



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 20, 2019
	REFERENCE: 2019/UNDP-MMR/PN/069

Dear Sir / Madam:

We kindly request you to submit your Proposal for Knowledge, Attitudes and Practices (KAPs) in Inle Lake Region, UNDP Country Office Myanmar.

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

Proposals may be submitted on or before **Tuesday, September 03, 2019** and via email, courier mail or fax to the address below:

United Nations Development Programme (Myanmar)
No.6, Natmauk Road, Tamwe Township, Yangon
Ms. Payal Suri, Programme Support Unit Team Leader

The proposal and accompanying documents should be applied through UNDP e-tendering <https://etendering.partneragencies.org> (or bid.mm@undp.org , as an alternative option).

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

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

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

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

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

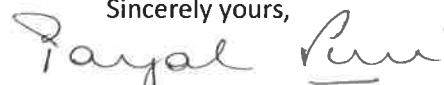
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Payal Suri

Programme Support Unit Team Leader
8/20/2019

Description of Requirements

Context of the Requirement	Knowledge, Attitudes and Practices (KAPs) in Inle Lake Region
Implementing Partner of UNDP	Strengthening the Inle Lake Management Authority to Improve Development and Conservation
Brief Description of the Required Services	<p>The objective of this assignment is to generate high-quality, reliable and valid data on the knowledge, attitudes and practices on environmental, social issues and development activities and management challenges of all stakeholders in Inle Lake area which include the Inle Lake itself and its watershed, to inform successful implementation of the project and future activities, and to capacitate the ILMA on KAP surveys. UNDP plans to conduct a KAP Survey with the following objectives:</p> <ul style="list-style-type: none"> • to define KAP assessment methods, • to identify and analyse the challenges for development activities and management in Inle Lake area, • to conduct two surveys/assessments (baseline and training-oriented) of the stakeholders' perceptions on the environmental and social issues in Inle Lake area, • to develop the baseline survey report including recommendations and intervention strategy that reflects specific local circumstances and the cultural factors that influence them and to inform future activities (both within the project and by the ILMA in future) to ensure that they are suited to the respective population involved, • to conduct the second survey in a cooperative manner with members of the ILMA as a learning exercise for their understanding on survey methodology, conduct, analysis and application, • to compile the survey results, complete two sets of a statistical analysis (for the baseline and second survey), and analyze the information gathered and present this in a draft report, and • to submit a report that presents the results of the analysis.
List and Description of Expected Outputs to be Delivered	<i>(Please see attached TOR)</i>
Person to Supervise the Work/Performance of the Service Provider	<i>GRSP Project Manager and Chief Technical Advisor</i>
Frequency of Reporting	<i>(Please see attached TOR)</i>
Progress Reporting Requirements	<i>(Please see attached TOR)</i>
Location of work	<input checked="" type="checkbox"/> Nyaung Shwe Township, southern Shan



Expected duration of work	9 months
Target start date	September 2019
Latest completion date	May 2020
Travels Expected	Proposers are required to include a detail travel plan and schedule in the proposer methodology
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Not provide
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Upon submission of Survey Methodology and tools for data collection</td><td>10%</td><td>3 weeks after the contract is signed</td><td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Upon submission of report on preliminary findings</td><td>40%</td><td>10 weeks after the contract is signed.</td></tr> <tr> <td>KAP Survey final report with the baseline value of the indicators of the project.</td><td>30%</td><td>14 weeks after the contract is signed.</td></tr> <tr> <td>KAP Survey final report with the updated value of the indicators of the project and report on training for ILMA.</td><td>20%</td><td>31 May 2020</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon submission of Survey Methodology and tools for data collection	10%	3 weeks after the contract is signed	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon submission of report on preliminary findings	40%	10 weeks after the contract is signed.	KAP Survey final report with the baseline value of the indicators of the project.	30%	14 weeks after the contract is signed.	KAP Survey final report with the updated value of the indicators of the project and report on training for ILMA.	20%	31 May 2020
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Review and approval by GRSP Project Manager and Chief Technical Advisor																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																				
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Relevant accreditation 10% <input checked="" type="checkbox"/> Expertise of the Firm 30%																				

	<input checked="" type="checkbox"/> Proposed Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Qualification and experience of the proposed team 25% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> GENERAL CONDITIONS OF CONTRACT FOR SERVICES (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<i>Moung Kee Aung</i> <i>Procurement Analyst</i> moung.kee.aung@undp.org Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to mmr.procurement@undp.org ; [5] days before the deadline for submission of proposal.
Other Information [pls. specify]	N/A