



Please find enclosed Terms of Reference and Evaluation Criteria for a Selection Process of an IC - Individual Contractor to hire a senior specialist in corporate travel.

The Procurement Unit of UNDP Office in Brazil would appreciate receiving technical and financial proposals for the IC selection process # 4025/2022.

The submission of **technical proposal (CV)** and **financial proposal (Annex I)** in separate files, should be submitted no later than **6-May-2022**

Register Supplier:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=pemcrvcu0_149&_afrLoop=13773220274151887&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1920&_afrMFH=1032&_afrMFDW=1920&_afrMFDH=1200&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=96&_afrMFG=0&_afrMFS=0&_afrMFO=0

Link for submitting proposals: <http://supplier.quantum.partneragencies.org/>

Only complete applications that meet the aforementioned requirements will be considered. Applications received after the deadline will not be accepted.

If you request any additional information it will be provided by e-mail ic.procurement.br@undp.org

*** Proposals sent to any different e-mail than the one indicated (ic.procurement.br@undp.org) or**

copied to different e-mails will not be accepted for the selection.

IC Selection Team

Individual Contractor UNDP-BRA-00008



Procurement Unit

UNDP Brazil

ic.procurement.br@undp.org



Tender Overview

SENIOR SPECIALIST IN CORPORATE TRAVEL



Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	
1.3 Response Rules.....	6
1.4 Terms.....	6
1.5 Attachments.....	6
2 Requirements.....	7
2.1 Section 1. Overview of the assignment.....	7
2.2 Section 2. Qualification and experience requirements.....	9
2.3 Section 3. Documents to be included with the proposal;.....	10
2.4 Section 4. Evaluation.....	10
2.5 Section 5. Offer form.....	12
2.6 Section 6. Annexes and attachments.....	14
3 Lines.....	15
3.1 Line Information.....	15



1 Overview

1.1 General Information

Title	SENIOR SPECIALIST IN CORPORATE TRAVEL
Contact Point	ic.procurement
Outcome	
E-Mail	ic.procurement.br@undp.org
Reference Number	4025/2022
Beneficiary Country	Brazil

Introduction

The Procurement Unit of UNDP Office in Brazil would appreciate receiving technical and financial proposals for the IC selection process # 4025/2022.

The submission of **technical proposal (CV)** and **financial proposal (Annex I)** in separate files, should be submitted no later than **6-May-2022**.

Register Supplier:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=pemcrvcu0_149&_afLoop=13773220274151887&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1920&_afMFH=1032&_afMFDW=1920&_afMFDH=1200&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=0

Link for submitting proposals: <http://supplier.quantum.partneragencies.org/>

1.2 Tender Timeline

Preview Date	
Open Date	29/04/22 18:09 PM
Close Date	07/05/22 02:59 AM
Time Zone	Coordinated Universal Time



1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()

1.5 Attachments

File Name or URL	Type	Description
IC Selection Process 4025-2022	File	
UNDP Quantum - Supplier portal	File	
PSU_ Individual Contract_Offer	File	



2 Requirements

**Response is required*

The United Nations Development Programme (UNDP) is currently implementing a project that requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system. If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response, and thank you in advance for your interest in working with UNDP.

Sincerely,

Procurement Unit BR

2.1 Section 1. Overview of the assignment

1.

The United Nations System Agencies in Brazil will conduct a bidding process for the hiring of



corporate travel agencies. Currently the UN Agencies have a consolidated contract with a single Travel Agency selected through a previous open competitive process, conducted with specialized consulting support and observed the principles of UN acquisitions, the result and evaluation of implementation, the result and evaluation of implementation has demonstrated great positive impact on the management of the travel services considering an important volume of emissions/transactions and amounts involved in recent years. The remuneration modality of the currently contracted Travel Agency is per transaction fee considering the operating regime supported according to the specific needs of the participating United Nations Agencies. Currently the group of United Nations Agencies or Programs in the participating country is 13 (thirteen) interested customers. The Agency that is expected to lead the selection process is UNDP (United Nations Development Program in Brazil).

2.

2. OBJECTIVE

The objective of this instrument is the selection/hiring of a senior specialist in corporate travel with significant knowledge of the corporate tourism market in Brazil and the international market and extensive experience for critical evaluation of the current model of operation, the revision of the specific " Term of Reference" instrument for conducting a new selection procedure still in the present fiscal year, with their support in other activities related to the selection of travel agency to serve the Agencies of the United Nations System in Brazil for the next three (03) years based on a positive evaluation of operation, technically advising the procedures and suggesting reviews and improvements throughout the process in question, in addition to conducting a market research.

3. EXPECTED PRODUCTS/ACTIVITIES

The main activities to be carried out by the consultant, as well as the expected deadlines for execution in days and deadlines, which should be carried out under the supervision of the interagency working group designated and led by UNDP are as follows (as shown below):

4. SPECIAL CONDITIONS AND PRODUCT ACCEPTANCE CRITERIA



The following aspects should be considered in the performance of services and delivery of final products:

The consultant should consider general conditions of contract related to confidentiality, maintaining total and absolute confidentiality of all information to which he has access during the selection process and development of the respective actions.

You may not, under any circumstances, disclose results, partial or total, or make any comments about the information, surveys made and content of the products generated;

The activities and working meetings should be held at the premises of UNDP Brasília/DF, and may, exceptionally, be held remotely at the discretion of the Group's Coordination;

The products must be exclusive and appropriate to the context of the project;

Clarity and objectivity in the documents received and transparency will be required during the process of execution of the service and preparation of products;

The acceptance of the products will consider the quality of the products received and the fulfillment of the criteria provided for in this Terms of Reference.

2.2 Section 2. Qualification and experience requirements

*1.

5.1 Academic Training - Higher education in related areas

*2.

5.2 Minimum experience of 10 (ten) years proven in the corporate travel market, encompassing similar consultancies of transnational/international companies/organizations and implementation of



large projects in the area of corporate travel;

Target: Yes

*3.

5.3 Fluent English - spoken and written; Portuguese fluent - desirable.

2.3 Section 3. Documents to be included with the proposal;

*1. Provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable.

*2. Provide your personal CV including past experience in similar projects at least 3 references

2.4 Section 4. Evaluation

1.

ANNEX II - SELECTION CRITERIA / EVALUATION

According to the UNDP rules applicable to the hiring of consultants in the IC modality, applications must contain technical proposal (Curriculum Vitae) and price proposal (fees - overall value).

- The proposal submitted in separate files - Curriculum Vitae and Price Proposal in PDF (duly signed). Non-compliance with the provisions of this Notice shall be over considered:

1. Technical Proposal (Curriculum Vitae);

2 . Financial Proposal

At the time of signing the contract, more information may be requested on the training of academic experience of the winning candidate (supporting documentation).

The final criterion of the process will be the LOWEST PRICE for the final judgment of the selection.



Classification of Technical Proposals: CV

The curriculum will be analyzed in one step, according to the following criteria:

i) Stage (Qualifying/Non-Pointable):

Compliance with minimum qualifications, defined in item " 5.MINIMUM QUALIFICATIONS REQUIRED

It has an eliminatory character, that is, if the candidate does not meet the minimum qualifications required, he will be eliminated from the event.

About the evaluation

The Evaluation Committee shall be composed of up to three (3) UNDP officials. The individual analysis is performed according to the candidate's information, presented in the Curriculum Vitae - CV. Therefore, it is important that the candidate clearly indicates, in his CV, the required mandatory professional experiences, so that the Evaluation Committee can carry out the appropriate analysis.

2. Individual consultants will be evaluated based on the following methodology:

Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.



3. Special Considerations

This contract will be conducted by UNDP, following the standards and guidelines of the body (simplified selection and hiring in the individual contract - IC) modality.

" According to United Nations rules , the hiring of active employees of the Federal, State, Federal or Municipal Public Administration, direct or indirect, as well as employees subsidiaries or subsidiaries, is permitted only under special conditions."

3.1) By default of the UNDSS (United Nations Department of Safety and Security), the consultant must take the UN Safety Standards (BSAFE) course.

3.2) In addition to the course mentioned, in case of work travel, it is mandatory to obtain authorization for each trip (security clearance) by the Contractor. This authorization is granted by UNDSS upon receipt of the travel information.

3.3) Compliance with the security requirements described in item 3.1 above may be a condition for releasing the payments provided for in the Contract Terms of Reference.

2.5 Section 5. Offer form

*1. Payment Type and Rates

I hereby propose to complete the services based on the following payment rate:

(Please select the applicable option)

*2. Payment Certification Procedures

I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.

*3. Please confirm your offer remains valid for a total of 90 days after the submission deadline.

*4. Other Engagements

Please indicate whether you have any other engagements at the time of submission. If yes, provide details using the template attached

Attachments:

File Name or URL	Type	Description
Template for IC declaring othe	File	

*5. Acceptance and cost for the proposal

I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no



case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

*6. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member

***7. Former UN Staff Member**

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

***8. Relatives employed with UN**

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship. Use the comments box or add an attachment if necessary.

***9. Relatives employed by UN or other Organizations**

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

Attachments:

File Name or URL	Type	Description
Template for IC to declare rel	File	

***10. Enquiries with present employer**

Do you have any objections to us making inquiries of your present employer?

***11. REFERENCES**

List three persons not related to you who are familiar with your character and qualifications. Use template attached and upload.

Attachments:

File Name or URL	Type	Description
Template for IC to provide ref	File	

*12. Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box

***13. Criminal Records**

Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, give full particulars of each case in an attached statement.

***14. Statement of Health**

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of

Health herewith attached prior to contract signature.

Attachments:

File Name or URL	Type	Description
Individual Contract_Statement	File	Template for statement of health

Target: I will be able to provide proof of medical insurance coverage if selected

*15.

Conflict of Interest

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

*16. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

2.6 Section 6. Annexes and attachments

*1. CV and other documents

Have you uploaded your CV including education/qualifications, professional certifications, and employment records/experience?

*2. Have you provided breakdown of costs supporting the all inclusive financial proposal.

Please ensure there are no mathematical errors and that amounts match with your offer in the system

Attachments:

File Name or URL	Type	Description
Template for IC to provide bre	File	



3 Lines

Instructions Please add the price for each deliverable listed below. Upload breakdown of financial proposal using template provided. make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Product I	90121500						
2-Product II	90121500						
3-Product III	90121500						
4-Product IV	90121500						
5-Product V	90121500						
6-Product VI	90121500						
7-Product VII	90121500						
8-Product VIII	90121500						