



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for **JAM-178191-2022: Consultancy to develop Jamaica's National Transport Policy, Plan and Strategy**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

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 supplier 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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your proposal.



Tender Overview

The UNDP Jamaica Multi-Country Office is seeking the services of a firm/consortia/joint venture to carry out an inception report, conduct a full diagnosis /functional review of the NTP and associated documents and submit a report of process and findings, conduct a detailed gender analysis using GBA+ methodology of the existing NTP and associated documents, prepare a Revised National Transport Policy, conduct a cost/benefit analysis, develop a Gender Responsive and Climate Proofed National Transport Strategy, host a strategic planning workshop with key stakeholders, conduct a validation workshop for the Revise NTP, Strategy and Action Plan, and Produce final draft of Revise Gender Responsive and Climate Proofed Transport Sector Policy, National Transport Strategy and National Transport Action Plan.



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1 Overview

1.1 General Information

Title	Consultancy to develop Jamaica's National Transport Policy, Plan and Strategy
Amendment	Page number corrected on attached files.
Description	
Contact Point	UNDP JAMAICA PROCUREMENT UNIT
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	procurement.jamaica@undp.org
Reference Number	JAM-178191-2022
Beneficiary Country	Jamaica
Introduction	<p>The UNDP Jamaica Multi-Country Office is seeking the services of a firm /consortia /joint venture to revise Jamaica's National Transport Policy (NTP), develop the National Transport Strategy (NTS), and to develop the National Transport Action Plan (NTAP) by carrying out an inception report, conduct a full diagnosis /functional review of the NTP and associated documents and submit a report of process and findings, conduct a detailed gender analysis using GBA+ methodology of the existing NTP and associated documents, prepare a Revised National Transport Policy, conduct a cost /benefit analysis, develop a Gender Responsive and Climate Proofed National Transport Strategy, host a strategic planningworkshopwithkeystakeholders, conductavalidationworkshopforthe Revise NTP, Strategy and Action Plan, and Produce final draft of Revise Gender Responsive and Climate Proofed Transport Sector Policy, National Transport Strategy and National Transport ActionPlan.</p> <p>Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. if you have an account, log in in this link: http://supplier.nextgenerp.partneragencies.org/ using your username and password. Use the forgotten password /username feature if you do not remember them. If you do not have an account already, you can register one following this link: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271.</p> <p>Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.</p> <p>UNDP LAC REGIONAL HUB PROCUREMENT UNIT</p>

This is a two stage negotiation and all responses will be evaluated in two stages.



1.2 Tender Timeline

Preview Date

Open Date 28/04/22 00:12 AM

Close Date 26/05/22 19:00 PM

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 ()



2 Requirements

**Response is required*

2.1 Section 1. General Provisions

1. General Instructions

Please read carefully Annex 1 describing main scope of the requirements and other provisions to this process, herewith attached.

Attachments:

File Name or URL	Type	Description
178191-2022 RFP - Description	File	Description of Requirements
178191-2022 RFP - Form for Su	File	Proposal Form
178191-2022 RFP - Terms of Re	File	Terms of Reference
178191-2022 RFP - Evaluation	File	Evaluation Criteria

*2. General Terms and Conditions

Do you confirm acceptance of UNDP General Terms and conditions available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> and herewith attached?

General Terms and Conditions for contracts (goods and/or services)

Attachments:

File Name or URL	Type	Description
PSU_Considerations of Contract	File	GTCs

Target: Confirm acceptance of GTCs

3.

Technical Proposal (70%)

Expertise of the Firm



Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

Management Structure and Qualification of Key Personnel

Financial Proposal (30%)

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

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided company profile describing the nature of business, field of expertise, licenses, certifications, accreditations?

Target: Company profile provided

***2. Legal Documents**

Have you provided legal documents including company registration certificate, legal representation, etc.?

Target: Legal documents provided

***3. Financial Statements**

Have you provided latest audited financial statements - income statement and balance sheet to indicate financial stability, liquidity, credit standing, and market reputation?

***4. Reference Letters**

Have you provided at least two reference letters from your past experience?

Target: Reference letters are provided

***5. Past Experience**

Provide information regarding corporate experience within the last ten years relevant to this contract, using the template attached.

Target: Past experience provided

2.3 Section 3. Technical evaluation detailed criteria

***1. FORM 1 - Expertise of Firm /Consortia /Joint Venture Submitting Proposal**

Reputation of organization and staff (competence /reliability) - please provide a link to your organization's website and another relevant publication that can attest to a strong reputation.

70 points

Attachments:

File Name or URL	Type	Description



178191-2022 RFP - Evaluation	File	Evaluation Criteria
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- *2. Litigation and Arbitration history - (firms are expected to mention all litigation and arbitration matter and indicate none if necessary).

20 points

- *3. General organizational capability which is likely to affect implementation (i.e., loose consortium, holding company or one firm, size of the firm/organization of project management support e.g., project financing capacity and project management controls).

120 points

Response attachments are required.

- *4. Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills) - please clearly identify all sub-contractors where necessary.

20 points

Response attachments are optional.

- *5. Quality assurance procedures, warranty- firms are expected to indicate measures that will be used to guarantee the highest level of quality and integrity of the deliverables).

30 points

- *6. Relevance of:

1. Specialized knowledge of policy development (70)
2. Experience on similar policies (40)
3. Experience on projects in SIDS including the Caribbean (20)
4. Work for UNDP /major multilateral/bilateral programmes (10)

140 points



*7.

FORM 2 - Proposed Work Plan and Approach - Technical Proposal

To what degree does the offeror understand the task?

80 points

Attachments:

File Name or URL	Type	Description
178191-2022 RFP - Evaluation	File	Evaluation Criteria

*8. Have the important aspects of the task been addressed in sufficient detail.

80 points

*9.

Is the proposal based on an assessment of the project environment and was this data input properly used in the preparation of the proposal? (For example, did the consultant undertake any research of the market for this consultancy? What were the findings?)

60 points

*10. Have the risk /limitations been identified and proposal for addressing same proposed?

120 points

*11. Is the scope of the task well defined and does it correspond to the TOR?

160 points

*12. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?

100 points

*13.

FORM 3 – Management Structure and Key Personnel

Team Leader (Transport Policy Expert).



1. Graduate degree in Transport Policy, Transport Planning and Engineering, Urban/Regional Planning, Transport Economics, Public Policy or related disciplines (Pass /Fail).
2. At least 8 years' experience at a senior management level in policy development and implementation within the transport sector or related field (60 points for 5 years, 10 points for each additional year).
3. At least 2 transport or related policies produced as lead author (consultant should provide sample of previous work related to the consultancy - 70 points for 2 policies, 10 points for each additional policy).
4. Knowledge of and experience with achieving cross-cutting sectoral integration in the formulation of transport sector or related policies (30 points).
5. Demonstrated knowledge of the local and international transport sector and modalities of transportation (30 points).
6. Demonstrated ability to lead a multi-disciplinary and multi-cultural team (20 points).
7. Experience working in the Small Island Developing States (SIDS) including the Caribbean (25 points).
8. Experience working in a multidisciplinary environment spanning Governments, UN Agencies, multilateral partners, NGOs and research institutions (20 points).
9. Excellent writing and editing skills evidenced by work produced (45 points).

300 points

Attachments:

File Name or URL	Type	Description
178191-2022 RFP - Evaluation	File	Evaluation Criteria

*14. Urban and Regional Planner.

1. Graduate degree in Urban /City and Regional Planning, Transport Policy and Administration, Transport Planning or related disciplines (Pass /Fail).
2. At least 7 years' experience in development of policies and regulations related to Urban and Regional Planning, Transport Planning and alternative transport (30 points).
3. Demonstrated knowledge and experience in comprehensive planning analysis (15 points).
4. Demonstrated knowledge and experience in multimodal transportation (15 points).
5. Knowledge of and previous experience in planning principles and philosophies, land use, economics, demographics, sociology, research and statistics, natural and built environment, spatial analysis, network analysis and geospatial statistical analysis (15 points).
6. Demonstrated ability to work in a multi-disciplinary and multi- cultural group (5 points).
7. Experience working in the Small Island Developing States (SIDS) including the Caribbean (10 points).



8. Experience in undertaking multi-disciplinary and multi-sector analysis in an integrated and comprehensive manner (10 points).

100 points

*15.

Climate Change /Environment /Disaster Risk Specialist.

1. Post Graduate Degree in Energy Management, Sustainable Energy, Environmental Management, Disaster Risk Management, Climate Change Adaptation /Mitigation, or related field (Pass /Fail).
2. At least 5 years' experience in developing national policy related documents (40 points).
3. At least 5 years' experience working in issues of climate change, disaster risk or environmental management and/or related areas (30 points).
4. Demonstrated knowledge of or work in the transport sector (10 points).
5. Demonstrated ability to work in a multi-disciplinary and multi- cultural group (10 points).
6. Experience working in the Small Island Developing States (SIDS) including the Caribbean (10 points).

100 points

*16.

Gender Specialist.

1. Postgraduate degree in development studies, gender studies, poverty reduction, international policy, sustainable development or social sciences (Pass /Fail).
2. At least 5 years of experience addressing issues specific to gender equality and the mainstreaming of gender into national policies, strategies or and action plans (50 points).
3. At least 2 years of experience in executing gender specific capacity building initiatives at the policy level and supporting institutional coordination efforts, resulting in the design of strategic guidance documents or strategic re-development of organizations structures which support gender mainstreaming (30 points).
4. Demonstrated ability to work in a multi-disciplinary and multi-cultural group (10 points).
5. Experience working in the Small Island Developing States (SIDS) including the Caribbean is an asset (10 points).

100 points



2.4 Section 4. Financial Evaluation

*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Attachments:

File Name or URL	Type	Description
Annex 2.docx	File	Financial Proposal

Response attachments are required.

2.5 Section I-1.

I-1. This is an internal criteria. Each evaluator need to put the maximum score based on the scores given in the detailed criteria up to the maximum score allowed, e.g 2000 points.

2.6 Section I-2.

I-1. Total Amount from the Supplier's Response.



3 Lines

Instructions

Expected Outputs and Deliverables:

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Inception Report documenting methodology to be used in undertaking relevant consultancy including relevant tools and annotated table of contents for the NTP, NTS and NTAP.	78181700						
2-Deliverable 2: Report on Diagnostic/Functional Review of National Transport Policy including findings of the gender analysis and stakeholder consultations.	78181700						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-Deliverable 3: Draft National Transport Policy, Draft National Transport Strategy and National Transport Action Plan including annexes on the findings of surveys and stakeholder consultations.	78181700						
4-Deliverable 4: Final Draft of National Transport Policy, Final Draft Transport Strategy, Final Draft Transport Action Plan.	78181700						
5-Deliverable 5: Draft National Transport Strategy and National Transport Action Plan including annexes on the findings of surveys and stakeholder consultations.	78181700						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
6-Deliverable 6: Validation workshop to present the Second Draft National Transport Policy, Draft Strategy and Draft Action Plan to key stakeholders.	78181700						
7-Deliverable 7: Final Draft of National Transport Policy, Final Draft Transport Strategy, Final Draft Transport Action Plan	78181700						