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REQUEST FOR PROPOSAL (RFP) (Services)

NAME & ADDRESS OF FIRM	DATE: June 18, 2018
	REFERENCE: "Harmonization of information management for improved knowledge and monitoring of the global environment in Georgia" (CCCD), ID #00091279, Award # 00082289

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of: Service for Survey of Capacity Development Progress of the CCCD Project in Georgia.**

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

Proposals in sealed and stamped envelopes, may be submitted on or before **29 June 2018 17:00 (Tbilisi Local Time)** via courier mail to the address below:

United Nations Development Programme
UN House, 9 Eristavi St., Tbilisi, 0179 Georgia
Attention: Mrs. Nino Gvazava, Project Manager
nino.gvazava@undp.org

Your Proposal must be expressed in **English** (Supporting documents available only in Georgian can be submitted in Georgian) and valid for a minimum period of **90 Days**.

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. Kindly ensure that the Proposal in sealed and stamped envelopes includes original hardcopies and CD with the copy of the proposal signed and in the .pdf format, and free from any virus or corrupted files.

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 and 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 4.

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,



Nino Gvazava

Project Manager

18/6/2018

Description of Requirements

Context of the Requirement	Project “Harmonization of information management for improved knowledge and monitoring of the global environment in Georgia” (CCCD)
Implementing Partner of UNDP	Ministry of Environment Protection and Agriculture
Brief Description of the Required Services	<p>The purpose of the Services required is to include the following Tasks:</p> <ol style="list-style-type: none"> 1. Design of survey instrument (<i>Preparation phase</i>): <ul style="list-style-type: none"> • Review project documents; • In close collaboration with the Project Manager identify target respondents for the qualitative and quantitative survey; • Identify possible set of survey questions; • Organize focus group (4-6 persons) to pre-test the survey questions (maximum up to 10 questions); • Prepare survey questionnaire; • Prepare methodology for qualitative survey; • Prepare an outline for the final report for the outcomes of the survey. 2. Conduction of survey (<i>Implementation Phase</i>): <ul style="list-style-type: none"> • Undertake quantitative online survey (the survey should allow disaggregation by position, age, gender, level of education, years of professional experience) of identified target respondents (no less than 350) with the success rate for viable responses at least of 50%; • Undertake qualitative survey (the survey should allow disaggregation by position, age, gender, level of education, years of professional experience) of target respondents (no less than 30) with the success rate for viable interview responses at least of 50%; 3. Analysis of survey results (<i>Analysis phase</i>): <ul style="list-style-type: none"> • Analyze and interpret obtained results; • Prepare final detailed report on outcome of the survey on English and Georgian languages. <p><i>For more details please refer to attached hereto Annex 3 Terms of Reference (TOR)</i></p>
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs and Deliverables of service provider are as follows:</p> <p>Output 1 – Development of methodology and timeframe of the Survey of Capacity Development Progress of the CCCD Project in Georgia:</p> <ul style="list-style-type: none"> • Deliverable 1: Inception report - This report will include a fully elaborated survey instruments, interviewing methods, draft questionnaires and other survey tools, data processing and analysis methodology, outline of the final report, and the schedule of implementation activities; <p>Output 2 - Provision qualitative & quantitative survey analysis on to what extent project has reached its target of improved capacities to monitor global environmental issues:</p> <ul style="list-style-type: none"> • Deliverable 2: Final report - Draft report to be submitted to the Project Manager within three calendar weeks and the Final report to be submitted after one calendar week of the date of submission of the draft report. The final report should be written in a clear and simple style, documenting the results of the qualitative and quantitative survey. The report will be written based on the submitted and approved outline during the preparation phase and prepared on English & Georgian languages. <p><i>Note: For more details please refer to attached Annex 3 Terms of Reference (TOR).</i></p>
Person to Supervise the Work/Performance of the Service Provider	UNDP Project Manager of the Project “Harmonization of information management for improved knowledge and monitoring of the global environment in Georgia” (CCCD)
Frequency of Reporting	Service provider should not provide any reporting within the given period, as inception

	report is required within two calendar weeks of the date of contract signing.														
Location of work	<input checked="" type="checkbox"/> At Contractor's Location														
Expected duration of work/services	2 months period														
Target start date	01 August, 2018														
Latest completion date	30 September, 2018														
Travels Expected	Possible travel within the regions of Georgia														
Special Security Requirements	N/A														
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A														
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required as per tasks indicated in Annex 3 (TOR) attached hereto														
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"/> United States Dollars <i>Note: For proposals submitted in other currencies than UNDP preferred currency, conversion will be done based on UN operational exchange rate (UNORE) at the date of the Bid Opening.</i> <i>Payment to local companies will be done in Georgian Lari according to UN official exchange rate at the date of payment.</i>														
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	<table border="1"> <thead> <tr> <th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Upon provision of Output 1 with respective deliverable: Inception Report</td><td>40%</td><td>Two weeks after signing the contract</td><td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>Upon provision of Output 2 with respective deliverable: Final Report</td><td>60%</td><td>Five weeks after signing the contract</td></tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	Upon provision of Output 1 with respective deliverable: Inception Report	40%	Two weeks after signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon provision of Output 2 with respective deliverable: Final Report	60%	Five weeks after signing the contract
Outputs	%	Timing	Condition for Payment Release												
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Upon provision of Output 2 with respective deliverable: Final Report	60%	Five weeks after signing the contract													
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	"Harmonization of information management for improved knowledge and monitoring of the global environment in Georgia" (CCCD) – Project Manager UNDP Georgia Energy and Environment Portfolio Team Leader														
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 and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC) attached as Annex 4. This is a mandatory criteria 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.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%) Maximum Obtainable Scores 70</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm 10% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% <input checked="" type="checkbox"/> Qualification of Personnel proposed for implementing required services 30% <p><u>Financial Proposal (30%) Maximum Obtainable Scores 30</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The technical proposal is evaluated based on its responsiveness to the Annex 1 Description of Requirements and Annex 3 Terms of Reference (TOR) and scoring is allocated in accordance with Annex 5. If the Offeror does not meet any of the minimum technical qualification criteria/requirements given in Annex 5, it will be given a score zero "0" and will be automatically disqualified and there is no more need for further evaluation of the disqualifying offeror.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) <input checked="" type="checkbox"/> Technical Proposal Evaluation Form (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<p><i>Eka Zedelashvili</i> <i>Project Administrative & Financial Assistant</i> Eka.zedelashvili@undp.org</p> <p>Any delay in UNDP's response shall be not 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>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].
[insert: Date]

To: Mrs. Nino Gvazava

UNDP Georgia, "Harmonization of information management for improved knowledge and monitoring of the global environment in Georgia" (CCCD)

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The service provider must:

1. *Demonstrate at least 3 years of experience in providing services in social research (min requirement);*
2. *Demonstrate at least 1 year experience working with international organizations (min requirement);*
3. *Bank Letter, certifying yearly turnover for two years no less than 100 000 GEL per year (min requirement);*
4. *At least two (2) recommendation letters from previous client (min requirement).*

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating and submitting the following information:

- a) *Profile – describing the nature of business, field of expertise;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification (if applicable);*
- c) *Detailed bank requisites;*
- d) *Certificates and Accreditation (if any);*
- e) *Qualification Record (Track Record) – list of clients for similar services as those required by UNDP for the period of indicating description of contract scope, contract duration, contract value, contact references;*
- f) *CVs of personnel involved in provision of required services with written confirmation from each involved that they are available for the entire duration of the contract.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract*

At a minimum:

- (1) *One (1) Team Leader/Project Coordinator, responsible for overall management and monitoring of the service implementation process with:*
 - **At least 8 years of professional experience in similar projects (min. requirement);**
 - **At least 3 years of experience as a project manager/coordinator/team leader under projects/programmes (min. requirement);**
 - **At least 2 years of working experience in the design and implementation of surveys (min. requirement);**
 - Experience in working with Governmental Organizations, UN and/or International Donor Agencies would be **an asset**;
- (2) *One (1) Analyst, responsible for developing statistically sound sampling methodology with:*
 - **At least 5 years of professional experience in similar projects (min. requirement);**
 - **At least 2 years of experience as a data/business analyst, statistician or data/program specialist - must have practical experience in using statistical software or data mining tools (min requirement);**
 - **At least 2 years of working experience in the design and implementation of surveys, analyzes of panel data, mapping survey results and/or data mining (min. requirement);**
 - Experience in working with Governmental Organizations, UN and/or International Donor Agencies will be **an asset**;
- (3) *One (1) Field Survey Coordinator, responsible for overall coordination of survey implementation with:*
 - **At least 5 years of professional experience in similar projects (min. requirement);**
 - **At least 3 years of experience as a field coordinator, survey team leader or in a similar role (min requirement);**
 - **At least 2 years of working experience in coordinating and/or training of field survey teams (min. requirement);**
 - Experience in working with Governmental Organizations, UN and/or International Donor Agencies will be **an asset**;

Other team members if deemed appropriate by the service provider to fulfil requirement as spelled out in this RFP.

D. Cost Breakdown per Deliverables*

	Output <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Output 1 – Development of methodology and timeframe of the Survey of Capacity Development Progress of the CCCD Project in Georgia: <ul style="list-style-type: none"> • Deliverable 1: Inception report - This report will include a fully elaborated survey instruments, interviewing methods, draft questionnaires and other survey tools, data processing and analysis methodology, outline of the 	40% Within the two calendar weeks of the date of contract signing.	

	final report and the schedule of implementation activities.		
2	<p>Output 2 - Provision qualitative & quantitative survey analysis on to what extent project has reached its target of improved capacities to monitor global environmental issues:</p> <ul style="list-style-type: none"> • Deliverable 2: Final report - Draft report to be submitted to the Project Manager within four calendar weeks and the Final report to be submitted after two calendar weeks of the date of submission of the draft report. The final report should be written in a clear and simple style, documenting the results of the qualitative and quantitative survey. The report will be written based on the submitted and approved outline during the preparation phase and prepared on English & Georgian languages. 	<p>60%</p> <p>Within the six calendar weeks of the date of contract signing</p>	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [*This is only an Example*]:

Description of Activity	Remuneration Cost Per Day ¹	Total Period of Engagement in Days ¹	No. of Personnel	Cost Per Service/Per Item	Total Rate
I. Personnel Services					
Team Leader/Project Coordinator (1)					
Analyst (1)					
Field Survey Coordinator (1)					
Other team member(s) (<i>if deemed appropriate by the service provider</i>) ²					
II. Out of Pocket Expenses					
Travel Cost					
Communications					
Supply/Stationary					
Printing					
Other (please specify)					
III. Other Related Costs³					

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

¹ UNDP strongly recommends companies to use days, as a primary unit of time when providing respective calculations under the Cost Breakdown

² If the prospective bidder will provide additional technical and administrative staff and other related costs it can be subject to review and approval from UNDP side.

³ Under other related costs companies shall include detailed list of all costs associated with implementation of the tasks and deliverables, each cost shall be justified and clearly calculated. Other related costs shall be subject to UNDP review and if applicable consideration for exclusion similar to the existing note about technical staff.

Terms of Reference (ToR)

For the Service for Survey of Capacity Development Progress of the CCCD Project in Georgia

Project Title - “Harmonization of information management for improved knowledge and monitoring of the global environment in Georgia” (CCCD)

1.1 Project Description

Georgia is fully committed to meet its obligations under the Multilateral Environmental Agreements (MEAs) and the proposed project is intended to facilitate an important step towards developing the capacities in Georgia for an effective national environmental management framework.

The **goal** of the project is to make the best practices and innovative approaches available and accessible for implementation through national development policies and programmes for meeting and sustaining the Rio Conventions – UN Framework Convention on Climate Change, UN Convention to Combat Desertification and UN Convention on Biological Diversity. The project’s **objective** is to develop individual and organizational capacities at the Environmental Information and Education Centre (EIEC) for improved monitoring of environmental impacts and trends for elaboration of collaborative environmental management.

The project is strategic in that it responds to a targeted set of underlying barriers to environmental management towards the goal of meeting and sustaining global environmental outcomes. Specifically, the project intends to:

- Catalyze cooperation and coordination that has previously been limited by narrow institutional mandates and obsolete methods of analysis and decision-making.
- Facilitate new partnerships between policy and decision-makers across environmental focal areas and socio-economic sectors while actively engaging other key non-governmental stakeholders.
- Improve environmental governance and stewardship by developing improved environmental legislative tools.
- Develop the technical capacities of government and other stakeholders to work collaboratively and in a coordinated way within the environmental context, on how to structure and implement policy interventions that better respond to Rio Convention obligations.

Accordingly, the project’s objective is to be achieved through the following two main components:

Component 1: Development of coordinated information management and monitoring system. The system envisages access and use of information and knowledge through improved decision-support mechanism - an environmental information and knowledge management system.

Component 2: Enhancing Capacities for evidence-based policy making and management. Under this component, the project promotes better capacities for designing monitoring system, data processing, organization and information management. The component envisages improving understanding of various stakeholders, with primary focus on decision-maker on the obligations and rights under the Rio Conventions and integration of environmental and sustainable development issues in management practices.

At the end of the project, an integrated and coordinated information management system is to be developed that would help institutionalize commitments under the Rio Conventions and respond to national needs for improved capacities of analyzing environmental trends. The project is also to strengthen Georgia’s efforts to mainstream global environmental priorities by engaging larger numbers stakeholders and strengthen their capacities in environmental management and monitoring.

Accordingly, project made substantial input in capacity development on monitoring and reporting on Rio Conventions. The activities were directed to strengthening individual and technical capacities through trainings, workshops and the development of methodologies and skills for better monitoring, analyses, and reporting on global environmental conventions. Significant number of workshops and trainings were

conducted to improve understanding and acquire specific knowledge and skill on: application of Geographical Information System (GIS); monitoring of land quality and level of degradation; assessment of forest healthiness; monitoring of important habitats; monitoring of implementation of Rio Conventions via web-based instrument – Environmental Information and Knowledge Management System; how to integrate global environmental issues into everyday practice.

To assess the degree of contribution the project has made for improvement of understanding and skills for monitoring global environmental issues in Georgia initiation of survey exercise is intended. The output of the survey is also expected to inform experts engaged in terminal evaluation.

The project is supported by the Global Environmental Facility (GEF) and implemented jointly by UNDP Georgia and the Ministry of Environment Protection and Agriculture of Georgia.

1.2 Objective and Scope of Services

The Terms of reference is for a service provider to develop and successfully implement the Survey of Capacity Development Progress of the CCCD Project in Georgia. The main objective of the service is to provide analysis on to what extent project has reached its target of improved capacities to monitor global environmental issues. The results of the analysis are expected to indicate the project performance and impact.

To fulfill the service, under the supervision of the Project Manager, the following major tasks are expected to be undertaken:

Task 1. Design of survey instrument (Preparation phase):

- Review project documents;
- In close collaboration with the Project Manager identify target respondents for the qualitative and quantitative survey;
- Identify possible set of survey questions (maximum up to 10 questions);
- Organize focus group (4-6 persons) to pre-test the survey questions;
- Prepare survey questionnaire;
- Prepare methodology for qualitative survey;
- Prepare an outline for the final report for the outcomes of the survey.

Task 2. Conduction of survey (Implementation Phase):

- Undertake quantitative online survey (the survey should allow disaggregation by position, age, gender, level of education, years of professional experience) of identified target respondents (no less than 350) with the success rate for viable responses at least of 50%;
- Undertake qualitative survey (the survey should allow disaggregation by position, age, gender, level of education, years of professional experience) of target respondents (no less than 30) with the success rate for viable interview responses at least of 50%;

Task 3. Analysis of survey results (Analysis phase):

- Analyze and interpret obtained results;
- Prepare final detailed report on outcome of the survey on English and Georgian languages.

Deliverables and Timeframe

	Deliverable	Expected Submission Date
1	<p>Output 1 – Development of methodology and timeframe of the Survey of Capacity Development Progress of the CCCD Project in Georgia:</p> <ul style="list-style-type: none"> • Inception report - This report will include a fully elaborated survey instruments, interviewing methods, draft questionnaires and other survey tools, data processing and analysis methodology, outline of the final report and the schedule of implementation activities; 	Within the two calendar weeks of the date of contract signing.

2	<p>Output 2 - Provision qualitative & quantitative survey analysis on to what extent project has reached its target of improved capacities to monitor global environmental issues:</p> <ul style="list-style-type: none"> • Final report - Draft report to be submitted to the Project Manager within four calendar weeks and the Final report to be submitted after two calendar weeks of the date of submission of the draft report. The final report should be written in a clear and simple style, documenting the results of the qualitative and quantitative survey. The report will be written based on the submitted and approved outline during the preparation phase and prepared on English & Georgian languages. 	Within the six calendar weeks of the date of contract signing.
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The deliverables will be considered acceptable after clearance and acceptance by the Project Manager and UNDP CO.

1.3 Duration of the Work

The total length of the service is to be two months with latest starting date of 1 August 2018.

1.4 Location of Work

The location of the service is Tbilisi with possible travels within the regions of Georgia.

1.5 Qualifications of the Successful Service Provider

The successful service provider should:

- Demonstrate minimum 3 years of experience in providing services in social research **(min. requirement);**
- Demonstrate minimum a year experience working with international organizations **(min. requirement);**
- Bank letter, certifying yearly turnover for two years no less than 100 000 GEL per year **(min. requirement);**
- At least two (2) recommendation letters from the previous client **(min. requirement).**

1.6 Documents to be submitted:

1. Profile – describing the nature of business, field of expertise;
2. Business Licenses – Registration Papers, Tax Payment Certification (if applicable);
3. Detailed bank requisites;
4. Certificates and Accreditation (if any);
5. Qualification Record (Track Record) – list of clients for similar services as those required by UNDP for the period, indicating description of contract scope, contract duration, contract value, contact references;
6. CVs of personnel involved in provision of required services with written confirmation from each involved that they are available for the entire duration of the contract.

1.7 Personnel

The successful service provider should ensure fulfilment of the service with the personnel consisting of key experts (other supportive staff could be also included) and a team leader satisfying the following requirements:

Team Leader / Project Coordinator

- (1) *One (1) Team Leader/Project Coordinator, responsible for overall management and monitoring of the service implementation process with:*
- **At least 8 years of professional experience in similar projects (min. requirement);**
 - **At least 3 years of experience as a project manager/coordinator/team leader under projects/programmes (min. requirement);**
 - **At least 2 years of working experience in the design and implementation of surveys (min. requirement);**
 - Experience in working with Governmental Organizations, UN and/or International Donor Agencies would be **an asset**.
- (2) *One (1) Analyst, responsible for developing statistically sound sampling methodology with:*
- **At least 5 years of professional experience in similar projects (min. requirement);**
 - **At least 2 years of experience as a data/business analyst, statistician or data/program specialist - must have practical experience in using statistical software or data mining tools (min requirement);**
 - **At least 2 years of working experience in the design and implementation of surveys, analyzes of panel data, mapping survey results and/or data mining (min. requirement);**
 - Experience in working with Governmental Organizations, UN and/or International Donor Agencies will be **an asset**;
- (3) *One (1) Field Survey Coordinator, responsible for overall coordination of survey implementation with:*
- **At least 5 years of professional experience in similar projects;**
 - **At least 3 years of experience as a field coordinator, survey team leader or in a similar role (min requirement);**
 - **At least 2 years of working experience in coordinating and/or training of field survey teams (min. requirement);**
 - Experience in working with Governmental Organizations, UN and/or International Donor Agencies will be **an asset**;

1.8 Schedule of Payments

The payments will be made in two tranches after recognition of deliverables being acceptable by PM and UNDP CO.

The percentage of each tranche is bound with provision of deliverables as given in the below table

Tranche	Percentage of the contract price	Deliverable
1 installment	40 %	After acceptance of deliverable 1
2 installment	60 %	After acceptance of deliverable 2

1.9 Criteria for Selecting the Best Offer

The selection process will be based on the combined scoring method - where the qualifications – organizational capacity (40%) and methodology (30%) will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

Evaluation Criteria		Score Weight	Points Obtainable
1	Expertise of the Firm	10%	100 points
2	Methodology, Its Appropriateness to the Requirement and Timeliness of the TOR	30%	300 points
3	Qualification of Personnel proposed for implementing required services	30%	300 points
4	Financial proposal	30%	300 points
Total		100%	1000

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

- 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
- 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
 - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
 - 13.2.2.1** A corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
 - 13.2.2.2** Any entity over which the Party exercises effective managerial control; or,
 - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Technical Proposal Evaluation Form

Technical Proposal	Sub-Score	Max Points Obtainable
1. Qualification of Service Provide Firm		100
1.1 At least 3 years' experience in providing consultancy services in the social research		25
3 years of experience – min. requirement	10	
More than 3 years	25	
1.2 At least 1 year experience working with international organizations		25
1 year experience – min. requirement	10	
More than 1 year	25	
1.3 Bank letter, certifying yearly turnover for two years no less than 100, 000 GEL per year (min. requirement)	25	25
1.4 At least two (2) recommendation letters from the previous client (min. requirement)	25	25
Total for Firm Experience		100

Technical Proposal	Sub-Score	Max Points Obtainable
2. Methodology, Its Appropriateness to the Requirements and Timeliness of the TOR		300
2.1 Does the Offeror fully understand the task? Is the scope of task well defined and does it correspond to the TOR?		100
Full Understanding	100	
Fair Understanding (minimum requirement)	80	
2.2. Appropriateness of the methodology to the Condition		100
Well defined, systematic methodology fully adequate for the implementation of tasks	100	
Fairly defined methodology (minimum requirement)	80	
2.3 Timeliness of the implementation plan		100
Completely appropriate	100	
Fairly appropriate (minimum requirement)	80	
Total for methodology		300

Technical Proposal	Sub-score	Max Points Obtainable
3. Management Structure and Qualification of Personnel Proposed		300
3.1 Team Leader/Project Coordinator, responsible for overall management and monitoring of the service implementation process with:		100
At least 8 years of professional experience in similar projects (min. requirement)	20	30
More than 8 years of professional experience in similar projects	30	
At least 3 years' working experience as a project manager/coordinator/team leader under projects/programme (min. requirement)	20	30
More than 3 years' working experience as a project manager/coordinator/team leader under projects/programme	30	
At least 2 years of working experience in the design and implementation of surveys (min. requirement)	20	30
More than 2 years of working experience in the design and implementation of surveys	30	
Experience in working with Governmental Organizations, UN and/or International Donor Agencies would be an asset		10
3.2 Analyst, responsible for Developing statistically sound sampling methodology with:		100
At least 5 years of professional experience in similar projects (min. requirement)	20	30
More than 5 years of professional experience in similar projects	30	
At least 2 years' working experience as a data/business analyst, statistician, or data specialist, or program specialist - Must have practical experience in using statistical software or data mining tools (min. requirement)	20	
More than 2 years' working experience as a data/business analyst, statistician, or data specialist, or program specialist - Must have practical experience in using statistical software or data mining tools	30	30
At least 2 years of working experience in the design and implementation of surveys, analysis of panel data, mapping survey results, and/or data mining (min. requirement)	20	
More than 2 years of working experience in the design and implementation of surveys, analysis of panel data, mapping survey results, and/or data mining	30	
Experience in working with Governmental Organizations, UN and/or International Donor Agencies would be an asset		10
3.3. Field Survey Coordinator, responsible for the overall coordination of survey implementation with:		100
At least 5 years of professional experience in similar project (min. requirement)	20	30
More than 5 years of professional experience in similar project	30	
At least 3 years of experience as a field coordinator, survey team leader or in a similar role (min. requirement)	20	30
More than 3 years of experience as a field coordinator, survey team leader or in a similar role	30	
At least 2 years of working experience in coordinating and/or training of field survey teams (min. requirement)	20	30
More than 2 years of working experience in coordinating and/or training of field survey teams	30	
Experience in working with Governmental Organizations, UN and/or International Donor Agencies would be an asset		10
Maximum Total for Management Structure and Qualification of Personnel Proposed		300
Financial Proposal		
Budget Proposals (To be computed as a ratio of the Proposal's Offer to the lowest price among the proposals received by UNDP)	30%	300
Maximum Total Financial	30.00%	300