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REQUEST FOR PROPOSAL

Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia

RFP No.: UNDP/SOM/POQA/RFP/2019/022

Project: Programme Oversight and Quality Assurance (POQA) Unit

Country: Somalia

Issued on: November 24, 2019

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Section 1. Letter of Invitation

The United Nations Development Programme in Somalia (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 utilizing the “Accept Invitation” function in e-tendering system. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached 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.

Safiou Eso Ouro-Doni
Deputy Resident Representative (Operations)
UNDP Somalia

Section 2. Instruction to Bidders

| A. GENERAL PROVISIONS | |
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| 1. Introduction | <p>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</p> <p>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.</p> <p>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.</p> |
| 2. Fraud & Corruption, Gifts and Hospitality | <p>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</p> <p>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.</p> <p>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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p> |
| 3. Eligibility | <p>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.</p> <p>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.</p> |
| 4. Conflict of Interests | <p>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:</p> <p>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;</p> |

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| | <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>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.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>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</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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.</p> |
| B. PREPARATION OF PROPOSALS | |
| 5. General Considerations | <p>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.</p> <p>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</p> |
| 6. Cost of Preparation of Proposal | <p>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.</p> |
| 7. Language | <p>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.</p> |
| 8. Documents Comprising the Proposal | <p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p> |
| 9. Documents Establishing the Eligibility and Qualifications of the Bidder | <p>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.</p> |
| 10. Technical Proposal Format and Content | <p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> |

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| | <p>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</p> <p>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.</p> |
| 11. Financial Proposals | <p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p> |
| 12. Proposal Security | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>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.</p> |
| 13. Currencies | <p>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:</p> <ul style="list-style-type: none"> 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 | <p>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,</p> |

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| | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> |
| 15. Only One Proposal | <p>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.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 | <p>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.</p> <p>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.</p> |
| 17. Extension of Proposal Validity | <p>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</p> |

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| Period | <p>the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>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.</p> |
| 18. Clarification of Proposal | <p>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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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.</p> |
| 19. Amendment of Proposals | <p>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.</p> <p>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.</p> |
| 20. Alternative Proposals | <p>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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p> |
| 21. Pre-Bid Conference | <p>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.</p> |

| C. SUBMISSION AND OPENING OF PROPOSALS | |
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| 22.Submission | <p>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.</p> <p>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.</p> <p>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.</p> |
| Hard copy (manual) submission | <p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>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.</p> |
| Email Submission | <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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 | <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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 |

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| | <p>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.</p> <p>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.</p> <p>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-notice/resources/</p> |
| 23. Deadline for Submission of Proposals and Late Proposals | <p>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</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p> |
| 24. Withdrawal, Substitution, and Modification of Proposals | <p>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.</p> <p>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"</p> <p>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.</p> <p>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</p> |
| 25. Proposal Opening | <p>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.</p> |
| D. EVALUATION OF PROPOSALS | |
| 26. Confidentiality | <p>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.</p> <p>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.</p> |
| 27. Evaluation of Proposals | <p>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.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> |

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| | <ul style="list-style-type: none"> 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 | <p>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.</p> |
| 29. Evaluation of Eligibility and Qualification | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> 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 | <p>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.</p> <p>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.</p> <p>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.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> |

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| | <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> |
| 31. Due Diligence | <p>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:</p> <ul style="list-style-type: none"> 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 | <p>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.</p> <p>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.</p> <p>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.</p> |
| 33. Responsiveness of Proposal | <p>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.</p> <p>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.</p> |
| 34. Nonconformities, Reparable Errors and Omissions | <p>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.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation,</p> |

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| | <p>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.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check, and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p> |
| E. AWARD OF CONTRACT | |
| 35. Right to Accept, Reject, Any or All Proposals | <p>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.</p> |
| 36. Award Criteria | <p>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.</p> |
| 37. Debriefing | <p>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.</p> |
| 38. Right to Vary Requirements at the Time of Award | <p>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.</p> |
| 39. Contract Signature | <p>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.</p> |
| 40. Contract Type and General Terms and Conditions | <p>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</p> |
| 41. Performance Security | <p>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</p> |

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| | UNDP shall be a condition for rendering the contract effective. |
| 42. Bank Guarantee for Advanced Payment | <p>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</p> |
| 43. Liquidated Damages | <p>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.</p> |
| 44. Payment Provisions | <p>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.</p> |
| 45. Vendor Protest | <p>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</p> |
| 46. Other Provisions | <p>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.</p> <p>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.</p> <p>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</p> |

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 not be conducted |
| 5 | 10 | Proposal Validity Period | 120 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 | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | Five (5) days before the submission deadline Proposers are required to submit their queries in writing. Telephone enquires will not be accepted. |
| 12 | 31 | Contact Details for submitting clarifications/questions | E-mail address : procurement.so@undp.org <ul style="list-style-type: none"> • Only requests for clarifications should be sent to this email address. Proposals submitted to this email address will be disqualified. • Proposals must be submitted through the UNDP e-Tendering system as stipulated below in BDS No. 15. <p>Note: This email 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 officially received.</p> <p>Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidder.</p> |

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| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | <p>Posted directly to eTendering at https://etendering.partneragencies.org</p> <p>Please acknowledge receipt of this RFP by utilizing the “Accept Invitation” function in e-tendering system. This will enable you to receive amendments or updates to the RFP.</p> |
| 14 | 23 | Deadline for Submission | <p>Date and Time: December 13, 2019, 07:00 AM EST/EDT (New York) time zone;</p> <p>Important Note: As indicated in the e-Tendering system. Note that the time zone is in EST/EDT (New York) time Zone.</p> <p>Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter a problem in submitting your proposal at the last minute, UNDP cannot guarantee last minute Help Desk support.</p> <p>Offers received by UNDP after the submission deadline shall be rejected.</p> |
| 14 | 22 | Allowable Manner of Submitting Proposals | <p>e-TENDERING ONLY (MANDATORY)</p> <p><u>COURIED, HAND-DELIVERED OR EMAILED BIDS WILL BE REJECTED</u></p> |
| 15 | 22 | Proposal Submission Address | <p>To be submitted in e-Tendering system https://etendering.partneragencies.org Event ID: SOM10 - RFP2019-22</p> <p>NOTE: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and instructional videos available at this link:</p> <p>https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> |
| 16 | 22 | Electronic (eTendering) submission requirements | <ul style="list-style-type: none"> • Format: PDF files only (RAR, JPEG files must not be used) • Proposers are encouraged to check the attachment formats prior to uploading/submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software. • All files must be free of viruses and not corrupted. Bidders are solely responsible for ensuring that any uploaded file is readable, that it is uncorrupted and free from viruses and malware. Failure to submit readable files will result in rejection of the bid. • Digital certification/signature: Signed and stamped copy. Time zone to be recognized: EST/EDT (New York) time zone. <p>Important Highlights Concerning E-Tendering System:</p> <ul style="list-style-type: none"> • Make sure that all bid factors are answered, bid price is entered (while entering Financial proposal in the e-Tendering system for an RFP, indicate your bid price as USD 1), as well as all documents are uploaded before submitting the bid. Ensure your bid is submitted once it is complete. • For uploading the documents in the eTendering system, the Bidders are requested to ensure appropriate and self-explanatory file names, organized structure and clear content which is to correspond to the structure of the RFP requirements and the required content of the bid. Further details provided in Section Instructions to Bidders. |

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| | | <ul style="list-style-type: none"> Bidders are encouraged to use zip files up to maximum 40 MB size. In such case, they should not include multiple lower sub-folders or directories. If you are uploading many files (Ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. The name of each file must not be longer than 60 characters. In addition, the file name should not contain any special characters or letters from different alphabets/keyboards other than English, as per system restrictions. Bidders should avoid attempting to post bids just prior to the deadline, as UNDP cannot guarantee help desk support at last minute. It is the Bidders' responsibility to ensure bids are posted in the system before the deadline, in accordance with the RFP. Be careful when using the "Save for Later" function. It does not submit your bid, and in addition, it will remove the bid that you have submitted previously. You can use the .xml upload function only once to upload your initial bid. If you need to make changes, you must make them online. You cannot attach documents through the .xml file, they have to be uploaded directly into eTendering. You can start creating a bid response in the system at any time. You can use the "Save for later" function to save it as a draft. You can update your draft at any time before deadline by opening it from "View, Edit, or Copy from Saved bids" link and start editing the bid response. Make sure to click on "Submit bid" once you have completed your bid. If you want to edit a bid that has already been posted, you first must cancel your bid. You can do so by opening it from "View, Edit, or Copy from Saved bids" link and then click on "Cancel" link. Once this is done, you can create a new bid response. You can copy from the cancelled bid and then make needed changes. <p>Important Note Regarding Submission of Financial Proposal: The Proposer is required to prepare and submit the Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) in a signed and stamped password protected PDF file separate from the Technical proposal submission as stipulated in the Instructions to Proposers. Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) that are not password protected will be disqualified.</p> <p>While entering Financial proposal in the e-Tendering system for an RFP, indicate your bid price as USD 1.</p> <p>Please do not disclose the value of your financial proposal in the e-Tendering system. The value of your financial proposal should only be indicated in the password protected file/attachment of Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G). Proposers who disclose the value of their financial proposal in the e-Tendering system will be disqualified.</p> <p>The Password for Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) must not be provided to UNDP until it is formally requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.</p> <p>Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password, the Proposal will be disqualified.</p> |
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| 17 | 27 36 | Evaluation Method for the Award of Contract | <p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p> |
| 18 | | Expected date for commencement of Contract | February 15, 2020 |
| 19 | | Maximum expected duration of contract | An initial one-year term with a possibility to extend for 2 (two) additional 1 (one)-year terms at the sole discretion of UNDP and subject to satisfactory performance and availability of funds. |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | <p>Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 23 | | Other Information Related to the RFP | <p>Post Qualification Actions;</p> <p>The UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:</p> <ul style="list-style-type: none"> • Verification of accuracy, correctness and authenticity of the information provided by the Bidder on the legal, technical and financial documents submitted. • Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder. • Inquiry and reference checking with other previous clients on the quality of performance on ongoing or past contracts completed. <p>Contract effectivity is subject to the following condition;</p> <ul style="list-style-type: none"> • Upon countersignature of contract by both Parties to the Contract. |

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:

| No. | Basic Criteria (Pass/Fail) | Provided | |
|--|---|----------|---|
| | | Y | N |
| 1 | Bid sent via e-tendering to: https://etendering.partneragencies.org ; Event ID: SOM10 - RFP2019-22 as stipulated in the RFP | ✓ | X |
| 2 | Appropriate signatures; Where applicable, all returnable bidding forms signed and stamped by Bidder's authorized representative. | ✓ | X |
| 3 | Power of Attorney (Bidder's authorized representative information) | ✓ | X |
| 4 | Minimum bid documents provided (Mandatory submission of all returnable forms A to G completed and, where applicable, signed in accordance with instructions provided in the RFP document. Financial Proposal Submission Form (Form-F) and Financial Proposal Form (Form-G) must be password protected. | ✓ | X |
| 5 | Technical and Financial Proposals submitted separately. | ✓ | X |
| 6 | Acceptance of Bid Validity (120 days) from date of close of RFP. | ✓ | X |
| Passed for Eligibility and Qualification Check? | | ✓ | X |

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 Contracts¹ | Non-performance of a contract did not occur as a result of contractor default 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

| Subject | Criteria | Document Submission requirement |
|---|--|--|
| Litigation History | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| Previous Experience | Minimum five (5) years of relevant experience | Form D: Qualification Form |
| Previous Experience Financial Standing | <ul style="list-style-type: none"> Minimum two (2) contracts of similar value, nature and complexity implemented over the last five years, demonstrating: <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> | Form D: Qualification Form |
| | Minimum average annual turnover of USD 100,000 for the last 3 financial years (2016, 2017 and 2018). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> | Form D: Qualification Form |
| Financial Standing | Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. A minimum Cash Ratio of not less than 1 for each of the above financial years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> | Form D: Qualification Form |
| Special requirements | <ul style="list-style-type: none"> Available resources with language skills (English & Somali) as well as familiarity with the various dialects used in the areas of intervention in the TORs. <i>Availability of (4) field monitors staff to travel to or already in Somalia and Somaliland</i> | To be confirmed in relevant staff CVs. |

Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms | | Points Obtainable |
|--|--|-------------------|
| 1. | Bidder's qualification, capacity and experience | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 350 |
| 3. | Management Structure and Key Personnel | 350 |
| | Total | 1000 |

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|--|--|-------------------|
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 30 |
| 1.2 | General Organizational Capability which is likely to affect implementation: - management structure - financial stability and project financing capacity - project management controls - age / size of the firm | 80 |
| 1.3 | Relevance of: - Experience in provision of similar services to UN agencies and Affiliates in fragile state= 30 points -specialized knowledge in third party monitoring= 30 points - experience on similar engagements done in the region/country. Experience in Somalia and Somaliland is an added advantage = 20 points - experience in quantitative and qualitative surveys and data analysis = 20 points - experience in socio-political analysis = 15 points - experience with major multilateral firms / programmes = 15 points | 130 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 40 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight) - Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points - Organization is a member of the UN Global Compact - 5 points - Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues - 5 points | 20 |
| Total Section 1 | | 300 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | | Points obtainable |
|---|---|--|-------------------|
| 2.1 | Degree to which the contractor understands the overall task | | 50 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | | 20 |
| 2.3 | Are the different components of the project adequately weighted relative to one another? Details on how the different service elements shall be organized, controlled and delivered | | 20 |
| 2.4 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | | 10 |
| 2.5 | Is the conceptual framework adopted appropriate for the task? | | 40 |
| 2.6 | Is the scope of task well defined and does it correspond to the TOR? | | 100 |
| 2.7 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for the assignment | | 40 |
| 2.8 | Assessment of the implementation plan proposed including whether it is clear, and the activities are properly sequenced, logical and realistic to ensure efficiency and effectiveness | | 50 |
| 2.9 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | | 20 |
| Total Section 2 | | | 350 |

| Section 3. Management Structure and Key Personnel | | | Points obtainable |
|---|--|----------------------|-------------------|
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? | | 10 |
| 3.2 | Qualifications of key personnel proposed | | |
| 3.2 a | Team Leader | (1 personnel) | 80 |
| | - Education (minimum post graduate degree with 7 years' experience) = 7 points Additional year/s of experience = 3 points | 10 | |
| | - Minimum 2 years' experience in supervision and contract management = 7 Points Additional year/s of experience = 3 points | 10 | |
| | - Minimum 3 years of experience as team leader and third-party monitoring = 15 points Additional year/s of experience = 5 points | 20 | |
| | - Regional / International experience | 10 | |
| | - Communication skills (written and oral)- demonstrate strong Report writing skills | 10 | |
| | - Language Qualifications (fluent in written and oral English). Somali language is an added advantage English = 7 points Somali Language =3 points | 10 | |
| | - Ability to work in Somalia and Somaliland | 10 | |

| | | | |
|-------|--|----------------------|------------|
| 3.2 b | Consultants | (2 Personnel) | 50 |
| | Senior Consultant: | | |
| | Education (minimum post graduate degree with 7 years' experience) | 5 | |
| | Minimum 5 years' experience in monitoring, with demonstrated communication skills (written and oral) - Reporting and writing | 5 | |
| | Minimum 4 years' experience in third-party monitoring, research and statistical analysis) | 5 | |
| | - Regional (East Africa) / International experience | 5 | |
| | - Language Qualifications (fluent in written and oral English). Somali language is an added advantage English = 3 points Somali Language = 2 points | 5 | |
| | - Ability to work in Somalia and Somaliland | 5 | |
| | Junior Consultant: | | |
| | Education (minimum post graduate degree with 3 years' experience) | 5 | |
| | Minimum 2 years' experience in monitoring, with demonstrated communication skills (written and oral) - Reporting and writing | 5 | |
| | Minimum 2 years' experience in third-party monitoring, research and statistical analysis) | 5 | |
| | - - Language Qualifications (fluent in written and oral English). Somali language is an added advantage English = 3 points Somali Language = 2 points | 5 | |
| 3.2 c | Field Monitors | (4 Personnel) | 100 |
| | - Education (minimum bachelor's degree with 3 years' experience) | 20 | |
| | - Minimum 2 years' experience in (field work) | 20 | |
| | - Minimum experience 2 years' experience in (qualitative and quantitative data collection) | 20 | |
| | - Local /Regional experience (East Africa) | 20 | |
| | - Language Qualifications (fluent in written and oral English). | 20 | |
| 3.2 d | Data Analyst | (2 personnel) | 85 |
| | - Education (minimum bachelor with 5 years' experience or master's degree with 3 years) | 20 | |
| | - Excellent knowledge and experience of at least one statistical package for Social Science or Similar (e.g. Stata) | 20 | |
| | - Minimum 2 years' experience in (quality assurance) | 20 | |
| | - Minimum 3 years' experience in (development of research instruments, statistical analysis and interpretation) | 20 | |
| | - Language Qualifications (fluent in written and oral English). Somali language is an added advantage English = 3 points Somali Language = 2 points | 5 | |
| 3.2 e | Finance & Administration Officer | (1 personnel) | 25 |
| | - Education (master's degree with 7 years' experience) | 5 | |

| | | | |
|------------------------|---|---|------------|
| | - General Experience (financial management) | 5 | |
| | - Specific Experience (accounting and financial reporting) | 5 | |
| | - Language Qualifications (fluent in written and oral English). Somali language is an added advantage | 5 | |
| | - Ability to work in Somalia and Somaliland | 5 | |
| Total Section 3 | | | 350 |

Section 5. Terms of Reference

Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia

A. Background Information and Rationale, Project Description

The United Nations Development Programme in Somalia, hereinafter referred to as “UNDP” invites proposals for the award of a Long-Term Agreement (LTA) for the provision of Third-Party Monitoring (TPM) services as described in these Terms of Reference. The selected contractor will also undertake small surveys for needs assessment and beneficiary feedback. The resulting contract will be for an initial term of one year, renewable for two terms of one year each subject to Contractor satisfactory performance and availability of funds.

The UNDP Country Programme Document (CPD) aligned with the United Nations Strategic Framework (UNSF), Somalia (2017-2020) is currently supporting the Government, Federal Member States and Somaliland to deliver on political, rule of law, security, human rights, socioeconomic recovery and development priorities, as outlined in the National Development Plan (NDP) as well as the Somaliland National Development Plan-II. The Government requested support for the implementation of the Goals-aligned National Development Plan, and the United Nations collectively responded via the development of the UNSF. The UNSF identifies UNDP as the lead agency in areas including rule of law, resilience, inclusive politics and institutional strengthening. UNDP comparative advantages build on relationships and access to government, its presence across the country, and unique experience in delivering on the country’s complex environment.

For more information, please refer to: <http://www.so.undp.org/content/somalia/en/home.html>

In early 2018, the adoption of four National Road Maps (2018–2020) generated renewed momentum to advance the country’s peacebuilding and state-building agenda. Among these is a National Roadmap on Inclusive Politics which combines constitutional review, elections, deepening federalism and reconciliation, together in a comprehensive approach. All four Roadmaps constitute an operationalization of the National Development Plan (NDP) 2017-2019, with national targets included. The Roadmaps also represent the work plans of the Cabinet Committees of the Federal Government, which in turn indicates a significant enhancement of the horizontal government coordination machinery.

UNDP’s strategy in Somalia and Somaliland focuses on the following NDP and UNSF priorities which are also aiming at making progress towards attaining Sustainable Development Goals (SDGs), by promoting inclusive and responsive political processes, extending accountable and transparent service delivery in a secure environment, as well as progress from protracted socioeconomic and environmental fragility and recurrent humanitarian crises. To achieve these results, UNDP partners with the Government, non-governmental organizations (NGOs) and civil society groups to reach communities in all regions of the country. UNDP conducts project and programme monitoring of its interventions but also, relies on independent third party monitoring to provide direct oversight, monitor and verify the delivery of programmes; and assess the impact of UNDP’s interventions amongst beneficiaries. Since 2009, UNDP has experimented with and engaged various forms of third-party monitoring where input from third-party monitors has been used to support the design and implementation of programmes that are relevant to and accessible by local populations, with a focus on vulnerable groups including women. During the period 2018-2021, UNDP will implement projects in areas of Rule of Law and Security; Inclusive Political Participation; Economic Recovery and Development; Resilience and Climate Change and Building of Effective Institutions, through partnerships, through promotion of gender equality and women empowerment, youth engagement and application of innovative solutions to development approaches

B. Specific Objectives

The overall objective of the proposed contract shall be:

- To verify that UNDP supported activities are being implemented, as planned and meeting standard quality criteria defined by UNDP.
- To measure the achievement of outputs defined in the project documents.
- To assess the outcome and/or impact that UNDP activities have achieved and their contribution to the socio-economic development of Somalis.
- To collect verifiable data to enable reporting on indicators of the CPD and Strategic Plan.

The findings of **third-party monitoring activities** are expected to facilitate programme direction, programme reporting and review of project performance. Information from TPM enables programme to demonstrate value for money and accountability to utilization of programme resources, while extending opportunities for further partnership development and resource mobilization. Third-party monitoring activities serve as an independent source of information and extends the reach of UNDP's own human resource capacity.

C. Scope

The Contractor will closely engage with UNDP prior to commencement of any third-party monitoring activity. UNDP will provide the contractor with relevant documentation, including project documents, narrative and financial reports, partner capacity assessment, Letters of Agreement (LOA), and other relevant project information. All documentation shared with the contractor is confidential and shall not be disseminated further or shared with counterparts. The contractor will share with UNDP the methodology and data collection tools to be used prior to conducting field visits.

The selected contractor will visit partners at fixed points during programme implementation to ensure satisfactory progress and impact of UNDP interventions, alignment with contractual agreements, obtain beneficiary feedback through among other, call centers, and identification of obstacles and provision of recommendations to concerned projects. The Contractor shall also communicate with project beneficiaries and other national actors and provide a realistic evaluation whilst ensuring that voices of the Somali and Somaliland people are heard.

In conducting the above, the Contractor will not replace the monitoring function undertaken by UNDPs implementing partners, including Government, or replace UNDPs own internal monitoring systems, but rather, will provide an independent perspective, external evidence and a detailed feedback on beneficiary satisfaction and feedback on the impact of UNDPs interventions.

Third-Party Monitoring Activities

The main activities undertaken by the Contractor shall include but shall not be limited to:

Activity 1: Performance Tracking

Tracking of performance will involve collection of data at outcome, output and activity levels, but also details of the target groups, capacity development and sustainability arrangements. Under performance tracking the following will be monitored:

- **Activity verification**: to confirm activity took place and its scope, methodology used, # of target groups reached, other details like # of days, venue details, etc. This will inform the programme monitoring/visit which is counted as harmonized approach to cash transfers (HACT) assurance activity. This is to be conducted quarterly for a randomly selected set of activities in relation to the partner's risk rating. Coordination with project teams is required to match Annual work plan (AWP), LOA and progress reports. Project teams should provide contact details for the Implementing Partner (IP) and beneficiaries.
- **Output data collection**: gathering data (qualitative and quantitative) for project output level indicators twice a year.
- **Outcome data collection**: once a year
- **Target groups**: details of the groups that are targeted by the project need to be tracked and indicators are needed to measure how the intended beneficiaries are reached. Characteristics of the groups and how they have been impacted (positively and negatively), perceptions, their own feedback or bottlenecks they faced with the project interventions should be documented. Different approaches can be employed including before and after-intervention surveys, focus group discussions (FGDs), phone interviews, etc.
- **Capacity development**: Changes in capacities and performance of relevant national institutions must be monitored, as relevant, through indicators that measure changes in capacity and performance.
- **Sustainability**: any sustainability or exit-strategy of the project should be reviewed annually for its suitability and relevance and adjusted if necessary.

Activity 2: Analysing the Evidence

Under this objective, the main function is making sense of the data and information collected under objective 1. The analysis involves making comparisons between what was planned against what has been achieved and why. Explaining the why helps the programme makes informed decisions and adjustments such as implementation arrangements, risk management plans, budget allocations etc. when and where applicable. The following areas will be analysed:

- Results: this will look at output and outcome indicators, baselines, milestones vs. the actual. It will also assess the Integrated Results and Resource Framework (IRRF) indicators where applicable. Reasons for over- and under-achievements will be sought through in-depth analysis and interviews with relevant stakeholders (both within UNDP and other parties) to document challenge and lessons for future implementation.
- Theory of Change (TOC): based on the data analysis, the risks and assumptions and the critical pathway chosen by the project's TOC will be reviewed and feedback provided on the validity of each. Recommendations will be given on which adjustments are needed and which ones are still valid.
- Risks: an assessment of risks and the analysis of implementation of risk management plans will be provided from this process, to inform the Country Office (CO) on which direction to take.
- Operational performance: analysis to be provided on how the projects (and inherently the CO) is doing in terms of its compliance to corporate benchmarks and identifying areas for improvement at the required level (project/portfolio/CO).

Some of management decisions that may result from the analysis of evidence include the following:

- i. Adjustments to indicators, targets, theory of change, and programming design (this can include changes to outputs, activities, etc.)
- ii. Adjustments to implementation arrangements, including the identification of implementing partners, responsible parties and vendors
- iii. Adjustments to the budget and resource mobilization strategy and cost recovery arrangements
- iv. Actions to mitigate risks or respond to realized risks
- v. Actions to develop or adjust a sustainability plan
- vi. Other adjustments and actions, as required

Activity 3: Report on the programme performance

Since our reporting at corporate and project level is supposed to be results oriented and evidence based, data and other evidence collected from monitoring, along with analysis, lessons, and decisions made to improve performance, must be used in project and programme reporting, including:

- i. Regular reporting as defined in the programme and project M&E plan (quarterly progress reports from IP, annual project reports (APR) from the CO project teams.
- ii. Annual reporting to the Executive Board through the IRRF – by the CO
- iii. Annual reporting in the Results-Oriented Annual Reporting (ROAR), an annual reflection of results achieved through UNDP's programme – by the CO
- iv. Other reporting as required (such as donor reports, UNSF reports) – by the project teams

Programme and project reports are used to support decision-making to adjust implementation with the aim to improve effectiveness and efficiency. The reports are also key documents reviewed during programme and project independent evaluations and impact assessments.

The TPM tasks are summarised in the table below: -

| TPM Process | Content of the process | Who should be interviewed/ consulted | Frequency |
|-------------------------|------------------------|---|--|
| 1. Performance Tracking | Activity verification | IP, RP (Responsible Party), beneficiaries, project staff, project focal points at IP/RP | Quarterly |
| | Output indicators | Same as above | Bi-annually |
| | Outcome indicators | Same as above | Annually |
| | IRRF indicators | Same as above | Annually |
| | Target group | Target groups | Quarterly |
| | Capacity development | IP, RP, target beneficiaries | Bi-annual |
| | Sustainability | IP, RP, target beneficiaries | Annually |
| | | | |
| 2. Data Analysis | Output data | POQA M&E | Bi-annually |
| | Outcome data | POQA M&E | Annually |
| | IRRF data | POQA M&E | Annually |
| | TOC | POQA, Projects M&E | Annually |
| | Risks | POQA, Projects M&E | Bi-annually |
| | | | |
| 3. Reporting | Monitoring report | | Subject to parameters being reported against |

The monitors are expected to interact with project beneficiaries, to participate as observers in select activities (where applicable), to obtain feedback from event participants/beneficiaries, undertake surveys, exit interviews, FGDs, Key Informant Interviews (KII), videos, pictures etc. and document progress through relevant reporting channels.

The Contractor will consult and interview project beneficiaries, key informants in the area, implementing partners' project and support staff, other aid agencies working in the area, and local authorities as deemed necessary.

Pre-monitoring planning (selection of activities and locations, pre-defined means of verification) will serve as a basis for targeted and sampled monitoring and will require contractor's close engagement with UNDPs Programme Oversight and Quality Assurance (POQA) Unit with input from respective project teams. The choice of field may also consider the synergy with other UNDP projects and presence of other UNDP partners in the area that require monitoring.

The Contractor will provide real time updates on progress made to UNDP and flag any observations that require immediate attention.

D. Approach and Methodology

Whereas the Proposer is expected to propose the most appropriate approach and methodology to meet the objectives of the RFP, the Proposer must demonstrate how it intends to deliver services outlined in the TOR which should at a minimum include the following information:

- **Proposing entity's qualification, capacity and experience:** Information on proposing entity outlining its legal status, expertise, experience in providing similar services, institutional and financial capacity, track record, etc;
- **Propose Methodology, Approach and Implementation Plan:** Proposer must demonstrate how it will undertake the proposed activities and present a plan outlining how it intends to ensure oversight, management, accountability (quality assurance), sequence activities (detailed work-plan) which should factor in time needed for report-writing and document review.
- **Management structure and key personnel:** Demonstrate capacity and expertise of proposed team to manage and implement required services in Somalia and Somaliland's operating environments. Include detailed CVs of key personnel.

E. Deliverables and Schedules/Expected Outputs

The TPM service provider shall prepare a monitoring report in accordance with the applicable UNDP standards, which include:

- i. Enumeration of the agreed-upon procedures performed and a summary of corresponding factual findings;
- ii. A statement indicating that the report is intended solely for the information and use of the specified parties;
- iii. A statement that the report is not intended to be and should not be used by anyone other than the specified parties; and
- iv. A set of data collection tools used. The Project teams, the Contractor and POQA should work together in data collection. This will be developed with support from M&E officers in the projects/portfolio.
- v. Detailed narrative on key findings;
- vi. A brief user-friendly summary of the findings;
- vii. Verified participant data (disaggregated by gender, age, marital and physical status)
- viii. Database/demographic profile of the key beneficiaries contacted

The timeline for report submission and the quality/content of the report will be based on the type of verification done as tabulated below; -

| Process objective | Content of the process | Who should be interviewed/ consulted | Frequency | Type of data collection | Content of reports per site commissioned | Timeline for submission of report |
|---|------------------------|---|-------------|--|--|---------------------------------------|
| Activity 1: Performance Tracking | Activity verification | IP, RP, beneficiaries, project staff, project focal points at IP/RP | Quarterly | Site visits and beneficiary interviews during and after the activities; Key informant interviews. Gathering Beneficiary feedback through deployment of technology such as call center. GPS photos. | Activity monitoring/verification; (Numbers reached, positive and negative feedback from beneficiaries and participants. Feedback call log. | 1 week from completion of field work |
| | Output indicators | Same as above | Bi-annually | Focus Group Discussions; Surveys; key informant interviews including direct and indirect beneficiaries. Indicator specific methodology and metadata analysis; | Output Indicator dataset and indicator values; Monitoring reports; | 2 weeks from completion of field work |
| | Outcome indicators | Same as above | Annually | Focus Group Discussions; Surveys; Key informant interviews. Indicator specific methodology and metadata analysis. Documentation of intended and unintended outcomes. | Success stories; Outcome analysis reports and outcome Indicator values | 2 weeks from completion of field work |
| | IRRF indicators | Same as above | Annually | Focus Group Discussions; Surveys; key informant interviews; Indicator specific methodology and metadata analysis. | Success stories; Outcome analysis reports and outcome Indicator values | 2 weeks from completion of field work |

| Process objective | Content of the process | Who should be interviewed/ consulted | Frequency | Type of data collection | Content of reports per site commissioned | Timeline for submission of report |
|----------------------------------|------------------------|--------------------------------------|--|--|--|---------------------------------------|
| | Capacity development | IP, RP, target beneficiaries | Bi-annually | Quantitative and qualitative or self-assessment methods; Key informant interviews; Staff or participants trained; review of minutes of meetings confirmation of systems established; strategic or operational plans developed. | | 2 weeks from completion of field work |
| | Sustainability | IP, RP, target beneficiaries | Annually | Measurement of social, environmental, economic and political indicators as detailed in the project document to be shared. | | 1 week from completion of field work |
| | | | | | | |
| Activity 2. Data Analysis | Output data | POQA M&E | Bi-annually | Focus Group Discussions; Surveys; key informant interviews Indicator specific methodology and metanalysis | | 2 weeks from completion of field work |
| | Outcome data | POQA M&E | Annually | Focus Group Discussions; Surveys; key informant interviews Indicator specific methodology and metadata analysis | | 2 weeks from completion of field work |
| | IRRF data | POQA M&E | Annually | Completed set of indicator data with supporting paragraphs explaining achievements. IRRF output indicators to be shared. | indicator data. | 2 weeks from completion of field work |
| | TOC | POQA, Projects M&E | Annually | Testing the validity of the Theory of change. | | 2 weeks from completion of field work |
| | Risks | POQA, Projects M&E | Bi-annually | Updating the risk registers and testing the assumptions and validity of the mitigation measures put in place. | Updated Risk Register per project document shared. | 2 weeks from completion of field work |
| Activity 3. Reporting | Lessons Learned Report | | Subject to parameters being reported against | Consolidated Lessons Document focusing on the implementation and progress towards objectives. | Consolidated Lessons Learned report | 3 weeks from completion of field work |

F. Key Performance Indicators and Service Level

The following Key Performance Indicators (KPIs) shall be observed in performance of the contract;

| Performance Attribute | Performance Indicator |
|---|--|
| Quality of Service | <ul style="list-style-type: none"> • Timely performance of monitoring consistent with timelines specified in the TOR. • Timely submission of reports with all supporting documents from Implementing Partners (IP) • Comprehensive reports demonstrating effective observations/recommendations consistent with the contract. • Technical excellence, i.e. data and report quality • Efficiency of Contractor personnel. • Effective and efficient resolution of problems or concerns. • Contractor flexibility |
| Cost Performance | <ul style="list-style-type: none"> • Timely, accurate and complete invoicing • Cost control systems |
| Professional interaction with implementing partners | <ul style="list-style-type: none"> • Frequency of complements/complaints from implementing partners • Highest standards of integrity and competence |
| Gender Balance in Contractor personnel where possible | <ul style="list-style-type: none"> • Ratio of women to men employed on the contract |

G. Governance and Accountability**1. Reporting**

- a) The UNDP Monitoring and Evaluation Specialist shall supervise the overall Work/Performance of the Service Provider supported by the UNDP M&E working group members
- b) The Contractor's team leader will be UNDPs main contact person with the Contractor on overall supervision and management of field work, development of implementation schedule, quality assurance and management of the contract with UNDP
- c) All ongoing projects with approved annual work plans and budget for activity implementation are subject to monitoring.
- d) The contractor will hold meetings with POQA/M&E Team prior to engagement of each monitoring mission.
- e) Pre-monitoring planning (selection of activities and locations, pre-defined means of verification) will serve as a basis for targeted and sampled monitoring and will require contractor's close engagement with POQA with inputs from respective project teams. The choice of field may also consider the synergy with other UNDP projects and presence of other UNDP partners in the area that require monitoring.
- f) The monitors are expected to interact with project beneficiaries, to participate as observers in select activities (where applicable), to obtain feedback from event participants/beneficiaries, undertake surveys, exit interviews, FGDs, KII, videos, pictures etc. and document progress through relevant reporting channels.
- g) The Contractor will consult and interview project beneficiaries, key informants in the area, implementing partners' project and support staff, other aid agencies working in the area, and local authorities as deemed necessary.
- h) The Contractor will provide real time updates on progress made to UNDP and flag any observations that require immediate attention.
- i) The timeline for report submission and the quality/content of the report will be based on the type of verification done in accordance with the table in Section E (Deliverables and Schedules/Expected Outputs) above. In the case of certain time-sensitive projects, activity monitoring reports, even in draft form, shall be submitted within one (1) week of the completion of activities monitored.

2. Contractor Responsibility

- a) Sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility whatsoever on the part of the UNDP. This shall include:
 - i. Welfare (duty of care) of its staff including payment of salaries, medical, and casualty evacuation from Somalia and Somaliland in the event of a security breakdown;
 - ii. Arrangements for logistics across all aspects of the assignment including flights into Somalia and Somaliland (if applicable) and local transport for its operations, accommodation and visa requirements;
 - iii. Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage;
- b) Ensure adequate communication between the Contractor and UNDP.
- c) As respondents' quotes will be documented and pictorial evidence provided, the contractor is required to obtain written/signed consent from respondents and other participants agreeing that their quotes and likeness may be used in UNDP reports and communications materials.

3. UNDP Responsibility

- a) The UNDP will facilitate contact with implementing partners including contact details (telephone and e-mail) and name of IPs focal point. UNDP will send a formal letter of introduction to the selected IPs in advance of third-party monitoring exercises and will introduce the team of the service provider to the IP directly. Should the Contractor encounter any difficulties in implementing the assignment, it should notify UNDP immediately;
- b) Provide relevant project documentation required to facilitate monitoring.
- c) Monitoring of Contractor's performance and quality assurance. UNDP will undertake review of Contractor's performance which will include review of quality of deliverables and a structured performance review of the Contractor at the end of the Contract which shall also include feedback from various stakeholders;

H. Expected duration of the contract/assignment

- a) The RFP will result in a Long-Term Agreement (LTA) with an initial term of one year with a possibility to extend for two terms of one year each at the sole discretion of UNDP and, subject to satisfactory performance and availability of funds;
- b) Duration of each assignment will be based on a specific call-off to the assignment. The timelines for specific assignments shall be discussed and agreed upon by UNDP and the Contractor;
- c) Once parameters for each assignment are agreed upon, UNDP will issue a notice to proceed via email.

I. Duty Station

Somalia and Somaliland. Monitoring and field visits will be conducted at the premises/offices of the selected Implementing Partners (IPs), and UNDP intervention sites.

J. Professional Qualifications of the Successful Contractor and its key personnel

(a) Qualifications of the Proposing Entity (Organization)

The selected Contractor must:

- i. Be legally registered organization with an ability to work across all regions of Somalia and Somaliland.
- ii. Have a minimum of five (5) years relevant experience in provision of similar services to UN agencies and Affiliates in fragile states. Experience in Somalia and Somaliland is an added advantage.
- iii. Have the ability to concurrently conduct multiple assignments and to demonstrate stand-by capacity to enable satisfactory completion of requested fieldwork within requested timeframes.
- iv. Have ability to deploy staff in Somalia and Somaliland
- v. Have proven experience of third-party monitoring, quantitative and qualitative surveys, and socio-political analysis.
- vi. Have technically and managerially sound composition of staff to perform the third-party monitoring activities. The organization must have on their team, staff with relevant experience in quantitative and qualitative surveys and field staff must be familiar with the various dialects used in the country

(b) Qualifications of Personnel

The team will comprise a Team Leader, senior consultant, data analyst, Field monitors and finance officer.

i. Team Leader:

The person will serve as the lead consultant, project coordinator and focal point for communication with UNDP with overall supervision and management of the contract; development of implementation schedule, quality assurance and management of the contract. The person must possess a postgraduate degree in programme management or related social sciences with a minimum of seven (7) years' experience including team leader experience, possess strategic and analytical skills, excellent written and oral communication skills and be fluent in spoken and written English with an ability to produce technically sound, well-written reports in English. Knowledge of the Somali language is an advantage. They must have field work experience and must be willing and able to travel and work in Somalia and Somaliland.

ii. Senior Consultant:

A postgraduate degree in International development or related social sciences with seven (7) years' experience in monitoring and quantitative and qualitative surveys/evaluation and report writing, and; expertise in statistical analysis, development of research instruments, qualitative analysis or any other relevant field and the ability to produce technically sound, well-written reports in English. The person must be fluent in spoken and written English language. Knowledge of the Somali language is an advantage.

iii. Field Monitors:

A bachelor's degree in development studies or related social sciences and three (3) years' experience in a similar or related field. They must have the ability to conduct field visits and collect quantitative and qualitative field data in all areas of Somalia and Somaliland, and the ability to produce technically sound, well-written reports in English. They must be fluent in spoken and written English and Somali languages. They must have field work experience and must be willing and able to travel and work in Somalia and Somaliland.

iv. Data Analyst:

The Data Analyst will provide quality assurance to the project and, must possess a master's degree in statistics, mathematics or related field with five (5) years' experience in a busy data processing

environment, development of research instruments, management and statistical analysis. The person must have excellent knowledge of and, working experience of at least one statistical package required for data collection, manipulation and analysis and, experience in performing quality assurance procedures to the data collection process and data analysis. Effective presentation skills in English, analytical and strategic skills, good written and oral communication skills and, fluency in spoken and written English are a requirement for this position. Knowledge of the Somali language is an advantage.

v. **Finance Officer:**

The Finance Officer must possess a master's degree in finance, accounting or an equivalent finance certification with at least seven (7) years' experience in project financial management and accounting. The person must be fluent in spoken and written English. Knowledge of the Somali language is an advantage.

vi. **Desired Qualities for all Staff**

- They must have field work experience and **must be willing and able to travel and work** in Somalia and Somaliland;
- All personnel assigned to the proposed contract will display professionalism, respect, cultural and gender sensitivity while engaging with National counterparts and UNDP. The UNDP reserves the right to request removal or replacement of contractor's staff at contractor's cost if these standards are not observed;
- Experience in working with Refugees, Internally Displaced Persons (IDPs), women, and vulnerable populations, familiarity with the key issues confronting Somalia and Somaliland, understanding of and ability to relate with Somali/Somaliland culture/religion, and Knowledge of local dialects are an added advantage;

Achieving gender equality and gender mainstreaming are key principles and strategies of UN system agencies, therefore, UNDP encourages the deployment of staff (male/female) at a balanced ratio based on the requirements defined in the TOR. As such, proposers with female key personnel will have an added advantage.

K. Price and Schedule of Payments

The resulting LTA shall be a **fixed price contract**. UNDP shall pay the contractor in accordance with the terms of the LTA, a sum which shall be based on the services ordered by UNDP and delivered by the Contractor at the unit rates specified in the LTA. These prices shall remain firm and shall not be increased during the entire term of the LTA.

The Contractor will implement the activities contained in the monitoring plan developed in consultation with and agreed by UNDP. The number of person-days required for each stage of the workflow will be discussed and agreed upon by UNDP and the Contractor prior to commencement of each call-off and, will vary according to the needs of the particular assignment.

At the end of each task order, the Contractor will submit to UNDP an implementation report, detailing the work completed during the period, general synthesis of lessons learned, risk analysis and other details as per task order and TOR. Along with the report, the Contractor will submit to UNDP documentation of personnel and operational costs as outlined in the agreed rates. Upon UNDP certification that the report and the other deliverables meet quality standards and UNDP certification that the variable staff and operations costs submitted by the Contractor fairly reflect the quantity and quality of work completed during the month, UNDP will reimburse the Contractor for such costs.

Payment will be made within thirty (30) days of the acceptance of the finalized reports and deliverables.

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.**

Please note submission of forms A, B, D, E, F and G completed and where applicable, signed in accordance with instructions provided in the RFP document is **MANDATORY** for all Bidders. Additionally, form C is **MANDATORY** for Proposers submitting a bid as a Joint Venture/Consortium/Association.

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be uploaded in the eTendering system in a separate password protected document)

| | |
|--|--------------------------|
| ▪ Form F: Financial Proposal Submission Form | <input type="checkbox"/> |
| ▪ Form G: Financial Proposal Form | <input type="checkbox"/> |

Form A: Technical Proposal Submission Form

| | | | |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/SOM/POQA/RFP/2019/022: Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia | | |

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? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number] |
| Are you a UNDP vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> 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: | <ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Valid 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ 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 to the authorized representative to sign/submit RFP submission documents. ▪ All Returnable Bidding Forms (A to G) provided in the RFP. |

Form C: Joint Venture/Consortium/Association Information Form

| | | | |
|------------------------|--|--------------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/SOM/POQA/RFP/2019/022: Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia | | |

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i> | 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: | UNDP/SOM/POQA/RFP/2019/022: Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia | | |

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 3 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 3 (three) Clients or more.

Financial Standing

| | | |
|--|------------------|------------|
| Annual Turnover for the last 3 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> | Year 2016 | USD |
| | Year 2017 | USD |
| | Year 2018 | USD |
| Latest Credit Rating (if any), indicate the source | | |

| Financial information (in US\$ equivalent) | Historic information for the last 3 years | | |
|---|---|------|------|
| | 2016 | 2017 | 2018 |
| | <i>Information from Balance Sheet</i> | | |
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| Current Assets (CA) | | | |
| Current Liabilities (CL) | | | |
| | <i>Information from Income Statement</i> | | |
| 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:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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: | UNDP/SOM/POQA/RFP/2019/022: Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia | | |

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 | <i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert] |
| Professional certifications | <i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert] |
| Employment Record/ Experience | <i>[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.]</i> [Insert] |
| References | <i>[Provide names, addresses, phone and email contact information for two (2) references]</i> 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: | UNDP/SOM/POQA/RFP/2019/022: Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia | | |

Note to Proposers: This Financial Proposal Submission Form must be signed, stamped, submitted in the PDF format and, must not be included as part of the Technical Proposal. Financial proposal submission forms that are not password protected will be rejected

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 forwarded in a separate PDF password protected document.

Our attached Financial Proposal for the following deliverables and reimbursable costs at the below rates shall remain firm/fixed and shall not be increased during the entire term of the proposed Long -Term Agreement;

Cost of Deliverable by location, i.e., home-based vs. in Somalia/Somaliland

| Professional Daily Fess | | |
|--|---------------------------------|---|
| Cost Description | Amount(s) (USD) (Home-based) | Amount(s) (USD) (Somalia/Somaliland) |
| Professional Fees - Quarterly Deliverables | | |
| Professional Fees – Bi-annual Deliverables | | |
| Professional Fees – Annual Deliverables | | |
| TOTAL | | |

Reimbursable costs

| Expenses | | |
|---------------------------------------|----------------------------|-----------------|
| Cost Description | Unit of Measure | Unit Rate (USD) |
| International flights (if applicable) | Per person per round trip. | |
| Per diem in Somalia (if applicable) | Per person per day | |
| Accommodation | Per person per night | |
| Local transport costs | Per day | |
| Others.... | | |

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: | UNDP/SOM/POQA/RFP/2019/022: Long-Term Agreement for Provision of Third-Party Monitoring Services to the United Nations Development Programme in Somalia | | |

Note to Proposers: This Financial Proposal Form must be password protected and should not be included as part of the Technical Proposal. Financial Proposal Forms that are not password protected will be disqualified

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a **PDF password protected document** 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. No deletion or modification may be made on this form. Any such deletion or modification may lead to the rejection of the Proposal.

Currency of the proposal: **United States Dollars**

Table 1: Summary of Overall Prices

| | Amount(s) (USD) |
|---|-----------------|
| **Professional Fees (Table (2a)) | |
| **Professional Fees (Table (2b)) | |
| **Professional Fees (Table (2c)) | |
| TOTAL | |

*** For every call off, the preferred methodology, tools and budget will be discussed with the service provider.*

Table 2(a): Breakdown of professional fees exclusive of other expenses for Quarterly Deliverables:

| | Position | Quarterly Deliverables | | | | | |
|----------|-------------------|------------------------------|---------------------|--------------|------------------------------|---------------------|--------------|
| | | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) |
| | | Home based | | | In Somalia/Somaliland | | |
| 1 | Team Leader | | | | | | |
| 2 | Senior Consultant | | | | | | |
| 3 | Junior Consultant | | | | | | |
| 4 | Field Monitor (1) | | | | | | |
| 5 | Field Monitor (2) | | | | | | |

| | Position | Quarterly Deliverables | | | | | |
|----|----------------------------------|------------------------------|---------------------|--------------|----------------------------------|---------------------|--------------|
| | | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) |
| | | Home based | | | In Somalia/Somaliland | | |
| 6 | Field Monitor (3) | | | | | | |
| 7 | Field Monitor (4) | | | | | | |
| 8 | Data Analyst (1) | | | | | | |
| 9 | Data Analyst (2) | | | | | | |
| 10 | Finance/Admin Officer (1) | | | | | | |
| | TOTAL for Quarterly Deliverables | | | | TOTAL for Quarterly Deliverables | | |

Table 2(b): Breakdown of professional fees exclusive of other expenses for Bi-Annual Deliverables:

| | Position | Bi-annual Deliverables | | | | | |
|----|----------------------------------|------------------------------|---------------------|--------------|----------------------------------|---------------------|--------------|
| | | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) |
| | | Home based | | | In Somalia/Somaliland | | |
| 1 | Team Leader | | | | | | |
| 2 | Senior Consultant | | | | | | |
| 3 | Junior Consultant | | | | | | |
| 4 | Field Monitor (1) | | | | | | |
| 5 | Field Monitor (2) | | | | | | |
| 6 | Field Monitor (3) | | | | | | |
| 7 | Field Monitor (4) | | | | | | |
| 8 | Data Analyst (1) | | | | | | |
| 9 | Data Analyst (2) | | | | | | |
| 10 | Finance/Admin Officer (1) | | | | | | |
| | TOTAL for Bi-annual Deliverables | | | | TOTAL for Bi-annual Deliverables | | |

Table 2(c): Breakdown of professional fees exclusive of other expenses for Annual Deliverables:

| | Position | Annual Deliverables | | | | | |
|----|-------------------------------|------------------------------|---------------------|--------------|-------------------------------|---------------------|--------------|
| | | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) | Professional daily fee (USD) | Quantity (Man days) | Amount (USD) |
| | | Home based | | | In Somalia/Somaliland | | |
| 1 | Team Leader | | | | | | |
| 2 | Senior Consultant | | | | | | |
| 3 | Junior Consultant | | | | | | |
| 4 | Field Monitor (1) | | | | | | |
| 5 | Field Monitor (2) | | | | | | |
| 6 | Field Monitor (3) | | | | | | |
| 7 | Field Monitor (4) | | | | | | |
| 8 | Data Analyst (1) | | | | | | |
| 9 | Data Analyst (2) | | | | | | |
| 10 | Finance/Admin Officer (1) | | | | | | |
| | TOTAL for Annual Deliverables | | | | TOTAL for Annual Deliverables | | |

In addition to the above professional daily fee component, Proposers are requested to submit their costs for other expenses by completing table 3 below.

For purposes of evaluation, these costs shall be added to the cost of professional daily fees based on number of man days allocated to each position in the quarterly, bi-annual and annual Deliverables tables respectively. However, under the contract, these costs will be treated as reimbursable costs and will be added to the professional fee as required and agreed under every call off.

Table 3: Expenses

| Cost Description | Unit of Measure | Unit Rate (USD) |
|---------------------------------------|----------------------------|-----------------|
| International flights (if applicable) | Per person per round trip. | |
| Per diem in Somalia (if applicable) | Per person per day | |
| Accommodation | Per person per night | |
| Local transport costs | Per day | |
| Others.... | | |

Notes:

1. **For international flights (if applicable):** Will be based on cost of an economy class round trip ticket on the most direct route. Please specify routing;
2. **Others (if applicable):** Identify cost component and itemize in separate lines. Please also specify relevant unit of measure and add rows as needed.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]