



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL (RFP)

DATE: June 3, 2019

REFERENCE: RFP-2019-PAL-73063

Dear Sir / Madam:

We kindly request you to submit your Proposal for **conducting a Safety Audit Survey**.

Lot 1 – Jenin and Nablus

Lot 2 – Jericho and Bethlehem cluster (Bethlehem, Beit Jala, Beit Sahour and Al Doha)

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

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password.

Use “Forgotten password” link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

•**Username:** event.guest

•**Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- Minimum 8 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter

- At least one number

You can view and download tender documents with the guest account as per the above username and password, however, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

Your Proposal must be expressed in the English, 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. If you are submitting your Proposal by email, kindly ensure that they are 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, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective 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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Shehadeh A. Habash
Head of Procurement Unit
UNDP/PAPP



Annex 1

Description of Requirements

Brief Description of the Required Services ¹	<p>Under HAYA Programme “Eliminating Violence against Women in the West Bank and Gaza Strip” funded by the Government of Canada, UN-Habitat in cooperation with the Ministry of Local Government intends to use part of the grant to hire a consulting firm to perform specific tasks under the contract entitled “Safety Audit Survey” at selected municipalities in West Bank. The consulting firm will support UN-Habitat in conducting city-wide public space assessments, with a specific focus on providing safe, inclusive and accessible public space for women and girls, especially in the most disadvantaged communities.</p> <p>The overall objective of the assignment is to counter the absence of verifiable data on women’s experiences and challenges in accessing public spaces in Palestine, and to support UN-Habitat in rolling out the Kobo Collect mobile application - the tool that will be used for assessing the safety, inclusiveness, accessibility, distribution, quantity and quality of public spaces in the targeted cities, and to support the selected municipalities and the Ministry of Local Government in identifying possible safety measures and developing policy recommendations to ensure that public spaces are safe, accessible and inclusive of women and girls.</p>
List and Description of Expected Outputs to be Delivered ²	<ol style="list-style-type: none"> 1. <i>Inception Report that reviews the proposed methodology, tools, and workplan as identified in the ToR, and includes: A) A GIS map with all open public spaces, streets and public facilities of the targeted municipalities. B) An overview of the public space legislation, laws and policies related to public space in Palestine. C) A mapping of key stakeholders/partners related to the assignment.</i> 2. <i>Delivering a Workshop and training to the technical team and relevant stakeholders on: a) the definition of public spaces and the importance of developing a public space strategy, and b) the use of the Kobo collect App.</i> 3. <i>Surveying all public spaces in the targeted municipalities and collecting the requested data as per the Kobo collect App questionnaire, then cleaning the collected data and reflecting the findings on maps.</i> 4. <i>Conducting Safety walks in coordination with the targeted municipalities and women and girls from the local community, and produce a report summarizing the feedback of the participating women and producing corresponding maps.</i> 5. <i>Analyses of the collected data according to the public space assessment tools and indicators.</i> 6. <i>Producing a report on the gaps in the existing institutional framework, the legal framework, the policies and other relevant guidelines and strategies within the city/municipality, and identifying the relationships between the gaps in the existing institutional framework, the legal framework, the policies and other relevant guidelines and strategies within the city/municipality and the data analyzed</i> 7. <i>Conducting a validation workshop to present the findings of the public space assessment and get the feed and inputs from stakeholders.</i>

¹ A detailed TOR is attached to fully describe the nature of the work and other details of the requirements.

² For the detailed description of the expected outputs, please see the ToR and the attached annexes

	8. <i>Producing a comprehensive public space assessment report on the data gaps and long term spatial and non-spatial recommendation for the city in relation to the vision, mission and objectives of the city.</i>																
Person to Supervise the Work/Performance of the Service Provider	Dr. Lubna Shaheen, Senior National Urban Programme Officer, UN-Habitat																
Frequency of Reporting	As needed, and as described in the ToR of the assignment																
Progress Reporting Requirements	Monthly progress reports that summarize the achievements of each month in reference to the TOR, results analysis of the main activities, obstacles encountered during the reporting period, mitigation measures and outline the planned steps during the following reporting period (with respect to the submitted work plan) are requested																
Location of work	<input checked="" type="checkbox"/> Exact Address/es <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal																
Expected duration of work	3 months																
Target start date	01/07/2019																
Latest completion date	30/09/2019																
Travels Expected	Shall be agreed upon starting, UN-Habitat shall be responsible of any travel out of the agreed duty station <table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A																
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required																

timing of activities/sub-activities				
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 <input type="checkbox"/> Local Currency			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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 ³	Outputs	Percentage	Timing	Condition for Payment Release
	Inception Report	10 %	Two weeks after the commencement of the assignment	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.
	Survey Questionnaires, interviews report and basic maps computerized database.	40%	Five weeks after the commencement of the assignment	

³ 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, 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.

	Public Space Assessment Report	20%	Eight weeks after the commencement of the assignment	
	Final Audit report	30%	Ten days before the end of the assignment	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Dr. Lubna Shaheen ,UN-Habitat Senior National Urban Programme Officer			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) on behalf of UN Entity			
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p>The formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">(TP Rating) x (Weight of TP, 70%)</p> <p style="text-align: center;">+ (FP Rating) x (Weight of FP, 30%)</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;">Total Combined and Final Rating of the Proposal</p> </div> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>			

Criteria for the Assessment of Proposal

Technical Proposal

☒ Expertise of the Firm- 28%

☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan -36%

☒ Management Structure and Qualification of Key Personnel- 36%

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals prior to any price proposal being opened and compared. The financial proposal will be opened only for submissions that passed the minimum technical score (70%) in the evaluation of the technical proposals. The technical proposals are evaluated based on their responsiveness to the Terms of Reference (TOR).

The evaluation form for the technical proposals follows. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.

Technical Evaluation Criteria that will be used for Lot 1 & Lot 2 -

Technical proposals will be evaluated based on the following criteria:

No.	Description	Maximum score	Subtotal
1a	METHODOLOGY Detailed methodology and proposal outline	14	
	a Clarity and comprehensiveness of training the interviewers (facilitations, number of sessions etc.)		3
	b Clarity of proposed approach to conduct the survey		4
	c Clearly illustrates the way of doing the pilot test (Sample size and distribution, technical tests).		2
	e Clearly illustrates the way of data collection and the liaison with UN-Habitat and the targeted municipalities.		2
	f Data entry and cleaning (statistical software, staff)		3
1b	Quality Assurance Tools	11	
	a Communication tools with the interviewers and liaison with UN-Habitat and the targeted municipalities.		2
	b Detailed and frequent progress report.		2

		d	Statistical tests based on the raw data gathered.		2
		e	Use of tablets and GPS techniques.		5
	2	WORKPLAN Detailed work plan		11	
		a	Work plan clearly demonstrates what will be undertaken at each step of the survey.		6
		b	Clarity of staff responsibilities at every step of the survey.		5
	3	EXPERTISE OF THE FIRM Previous experience in the field survey		28	
		a	Does the company profile reflect the requirements of the TOR?		8
		b	Do projects undertaken within the last 5 years relate to the TOR?		5
		c	References provided		7
		d	Sample of material done similar to the requirements of the TOR		8
	4	MANAGEMENT STRUCTURE AND QUALIFICATION OF KEY PERSONEL CV's of all the staff engaged in the survey		36	
		a	Team Leader (minimum post-graduate degree in urban planning, architecture or any related field & 10 years relevant experience)		15
		b	Socio-economical expert (minimum 10 years of experience in community development and in working with municipalities).		8
		c	GIS Analyst (professional engineer with minimum 5 years relevant experience in GIS mapping and analysis)		8
		d	Number of Field workers (gender focus and preferably from the targeted city or local universities with proven ability to conduct field work)		5
		Total points:		100	

In the Second Stage, the financial proposal of all Offerors, who have attained the minimum 70% score in the technical evaluation will be opened and evaluated.

Financial Proposal (30%)
To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	<p><input type="checkbox"/> One and only one Service Provider</p> <p><input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors:</p> <p>Bidder can submit a proposal for either one or two lots; Evaluation will be done separately for each lot; in case a bidder submits a proposal for both lots, then he must propose <u>two different</u> qualified teams for each lot.</p> <p>For bidders who submit for the two lots, and if the same team is proposed for the two lots, then this shall cause rejection of the respective proposal.</p> <p>Award could be made to one or two different firms depending on the evaluation results:</p> <p>The proposer who attains the highest combined score for either lot shall be awarded the respective lot contract. In case the same proposer attains the highest score in both lots then he shall be awarded the contract for both lots, but provided he allocated two different qualified teams to undertake the services in the respective lots.</p>
Contract General Terms and Conditions ⁴	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input checked="" type="checkbox"/> Related Annexes:</p> <ul style="list-style-type: none"> • Annex A: Selected Municipalities in West Bank • Annex B: Kobo Collect App • Annex B1: Introduction to Kobo Collect • Annex B2: Kobo Collect Use Manual • Annex B3: Questionnaire • Annex B4: Data Collection Manual • Annex C: Safety Walks Report

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

	<ul style="list-style-type: none"> Annex D: Recommended Report Structure <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>The Procurement Analyst</i> <i>proc9.papp@undp.org</i> <i>Tel: 02-6268200</i></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> <p>Deadline for submitting requests for clarifications/ questions: Eight (8) days before the offer submission date</p>
Other Information <i>[pls. specify]</i>	

⁶ A more detailed Terms of Reference in addition to the contents of this RFP is attached hereto.

⁷ 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.

Annex 2
FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸
(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

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 describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, 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.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	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 per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]