



REQUEST FOR PROPOSAL

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP) **to engage an experienced evaluation firm in the final evaluation of the Peacebuilding Fund-supported Darfur Programme".**

To enable you to submit a proposal, please read the following attached documents carefully.

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Data Sheet
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Proposal Forms
 - Form A: Proposal Confirmation
 - Form B: Checklist
 - Form C: Technical Proposal Submission
 - Form D: Proposer Information
 - Form E: Joint Venture/Consortium/Association Information
 - Form F: Eligibility and Qualification
 - Form G: Format for Technical Proposal



- Form H: Format for CV of proposed key personnel

- Form I: Statement of Exclusivity and Availability

- Form J: Financial Proposal Submission

- Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the online portal and subscribe to this tender following the instructions in the system user guide. Should you require further clarifications, kindly communicate through the system as indicated in Section 3: Data Sheet.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. 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.

We look forward to receiving your proposal.

UNDP Sudan



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1 Overview

1.1 General Information

Title	To Engage an Evaluation firm
Amendment	1- Attaching the Fist prebid meeting minutes
Description	2- attaching addendum No 1 for second Prebid meeting on the 20th of June 2022 at 3:00 Pm Khartoum Time
Contact Point	Dear Bidders Please download all documents Liza Djierdjian
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	liza.djierdjian@undp.org
Reference Number	UNDP/SDN/RFP/22/021
Beneficiary Country	Sudan
Introduction	

Dear Sir / Madam:

We kindly request you to submit your Proposal for **to engage an experienced evaluation firm in the final evaluation of the Peacebuilding Fund-supported Darfur Programme"**.

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.quantum.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 OFFICE Sudan
PROCUREMENT UNIT

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

1.2 Tender Timeline



Preview Date
Open Date 19/06/22 12:56 PM
Close Date 02/07/22 12:00 PM
Estimated Award Date 2022-06-29T12:00:00.000+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 ()

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	General Instructions	2

1.5 Attachments

File Name or URL	Type	Description
Section 2 General Instructions	File	
Section 6_Contract terms.docx	File	
Addendum NO1	File	
ToR Final Evaluation PBF Darfu	File	
Minutes of the Pre-bid meeting	File	
Bid Data Sheet.pdf	File	



2 Requirements

**Response is required*

2.1 Section 1. General Provisions

*1. General Instructions to Proposers

This tender is governed by the provisions in Section 2. General Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

Attachments:

File Name or URL	Type	Description
Section 2 General Instructions	File	General Instructions

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Attachments:

File Name or URL	Type	Description
Bid Data Sheet.pdf	File	

Target: Have read and understood provisions in BDS

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

Do you accept the General Conditions of Contract as specified in Section 6

Target: Accept General Conditions of Contract

*2. Proposal Validity

Do you accept that your proposal is valid as required in General Instructions and Bid Data Sheet sections?

*3. FORM I-FINANCIAL PROPOSAL FORM:

Have you attached the filled FORM I-FINANCIAL PROPOSAL FORM

Attachments:

File Name or URL	Type	Description
FORM I-FINANCIAL PROPOSAL FORM	File	

*4. Form A: Proposal Confirmation

Have you provided Proposal Confirmation as per the form provided, duly signed by a legal representative of your company?

Attachments:

File Name or URL	Type	Description
FORM A- PROPOSAL CONFIRMATION	File	

*Target: Technical Proposal Submitted****5. Form B: Proposer Information**

Have you submitted form B with information on proposer using the template herewith attached?

Attachments:

File Name or URL	Type	Description
Form B-Proposer Information.pdf	File	

***6. Form C: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

Attachments:

File Name or URL	Type	Description
Form C- JV-Consortium-Associat	File	

***7. Form D: Eligibility and Qualifications**

Have you submitted the information requires to establish eligibility and qualifications as per Form D herewith attached?

Attachments:

File Name or URL	Type	Description
Form D - Eligibility and Qual	File	

*Target: Information provided****8.****FORM G: FORMAT FOR TECHNICAL PROPOSAL**

Have you submitted the filled Form G

Attachments:

File Name or URL	Type	Description
FORM G- FORMAT FOR TECHNICAL P	File	

***9. Form E: Technical Proposal**

Have you submitted technical proposal using template herewith attached?

Attachments:

File Name or URL	Type	Description
Form E -Technical Proposal.pdf	File	

*Target: Technical Proposal Submitted****10. Form F: CVs of Proposed Key Personnel**

Have you provided CVs of key proposed personnes using the template herewith attached?

Upload CVs individually in technical evaluation criteria section further below.

Attachments:

File Name or URL	Type	Description
Form F-Format for CV of Propos	File	

Target: CVs uploaded for all key personnel

***11. Form H: Proposal Security**

Have you provided form H proposal security in the format and template required herewith attached? - **(Not Required)**

Upload scanned copy in the system and send original in the address provided in tender documents. Upload mail confirmation and/or reference number.

Target: Proposal security provided

***12.**

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Have you submitted Form I ?

Attachments:

File Name or URL	Type	Description
FORM I-STATEMENT OF EXCLUSIVIT	File	

***13.**

FORM J: FINANCIAL PROPOSAL SUBMISSION

Have you submitted filled, signed and stamped form J

Attachments:

File Name or URL	Type	Description
FORM J- FINANCIAL PROPOSAL SUB	File	

I-1. Overall Assessment on Preliminary Examination

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.

Insert 1 for "Pass" and 0 for "Fail"

2.3 Section 3. Evaluation Criteria - Minimum Eligibility

***1. Legal Registration**

Bidder is a legally registered entity and all relevant information is provided.

Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

***2. Sanctions List**

Do you confirm that you are not suspended, nor otherwise identified as ineligible by any UN organization, The World Bank Group or any other International Organization in accordance with section 2 Article 4.

Target: Not suspended or ineligible

***3. Bankruptcy**



Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

I-1. Overall assessment of eligibility

This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria. Insert 1 for "Pass" and 0 for "Fail"

2.4 Section 4. Evaluation Criteria - Qualifications

***1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully

***2. Litigations**

No Consistent history of court/arbitral award decisions against the proposer for the last 3 years.

***3. Relevant Experience**

Indicate the number of years of relevant experience of the company.

Company must have at least [INSERT NUMBER OF YEARS] years of relevant experience.

Response attachments are optional.

***4. Recent Experience**

Indicate the number of contracts of similar nature and complexity implemented over the last [INSERT NUMBER OF YEARS] years. Provide information on such contracts as per the template/form provided.

For JV/Consortium/Association, all parties cumulatively should meet requirement.

Bidder must provide at least [INSERT NUMBER OF RECENT CONTRACTS REQUIRED] recent contracts.

Response attachments are required.

***5. Financial Standing - Liquidity**

Minimum average annual turnover of **USD 200,000** for the last 3 years.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability **by submitting the Audit report for the last three years "Audit report from a certified accountant"**.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

The ration average current assets/Current liabilities over the last years must be equal of greater than 1.

Proposers must include audited balance sheets overing the last 3 years.

Indicate the average ratio

Response attachments are required.

***6. Financial Standing - Turnover**

Minimum average annual turnover of **USD 200,000** for the last 3 years.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability **by submitting the Audit report for the last three years "Audit report from a certified accountant"**.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Provide average turnover amount for the last 3 years in USD.

Response attachments are optional.

I-1. Overall Qualifications Criteria

This is an internal criteria for evaluation team to assess and determine whether bidder meets overall the qualifications criteria.

Insert 1 for "Pass" and 0 for "Fail"

2.5 Section 5. Technical evaluation Criteria

1. Technical evaluation criteria of the proposal

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set. Evaluation team will score each criteria based on the information provided in the proposal. To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

Kindly find attached **"Technical evaluation criteria of the proposal" for the scoring**

Attachments:

File Name or URL	Type	Description
Technical evaluation criteria	File	Technical evaluation criteria of the proposal

***2. Reputation of the organization and staff Credibility**

Assess reputation of the organization and credibility and reliability of its stand and standing in the industry. Write a short paragraph highlighting main points relevant to this criteria. Add attachments if needed.

***3. General organizational capability**

Write a short paragraph highlighting key points related to organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extend to which any work would be subcontracted, etc. Include attachments if needed.

Response attachments are optional.

***4. Specialized knowledge and experience**

Write a short paragraph highlighting specialized knowledge and experience on similar engagements done in the region/country. Include attachments if needed.

Response attachments are optional.

***5. Quality Assurance and risk mitigation measures**

Write a short paragraph highlighting key quality assurance procedures and risk mitigations measures in place. Include attachments (e.g. internal policies) as applicable.



Response attachments are optional.

***6. Organization commitment to Sustainability**

Organisation is compliant with ISO 14001 or ISO 14064 or equivalent (Provide copy of certificates) – 20 points

Organisation is a member of the UN Global Compact (provide proof) – 5 points

Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues). Provide copies of internal policies – 5 points

***7. Understanding of Requirement**

Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?

Write a short paragraph only. Needs to be demonstrated in the technical proposal.

Response attachments are optional.

***8. Approach and Methodology**

Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.

Response attachments are optional.

***9. Organization of different service elements**

Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference

Response attachments are optional.

***10. Performance Monitoring**

Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement

Response attachments are optional.

***11. Implementation Plan**

Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic

Response attachments are optional.

***12. Ability to Plan**

Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract

Response attachments are optional.

***13. Composition and structure of proposed team**

Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?

Response attachments are optional.

***14.**

EVALUATION CRITERIA FOR OFFERS



	Assessment Criteria	Maximum Obtainable Points	Weightage
1.	Technical Proposal	1000	70%
a.	Bidder's qualification, capacity and experience	350	
b.	Proposed Methodology, Approach and Implementation Plan	300	
c.	Management Structure and Key Personnel	350	
2.	Financial Proposal		30%
	Total Score		100%

N. CRITERIA FOR TECHNICAL EVALUATION

Summary of Technical Proposal Evaluation Forms	
1.	Bidder's qualification, capacity and experience



2.	Proposed Methodology, Approach and Implementation Plan
3.	Management Structure and Key Personnel
	Total

Section 1. Bidder's qualification, capacity and experience	
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing
1.2	General Organizational Capability which is likely to affect implementation: management, financial stability and project financing capacity, project management controls, etc. If any work would be subcontracted (At least 5 years of demonstrated experience conducting complex and/or conflict-affected situations)
1.3	Relevance of specialized knowledge, especially peacebuilding, conflict prevention and interventions
1.3	Relevance of experience on similar engagements done in the region/country
1.4	Quality assurance procedures and risk mitigation measures
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some points, for example internal company policy documents on women empowerment, or membership of trade institutions promoting such issues



Section 2. Proposed Methodology, Approach and Implementation Plan	
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the assignment adequately weighted against each other?
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the Terms of Reference
2.3	Details on how the different service elements shall be organized, controlled and delivered
2.4	Description of available performance monitoring and evaluation mechanisms and how they shall be adopted and used for a specific requirement
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures throughout the execution of the contract

Section 3. Management Structure and Key Personnel	
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?
3.2	Qualifications of key personnel proposed
3.2 a	International Expert- Team Leader
	Educational background (Advanced university degree (Master's degree or higher) in peace and conflict studies, development studies, social sciences, statistics or a related field.)
	At least 10 years of demonstrated experience leading, designing, and conducting peacebuilding or development evaluations in complex settings, using mixed methods research and analysis and participatory, gender-sensitive approaches



	Experience in peacebuilding, conflict prevention, rule of law, durable solutions, local conflict resolution, gender equality and women's empowerment, and youth participation and inclusion.	
	Previous experience in or good knowledge of Sudan, especially Darfur, or similar contexts	
	Fluency in required languages (English, oral and written required; Arabic, oral and written, an asset) and demonstrated experience with high quality report writing.	
3.2 b	International Expert	
	Educational background (Advanced university degree (Master's degree or higher) in peace and conflict studies, development studies, social sciences, statistics or a related field.)	
	At least 7 years of demonstrated experience designing and conducting peacebuilding or development evaluations in complex settings, using mixed methods research and analysis and participatory, gender-sensitive approaches	
	Experience in peacebuilding, conflict prevention, rule of law, durable solutions, local conflict resolution, gender equality and women's empowerment, and youth participation and inclusion.	
	Previous experience in or good knowledge of Sudan, especially Darfur, or similar contexts	
	Fluency in required languages (English, oral and written required; Arabic, oral and written, an asset) and demonstrated experience with high quality report writing.	
3.2 c	National Consultants	
	Educational Background (Advanced university degree (Master's degree or equivalent) in social sciences, development studies, statistics or a related field. A first level university degree (Bachelor's degree or equivalent) in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.)	
	At least 4 years of demonstrated relevant work experience in monitoring, evaluation, reporting, research, and ability to prepare and follow data collection protocols	
	Knowledge of peacebuilding and political context in Sudan	
	Knowledge of and experience with peacebuilding, durable solutions, rule of law, local conflict resolution, youth empowerment, gender equality, including in the UN system.	
	Fluency in required languages (Arabic, oral and written, required; English, working proficiency, oral and written required)	

Attach CVs

Response attachments are required.



2.6 Section 6. 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
FORM G- FINANCIAL PROPOSAL SUB	File	

I-1. Commercial offer and cost breakdown

This is an internal criteria for the evaluation team to analyse and assess the details for the financial offer including cost breakdown and other cost elements.

2.7 Section I-1.

I-1. Total score from technical evaluation

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided each individual evaluation criteria

2.8 Section I-2.

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



3 Lines

Instructions Dear Bidder,

Please add here in the lines the total Lump sum offer, and add the detailed offer by filling **FORM K: FORMAT FOR FINANCIAL PROPOSAL**

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Lump Sum	80101603						