



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

**To undertake the delivery of business skill development training programme to selected participants under Community Security Integration Pilot Initiative (CSIP) in Iraq.**

**DATE: February 18, 2020**

**REFERENCE: RFP-046/20**

Dear Sir / Madam:

We kindly request you to submit your Proposal to undertake the delivery of business skill development training to selected participants under an ongoing project in Iraq - Community Security Integration Pilot Initiative (CSIP).

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

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

Those companies who are not registered in the e-tendering portal yet are requested to use the following temporary username and password for registration:

Username: event.guest

Password: why2change

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In course of preparing and submitting your proposal, it shall remain your responsibility to ensure that your Proposal is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Documents uploaded in the system as part of your Proposal must be free from any form of virus or corrupted contents, or the Proposal shall be rejected.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

**IMPORTANT NOTE:** The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE**

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

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

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

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

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

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

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


<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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.

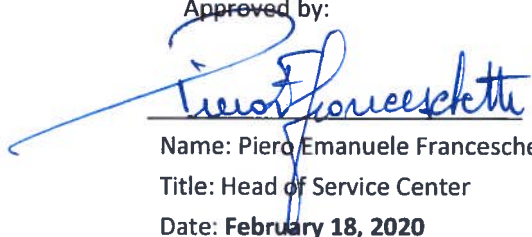
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of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

Issued by:

  
Name: Anwar-ul-Haq  
Title: Procurement Analyst  
Date: February 18, 2020

Approved by:

  
Name: Piero Emanuele Franceschetti  
Title: Head of Service Center  
Date: February 18, 2020

## Description of Requirements

Context of the Requirement	<p>The UNDP Rule of Law/ Security Sector Reform Programme has worked with partners to identify specific challenges to development and community security at local level. In view UNDP is implementing a Community Security Pilot (CSIP) initiative that focuses on providing skill building opportunities to selected participants in order to facilitate tailor-made trainings to peruse gainful employment/ start small businesses through vocational training and business development.</p> <p>In view of the above, UNDP had identified the requirement to hire a qualified professional company to develop and implement a business skill building training to selected participants in Qurna District, Basra, working in close coordination with UNDP.</p>
Implementing Partner of UNDP	Qurna local authorities and vocational training center.
Brief Description of the Required Services <sup>1</sup>	<p>The assignment will be conducted under the auspices of UNDP's 'Support to Security and Justice Sector Governance' programme of work. The selected Consultant Company is expected to deliver the following:</p> <p>In close coordination with UNDP team, develop and finalize a training curriculum tailored to selected participant backgrounds and available budget therein on the following topics and skills that will cover small business start-ups for 'independent contractors' and 'formal services or retail businesses'):</p> <ul style="list-style-type: none"> <li>○ Development of a business plan (using an assigned template)</li> <li>○ Basic budget development and bookkeeping</li> <li>○ Iraqi legal requirements (registration, insurance coverage, etc.)</li> <li>○ Human resource management including licensing, labor laws, insurance coverage, etc.</li> <li>○ Joint collaboration options in Iraq, including cooperative/ joint ventures, and partnerships.</li> <li>○ Drafting of proposals or loan applications based on a business plan (template to be developed by the Consultant Company)</li> <li>○ Develop CV / Resume template for the selected participants.</li> </ul> <ul style="list-style-type: none"> <li>▪ Develop and finalize training materials based on the approved curriculum in close consultation with UNDP team.</li> <li>▪ Conduct trainings for up to 100 selected participants in Qurna District, Basra. (Approximately 4 training workshops with 25 participants in each class)</li> <li>▪ Conduct pre- and post- training assessments to apprise efficacy, efficiency and relevance of the training and document key lessons learned and up to three recommendations to be considered in future trainings of similar nature. ( pre and post training assessment questionnaires will be developed by the Consultant Company in close consultation with UNDP team)</li> </ul> <p><i>(Detailed TOR attached in Annex 4)</i></p>
List and Description of Expected	Under the supervision of the RoL/SSR Programme Manager, the Consultant Company is expected to achieve the following deliverables:

Outputs to be Delivered	Deliverables	Estimated Timeline	Location
	<b>1. Preparatory Phase.</b> Finalize deliverable plan and corresponding time schedule, develop and finalize curriculum including lesson topics, session duration, teaching methodologies etc, undertake any preliminary planning meetings/ consultations with the UNDP team, brief relevant staff of the Consultant Company on the assignment and, complete any other preparatory work required to undertake the deliverables mentioned below. Team Leader of the Consultant Company will provide weekly progress reports in English and Arabic in the form of a 1-2-page report on an agreed template with UNDP. The Team Leader will also maintain regular communication with UNDP team where appropriate.	29 March 4 April 2020.	Home Based.
	<b>2. Develop and Finalize Training Materials</b>  Develop and finalize training materials based on the approved curriculum in close consultation with the UNDP team. (Curriculum finalization and training material development can be completed concurrently where necessary.)  All documents will be made available in Arabic and English languages by the Consultant Company.  Team Leader of the Consultant Company will provide weekly progress reports in English and Arabic of which will be in the form of 1-2 page report on an agreed template with UNDP. The Team Leader will maintain regular communication with UNDP team where appropriate.	05 April to 11 April 2020.	Home Based.
	<b>3. Deliver Training</b>  Conduct a total of 4 training workshops with approximately 25 participants in each class by using the approved curriculum and course materials for up to 100 selected participants in Qurna District, Basra.  Provide venue, daily subsistence costs, security and travel support to course	12 April to 16 April 2020.	Basra Province, Qurna District, Iraq.

		<p>participants by the Consultant Company. It will also be responsible for making available printed copies of the training material to all participants and other workshop logistics such as refreshments during the training workshops.</p> <p>All documents will be made available in Arabic and English languages by the Consultant Company.</p> <p>Team Leader of the Consultant Company will provide weekly progress reports in English and Arabic in the form of a 1-2 page report on an agreed template with UNDP. The Team Leader will also maintain regular communication with UNDP team where appropriate.</p>		
		<p><b>4. Assess/ Appraise Training</b></p> <p>Conduct pre- and post- training to assess/ appraise efficacy, efficiency and relevance of the training and document key lessons learned and up to three recommendations to be considered in future trainings of similar nature. (The Consultant Company in close consultation with UNDP team will develop pre- Post Training Assessment Questionnaires).</p> <p>All documents will be made available in Arabic and English languages by the consulting company.</p> <p>Team Leader of the Consultant Company will provide weekly progress reports in English and Arabic in the form of a 1-2 page report on an agreed template with UNDP. The Team Leader will maintain regular communication with UNDP team where appropriate.</p>	17 April to 30 April 2020.	Home Based.
Person to Supervise the Work/Performance of the Service Provider	Rule of Law/Security Sector Reform (RoL/SSR) Programme Manager			
Frequency of Reporting	Weekly (As indicated in the ToR attached as Annex 4)			
Progress Reporting Requirements	(As indicated in the ToR attached as Annex 4)			

Location of work	(As indicated in the ToR attached as Annex 4)														
Expected duration of work	2 Months														
Target start date	01 March 2020														
Latest completion date	30 April 2020														
Travels Expected	(As indicated in the ToR attached as Annex 4)														
Special Security Requirements	(As indicated in the ToR attached as Annex 4)														
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	(As indicated in the ToR attached as Annex 4)														
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														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms <sup>1</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>Upon satisfactory completion and acceptance of all deliverables under 'Preparatory Phase 'by 30 April 2020.</td><td>(25% of the total Contract Amount)</td><td>1 month</td><td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere</td></tr> <tr> <td>Upon satisfactory completion and acceptance of all</td><td>(25% of the total</td><td>0.5 months</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon satisfactory completion and acceptance of all deliverables under 'Preparatory Phase 'by 30 April 2020.	(25% of the total Contract Amount)	1 month	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere	Upon satisfactory completion and acceptance of all	(25% of the total	0.5 months
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Upon satisfactory completion and acceptance of all	(25% of the total	0.5 months													

	deliverables under 'Develop and Finalize Training Materials' by 15 May 2020	Contract Amount)		receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon satisfactory completion and acceptance of all deliverables under 'Deliver Training' by 31 May 2019	(30% of the total Contract Amount)	1 month	
	Upon satisfactory completion and acceptance of all deliverables under Assess/appraise Training' by 10 June 2020.by UNDP SSR team.	(20% of the total Contract Amount)	0.5 months	
Person(s) to review/inspect/ approve outputs/comple ted services and authorize the disbursement of payment	Programme Manager - Rule of Law/Security Sector Reform (RoL/SSR) Programme			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>1</sup> (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]			
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) <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	<b>Evaluation of Proposal:</b> Prior to technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:  <b>Minimum Eligibility criteria for the consultancy Firm:</b> <ul style="list-style-type: none"><li>▪ Business Licenses – Registration papers;</li><li>▪ Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;</li><li>▪ Minimum annual turnover of USD50,000- in any single year during last 4 years [2016, 2017, 2018, 2019];</li></ul> <b>Note: Necessary documentation must be submitted to substantiate the above eligibility criteria</b>  <b>Technical Proposal (70%)</b> <b>Technical Evaluation Criteria</b>			

	3.2	Team Members		
			Sub-Score	160
		General Qualification		
		Suitability for the Project		
	a)	University degree (Bachelor's degree or equivalent) in subjects related to business, finance, education, or related field.	30	
		At least 3 years professional experience conducting beneficiary business skills training in Iraq is essential.	50	
	b)	In-depth understanding of and experience working as a trainer in Iraq is essential.  Similar field experience in Basra province will be an added advantage.	40	
	c)	Excellent written and spoken Arabic language skills are essential to provide training in Basra province.  Knowledge of English would be an asset.	40	
		Total Part 3		350
<p><b>Financial Proposal (30%)</b></p> <p>In the Second stage, the Financial proposal of all bidders, who have attained the minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded based on the Cumulative analysis method. The formula for the rating of the proposals will be as follows;</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u>  TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u>  FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u>  Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p>				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP <sup>1</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>1</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 4)			

Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<p>Anwar-ul-Haq Procurement Analyst Email: anwar.ul.haq@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

