



Invitation to Submit an Offer for Consultant on Mapping SDG Integration and VNRs

The United Nations Development Programme (UNDP) is currently implementing a project (SDG Integration advisory) 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 - Annex 1;
- The standard Letter of Confirmation of Interest and Availability - Annex 2 -, which you must accomplish and submit to UNDP;
- 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;
- The Designation of Beneficiary for IC Contract form - Annex 3;
- The Statement of Health for Individual Contractors form - Annex 4;
- The Evaluation Criteria to be considered - Annex 5.

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



Regional Hub, RBLAC



Tender Overview

UNDP wants to carry out a systematic analysis of the NVRs that countries in the region have produced to date to understand which areas of sustainable development are prioritized by governments; how public policies promoted in different countries in the region compare with each other, and; if and how the Covid-19 pandemic has changed policies for development in Latin America and the Caribbean.



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1 Overview

1.1 General Information

Title	Consultant on Mapping SDG Integration and VNRs
Contact Point	Procurement Unit
Outcome	
E-Mail	procurement.rblac.regionalhub@undp.org
Reference Number	19699-2022
Beneficiary Country	Panama
Introduction	Country: Regional Hub Directorate (Home-based assignment)

Description of the Assignment: Consultant on Mapping SDG Integration and VNRs

Period of assignment /services (if applicable): 10-month commitment, starting July 2022

Proposal should be submitted directly in the portal no later than indicated deadline: 24-Jun-2022 @ 14:00 (GMT /UCT -4).

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

1.2 Tender Timeline

Preview Date	
Open Date	17/06/22 14:43 PM
Close Date	24/06/22 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



	Rule
<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. 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
19699-2022 Annex 1 - Terms of	File	Terms of Reference
19699-2022 Annex 2 - Offeror'	File	Offeror's Letter to UNDP
19699-2022 Annex 3 - Delegati	File	Declaration of Beneficiary
19699-2022 Annex 4 - Statemen	File	Statement of Health

- *2. 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?

Attachments:

File Name or URL	Type	Description
19699-2022 IC Contract Model	File	IC Contract Model and General Terms & Conditions for IC Contracts

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

Cumulative Analysis

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

- a) Responsive /compliant /acceptable; and,



b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Proposal (70%)

Only candidates who reach 70% of total score in the Technical evaluation, will be considered RESPONSIVE and will continue for the financial evaluation of proposals.

Financial Proposal (30%)

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

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 5 - Evaluati	File	Evaluation Criteria

2.2 Section 2. Qualifications of the Successful Contractor

*1. Indicate the highest academic qualification that you possess and upload a copy of the certificate.

Target: Master's Degree

*2. Do you meet the requirement of having a minimum of 3 years of work experience in the areas of government reforms, public finance, and development planning?

Target: Yes

*3. Are you proficient in both English and Spanish?

Target: Yes

*4. Do you have excellent time-management skills and ability to meet tight deadlines?

Target: Yes

*5. Do you have the ability to produce clear and concise written reports?

Target: Yes

2.3 Section 3. Documents to be Included with the Proposal

*1. Upload a brief proposal highlighting:

1. Why you are the most suitable for the job.

Target: Cover letter provided

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

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 2 - Offeror'	File	Offeror's letter to UNDP confirming interest and availability for the IC assignment

Target: Details provided

- *3. Provide your personal CV including past experience in similar projects with at least 3 reference contacts (name, title, email address).

Target: CV provided

- *4. Please complete the attached delegation of beneficiary for individual contractors.

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 3 - Delegati	File	Delegation of beneficiary for individual contractors

Target: Delegation of beneficiary provided

- *5. Please complete the attached statement of health for individual contractors.

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 4 - Statemen	File	Statement of health for individual contractors

Target: Statement of health provided

2.4 Section 4. Evaluation

- 1.

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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



a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70% point would be considered for the Financial Evaluation.

2.5 Section 5. Technical Evaluation and detailed criteria

*1. A. - Master's degree in economics, development or another sustainable development related social science.

30 maximum points.

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 5 - Evaluati	File	Evaluation criteria

*2.

B. - Experience in supporting government reforms and policies:

1 years of experience	10 points
More than 1 but less than 5 years of experience	12 points
More than 5 years of experience	15 points

15 maximum points.

Attachments:

File Name or URL	Type	Description
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19699-2022 Annex 5 - Evaluati	File	Evaluation criteria
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*3.

C. - Demonstrated knowledge and experience in public finance:

1 years of experience 10 points

More than 1 but less than 5 years of experience 12 points

More than 5 years of experience 15 points

15 maximum points.

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 5 - Evaluati	File	Evaluation criteria

*4.

D. - Experience in the elaboration of development planning and budgeting:

1 years of experience 10 points

More than 1 but less than 5 years of experience 12 points

More than 5 years of experience 15 points

15 maximum points.

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 5 - Evaluati	File	Evaluation criteria

*5.

E. - Experience in conducting research, in particular literature review and independent policy and economic research:

1 years of experience	10 points
More than 1 but less than 5 years of experience	12 points
More than 5 years of experience	15 points

15 maximum points.

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 5 - Evaluati	File	Evaluation criteria

*6. F. - Working level proficiency of Spanish and English is necessary.

10 maximum points

Attachments:

File Name or URL	Type	Description
19699-2022 Annex 5 - Evaluati	File	Evaluation criteria

2.6 Section 6. Financial Evaluation

*1. 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
19699-2022 Annex 2 - Offeror'	File	Offeror's letter to UNDP confirming interest and availability for the IC assignment

Response attachments are required.

2.7 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 100 points.

2.8 Section I-2.

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

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-Deliverable 1: - Presentation of a detailed workplan with expected delivery dates - First draft document presenting the Review of SDG Integration Tools	32101600						
10-Deliverable 10: - Final Report with recommendations for SDG Integration in the region, based on the reviews conducted and the analysis of VNRs	32101600						
2-Deliverable 2: - First draft document presenting the Review of SDG Integration Practices - Second draft document presenting the Review of SDG Integration Tools	32101600						

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-Deliverable 3: - Final draft document presenting the Review of SDG Integration Tools - Final draft document presenting the Review of SDG Integration Practices	32101600						
4-Deliverable 4: - Draft document of the literature review on systemic approach to sustainable development - First draft document of SDG Integration Regional Offer	32101600						
5-Deliverable 5: - Final draft document of SDG Integration Regional Offer, including the literature review on systemic approach to sustainable development	32101600						
6-Deliverable 6: - Document with the criteria for the comparative analysis of VNRs in the region	32101600						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
7-Deliverable 7: - First draft document comparative study on VNRs	32101600						
8-Deliverable 8: - Second draft document comparative study on VNRs	32101600						
9-Deliverable 9: - Final draft document comparative study on VNRs	32101600						