



REQUEST FOR PROPOSAL (RFP)

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| NAME & ADDRESS OF FIRM | <p>DATE: November 06, 2017</p> <p>REFERENCE: RFP/MAR17/006</p> <p>Services for Micro assessment and spot checks of implementing partners to be conducted by Third Party</p> |
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Dear Sir / Madam:

We kindly request you to submit your Proposal for consultancy services for Micro-Assessment (Assessment of the Financial Management Capacities) and Spot Check of Implementing Partners to be conducted by Third Party

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, November 27, 2017** by 16:00hrs, via mail to the email address below:

Jobs.mu@undp.org

Your Proposal must be expressed in the **English language**, and valid for a minimum period of **90 days** and the envelope should be clearly marked **"RFP/MAR17/006 Micro-Assessment (Assessment of the Financial Management Capacities) and Spot Check of Implementing Partners to be conducted by Third Party"**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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/procurement/protest.shtml>.

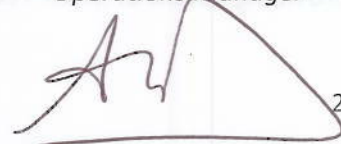
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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:
http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Aida Cisse DIAGNE
Operations Manager



Annex 1

Description of Requirements

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| Context of the Requirement | HACT implementation |
| Implementing Partner of UNDP | UNDP Seychelles and Mauritius implementing partners |
| Brief Description of the Required Services ¹ | Micro-Assessment (Assessment of the Financial Management Capacities) and Spot Check of Implementing Partners to be conducted by Third Party |
| List and Description of Expected Outputs to be Delivered | Refer to TOR |
| Person to Supervise the Work/Performance of the Service Provider | UNDP Representative Resident |
| Frequency of Reporting | Refer to deliverables in TORs |
| Progress Reporting Requirements | N/A |
| Location of work | <input checked="" type="checkbox"/> Mauritius and Seychelles |
| Expected duration of work | 1 year |
| Target start date | 02 January 2018 |
| Latest completion date | 31 December 2018 |
| Travels Expected | N/A |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be | <input checked="" type="checkbox"/> Office space and facilities |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

| excluded from Price Proposal) | | | | | | | | | | | | | | | | | | | | | | |
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| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required | | | | | | | | | | | | | | | | | | | | | |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required | | | | | | | | | | | | | | | | | | | | | |
| Currency of Proposal | <input checked="" type="checkbox"/> USD Dollars | | | | | | | | | | | | | | | | | | | | | |
| Value Added Tax on Price Proposal | <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes | | | | | | | | | | | | | | | | | | | | | |
| Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>) | <input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. | | | | | | | | | | | | | | | | | | | | | |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted | | | | | | | | | | | | | | | | | | | | | |
| Payment Terms ² | <table border="1"> <thead> <tr> <th>Deliverable/Milestone</th> <th>Payment Schedule</th> <th>Time schedule</th> </tr> </thead> <tbody> <tr> <td colspan="3">MICRO ASSESSMENT</td> </tr> <tr> <td>Presentation of draft report</td> <td>60%</td> <td></td> </tr> <tr> <td>Presentation of final report</td> <td>40%</td> <td></td> </tr> <tr> <td colspan="3">SPORT CHECKS</td> </tr> <tr> <td>Presentation of draft report</td> <td>60%</td> <td></td> </tr> <tr> <td>Presentation of final report</td> <td>40%</td> <td></td> </tr> </tbody> </table> | Deliverable/Milestone | Payment Schedule | Time schedule | MICRO ASSESSMENT | | | Presentation of draft report | 60% | | Presentation of final report | 40% | | SPORT CHECKS | | | Presentation of draft report | 60% | | Presentation of final report | 40% | |
| Deliverable/Milestone | Payment Schedule | Time schedule | | | | | | | | | | | | | | | | | | | | |
| MICRO ASSESSMENT | | | | | | | | | | | | | | | | | | | | | | |
| Presentation of draft report | 60% | | | | | | | | | | | | | | | | | | | | | |
| Presentation of final report | 40% | | | | | | | | | | | | | | | | | | | | | |
| SPORT CHECKS | | | | | | | | | | | | | | | | | | | | | | |
| Presentation of draft report | 60% | | | | | | | | | | | | | | | | | | | | | |
| Presentation of final report | 40% | | | | | | | | | | | | | | | | | | | | | |
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| Person(s) to review/inspect/ approve outputs/completed services and authorize the | UNDP Representative Resident | | | | | | | | | | | | | | | | | | | | | |

² UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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| disbursement of payment | |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract for Professional Services |
| Criteria for Contract Award | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer of the obtainable score of 1000 points and 30% price weight distribution) where minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of Firm/Organisation - 250 points obtainable <input checked="" type="checkbox"/> Adequacy of proposed methodology, approach and implementation Plan - 250 points obtainable <input checked="" type="checkbox"/> Management Structure and Qualification of Consultants - 500 points obtainable Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (See evaluation criteria section –TOR) |
| UNDP will award the contract to: | RFP advertised on Co website: http://www.mu.undp.org/content/mauritius and seychelles/en/home/operations/procurement/ <input checked="" type="checkbox"/> One Service Provider for Micro assessment <input checked="" type="checkbox"/> One Service Provider for Spot checks OR <input checked="" type="checkbox"/> One and only one Service Provider for both micro assessment and spot check |
| Annexes to this RFP | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ³ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <input checked="" type="checkbox"/> Others: Financial Submission Form |

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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| <p>Contact Person for Inquiries (Written inquiries only)⁴</p> | <p><i>Nishi Sewurn</i> <i>Procurement Assistant</i> <i>Email: nishi.sewurn@undp.org</i></p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> <p>Deadline for submitting requests for clarifications/ questions: 16 November 2017.</p> <p>Disseminating Supplemental Information to the RFP and responses/clarifications to queries will be done to prospective Proposers by email, and posting on the CO website</p> |
| <p>Other Information 1. Submission of Proposals</p> | <p>Sealing and marking of proposals</p> <p>The Offeror shall send the proposal to the following email address:</p> <p>Jobs.mu@undp.org</p> <p>And marked with – <u>"RFP/MAR2017/006 - Micro-Assessment (Assessment of the Financial Management Capacities) and Spot Check of Implementing Partners to be conducted by Third Party"</u></p> <p>Before the deadline of 27 November 2017</p> |
| <p>Other Information 2. No. of copies of Proposal that must be submitted</p> | |

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.