



## REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for **19849-2022: Support CARICOM in integrating Police and Justice Standards in the Regional Essential Services Package Community of Practice to end Violence Against Women and Girls and Family Violence in the Caribbean.**

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](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/unscclconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf)

Thank you and we look forward to receiving your proposal.



**Tender Overview**

The main objectives of the Regional ESP CoP are to: 1) establish a space for representatives of the four ESP pillars and gender desks of CARICOM, together with UN Agencies, to exchange good practices, adapt global standards for the prevention and response to GBV, and facilitate south-south cooperation. 2) Define priorities to inform an intersectoral capacity building strategy at the regional and national level, in order to improve policies and programmes oriented (directly and indirectly) at the response to GBV, including VAWG. 2) Become the backbone for technical support, assistance and cooperation, for regional and national partners to adopt a common approach in the response to GBV. 4) Ensure coordination among key regional institutions responsible for implementing the ESP, responding to humanitarian emergencies, developing GBV-related policies and programmes, enhancing a humanitarian-development nexus approach.



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## 1 Overview

### 1.1 General Information

<b>Title</b>	Support CARICOM in the Regional Essential Services Package Community of Practice
<b>Contact Point</b>	UNDP REGIONAL HUB PROCUREMENT UNIT
<b>Outcome</b>	
<b>Two Stage</b>	Yes
<b>Evaluation</b>	
<b>E-Mail</b>	procurement.rblac.regionalhub@undp.org
<b>Reference Number</b>	19849-2022
<b>Beneficiary Country</b>	Panama
<b>Introduction</b>	The UNDP's Regional Bureau for Latin America and the Caribbean (RBLAC) is looking for a qualified non-governmental organization (NGO) /institution or company to support CARICOM in integrating Police and Justice Standards in the CoP in the framework of the multisectoral response to end VAWG/FV in the Caribbean. The NGO /company will work under the overall guidance of the Team Leader a.i of the Gender Cluster at RBLAC and the direct supervision of the Gender Policy Specialist on Ending Violence against Women and Girls at RBLAC and the Caribbean Regional Spotlight Coordinator.

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.

UNDP LAC REGIONAL HUB  
PROCUREMENT UNIT

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

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	05/07/22 01:28 AM
<b>Close Date</b>	26/08/22 20:00 PM
<b>Time Zone</b>	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
19749-2022 RFP - Annex 1 - De	File	Description of Requirements
19749-2022 RFP - Annex 2 - Fo	File	Form for Submitting Service Provider's Proposal
19749-2022 RFP - Annex 4 - Te	File	Terms of Reference
19749-2022 RFP - Annex 5 - Ev	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
19749-2022 RFP - Annex 3 - UN	File	UNDP GTCs for Contracts

*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.

Attachments:

File Name or URL	Type	Description
19749-2022 RFP - Annex 5 - Ev	File	Evaluation Criteria

## **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. SECTION 1 - Qualifications, Capacity and Experience of the Firm (company / NGO/ etc.)**

Experience working with companies /organization that focus on gender-based violence, in development and



/or humanitarian contexts.

- Over 10 years or more: 50 points
- From 5 to 10 years: 25 points
- Less than 5 years: 5 points
- No experience: 0 points

50 points

Attachments:

File Name or URL	Type	Description
19749-2022 RFP - Annex 5 - Ev	File	Evaluation Criteria

\*2. Experience developing training sessions /workshops with a human rights-based approach in the public sector.

- Over 10 years or more: 40 points
- From 5 to 10 years: 20 points
- Less than 5 years: 5 points
- No experience: 0 points.

40 points

\*3. Experience working in knowledge management and /or Community of Practice activities related to Gender-Based Violence response.

- Over 10 years or more: 40 points
- From 5 to 10 years: 20 points



- Less than 5 years: 5 points
  
- **No experience: 0 points**

40 points

*Response attachments are required.*

- \*4. Experience working in the Caribbean region.
  - More than 8 projects: 50 points
  - From 5 to 8 projects: 25 points
  - From 1 to 4 projects: 15 points
  - Less than 1 project: 0 points

50 points

*Response attachments are optional.*

- \*5. Experience working with the United Nations System.
  - More than 5 years: 20 points
  - From 1 to 5 years: 15 points
  - Less than 1 year: 0 points

20 points



\*6.

## SECTION 2 - Proposed Methodology, Approach, and Implementation Plan

Understanding of the requirement: Were the important aspects of the task addressed in sufficient detail, and were the different components of the project adequately weighted against each other?

- Excellent: 100 points
- Good: 75 points
- Satisfactory: 50 points
- Poor: 25 points
- Very Poor: 10 points
- No evidence: 0 points

100 points

Attachments:

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

\*7. Description of the firm's approach and methodology to meet or exceed the requirements of the Terms of Reference.

- Excellent: 75 points
- Good: 50 points
- Satisfactory: 35 points



- Poor: 25 points
- Very Poor: 10 points
- No evidence: 0 points

75 points

\*8. Details on how the various elements of the service will be organized, controlled and provided.

- Excellent: 75 points
- Good: 50 points
- Satisfactory: 35 points
- Poor: 25 points
- Very Poor: 10 points
- No evidence: 0 points

75 points

\*9. Description of available performance monitoring and evaluation mechanisms and tools; how they are to be adopted and used for a specific requirement.

- Excellent: 50 points
- Good: 40 points
- Satisfactory: 30 points



- Poor: 20 points
  
- Very Poor: 10 points
  
- No evidence: 0 points

50 points

\*10. Evaluation of the proposed implementation plan, including whether activities are appropriately sequenced, logical and realistic.

- Excellent: 50 points
  
- Good: 40 points
  
- Satisfactory: 30 points
  
- Poor: 20 points
  
- Very Poor: 10 points
  
- No evidence: 0 points

50 points

\*11. Demonstration of equipment and or teams necessary to perform the requested tasks.

- Excellent: 50 points
  
- Good: 40 points



- Satisfactory: 30 points
- Poor: 20 points
- Very Poor: 10 points
- No evidence: 0 points

50 points

\*12.

### **SECTION 3 – Management Structure and Key Personnel**

Composition and structure of the proposed team: are the proposed roles of the management and key staff team adequate for the provision of the required services?

50 points

Attachments:

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



- \*13. Qualifications of proposed key personnel: Project Coordinator or Leader (Gender-based Violence Expert)

Degree in gender, human rights, international relations, international law, social sciences, or other relevant fields.

- Masters or higher level: 25 points
- Bachelors: 15 points
- Other: 5 points

25 points

- \*14. Qualifications of proposed key personnel: Project Coordinator or Leader (Gender-based Violence Expert)

Proficient communication, writing and editing skills in English - French is a plus.

- English and French: 25 points
- English: 20 points

25 points

- \*15. Qualifications of proposed key personnel: Project Coordinator or Leader (Gender-based Violence Expert)

Verifiable professional experience working in gender-based violence, in development and /or humanitarian contexts.

- More than 5 years: 50 points
- From 2 to 5 years: 25 points



- Less than 2 years: 5 points

50 points

- \*16. **Qualifications of proposed key personnel: Project Coordinator or Leader (Gender-based Violence Expert)**

Verifiable experience working on gender mainstreaming projects, especially in the areas of essential services such as (health, police and justice, and social services).

- More than 5 years: 50 points
- From 2 to 5 years: 25 points
- Less than 2 years: 5 points

50 points

- \*17. **Qualifications of proposed key personnel: Personnel 1 (Knowledge Management /Communications Expert)**

Degree in knowledge management, communications, media, or other relevant fields.

- Masters or more: 20 points
- Bachelors: 10 points
- Other: 5 points

20 points

- \*18. **Qualifications of proposed key personnel: Personnel 1 (Knowledge Management /Communications Expert)**

Proficient communication, writing and editing skills in English and French.

- English and French: 10 points
- English: 5 points

10 points

- \*19. **Qualifications of proposed key personnel: Personnel 1 (Knowledge Management /Communications Expert)**





Experience working in knowledge management and/or Community of Practice activities or similar platforms.

- More than 5 years: 50 points
- From 2 to 5 years: 25 points
- Less than 2 years: 5 points

50 points

\*20. Qualifications of proposed key personnel: Personnel 1 (Knowledge Management /Communications Expert)

Experience working in knowledge management and/or Community of Practice activities or similar platforms.

- More than 5 years: 50 points
- From 2 to 5 years: 25 points
- Less than 2 years: 5 points

20 points

\*21. Qualifications of proposed key personnel: Personnel 1 (Capacity Development Expert – Police and Justice)

Degree in Law, criminal law, human rights, gender studies or other related fields.

- Masters or more: 20 points
- Bachelors: 10 points
- Other: 5 points

20 points

\*22. Qualifications of proposed key personnel: Personnel 1 (Capacity Development Expert – Police and Justice)

Proficient communication, writing and editing skills in English and French.

- English and French: 10 points
- English: 5 points

10 points



\*23. **Qualifications of proposed key personnel: Personnel 1 (Capacity Development Expert – Police and Justice)**

Verifiable professional experience in developing training content, guidelines, protocols, and provide training on gender-related issues including violence against women and girls.

- More than 5 years: 50 points
- From 2 to 5 years: 25 points
- Less than 2 years: 5 points

35 points

\*24. **Qualifications of proposed key personnel: Personnel 1 (Capacity Development Expert – Police and Justice)**

Verifiable professional experience in the justice and /or policing fields with a gender or human rights approach.

- More than 5 years: 50 points
- From 2 to 5 years: 25 points
- Less than 2 years: 5 points

35 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
19749-2022 RFP - Annex 2 - Fo	File	Form for Submitting Service Provider's 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: Work plan, timeline, and inception report.	72111000						
2-Deliverable 2: Integrated ESP CoP Work Plan.	72111000						
3-Deliverable 3: A Virtual Space on Police and Justice Sector response to VAWG/FV.	72111000						
4-Deliverable 4: at least 3 online and/or in-person knowledge exchange sessions on gender-responsive police and justice prevention and response to VAWG/FV.	72111000						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
5-Deliverable 5: At least 3 knowledge products on gender-responsive police and justice prevention and response to VAWG/FV elaborated and /or disseminated.	72111000						
6-Deliverable 6: Online repository of knowledge products and resources.	72111000						
7-Deliverable 7: Final Report summarizing the deliverables achieved and recommendations for way forward.	72111000						