



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 30, 2019
	REFERENCE: UNDP/RFP/07/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Community Perception Surveys**. This bidding exercise will result in entering into a Long-Term Agreement with UNDP on behalf of Resident Coordinator's Office (RCO) until 31 May 2021.

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

Proposals may be submitted on or before **Thursday, September 19, 2019** by hand delivery/courier mail to the address below:

United Nations Development Programme
UNDP/RFP/07/2019
UNDP Registry, UN House
Pulchowk, Lalitpur, Nepal.

Your Proposal must be expressed in the **English language**, and valid for a minimum period of **90 days**.

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations)

8/30/2019

Description of Requirements

Context of the Requirement	<p>The Community Perception surveys envision to collect and aggregate feedback from disaster prone and affected communities through a variety of sources, and advocates to have the voice of affected people heard in response decision making. This method has been incorporated into Emergency Response Preparedness planning for monsoon and is endorsed by the national government and UN system/HCT.</p> <p>“Engagement with and accountability to affected people is critical. Affected people need to be kept informed about available services as without access to reliable, timely, and accurate information, survivors may be unable to make the choices necessary to develop their own survival strategies to recover and rebuild from any kind of disaster”.</p> <p>The importance of accurate community feedback, and effective outreach to affected communities to close the feedback loop is well recognized by the Humanitarian Country Team (HCT), humanitarian partner’s and the government’s National Reconstruction Authority (NRA).</p>
Implementing Partner of UNDP	Not Applicable
Brief Description of the Required Services ¹	<i>Community Perception Surveys</i>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> - Design data collection format for perception survey question in suitable platform preferably KOBO Toolbox. - The survey questions will be provided by the RCO. Each perception survey will consist of about 15-20 questions. The selected organization must convene the survey at the household level. All the questions in the survey must be asked to the individual household. - Conduct perception surveys across sampled municipalities prone or affected to natural disaster including flood, landslide and earthquake. The number of municipalities will be determined by RCO. Each round of survey most likely to be consist of 10-15 districts spread across the country. Every round of survey will likely be comprising with sample size of approximate 1,000-1,800 household for flood and landslide (prone / affected) and 1500-2500 household for earthquake (prone / affected) areas. All raw data will be submitted to the RCO along with a summary of quality assurance mechanisms used to verify data collection.

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

	<ul style="list-style-type: none"> - Conduct Focus Group Discussion (FGD) in targeted municipalities prone or affected to natural disaster as per the guidelines prepared by RCO to triangulate survey results. Also, conduct three-four FGDs to understand the perception of the community which will help to frame the perception surveys questions. - All perception surveys must be done in digital platform with the use of mobile technology (smartphones) and preferably in Kobo Tool Box application or it's compatible application. - The perception surveys must be carried out by the team of trained enumerators. The team should reflect gender parity. - Clean data and focus group discussion report must be provided to RCO
Person to Supervise the Work/Performance of the Service Provider	Humanitarian Accountability Officer
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	<i>As per the ToR</i>
Location of work	<input checked="" type="checkbox"/> Exact Address: Districts as mentioned in the ToR
Expected duration of work	<i>As and when required basis during the LTA period until 31 May 2021</i>
Target start date	<i>30 September 2019</i>
Latest completion date	<i>As agreed during each assignment during the LTA period</i>
Travels Expected	<i>As per the ToR</i>
Special Security Requirements	<input checked="" type="checkbox"/> Others Contractor's Responsibility
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable
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					
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency Nepalese Rupees					
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive 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 checked="" type="checkbox"/> 90 days <input 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 <input type="checkbox"/> Permitted					
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>100% of the cost quoted by the selected organization for each survey as per the financial proposal.</td> <td> Within thirty (30) days from the date of meeting the following conditions: a) RCO'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> </tbody> </table>	Deliverables	Condition for Payment Release	100% of the cost quoted by the selected organization for each survey as per the financial proposal.	Within thirty (30) days from the date of meeting the following conditions: a) RCO's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Humanitarian Accountability Officer					
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order					

	<input checked="" type="checkbox"/> Long-Term Agreement ² <i>UNDP will issue either an institutional service contract or Purchase Order every time whenever the service will be requested.</i>
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"/> Expertise of the Firm 300 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 500 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 200 points Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ³	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 Terms and Conditions (Annex 4)

² Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation.

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

Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/07/2019 (SA), on or before 5:00PM, 9 September 2019. UNDP shall respond to the inquiries through a bulletin posted in Procurement page of UNDP Website (http://np.undp.org/content/nepal/en/home/procurement.html). Inquiries received after the above date and time shall not be entertained</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information	<p>This procurement process is conducted on behalf of RCO. This bidding exercise will result in entering into a Long-Term Agreement with UNDP on behalf of Resident Coordinator's Office (RCO) until 31 May 2021.</p>

I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
1.2 Litigation and Arbitration history	15
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	50
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	35
Sub total (1.1 to 1.5)	160
1.6 Relevance of: (Points - 137)	
- Specialized Knowledge	55
- Experience on Similar Programme / Projects	55
- Experience on Projects in the Region	15
- Work for UNDP/ major multilateral/ or bilateral programmes	15
Sub Total for 1.6	140
Total for Expertise of firm / organization submitting proposal (I)	300

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

II. Proposed Work Plan and Approach (Points obtainable 500 Points)	
2.1 To what degree does the Offeror understand the task?	90
2.2 Have the important aspects of the task been addressed in sufficient detail?	50
2.3 Are the different components of the project adequately weighted relative to one another?	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	80
2.6 Is the scope of task well defined and does it correspond to the TOR?	100
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
Total for Proposed Work Plan and Approach (II)	500
III. Personnel (Points obtainable 200 Points)	
3.1 Experience in project management, specifically in survey and/or data collection	100
3.2 Professional Experience in the area of specialization	50
3.3 Knowledge of region	10
3.4 Language Qualification	25
3.5 Experience working with disaster affected communities in data collection	15
Total for Personnel (III)	200
Grand Total (A+B+C)	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

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

D. Cost Breakdown by Cost Component:

Province	Ecological Region	Districts	Rate per household data in NRS
1	Mountain	Taplejung, Sankuwasabha and Solukhumbu	
	Hill	Ilam, Panchthar, Terhathum, Dhankuta, Bhojpur, Khotang and Okhaldhunga	
	Terai	Jhapa, Morang, Sunsari and Udayapur	
2	Terai	Saptari, Siraha, Dhanusha, Mohottari, Sarlahi, Rautahat, Bara and Parsa	
3	Mountain	Dolakha, Sindhupalchok and Rasuwa	
	Hill	Ramechhap, Kabhrepalanchok, Bhaktapur, Kathmandu, Lalitpur, Nuwakot, Dhading, Sindhuli and Makwanpur	
	Terai	Chitawan	
4	Mountain	Manang and Mustang	
	Hill	Gorkha, Lamjung, Kaski, Myagdi, Tanahu, Syangja, Parbat and Baglung	
	Terai	Nawalparasi East	
5	Hill	Rukum East, Gulmi, Pyuthan, Rolpa, Palpa and Arghakhanchi	
	Terai	Nawalparasi West, Rupandehi, Kapilbastu, Dang, Banke and Bardia	
6	Mountain	Dolpa, Mugu, Humla, Jumla and Kalikot	
	Hill	Rukum West, Jajarkot, Dailekh, Salyan and Surkhet	
7	Mountain	Bajura, Bajhang and Darchula	
	Hill	Achham, Doti, Dadeldhura and Baitadi	
	Terai	Kailali and Kanchanpur	

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