



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

TO INTERESTED VENDORS/COMPANIES	DATE: January 14, 2020
	REFERENCE: UNDP-CB-RFP-2020-001

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Services to review the implementation of UN Policy on Integrated Assessment and Planning**.

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

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

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

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and sent separately and clearly marked as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL," as appropriate. Each document shall include the Proposer's name and address.

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Ferouze A. Mohamed*

Ferouze Abdi Mohamed

OIC

Central Procurement Unit, New York  
United Nations Development Programme

## Annex 1

## Description of Requirements

Context of the Requirement	Services to review the implementation of UN Policy on Integrated Assessment and Planning											
Implementing Partner of UNDP	Please refer to Annex I											
Brief Description of the Required Services <sup>1</sup>	Please refer to Annex I											
List and Description of Expected Outputs to be Delivered	<p>Under the overall guidance of the Steering Committee of the UN Joint Transitions Project and the administrative supervision of Crisis and Fragility, Policy and Engagement Team in the UNDP Crisis Bureau, and in close collaboration with the Senior Consultant responsible for the Review Report the BI consultant(s) will:</p> <ul style="list-style-type: none"><li>Review strategic and operational documents, e.g. existing and past ISFs and equivalent, reports of strategic assessments and mission reviews, SG Planning Directives, Terms of Reference for ITFs and strategic decision-making and planning teams, reports on integration including HLPF, HLCM, OIOS report on integrated planning, After Action Reviews, and reports from independent thinktanks;</li><li>Conduct interviews across the UN system (Peace and Security Pillar, OHCHR, Agencies, Funds and Programmes, DCO and OCHA) at headquarters and field levels; and with key external partners including regional organisations, donors, and IFIs;</li><li>Gather data through 3 field visits to integrated settings: Afghanistan, Mali, Sudan-Darfur;</li><li>Provide inputs into the review report based on a companion report on integration including integrated assessment and planning from a BI perspective.</li></ul> <table><tr><th>TASKS</th><th>TIMELINE</th><th>Responsible</th></tr><tr><td>Selection and on-boarding of consultant(s)</td><td>February2020</td><td>UNDP on behalf of Joint UN Transitions Project</td></tr><tr><td>In-briefings NYC - Consultant(s): Scoping/mapping exercise: key reform/guidance process that link to and support IAP+ literature review+ methodologies -Consultant(s) to develop lines of inquiry + refine methodology (HQ and field level consultations e.g. surveys) to be reviewed by Director-level IWG</td><td>March 2020</td><td>Joint UN Transitions Project SPMU IWG Senior Consultant BI consultant(s)</td></tr></table>			TASKS	TIMELINE	Responsible	Selection and on-boarding of consultant(s)	February2020	UNDP on behalf of Joint UN Transitions Project	In-briefings NYC - Consultant(s): Scoping/mapping exercise: key reform/guidance process that link to and support IAP+ literature review+ methodologies -Consultant(s) to develop lines of inquiry + refine methodology (HQ and field level consultations e.g. surveys) to be reviewed by Director-level IWG	March 2020	Joint UN Transitions Project SPMU IWG Senior Consultant BI consultant(s)
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<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Scoping workshop with IWG – review of survey results and initial findings based on survey	April 2020	Joint UN Transitions Project SPMU Senior consultant BI consultant(s)								
	Consultant (s) field visit of IAP implementation. Travel to three IAP settings to be selected by the IWG (Afghanistan, Mali and Darfur-Sudan)	April 2020	Joint UN Transitions Project SPMU Senior consultant BI consultant(s)								
	Debrief workshop with IWG + EOSG	May 2020	Joint UN Transitions Project SPMU Senior consultant BI consultant(s)								
	Submission of evidence report detailing how insights from the behavioral sciences can be incorporated into a revised assessment and planning policy and guidance based on a review of practice	June 2020	BI Consultant(s)								
Person to Supervise the Work/Performance of the Service Provider	<i>Joint Transition Project Management Team</i>										
Frequency of Reporting	<i>Weekly based on planning of assignment</i>										
Progress Reporting Requirements	Through skype and per email										
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, UNDP HQ office and three UNDP field offices <input type="checkbox"/> Exact Address/es [pls. specify]										
Expected duration of work	4 months from date of signature.										
Target start date	February 2020										
Latest completion date	June 2020										
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Afghanistan</td><td>7 days</td><td>Review implementation of IAP Policy</td><td>February 2020</td></tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Afghanistan	7 days	Review implementation of IAP Policy	February 2020
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	Mali	7 days	Review implementation of IAP Policy	February 2020	
	Darfur	7 days	Review implementation of IAP Policy	March 2020	
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> New York Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency				
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																				
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Scoping/mapping exercise (literature review, lines of inquiry, and methodology)</td><td>15%</td><td>April 2020</td><td rowspan="6">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td></tr> <tr> <td>Scoping workshop with IWG – review of survey results and initial findings based on survey</td><td>25%</td><td>April 2020</td></tr> <tr> <td>Debrief workshop with IWG + EOSG</td><td>25%</td><td>May 2020</td></tr> <tr> <td>Evidence report detailing how insights from behavioral sciences can be incorporated into a revised assessment and planning policy</td><td>35%</td><td>May 2020</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Scoping/mapping exercise (literature review, lines of inquiry, and methodology)	15%	April 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Scoping workshop with IWG – review of survey results and initial findings based on survey	25%	April 2020	Debrief workshop with IWG + EOSG	25%	May 2020	Evidence report detailing how insights from behavioral sciences can be incorporated into a revised assessment and planning policy	35%	May 2020			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the Disbursement of payment	Joint Transition Project Management Team																				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)																				

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm (Form 1): 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (Form 2): 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (Form 3): 30%  <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer (Form 4) to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors :
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)  <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>6</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Ignacio Inestal</i>  <i>Central Procurement Unit</i>  <a href="mailto:cpu.bids@undp.org">cpu.bids@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information <i>[pls. specify]</i>	Requests for clarifications will be accepted until one week before submission deadline Please email <a href="mailto:cpu.bids@undp.org">cpu.bids@undp.org</a> . Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.
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**TECHNICAL EVALUATION CRITERIA****Summary**

<b>Mandatory requirements</b>		<b>PASS/FAIL</b>
1.	Full acceptance of UNDP General Terms and Conditions	
2.	Company with at least 10 years of experience in providing relevant services	
3.	Master's degree or equivalent in development economics, development studies, political science, international relations, public administration and planning, or other related social sciences	
4.	Team leader should have a minimum of 7 years of relevant experience	

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1.	Expertise of the Firm/Provider	20
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the implementation Plan	20
3.	Management Structure and Qualification of Key Personnel	30
	<b>Total</b>	<b>70</b>

<b>Technical Proposal Evaluation Form 1</b>		<b>Points Obtainable</b>
<b>Expertise of the Firm/Organizations</b>		
1.1	<ul style="list-style-type: none"> <li>- Relevance of the previous experience with behavioral science and organizational change (only bidders with at least 10 years of previous relevant experience will be considered) (8 points)</li> <li>- Proven ability of the firm in providing advisory services (7 points).</li> <li>- At least 5 similar projects carried out during the last 3 years (5 points).</li> </ul>	20
<b>Total 1</b>		<b>20</b>

<b>Technical Proposal Evaluation Form 2</b>		<b>Points Obtainable</b>
<b>Methodology, Its Appropriateness to the Condition and Timeliness of the implementation Plan</b>		
2.1	<ul style="list-style-type: none"> <li>- Solid and feasible method on how it will address/deliver the demands of the RFP (10 points);</li> <li>- Sound data collection method through primary and secondary sources (5 points);</li> </ul>	20

	- Clarity of structure (5 points).	
<b>Total 2</b>		<b>20</b>

<b>Technical Proposal Evaluation Form 3</b>		<b>Points Obtainable</b>
<b>Management Structure and Qualification of Key Personnel*</b>		
<b>3.1</b>	<b>Team Member(s)</b>	
	<p><b><u>Team Leader</u></b></p> <ul style="list-style-type: none"> <li>- At least Master's degree or equivalent in development economics, development studies, political science, international relations, public administration and planning, or other related social sciences. (3 points)</li> <li>- Relevance of the experience with behavioral science and organizational change (the team leader must have at least 7 years of previous relevant experience as per TOR) (8 points)</li> <li>- Previous involvement in behavioral science project and/or organizational change with the UN (10 points)</li> </ul> <p><b><u>Team Member(s)</u></b></p> <ul style="list-style-type: none"> <li>- Relevance of the educational background in development economics, development studies, political science, international relations, public administration and planning, or other related social sciences (at least BA or equivalent required). (2 points)</li> <li>- Relevance of proven work experience with behavioral science and organizational change (at least 5 years of proven relevant experience required) (7 points)</li> </ul>	
	<b>Total 3</b>	<b>30</b>

## ANNEX I

### Terms of Reference (TOR)

<b>Location:</b>	Duty station will be Home based: While in NY and during field visits, Office space will be provided to the consultant(s), by UNDP
<b>Job ID/Title:</b>	Implementation Review Consultancy Services – UN Policy on Integrated Assessment and Planning
<b>Type of Contract:</b>	Professional Contract of Services
<b>Languages Required:</b>	English
<b>Starting Date:</b>	Work to be completed by June 2020
<b>Duration of Contract:</b>	4 months

#### **a) Background:**

The Executive Committee (EC) through its Decision (2017/15), instructed the Integration Steering Group (ISG) to establish a working group to review and update the 2013 Integrated Assessment and Planning (IAP) policy and handbook.

The EC also requested that the revisions to the IAP policy reinforce the need for UN collaboration with outside actors, such as IFIs and the regional and sub-regional partners'; and that the IAP policy and handbook reflect the changes in decision-making mechanisms following the establishments of the Executive Committee as well as other recent policy developments. The revised IAP should reflect fully the Secretary-General's vision for more integrated and cross-pillar action, including prevention, that addresses people's needs.

A provisional update of the IAP Policy was completed and approved in February 2018 by the Deputies Committee acting as the Integration Steering Group. The broader review of the IAP was postponed pending the implementation of the Secretary-General's peace and security; management and UN development system reforms. The concept of integration applies in settings where a multi-dimensional peacekeeping operation is deployed alongside a UN Country Team, or where such a presence is being considered.

## **b) Specific Objectives**

The integration review to be conducted will:

- Assess the extent to which UN actors, at country, regional and HQ levels, have aligned and harmonized their mandates, strategic and operational instruments, activities and business models to maximize their individual and collective impact;
- Measure the impact of the existing integration tools and instruments, especially the IAP policy, on the UN system's coherence and effectiveness;
- Identify the broader strategic challenges to integration, beyond the assessment and planning tools and their implementation.

The review results will guide the revision of the IAP Policy and Handbook and other planning and assessment tools, as appropriate. The results will also inform the development of policies, capacities and accountability.

The review results will guide the revision of the IAP Policy and Handbook and other planning and assessment tools, as appropriate. The results will also inform the development of policies, capacities and accountability mechanisms related to strategic challenges and opportunities for integration, that could hinder or enable collective UN impact.

The review will identify models for strategic engagement with external actors, including regional and national stakeholders, including women groups.

The UN has recognized the potential of Behavioral Insights (BI) to improve policy making and delivery of development results as articulated in the report "Behavioural Insights at the United Nations – Achieving Agenda 2030."

The UN has also recognized that new approaches such as BI can be an effective approach to improving organizational processes around joint assessments and planning including by identifying problems and designing solutions through understanding human psychology and behavior.

## **c) Scope of Service**

The review will be led by a Senior Consultant with extensive expertise in strategic planning in the UN. **This Senior Consultant will be recruited separately from this RFP and report to the Strategic Planning and Monitoring Unit in the Executive Office of the Secretary-General (SPMU);** with strategic guidance provided by the Deputies Committee as the Integration Steering Committee; and technical guidance from the Integration Working Group.

**This ToR only covers services focusing on lessons that can be learned and recommendations that can be made on integrated including integrated assessments and planning from a behavioral insights perspective.** This perspective will feed into and be an integral part of the review report as well as be captured in a companion report focused solely on the BI perspective. The BI companion report will be delivered to the Deputies Committee through the Joint UN Transitions Project.

The Senior Consultant will have the overall responsibility for the review report but will be expected to work very closely with the consultant(s) providing the BI perspective and include this perspective to the maximum extent possible in the final review report.

A small team of UN staff will support all aspects of the review including the BI element.

The final review report produced by the Senior Consultant will detail: (a) challenges and lessons learned with regards to aligning and harmonizing mandates, strategic and operational instruments, and activities at field level; (b) an assessment of the impact of the IAP policy and other relevant policies and tools (e.g., Transition Policy) on the coherence and effectiveness of the UN system; key recommendations to enhance integrated assessment and planning approaches and to strengthen more broadly, the coherence and impact of the UN system in integrated settings.

**d) Approach and Methodology**

- a. The methodology will include desk reviews, interviews at headquarters and three field visits to Afghanistan, Darfur-Sudan and Mali to evaluate the implementation of integrated operations. Somalia and DRC have been selected as alternative locations, if required.
- b. In addition to the field visits, inputs from other integrated settings will be generated through surveys, in interviews and other modalities.
- c. One of the key methodological challenges to be addressed, will determine the relationship between UN integration including assessment and planning tools with the UN's overall impact in-country.

Deliverables/ Outputs	Location	Estimated Timeline
<b>1) <u>Final design methodology and parameters:</u></b> In-briefings NYC - Consultant(s): Scoping/mapping exercise: key reform/guidance process that link to and support IAP+ literature review+ methodologies; -Consultant(s) to develop lines of inquiry + refine methodology (HQ and field level consultations e.g. surveys) to be reviewed by Director-level IWG	Service Provider's Location and NY	March 2020
<b>2) <u>Scoping workshop with IWG:</u></b> Review of survey results and initial findings based on survey	Service Provider's Location and NY	April 2020
<b>3) <u>Consultant (s) field visit of IAP implementation:</u></b> Travel to three IAP settings to be selected by the IWG (Afghanistan, Mali and Darfur-Sudan)	Field locations (UNDP offices)	April 2020

<b>4) <u>Debrief workshop with IWG + EOSG</u></b>		<b>May 2020</b>
<b>5) <u>Final Report:</u></b> Submission of evidence report detailing how insights from the behavioral sciences can be incorporated into a revised assessment and planning policy and guidance based on a review of practice		<b>June 2020</b>

**e) Governance and Accountability**

- During the progress of the work the Service Provider will report to Joint Transition Project Management Team
- During the time of the consultancy, the UNDP Joint Transition Project Management Team will require weekly meetings with the defined timeline. Such meetings will be scheduled on both party's agreement at the very outset.
- All queries and communications Joint Transition Project Management Team
- The Service Provider agrees to report on progress and completions based on UNDP defined format(s).

**f) Facilities to be provided by UNDP**

- UNDP will provide Office space for consultant(s) when working from New York and at field locations

**g) Duration of Work**

The work is estimated to be completed by 30 June 2020.

**h) Location of the Work**

Duty station will be Service provider's location: While in NY and at field locations, Office space will be provided to the consultant(s), by UNDP

**i) Requirements for Qualifications for Service Provider**

- Proven track record in behavioral science
- At least 10 years of proven work experience in behavioral science on organizational change; required.
- Ability understand behavioral dimensions of complex planning processes and identify behaviorally informed interventions through experience with at least 5 similar projects in the past three years; required.

- Previous involvement in behavioral science project and/or organizational change with the UN in the past 2 years; will be an asset.

**Submission requirements:**

All Service Providers are therefore required to submit the following in their proposals:

**j) Expertise of Service Provider (Form 1)**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following, and providing relevant documents/evidences (where necessary):

- a) Profile – Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- b) Certificate of Incorporation/ Business Registration
- c) 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
- d) Trade name registration papers, if applicable
- e) CVs of Key Personnel
- f) Evidence of Satisfactory Performance Records endorsed by top three clients.
- g) Bank reference letter.
- h) List of clients and references
- i) Evidence of similar contracts performed by the company in the past three years

**k) Proposed Methodology for Completion of Services (Form 2)**

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

Service Provider must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures.

**l) Qualifications of key personnel (Form 3)**

The Service Provider must provide names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting team. **CVs demonstrating qualifications must**

**be submitted (see RFP 3.1); and written confirmation from each personnel that they are available for the entire duration of the contract. If the CVs are not submitted the bid will be disqualified.**

**Team Leader**

- At least Master's degree or equivalent in development economics, development studies, political science, international relations, public administration and planning, or other related social sciences, required.
- At least 7 years of proven work Experience with behavioral science and organizational change required.
- Previous involvement in behavioral science project and/or organizational change with the UN will be an asset.

**Team Member(s)**

- At least BA degree or equivalent in development economics, development studies, political science, international relations, public administration and planning, or other related social sciences.
- Each team member will have at least 5 years of proven work Experience with behavioral science and organizational change

**m) Price and Schedule of Payments (Form 4)**

- Financial proposals must be all inclusive and must be expressed with a breakdown of costs. The term 'all inclusive' implies that all costs (professional fees, communications, utilities, consumables, insurance, travel, etc.) that could possibly be incurred by the Service Provider are already factored into the final amounts submitted in the proposal.
- Travel related expenses must include tickets, lodging and terminal expenses. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resource
- Payment will be made upon submission of final deliverables and a certificate of payment request, indicating outputs delivered to be verified and cleared for payment by the Joint Transition Project Management Team.



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### Form 1: Qualifications of the Service Provider

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

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

### Form 2: Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

*mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**Form 3: Qualifications of Key Personnel**

*the Service Provider must provide:*

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

**Form 4: Financial proposal****Table 1: Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Scoping/mapping exercise (literature review, lines of inquiry, and methodology)	15%	
2	Scoping workshop with IWG – review of survey results and initial findings based on survey	25%	
3	Debrief workshop with IWG + EOSG	25%	
4	Evidence report detailing how insights from behavioral sciences can be incorporated into a revised assessment and planning policy	35%	
	<b>Total all-inclusive cost</b>	100%	

*\*This shall be the basis of the payment tranches*

**Table 2: Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>Total all-inclusive cost</b>				

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

*[Designation]*

*[Date]*