United Nations Development Programme

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REQUEST FOR PROPOSAL

Drafting the sub-legal acts, supporting the Ministry and stakeholders in introducing new policies on vocational training/retraining and on the provision of integrated 4th level vocational programs

Project: Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)

Country: Georgia

Issued on: 1 July 2019

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria
Section 5: Terms of Reference
Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to mariam.begiashvili@undp.org, indicating whether you intend to submit a Proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Name: Mr. Konstantine Kobakhidze
Title: VET Project Manager
Date: **July 31, 2019**

Approved by:

Name: Ms. Anna Chernyshova
Title: Deputy Resident Representative
Date: **July 31, 2019**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2	Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3	As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1	UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3	In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4	All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1	A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests	4.1	Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	4.2	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
	4.4	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS		
5. General Considerations	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents	8.1	The Proposal shall comprise of the following documents:

Comprising the Proposal		a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1	The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	10.2	The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	10.3	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	10.4	When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1	The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
	11.2	Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
	11.3	Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1	A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.
	12.2	The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.
	12.3	If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.
	12.4	In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.
	12.5	The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

i. to sign the Contract after UNDP has issued an award; or

12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.

13. Currencies

13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and

b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

14. Joint Venture, Consortium or Association

14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.

14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.

14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.

14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

a) Those that were undertaken together by the JV, Consortium or Association; and

b) Those that were undertaken by the individual entities of the JV, Consortium or Association.

14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Proposal	15.1	The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
	15.2	Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1	Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.
	16.2	During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1	In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
	17.2	If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	17.3	The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	18.1	Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	18.2	UNDP will provide the responses to clarifications through the method specified in the BDS.
	18.3	UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Proposals	19.1	At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
Email Submission	22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of

		Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"
	24.3	eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.
	24.4	Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1	There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS		
26. Confidentiality	26.1	Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial

resources to perform the contract and all existing commercial commitments,

c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;

d) They are able to comply fully with UNDP General Terms and Conditions of Contract;

e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and

f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical and Financial Proposals

30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.

30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.

30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.

30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence

31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the

	following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
	34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

		of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	35.1	UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1	Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1	At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

		https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: 11:00 AM Date: July 17, 2019 11:00 AM Venue: 7 Mtskheta str. (near the Round Garden), 3rd floor, Tbilisi, Georgia The UNDP focal point for the arrangement is: Mariam Begiashvili Telephone: +995599500995 E-mail: mariam.begiashvili@undp.org
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required

10	18	Currency of Proposal	Local currency _GEL
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Mariam Begiashvili Address: 7 Mtskheta str., 3rd floor, Tbilisi, Georgia E-mail address: Mariam.begiashvili@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://www.undp.org/content/georgia/en/home/procurement.html
14	23	Deadline for Submission	August 7, 2019, 17:00 Tbilisi (GMT+4) time zone
14	22	Allowable Manner of Submitting Proposals	☒ Courier/Hand Delivery Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

15	22	Proposal Submission Address	United Nations Development Programme UN House 9, Eristavi St. Tbilisi, 0179, Georgia Konstantine Kobakhidze, Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)
16	22	Electronic submission (email or eTendering) requirements	N/A
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	*August 19, 2019*
19		Maximum expected duration of contract	Until December 31, 2020
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	N/A

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 5 years of relevant institutional experience in the field of education. *(In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).***	Form D: Qualification Form
	Minimum 5 projects completed related to education policy development and implementation during the last 6 years. *(In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).***	Form D: Qualification Form
	Experience in implementing projects related to VET policy development and implementation within last 6 years would be an asset (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria)**	Form D: Qualification Form
	Experience in drafting at least 3 concept notes in the field of VET within last 6 years. *(In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria**).*	Form D: Qualification Form
	At least 5 projects implemented related to legal consultancy and/or drafting legal/sub-legal acts within last 6 years. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).**	Form D: Qualification Form
	Experience in implementing projects on legal consultancy and/or drafting legal/sub-legal acts in education field, during last 6 years, will be an asset. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).**	Form D: Qualification Form
	Experience in organizing and facilitating at least 5 workshops within last 5 years. *(In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).***	Form D: Qualification Form
	At least 3 projects on/including capacity building implemented within last 6 years. *(In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).***	Form D: Qualification Form
	At least 3 projects on monitoring and evaluation implemented within last 6 years. *(In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).***	Form D: Qualification Form
	At least 2 recommendation letters about successful implementation of similar projects within the last 6 years.	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 200,000 for the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form

	(For JV/Consortium/Association, all Parties cumulatively should meet requirement). Current Ratio for the last 3 years shall equal or be above 1 *(In case of Joint Venture/Consortium/Association,* ***the lead company should meet the above minimum criteria).***	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Bidder's qualification, capacity and experience	18%	180
2	Proposed Methodology, Approach and Implementation Plan	49%	490
2	Management Structure and Key Personnel	33%	330
Total			1000

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.

Technical Proposal Evaluation Form 1

1.1. General Organizational Capability which is likely to affect implementation	Requirement	Minimum Requirement	Minimum Points Obtainable	Maximum Points Obtainable
1.1.1.				
Institutional experience in the field of Education	**Minimum 5 years** of relevant institutional experience in the field of education **(In case of Joint Venture/Consortium/Association, at least one member should meet the above minimum criteria).**	X	30	30
	Minimum 5 projects completed related to education policy development and implementation during the last 6 years. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria**).	X	10	10
	Experience in implementing projects related to VET policy development and implementation within last 6 years would be an asset **(In case of Joint Venture/Consortium/Association, at least one member should meet the above minimum criteria)**			20
	Experience in drafting **at least 3 concept** notes in the field of VET within last 6 years. **(In case of Joint Venture/Consortium/Association, at least one member should meet the above minimum criteria).**	X	10	
	More than 3 concept notes drafted in the field of VET within last 6 years			30
1.1.2.				
Other Institutional experience	**At least 5 projects** implemented related to legal consultancy and/or drafting legal/sub-legal acts within last 6 years. **(In case of Joint Venture/Consortium/Association, at least one member should meet the above minimum criteria).**	X	10	10

	Experience in implementing projects on legal consultancy and/or drafting legal/sub-legal acts in education field, during last 6 years, will be an asset. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).**			20
	Experience in organizing and facilitating **at least 5** workshops within last 5 years. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).**	X	10	10
	At least 3 projects on/including capacity building implemented within last 6 years. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).**	X	10	10
	At least 3 projects on monitoring and evaluation implemented within last 6 years. (In case of Joint Venture/Consortium/Association, **at least one member should meet the above minimum criteria).**	X	10	10
1.1.3.				
Annual turnover	**Minimum average** annual turnover of USD 200,000 for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	X	10	10
Ratio	**Current Ratio for the last 3 years shall equal or be above 1** (In case of Joint Venture/Consortium/Association, **the lead company should meet the above minimum criteria).**	X	10	10
1.2. Reputation of Organization and staff / competence / Reliability				
1.2.1.				
Recommendation/reference	**At least 2** recommendation letters about successful implementation of similar projects within the last 6 years	X	10	10
Total for the form 1			120	180

Technical Proposal Evaluation Form 2

Proposed Methodology, Approach and Implementation Plan	Requirement	Minimum Requirement	Minimum Points Obtainable	Maximum Points Obtainable
2.1.				
To what degree does the Proposer understand the task?	Full understanding of the task **(minimum requirement)**	X	50	50
2.2.				
Have the important aspects of the task been addressed in sufficient detail?	Enough disaggregation of the task **(minimum requirement)**	X	50	
	High disaggregation of the task			80
2.4.				
Is the scope of task well defined and does it correspond to the TOR?	Clearly defined scope of work and partial correspondence to the TOR **(minimum requirement)**	X	50	
	Exceeds expectation			80
2.4.				
Is the presentation clear and the sequence of activities planning logical, realistic and promise efficient implementation?	Clear presentation of the sequence of activities **(minimum requirement)**	X	60	
	Planning exceeds expectation			100
2.5.				
Is the methodology proposed clear, well defined and fully adequate to the goals to be achieved?	Fully adequate **(minimum requirement)**	X	50	
	Exceeds expectation in defining ways to achieve goals			100
2.6.				
Are the proposed quality assurance mechanisms sufficient for the smooth delivery of the high-quality products?	Adequately defined **(minimum requirement)**	X	50	
	Exceeds expectation			80
Total for the form 2			310	490

Technical Proposal Evaluation Form 3
Qualification key personal

**Note: It is possible to combine several expert functions within one individual, provided that the candidate fully meets all the needed qualifications.*

Qualification	Requirement	Minimum Requirement	Minimum Points Obtainable	Maximum Points Obtainable
3.1. Key expert in Education Law			30	35
	5 year working experience in field of Education as a legal expert **(minimum requirement)**	X	10	10
	Master's degree in Law **(minimum requirement)**	X	5	5
	2 years VET related working experience as legal expert or at least 3 projects implemented related to Georgian VET sector **(minimum requirement)**	X	5	5
	At least 3 education related legal/sublegal acts drafted during last 6 years **(minimum requirement)**	X	5	5
	At least 2 years working experience related to Georgian Economic/Business/Tax law during last 6 years **(minimum requirement)**	X	5	5
	Experience in drafting VET related legal/sublegal acts during last 6 years			5
3.2. Key expert in VET policy			25	30
	5 years' experience in VET policy development/implementation field **(minimum requirement)**	X	10	10
	University degree in social sciences/policy/education/psychology/public administration or related field **(minimum requirement)**	X	5	5
	3 years of experience in cooperation with international/ EU related organizations **(minimum requirement)**	X	5	5
	3 years of experience in drafting policy papers in VET **(minimum requirement)**	X	5	5
	Experience in implementing projects/tasks related to drafting/co-drafting legal/sub-legal acts will be an asset			5

3.3. Key expert in VET quality assurance (monitoring and evaluation, internal & external QA)			30	35
	5 years' experience in the field of VET QA **(minimum requirement)**	X	10	10
	University degree in education sciences, psychology, pedagogy or related **(minimum requirement)**	X	5	5
	3 years' Experience of working on/related to authorization standards **(minimum requirement)**	X	5	5
	Experience in implementing projects/tasks related to assessment verification system will be an asset			5
	3 years of experience in working on modular program QA **(minimum requirement)**	X	5	5
	3 years of experience in development of the M&E methodology and plans **(minimum requirement)**	X	5	5
3.4. Key expert in National Curriculum			25	30
	At least 5 years' experience in development of the national curriculum for General Education **(minimum requirement)**	X	10	10
	University degree in social sciences/education/psychology/pedagogy or related **(minimum requirement)**	X	5	5
	3 years' experience in working on/with International/EU education policy **(minimum requirement)**	X	5	5
	At least 3 years' experience in drafting policy papers on education **(minimum requirement)**	X	5	5
	Experience in implementing projects in the field of VET will be an asset			5
3.5. Expert in VET policy			20	25
	At least 5 years' experience in VET field **(minimum requirement)**	X	10	10
	University degree in social sciences/education/psychology or related **(minimum requirement)**	X	5	5
	At least 3 years' experience in working on VET policy implementation **(minimum requirement)**	X	5	5

	Experience in implementing projects related to EQF (Eur. qualification framework), NQF (national qualification framework) policy implementation during last 4 years will be an asset			5
3.6. Expert in assessment			20	20
	At least 5 years' experience in the field of Learning Outcomes assessment **(minimum requirement)**	X	5	5
	University degree in education sciences, psychology, pedagogy or related **(minimum requirement)**	X	5	5
	At least 3 projects implemented on assessment methods/systems development in education **(minimum requirement)**	X	5	5
	At least 2 projects implemented related to modular VET program assessment **(minimum requirement)**	X	5	5
3.7. Expert in Education Law			15	20
	5-year working experience in field of Education as a legal expert **(minimum requirement)**	X	10	10
	Master's degree in Law **(minimum requirement)**	X	5	5
	Experience in implementing projects related to Georgian VET sector during last 6 years will be an asset			5
3.8. Expert in economics			30	35
	5 years of working experience in the field of economic policy/ economic law or economic modeling **(minimum requirement)**	X	10	10
	University degree in economics/finance/ business administration or related areas **(minimum requirement)**	X	5	5
	At least 2 projects implemented related to Georgian VET sector during last 6 years **(minimum requirement)**	X	5	5
	3 years' working experience related to Georgian tax policy and labor law **(minimum requirement)**	X	5	5
	3 years' experience in drafting analytical /concept papers **(minimum requirement)**	X	5	5
	Experience in implementing projects related to the private-public partnership scheme study and/or development /implementation during last 6 years will be an asset			5

3.9. Expert in VET pedagogy			30	35
	At least 5 years' experience in VET field **(minimum requirement)**	X	10	10
	University degree in social sciences/psychology/pedagogy or related **(minimum requirement)**	X	5	5
	At least 2 years' experience in modular program development/provision **(minimum requirement)**	X	5	5
	3 years' experience in VET teacher training/coaching modern VET pedagogy/andragogy **(minimum requirement)**	X	5	5
	3 years' experience in training module development **(minimum requirement)**	x	5	5
	Experience in implementing projects related to teacher on-the-job coaching during last 6 years will be an asset			5
3.10. Expert in communication			15	20
	At least 5 years' experience in PR/ communication **(minimum requirement)**	X	5	5
	At least 3 years of experience in PR/communication in the field of education **(minimum requirement)**	X	5	5
	Experience in implementing projects related to the development of the short videos with social messages, during last 6 years will be an asset			5
	At least 2 years of experience of working with social media tools **(minimum requirement)**	X	5	5
3.11. Business consultant			20	30
	5 years of working experience in the field of business/ business model development, economic policy or PPP/commercial scheme development **(minimum requirement)**	X	10	10
	University degree in economics, finance, business administration or related areas **(minimum requirement)**	X	5	5
	3 years of experience in drafting analytical /concept papers or development plans **(minimum requirement)**	X	5	5
	Experience in implementing projects related to the Georgian VET sector during last 6 years will be an asset			5

	Experience in implementing projects related to the private-public partnership scheme study and/or development during last 6 years will be an asset			5
3.12. Team leader (one of the experts)			10	15
	2 years of VET related working experience or at least 3 projects implemented related to Georgian VET sector **(minimum requirement)**	X	5	5
	3 years of experience in project coordination/management **(minimum requirement)**	X	5	5
	Experience in coordination/management of the donor funded projects during last 6 years will be an asset			5
Total for the form 3			270	330

Section 5. Terms of Reference

UNDP project "Modernization of Agriculture VET and Extension systems in Georgia" is supporting the Ministry of Education, Science, Culture and Sport in implementation of the newly approved Law on vocational education and training. The project is soliciting call for proposal for selection of NGO or a Coalition of Organizations to draft the sub-legal acts, support the ministry and stakeholders in introducing new policies on vocational training/retraining and on the provision of integrated 4th level vocational programs.

I. BACKGROUND INFORMATION

The approval of the new VET-law in September 2018 opened new opportunities for the VET reform in Georgia, there are some areas in the system which are addressed in a new way or introduced by this law:

- Newly adopted VET law is the framework law which requires further development of the sub-legal act package. UNDP committed to support the system with the development of number of normative acts and regulations.
- The popularity of vocational education in society was hindered by the fact that there were no structural and contextual links between vocational education and other levels of education that created a so-called "Educational dead end". Starting from 2016 MoESCS and NCEQE with UNDP support conducted a pilot implementation of the new, integrated programs in two professions based on the new methodology. In 2018 VET law passed the floor for the roll out of this pilot initiative and by 2019 the full-scale introduction of the integrated programs on the 4th level of NQF (national qualification framework) in VET system has to be started.

II. OBJECTIVE

Objective of the call is to support the new VET Law implementation by drafting the sub-legal acts and underpinning the Ministry and stakeholders in introducing new policies and system on the provision of integrated vocational programs (national qualification framework NQF level 4).

III. SCOPE OF WORK

Following tasks should be undertaken by the service providing organization/organizations until the end of December 2020.

Activity I – Package of regulatory acts to support the VET LAW implementation

Sub-activity 1.1: Design the concepts on regulatory acts

All regulatory acts have to be drafted based on concept narratives /explanatory papers. Papers should be developed in consultation and tight cooperation with all relevant stakeholders. Only after the final agreement on the concepts, contracted organization can start the drafting of the sub-legal acts. Following 10 concept papers need to be prepared:

1) Concept paper on the integrated general education learning outcome assessment and acceptance for the 4th level integrated VET programs;
2) Concept on recognition of prior formal learning;
3) Concept on non-formal learning recognition for the regulated professions;
4) Concept on obtaining the right of the non-formal learning recognition for the organizations willing to become evaluating and recognizing bodies.
5) Concept on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities.
6) Concept on development and implementation of the joint VET programs;

7) Concept on development and implementation of the exchange VET programs;
8) Concept on development of the Georgian language state program/module;
9) Concept on student enrollment in the Georgian language state program/module;
10) Concept on enrollment in all VET programs including short cycle programs at HEIs;
11) Concept on the occupational standard development and approval.

Following task are envisaged under this activity:

1. Recruit subject-matter and legal experts
2. Conduct interviews/consultations/workshops with stakeholders (at least 3 workshops to present and discuss the final concepts with stakeholders)
3. Present concept drafts in Georgian language and get the feedback and acceptance from MoESCS and UNDP
4. Receive the final approval from key stakeholders on the concept papers.

Sub-activity 1.2: Elaboration of the draft sub-legal acts and related instructions/guidelines

Based on the concepts developed according to activity 1 and approved by stakeholders, 12 draft regulatory acts and 9 guidelines/instructions have to be elaborated.

Regulatory acts:

1) Regulation on the integrated general education learning outcome assessment and acceptance.
2) Regulation on obtaining the right of the non-formal learning recognition;
3) Regulation on recognition of non-formal learning for the regulated professions;
4) Regulation on recognition of prior formal learning;
5) Regulation on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities.
6) Regulation on education management information system development and administration;
7) Rules on obtaining the right of the work-based learning provider company;
8) Rules on development and implementation of the joint and exchange VET programs;
9) Rules on development of the Georgian language state program/module;
10) Rules on enrollment in the Georgian language state program/module;
11) Rules and procedures on enrollment in all VET programs including short cycle programs at HEIs;
12) Rules on the occupational standard development and approval.

Guidelines/instructions:

13) Guidebook for stakeholders on obtaining the right to implement vocational training/ retraining programmes;
14) Methodological and procedural guidebook on training/retraining programme development for applying organizations to obtain the right to implement training/retraining programs.
15) Methodology guidelines for training-retraining program implementation and quality assurance
16) Guidebook for stakeholders on obtaining the right of the non-formal learning recognition.
17) Guidebook on new authorization standard;
18) Instructions on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities;
19) Guide for the VET-providers on different models of the commercial activities;
20) Guide on the occupational standard development and approval;
21) Education system guide/roadmap for public.

Following task are envisaged under this activity:

- Elaboration of the draft regulatory acts in Georgian language;
- Discussion of the draft papers with all stakeholders, revising papers based on feedback;
- Elaborating user friendly and stakeholder-tailored instructions/guidelines both for print and electronic use, including visuals with relevant professional design (screenshots, diagrams, illustrations if necessary and applicable).

- Submission of the full regulatory acts package;

Note: The names of guidelines are tentative and could be changed based on request from, and agreement with MoESCS.

Activity II – Support to the general secondary learning outcome implementation in the secondary VET

The contractor will perform the following activities:

1) Development of modules for expert-trainer ToT, VET providers and authorization experts (introductory module and subject specific modules) based on integration concept, integrated modules and guidelines;
2) Recruitment of trainers;
3) Planning, organizing and conducting trainings including catering and lodging.
    a. Capacity building of the expert-trainer's team to build the resource group for the future teacher training (ToT);
    b. VET provider administrative staff training general;
    c. Authorization experts training in program assessment.
4) Conducting final evaluation of trainees in the case of expert ToT;
5) Provision of the training reports including assessment component;
6) Drafting the paper on support scheme including coaching component and other components I available;
7) Conducting support scheme including coaching component and other components if available;
8) Conducting monitoring and evaluation of an implementation process;
9) Providing final M&E report;
10) Organizing the final conference and discussing the key findings with stakeholders
11) Conducting information seminar for educational resource centers
12) Creating informational video for public
13) Informational video promotion on the social network

Sub-activity 2.1: Capacity building

UNDP supported MoESCS and NCEQE to pilot the integrated programs starting from year 2017. The monitoring and evaluation findings provided by the project evidenced that the key challenge for an upscale of the pilot will be the capacities of all stakeholders, including teachers, VET school administration and the authorization experts who will access the VET schools performance against standards. Therefore, following capacity strengthening activities need to be conducted considering an experience gained by UNDP/NCEQE team:

1) Capacity building of the expert-trainer's team in order to build the resource group for the future teacher training (ToT) (10 group of 20 people / 2 day introductory and at least 6 day subject specific trainings).
2) VET provider administrative staff training general (4 groups of 20 people/ 2 day training).
3) VET authorization expert group trainings (4 groups of 20 people / 2 day training).

It is expected that modules for expert-trainer ToT and VET providers and authorisation experts (introductory module and subject specific modules) will be developed based on integration concept, integrated modules and guidelines, authorisation standards and regulation.

Following task are envisaged under this activity:

1. Development of modules for expert-trainer ToT, VET providers and authorization experts (introductory module and subject specific modules) based on integration concept, integrated modules and guidelines, authorisation standards and regulation;
2. Planning, organizing and conducting trainings including catering and lodging.
3. Conducting final evaluation of trainee;
4. Provision of the training reports including assessment component.

Sub-activity 2.2: Implementation support

UNDP/NCEQE team designed the methodology of M&E of the integrated program (including general education learning outcomes on the level 4 NQF) piloting process and accordingly conducted study and intensive observation to identify key findings and challenges which are presented in the final report. The challenges are mainly concerning human capacities and administration. As the scale of implementation is bigger this time and there are very limited resources in the system to support the provision of the integrated secondary VET programs, there is a strong need to design the support and coaching scheme for providers, to ensure smooth implementation of the programs and the permanent capacity building of the staff. It is also important to link the coaching scheme with an internal quality assurance mechanisms so that providing institution is supported to keep the results of the piloting sustainable and applies the good practice gained from this process to all other integrated programs. The support and coaching scheme should finally be agreed with MoESCS/NCEQE and the project team and put in place during the implementation period (1,5 year).

Following task are envisaged under this activity:
1. Drafting the paper on support scheme and agreement on with project team and MoESCS/NCEQE
2. Conducting piloting, monitoring and evaluation of the scheme including all components
3. Providing final M&E report draft
4. Organizing workshop and discussing the key findings with stakeholders

Sub-activity 2.3: Information campaign

Integrated secondary VET program is the new VET law initiative, so the awareness about this development among society will be very low. It is important to inform the pupils and their parents about the benefits they can get from the program and their career perspectives. It is expected that the contractor will provide an awareness rising action plan to underpin the MoESCS in the awareness rising campaign on integrated secondary VET programs to deliver the key messages about the reform to the public.

Following task are envisaged under this activity:
- Development and agreement on the awareness rising action plan including but not limited with following components:
  - Conducting information one seminar for educational resource centers
  - Creating infographic e-banners (5 electronic banners)
  - Creating one informational video for public
- Informational video promotion (boosting) on the social media during one month in every quarter of the period of 1 year (4 month in total), to achieve 400 000 views in total, starting from December 2019.

IV. METHODOLOGY

Activity I

It is expected that all regulatory package will be developed based on steps suggested by ToR. The tight cooperation with MoESCS and its agencies as well as engagement of highly qualified experts is the key to successful implementation.

It is expected that the bidder will provide detailed description of work to be carried out step by step and will describe the methodology and approach to be applied.

Activity II

Implementation of integrated programs will start in November 2019. It is expected that the bidder will provide the detailed plan and methodology of ToTs to supply the system with pull of trainers who should train the teachers later, before the implementation starts.

The bidder must provide the support scheme/coaching methodology and come up with a preliminary plan of visits/ support interventions. It is also expected to receive the methodology of all other interventions to be conducted for the internal quality assurance support.

It is also expected that the bidder will provide an outline of the awareness rising plan including but not limited with all components listed in ToR.

V. Deliverables and Schedules/Expected Output

Table of deliverables:

N	Deliverables to be cleared by task force	Sub-Activity	Date of delivery
Stage I			
Activity I			
1.	5 Concept papers submitted: - Concept paper on the integrated general education learning outcome assessment and acceptance for the 4th level integrated VET programs; - Concept on enrollment in all VET programs; - Concept on the occupational standard development and approval. - Concept on recognition of prior formal learning; - Concept on obtaining the right of the non-formal learning recognition for the organizations willing to become evaluating and recognizing bodies.	1.1.	15.10 . 2019
2.	7 draft regulatory acts elaborated: - Regulation on the integrated general education learning outcome assessment and acceptance. - Rules and procedures on enrollment in all VET programs including short cycle programs at HEIs; - Regulation on obtaining the right of the non-formal learning recognition; - Regulation on recognition of prior formal learning; - Regulation on education management information system development and administration; - Rules on obtaining the right of the work-based learning provider company, in-line with regulation on WBL; - Rules on the occupational standard development and approval.	1.2.	15.12 . 2019
3.	6 guidelines/instructions elaborated: - Guidebook for stakeholders on obtaining the right to implement vocational training/ retraining programmes; - Methodological and procedural guidebook on training/retraining programme development for applying organizations to obtain the right to implement training/retraining programs. - Methodology guidelines for training-retraining program implementation and quality assurance - Guidebook on new authorization standard; - Guide on the occupational standard development and approval; - Education system guide/roadmap for public.	1.2.	15.12 . 2019
Activity II			
4.	4 Training modules developed: - 1 introductory module on integration approach for all target groups;	2.1.	15.09 . 2019

	- 1 specific module for Integration expert ToT, - 1 specific module for VET providers; - 1 specific module for authorization experts		
5.	The training reports provided including assessment component on the following trainings conducted: - trainer's team to build the resource group for the future teacher training (ToT); - VET provider administrative staff; - Authorization experts.	2.1.	30.11 . 2019
6.	Paper on support scheme including coaching and other components provided;	2.2.	15.10 .2019
7.	First round of the monitoring and evaluation/coaching of an implementation process conducted;	2.2.	15.12 . 2019
8.	Information seminar for educational resource centers conducted	2.3.	15.11 . 2019
9.	Informational video and infographic e-banners for public created	2.3.	15.12 . 2019
Stage II			
Activity I			
10.	6 Concept papers submitted: - Concept on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities; - Concept on development and implementation of the joint VET programs; - Concept on development and implementation of the exchange VET programs; - Concept on development of the Georgian language state program/module; - Concept on student enrollment in the Georgian language state program/module; - Concept on non-formal learning recognition for the regulated professions.	1.1.	15.05 . 2020
11.	5 draft regulatory acts elaborated: - Rules on development and implementation of the joint and exchange VET programs; - Rules on development of the Georgian language state program/module; - Rules on enrollment in the Georgian language state program/module; - Regulation on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities. - Regulation on recognition of non-formal learning for the regulated professions	1.2.	15.07 . 2020
12.	3 guidelines/instructions elaborated: - Guidebook for stakeholders on obtaining the right of the non-formal learning recognition. - Instructions on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities; - Guide for the VET-providers on different models of the commercial activities;	1.2.	15.07 . 2020
Activity II			
13.	Intermediate M&E report provided on conducted support scheme including coaching component and other components if available;	2.2.	15.07. 2020
14.	Short report on information campaign (video promotion/e-banners on the social network)	2.3.	15.07. 2020
Stage III			
Activity II			
15.	Final M&E report provided on conducted support scheme including coaching component and other components if available;	2.2.	15.12 . 2020
16.	The final conference organized and conducted to discuss key findings with stakeholders;	2.3.	10.12 . 2020
17.	Short report on information campaign (video promotion on the social network)	2.3.	15.11 . 2020

VI. Governance and Accountability

a) Person Responsible for supervising the contractor: VET Project Manager
b) Frequency of progress reporting: two mid-term (15.12.2019 and 15.07.2020) and final (15.12.2020) reports

VII. Expected duration of the contract/assignment

Target date of commencement of the work and expected completion date: August 19, 2019 – December 31, 2020.

VIII. Duty Station

Tbilisi and regions of Georgia based on the workplan provided by the contractor.

IX. Professional Qualification of the Successful Contractor and its key personnel

Please kindly refer to Section 4. Evaluation Criteria of the Request for Proposal and Technical Evaluation Criteria (Forms 1, 2, and 3).

Number of team experts and recommended qualifications of each team member are given in the Form 3. The bidder should provide properly filled in Format for CV of Proposed Key Personnel given under Form E (Format of Technical Proposal)

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation, it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.

X. Price and Schedule of Payments

Price and payment will be distributed per below table:

Payments	Precondition	Payment due date	% from the total budget	Stage
Payment I	Deliverable 4.	15.09.2019	20%	I
Payment II	Deliverables 1; 6;	15.10.2019	20%	I
Payment III	Deliverables 2; 3; 5; 7; 8; 9.	15.12.2019	30%	I
Payment IV	Deliverables 10; 11; 12; 13; 14.	15.07.2020	20%	II
Payment V	Deliverables 15; 16; 17.	15.12.2020	10%	III

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope

Must be submitted in a separate sealed envelope

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should not exceed fifteen (15) pages, ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information *(address, telephone numbers, fax numbers, e-mail address)*	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US$)	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 2 (two) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			

Profits Before Taxes (PBT) Net Profit		
Current Ratio		

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
b) Historic financial statements must be audited by a certified public accountant;
c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

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

2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* [Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of services]* ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* [Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]* Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

_____ _____

Signature of Personnel Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	**Position**	**Fee Rate** *A*	**No. of Days*** *B*	**Total Amount** *C=A+B*
In-Country**				
	Key expert in Education Law			
	Key expert in VET policy Key expert in VET quality assurance (monitoring and evaluation, internal & external QA)			
	Key expert in National Curriculum Expert in VET policy			
	Expert in assessment			
	Expert in Education Law Expert in economics			
	Expert in VET pedagogy			

	Expert in communication Business consultant			
	Team leader (one of the experts) Additional national technical staff in specialization for fulfilment of tasks envisaged in ToR***			
	Administrative staff, that company considers necessary for fulfilment of the tasks envisaged in the ToR***			
Home Based** (If applicable)				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs****

Description	UOM	Quantity	Unit Price	Total Amount
Flights (If applicable)	Trip			
3 Workshops (final concept presentation/discussion):				
Workshop I:				
Venue	Day	1		
Catering	Persons			
Other costs				
Workshop II:				
Venue	Day	1		
Catering	Persons			
Other costs				
Workshop III:				
Venue	Day	1		
Catering	Persons			
Other costs				
Please list other workshops if applicable.				
Capacity building training (10 groups of 20 people / at least 8-day training):				
Venue	Day			
Catering	Persons/day			
Accommodation (if applicable)				

Per diem/allowance (if applicable Other Costs			
VET provider administrative staff training (4 groups of 20 people / at least 2-day training):			
Venue	Day		
Catering	Persons/Day		
Accommodation (if applicable)	Persons/Day		
Per diem/allowance (if applicable)	Persons/Day		
Other costs			
VET authorization expert group training (4 groups of 20 people /at least 2-day training):			
Venue Catering	Persons/Day Persons/Day		
Accommodation (if applicable)	Persons/Day		
Per diem/allowance (if applicable Other costs	Persons/Day		
Information seminar for educational resource centers:			
Venue	Persons/Day	1	
Catering	Persons/Day		
Other costs **Guidelines/Instruction design** **One Promo video creation**	 Lump Sum Lump Sum		
Informational video promotion	Lump Sum		
5 electronic banner creation **Other Costs: (please specify)**	Per Banner	5	

IMPORTANT NOTES:

*UNDP strongly recommends companies to use days as a primary unit of time when providing respective calculations of under the cost breakdown

** The Contractor is free to propose combination of In-country and/or Home-Based Consultancy rates based on the level of engagement and services required under the Terms of Reference;

*** 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;

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

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1 5 Concept papers submitted: - Concept paper on the integrated general education learning outcome assessment and acceptance for the 4th level integrated VET programs; - Concept on enrollment in all VET programs; - Concept on the occupational standard development and approval. - Concept on recognition of prior formal learning; Concept on obtaining the right of the non-formal learning recognition for the organizations willing to become evaluating and recognizing bodies.				
Deliverable 2 7 draft regulatory acts elaborated: - Regulation on the integrated general education learning outcome assessment and acceptance. - Rules and procedures on enrollment in all VET programs including short cycle programs at HEIs; - Regulation on obtaining the right of the non-formal learning recognition; - Regulation on recognition of prior formal learning; - Regulation on education management information system development and administration; - Rules on obtaining the right of the work-based learning provider company, in-line with regulation on WBL; Rules on the occupational standard development and approval. Deliverable 3 6 guidelines/instructions elaborated: - Guidebook for stakeholders on obtaining the right to implement vocational training/ retraining programmes; - Methodological and procedural guidebook on training/retraining programme development for applying organizations to obtain the right to implement training/retraining programs. - Methodology guidelines for training-retraining program implementation and quality assurance - Guidebook on new authorization standard; - Guide on the occupational standard development and approval; Education system guide/roadmap for public.				
Deliverable 4 4 Training modules developed: - 1 introductory module on integration approach for all target groups; - 1 specific module for Integration expert ToT,				
- 1 specific module for VET providers; 1 specific module for authorization experts				
Deliverable 5 The training reports provided including assessment component on the following trainings conducted: - trainer's team to build the resource group for the future teacher training (ToT); - VET provider administrative staff; Authorization experts.				
Deliverable 6 Paper on support scheme including coaching and other components provided				

Deliverable 7 First round of the monitoring and evaluation/coaching of an implementation process conducted;				
Deliverable 8 Information seminar for educational resource centers conducted				
Deliverable 9 Informational video and infographic e-banners for public created Deliverable 10 6 Concept papers submitted: - Concept on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities; - Concept on development and implementation of the joint VET programs; - Concept on development and implementation of the exchange VET programs; - Concept on development of the Georgian language state program/module; - Concept on student enrollment in the Georgian language state program/module; Concept on non-formal learning recognition for the regulated professions. Deliverable 11 5 draft regulatory acts elaborated: -Rules on development and implementation of the joint and exchange VET programs; -Rules on development of the Georgian language state program/module; -Rules on enrollment in the Georgian language state program/module; -Regulation on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities. Regulation on recognition of non-formal learning for the regulated professions				
Deliverable 12 3 guidelines/instructions elaborated: -Guidebook for stakeholders on obtaining the right of the non-formal learning recognition. -Instructions on definition of the goods/services costs, developed/provided during the learning process, and on the incomes gained through related activities; -Guide for the VET-providers on different models of the commercial activities;				
Deliverable 13 Intermediate M&E report provided on conducted support scheme including coaching component and other components if available; Deliverable 14 Short report on information campaign (video promotion/e-banners on the social network) Deliverable 15				
Final M&E report provided on conducted support scheme including coaching component and other components if available;				
Deliverable 16 The final conference organized and conducted to discuss key findings with stakeholders;				
Deliverable 17 Short report on information campaign (video promotion on the social network)				