



**REQUEST FOR PROPOSAL
19746-2022 RFP - TRAINING DEVELOPMENT SERVICES**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **TRAINING DEVELOPMENT SERVICES**. 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your proposal.

Procurement Unit

UNDP Regional Hub for Latin America and the Caribbean.



Tender Overview

UNDP seeks the services of a Training Development Firm to design an introductory CoFSA curriculum for Food and Agriculture stakeholders; produce course materials and pilot the course with a cohort of UNDP FACS stakeholders.



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1 Overview

1.1 General Information

Title	TRAINING DEVELOPMENT SERVICES
Contact Point	Procurement Unit
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	procurement.rblac.regionalhub@undp.org
Reference Number	19746-2022
Beneficiary Country	Panama
Introduction	

UNDP seeks the services of a Training Development Firm for the Conscious Food Systems Alliance, in order to support the FACS/CoFSA Team to design an introductory CoFSA curriculum for Food and Agriculture stakeholders (e.g., public and private sector, NGOs, etc.). The curriculum aims to introduce participants to consciousness approaches and practices offered by CoFSA; start building the inner capacities needed for transformation of the food systems (including self-awareness, well-being and resilience, care, empathy and compassion, openness to change, etc.); and to initiate participants to reflect on and explore how to bring these approaches into their work and/or prototype in their organizations. The Firm will work closely with CoFSA Secretariat and will report to the FACS Global Head.

In particular, the Firm will:

- a) Design a CoFSA curriculum to introduce food systems stakeholders to consciousness practices and approaches offered by CoFSA, as a foundation to build the inner capacities needed for transformation of the food systems (including self-awareness, well-being and resilience, care, empathy and compassion, openness to change, etc.).
- b) Produce a set of course materials for CoFSA, which can be delivered by other partners in a way that is adapted to their contexts.
- c) Pilot the course with a cohort of UNDP FACS stakeholders, evaluate the training and make and implement recommendations to improve the curriculum.

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>.

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.

Procurement Unit



UNDP Regional Hub for Latin America and the Caribbean

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

1.2 Tender Timeline

Preview Date
Open Date 23/06/22 14:55 PM
Close Date 06/07/22 19:00 PM
Estimated Award Date 2022-07-15T19:00:00.000+00:00
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*

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. General Provisions

1. General Instructions (Description of Requirements)

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
Annex 1	File	

*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 de minimis contracts (services only, less than \$50,000)

Attachments:

File Name or URL	Type	Description
Annex 3	File	

Target: Confirm acceptance of GTCs

3. Criteria for Evaluation and Contract Award



Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

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? It should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Target: Company profile provided

***2. Legal Documents**

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

***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. Have you provided track record, list of clients (minimum two) for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references?

5. Have you provided any certificates and accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc? **(optional)**

*6. Have you provided the written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN ProcurementDivisionList or Other UN Ineligibility List?

7. Have you provided the power of attorney? **(if applicable)**



*8. Have you provided Legal Representative ID?

*9.

In this section please attach the documents required in Annex 2 (sections B, C, D, E).

- Have you provided the proposed methodology as indicated in annex 2 (section B)?
- Have you provided the personnel information as indicated in Annex 2 (section C)?
- Have you provided your financial proposal as indicated in Annex 2 (sections D and E)?

Have you provided the Annex 2 completed and signed?

Note: Find attached the Terms of Reference (TORs). Please review them carefully for your reference.

Attachments:

File Name or URL	Type	Description
Terms of Reference (TORs)	File	
Annex 2	File	



2.3 Section 3. Technical evaluation detailed criteria

*1.

Expertise in training learning programmes with a focus on inner development (consciousness approaches and practices)

Excellent – (10 or more years)	70
Very Good (7 – less than 10 years)	50
Good (4 – less than 7 years)	40
Average (3 years - less than 4)	30
Fair (1-2 years)	10
Less than 1	0

*2.

At least 3 years of experience in delivering and designing training programmes with international organizations, private sectors, etc

10 or more years.....	70
7 – less than 10 years.....	40
4 – less than 7 years	30
3 – less than 4 years	20



Less than 3 years 0

*3.

Experience in Monitoring and Evaluation (M&E) and Research. The Firm must have experience in developing a framework for Monitoring & Evaluation of the curriculum, based on a pre and post course questionnaire, and apply it to the pilot.

Relevant Experience - 10 or more years 60

Some Experience - 5 to less than 10 30

Basic Experience - 3 to less than 5..... 10

None – Less than 3 0

*4.

Proven Experience in Virtual Trainings of at least 3 years

10 or more years 25

5 – less than 10 years 20

3 – less than 5 years15

Less than 3 years 0

*5.

Level of Clarity: Does the proposal achieves clarity and structure in a concise and understandable way? -
Key points: Clear, coherent, logically structured, concrete, and complete

Fully achieved 80



Partially achieved (missing identifiable aspects) 40

Not achieved 0

*6.

Objective: Does the proposal achieve the objective of the contract? Key points: Major aspects of the task have been identified and addressed in sufficient detail

Fully Achieved 100

Partially Achieved (missing tasks) 50

Not Achieved 0

*7.

Feasibility: The proposal indicates if it allows to achieve the planned products with the resources available? Key points: details, timeline, linkage within goals

Clearly indicated 85

Partially indicated 40

Not indicated 0

*8.

Creativity: The Proposal shows innovative ideas – Key points: Ideas are well define and innovation is clearly detailed and compared with traditional methods

Yes 85

No 0



*9. Bachelor Degree in international development, leadership, psychology, behavioral science or related discipline;

Bachelor Degree..... 30

No Degree..... 0

*10. Certified trainer in consciousness practices and approaches (e.g. mindfulness and compassion);

Certified 60

Not Certified..... 0

*11. Experience in Leadership programs and training for institutional partners

10 or more years 60

5 – less than 10 years 40

3 – less than 5 years 20

Less than 3 years 0

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.

2.5 Section I-1.



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

2.6 Section I-2.

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 725 points.



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1 – Course materials - version. • Curriculum and detailed run of play of each session (minute by minute) • Materials (presentations and support materials) • Monitoring & Evaluation framework and related materials	86132100						
2-Deliverable 2 – Pilot delivery. • Run of a pilot training t be agreed with the UNDP team • Writing of an evaluation report with recommendatio ns to improve the curriculum	86132100						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-Deliverable 3 – Course materials - version 2. • Revised Curriculum and detailed run of play of each session (minute by minute), taking into account lessons learnt from the pilot • Revised Materials (presentations and support materials) • Monitoring & Evaluation framework and related materials (e.g. questionnaires)	86132100						