there are choices listed, the appropriate choice must be checked/ticked, and the non-applicable options deleted from the list. Additional information may be provided as and when the circumstances and the nature of the services and arrangements require.
5. It is important that the General Terms and Conditions (Annex 3) **be attached at all times** to any and all RFPs of this nature to be released by UNDP.
6. Other instructions pertaining to specific pages and sections of the RFP have been indicated as footnotes on that same page. UNDP staff who will be tasked to finalize this RFP are requested to pay close attention to them and be guided accordingly.
7. For any questions regarding the use of this RFP, Procurement Officers may send an email to psa.info@undp.org

This first page of the document is intended for UNDP staff only. UNDP staff preparing the final RFP must ensure that this page is not included in the RFP that will be transmitted to Prospective Service Providers

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Arild Hauge
Deputy Director Independent Evaluation Office
7/14/2016

Description of Requirements

Context of the Requirement	Evaluation Diagnostic Guidance for the Sustainable Development Goals (SDGs)
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>The Independent Evaluation Office (IEO) of UNDP, as part of its ongoing support to national evaluation capacity development, is developing an <i>Evaluation Diagnostic Guidance for the Sustainable Development Goals (SDGs)</i>. The main objective of the <i>Diagnostic Guidance</i> is to facilitate a national evaluation framework for the SDGs and inform country led evaluation processes and systems which are central to the follow-up and review of the SDGs. The <i>Diagnostic Guidance</i> will be a conceptual and methodological framework to enable governments, and other development actors develop a systematic approach to determining key areas, pathways, and parameters for evaluating SDGs and its targets. The <i>Diagnostic Guidance</i> will provide detailed action points to be considered in developing a country's evaluation framework for the SDGs.</p> <p>The <i>Diagnostic Guidance</i> will identify various steps in developing a comprehensive evaluation framework for SDG at the country level, and will elaborate on each of the steps. This will include:</p> <ul style="list-style-type: none"> a) Analysis of institutional context within which SDGs are implemented; b) Determining areas of the SDG that will be evaluated and various bottlenecks in evaluating the areas; c) Determining the demand for evaluation across government institutions and areas of interface with decision-making; d) Identifying appropriate institutions for assigning evaluation responsibility; e) Present options for developing evaluation frameworks and capacities — both centralized evaluation capacity as well as integrated evaluation frameworks and capacity; f) Preparation of SDG evaluation implementation plan.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • An inception report (no more than 15 pages, excluding annexes), will be provided comment. The inception report should detail the approach used to develop the diagnostic guidance, and sequencing of activities. • Draft diagnostic guidance (no more than 25 pages). The diagnostic guidance will include necessary templates and examples. • Final version of diagnostic guidance, including necessary templates and examples, as mentioned above.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Person to Supervise the Work/Performance of the Service Provider	The IEO will provide administrative and management support. As a commissioning office, the UNDP IEO will manage contractual and travel arrangements. The task manager for this evaluation at the Independent Evaluation Office will provide advice and consent on the content and quality of the deliverables, prior to payment approvals. The IEO will constitute an Advisory Group, drawing from the IEO International Evaluation Advisory Panel to advise and review the draft Diagnostic Guidance.
Frequency of Reporting	Periodic and deliverable-based.
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	The developing of the Diagnostic Guidance must be completed by 15 November 2016, including necessary revisions.
Target start date	August 2016
Latest completion date	15 November 2016
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others : N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others : N/A
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"/> United States Dollars
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 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.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms ³	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing / Deadline</th><th>Condition for Payment Release</th></tr><tr><td>An inception report (no more than 15 pages, excluding annexes), will be provided comment. The inception report should detail the approach used to develop the diagnostic guidance, and sequencing of activities.</td><td>20%</td><td>4 weeks after contract approval</td><td rowspan="3">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>Draft diagnostic guidance (no more than 25 pages). The diagnostic guidance will include necessary templates and examples.</td><td>50%</td><td>15 October 2016</td></tr><tr><td>Final version of diagnostic guidance, including necessary templates and examples, as mentioned above</td><td>30%</td><td>15 November 2016</td></tr></table>	Outputs	Percentage	Timing / Deadline	Condition for Payment Release	An inception report (no more than 15 pages, excluding annexes), will be provided comment. The inception report should detail the approach used to develop the diagnostic guidance, and sequencing of activities.	20%	4 weeks after contract approval	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.	Draft diagnostic guidance (no more than 25 pages). The diagnostic guidance will include necessary templates and examples.	50%	15 October 2016	Final version of diagnostic guidance, including necessary templates and examples, as mentioned above	30%	15 November 2016			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The task manager for this evaluation at the Independent Evaluation Office will provide advice and consent on the content and quality of the deliverables, prior to payment approvals. The IEO will constitute an Advisory Group, drawing from the IEO International Evaluation Advisory Panel to advise and review the draft Diagnostic Guidance.																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)																	
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% (300 points) <input checked="" type="checkbox"/> Proposed Work Plan and Approach 40% (400 points) <input checked="" type="checkbox"/> Qualification of Key Personnel 30% (300 points)																	

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>The selection criteria awards 30% of the total technical score to the excellence of the consultant leading the required tasks.</p> <p>The IEO expects the main/leading/key consultant to have at least 15 years of working experience in evaluation (in the development context) and at least 1 years of experience in developing evaluation diagnostic tools.</p> <p>The evaluation criteria and scoring sheet that the IEO will use for all proposals in presented in annex 4.</p> <p>Proposals that do not reach 60% of the maximum technical score (1000 points) shall be rejected and will not be considered.</p> <p><u>Financial Proposal (30%)</u></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
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Ximena Rios Operations Manager Ximena.rios@undp.org</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>
Other Information: Recommended Presentation of Proposal	<p><u>In responding to this Request for Proposals, consultancy firms must use the form attached in Annex 2.</u></p> <p>Proposals should be no more than 20 pages in length, not including any attachments. In addition to a discussion of the methodology and process to be followed in developing an Evaluation Diagnostic Guidance, the proposal should include a schedule for completion of the task.</p>

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Qualifications of the Successful Service Provider at Various Levels	<p>The request for proposals seeks a competent consulting firm or institute to develop the Diagnostic Guidance. A coordinated team of individual consultants can also submit a proposal.</p> <p>If the Consultancy firm proposes more than one individual to work on this assignment, a Team Leader will be responsible for leading the work, ensuring that the Diagnostic Guidance will meet required standards and fulfil its purpose.</p>
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