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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| NAME & ADDRESS OF FIRM | DATE: April 23, 2020 |
| REFERENCE: GNB10\_RFP\_006/2020 |

Dear Sir / Madam:

We kindly request you to submit your Proposal to conduct 2 studies on socio-economic conditions of Media Sector in Guinea-Bissau.

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

Proposals may be submitted on or before Friday, May 01, 2020 and via email summissions.gw@undp.org

**United Nations Development Programme**

***UN Building; 3rd floor; Rua Rui Djassi; Bissau, Guienea-Bissau***

***Umaro Seidi – CPO or Ariosvaldo da Silva Co – Procurement Assistant***

umaro.seidi@undp.org / ariosvaldo.silva@undp.org

Your Proposal must be expressed in English or French, and valid for a minimum period of 90 days

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

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Safiata Dia Date*

*Deputy Resident Representative Operation*

4/23/2020

**Annex 1**

**Description of Requirements**

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| Context of the Requirement | The research is to conduct 2 studies on Media Sector in Guinea-Bissau  The selected research institute should carry out both studies since the creation of the questionnaire, the implementation, and analysis of the results. The study should include training to a local team, who will apply the questionnaires. Study number 2 can be applied by telephone. Study 1 has to be done face to face. The UN in Guinea-Bissau is angry that the contacts of the respondents are available. |
| Implementing Partner of UNDP |  |
| Brief Description of the Required Services[[1]](#footnote-2) | The research is to conduct 2 studies on socio-economic conditions of Media Sector in Guinea-Bissau |
| List and Description of Expected Outputs to be Delivered | As per ToR |
| Person to Supervise the Work/Performance of the Service Provider | *PBF Media Project/DRR/P and PBF Secretariat Coordinator* |
| Frequency of Reporting | *[ as needed]* |
| Progress Reporting Requirements | N/A |
| Location of work | Exact Address/es UN Building 3rd fl; Rua Rui Djassi Bissau, Guinea-Bissau  At Contractor’s Location |
| Expected duration of work | 15 Working days |
| Target start date | 01/05/2020 |
| Latest completion date | 30/06/2020 |
| Travels Expected | |  |  |  |  | | --- | --- | --- | --- | | **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Special Security Requirements | Security Clearance from UN prior to travelling  Completion of UN’s Basic and Advanced Security Training  Comprehensive Travel Insurance  Others: Medical Certificate and Insurance |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Office space and facilities  Land Transportation  Others *[pls. specify]* |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| Currency of Proposal | United States Dollars  Euro  Local Currency |
| Value Added Tax on Price Proposal[[2]](#footnote-3) | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  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 | Not permitted  Permitted *[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]* |
| Payment Terms[[3]](#footnote-4) | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage | Timing | Condition for Payment Release | |  |  |  | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Management |
| Type of Contract to be Signed | Purchase Order  Institutional Contract  Contract for Professional Services  Long-Term Agreement[[4]](#footnote-5) *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  Expertise of the Firm 50%  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%  Management Structure and Qualification of Key Personnel 20%  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Contract General Terms and Conditions[[5]](#footnote-6) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimis contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP[[6]](#footnote-7) | Form for Submission of Proposal (Annex 2)  Detailed TOR *[optional if this form has been accomplished comprehensively]*  Others[[7]](#footnote-8) *[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[8]](#footnote-9) | *Umaro Seidi*  *Procurement Associate*  *umaro.seidi@undp.org*  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. |
| Other Information *[pls. specify]* | N/A |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[9]](#footnote-10)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[10]](#footnote-11))***

[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 :

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 :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **Proposed Methodology for the Completion of Services**

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

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total | 100% |  |

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

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 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 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date]*

**TERMS OF REFERENCE**

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| Job ID/Title : | Instituto de estudo e pesquisa para realizar 2 estudos sobres os medias na Guine-Bissau |
| Duty Station : | Both Home/Country Basd |
| Category : | Monitoring and evaluation |
| Additional Category : | Capacity Development |
| Brand: |  |
| Type of Contract : | Service |
| Category (eligible applicants): | External |
| Application Deadline : (Please allow at least one week) | 4/15/2020 |

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| Languages Required: | Arabic |  | English |  | French |  | Russian |  |
|  | Spanish |  | Chinese |  | Portuguese | X | Other: Crioulo |  |

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| Starting Date : | 5/4/2020 |
| Expected Duration of Assignment : | From: 5/1/2020  To:6/30/2020 |
| Office facilities: | As reuniões de trabalho podem ser feitas no UNIOGBIS ou no PNUD |

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| **Contextualizacao:**   |  | | --- | | Em dezembro de 2017, um projeto de apoio ao setor dos media na Guiné-Bissau, foi aprovado pelo Fundo para a Construção da Paz (PBF). O projeto esta a ser implementado desde então. Tenta fortalecer a independência dos meios de comunicação, utilizando uma abordagem multidimensional para abordar as questões que impedem os medias de desempenhar o seu papel positivo na democracia e para sustentar a paz. São: más condições de trabalho para os jornalistas; fraca sustentabilidade económica do sector dos meios de comunicação social; quadro jurídico pouco claro ou inadequado, capacidade profissional insuficiente entre jornalistas; dependência de parceiros internacionais e falta de cooperação entre os meios de comunicação para, entre outros, reduzir os custos. Ao abordar os problemas de forma integrada, o projeto estimula a autoiniciativa, a responsabilidade e a responsabilização e, ao mesmo tempo, tenta fomentar um senso de orgulho e de autoestima entre os jornalistas que os incentivam a seguir seu código de ética.  O projeto esta implementado pelo Gabinete Integrado das Nações Unidas para a Consolidação da Paz na Guiné-Bissau (UNIOGBIS) e o Programa das Nações Unidas para o Desenvolvimento (PNUD). Recebe o apoio de varias instituições locais nomeadamente: Secretaria de Estado para a Comunicação social ; Conselho nacional para a Comunicação social ; Televisão Nacional de Guiné Bissau; Rede de rádios comunitárias (RENARC); Sindicato de jornalistas (SINJOTECS), Ordem dos jornalistas da Guiné-Bissau (OJGB), Associação das mulheres profissionais dos órgãos da Comunicação social (AMPROCS), ONG Ação para o desenvolvimento (AD), Consórcio média, inovação da comunicação social (CMICS), Associacao dos Escritores de Guiné-Bissau (AEGUI).. |   **Objetivos:**  Neste contexto, o projeto pretende realizar dois estudos e procura um centro de pesquisa para realiza-las.  **Estudo numero 1: Usos e consumos dos media na Guiné-Bissau** |
| O objetivo deste estudo é aferir os hábitos dos Bissau-guineenses em termos de uso dos media e consumo de informação. Na Guiné-Bissau, não existe nenhum estudo de mercado para avaliar os hábitos da população em termos de consumo de media. Os Bissau-guineenses informam-se sobretudo através da radio comunitária ou nacional? Vêm televisão e leem jornais? Quais são os media mais usados em função da idade? E em função da região? A falta de estudos, faz com que as empresas anunciantes temam investir na publicidade, por falta de informação sobre o possível retorno de investimento. Isso tem duas consequências negativas: por um lado, falta de receitas para os média, levando muitas vezes os jornalistas, a serem pagos pelos políticos. Por outro lado, impede o crescimento económico das empresas. Para evitar a corrupção no setor dos média e assim aumentar a sustentabilidade do setor é necessário ter dados concretos sobre a prevalência e o uso dos media e é por isso que a ONU na Guiné-Bissau pretende financiar a primeira pesquisa sobre os hábitos de consumo dos media.  *O objetivo do estudo é identificar:*   * Quais são as formas de se informar por faixa etária, sexo, língua falada, localização urbana ou rural, nível de educação * Quais são as formas preferidas de se informar (rádio, televisão, redes sociais, jornais, sinalização urbana); períodos de tempo preferidos, tipos preferidos de programas. * Se os sujeitos são sensíveis à publicidade   **Estudo numero 2: Realidade económica dos meios de comunicação social** |
| O objetivo é de avaliar as condições financeiras dos órgãos de comunicação social da Guiné-Bissau. O estudo pretende dar uma indicação claro ao governo da situação económica de cada órgão do pais (mais ou menos 50) em termos de:  • Número de funcionários e repartição por género  • Se os jornalistas têm formação  • Idade dos jornalistas  • Despesas  • Lucros  • Tipos de financiamento  • Viabilidade  O estudo ira dar dados reais sobre a situação económica dos medias da Guiné-Bissau ajudará o Governo a montar a sua lei de finanças considerando os gastos a efetuar para a área da Comunicação social. No âmbito da criação de umas carteiras de jornalistas profissionais, este estudo também permitira ao governo, saber quantas pessoas no pais desempenham a função de jornalista, e qual será a previsão de carteiras a serem emitidas.  Pretendemos realizar este estudo sobre todos os órgãos de comunicação social do pais.  - Rádios nacionais (9)  - Rádios comunitárias (40)  - Televisão (1)  - Jornais (5)  - Blogs mais influentes, com recursos (4) |
| **Tasks and deliverables:**  O instituto de pesquisa selecionado devera realizar os dois estudos desde a criação do questionário, a implementação, e a análises dos resultados. O estudo deve incluir uma formação a uma equipa local, que ira aplicar os questionários. A aplicação do estudo número 2 pode ser feita por telefono. O estudo 1 tem que ser feito em face to face. A ONU na Guiné-Bissau ira por a disposição os contatos dos inquiridores.  **Deliverables:**   1. Os dois questionarios; 2. As duas análises   **Reporting:**  Sob a orientação do gestor de projeto e do Chief Public Information do UNIOGBIS. |
| Responsibilities:  The Consultant shall:   * Report in hard and soft copies to UNDP Resident Representative for the project implementation; * Submit the final proposal in hard and soft copies to the UNDP for approval; * Be responsible for the needed tools and equipment to produce the deliverables specified in the Scope of works, except as agreed upon by both parties. * UNDP shall: * Provide the workspace that may be required by the Consultant * Provide the Consultant access to a printer and internet facilities * Provide the Consultant access to relevant documents/records subject to the approval of the project.     Competence and Qualifications  Minimum eligibility criteria for the Firm:   * Valid business license - At least 3 years of experience in similar exercise - At least 5 assignments similar studies;   Minimum eligibility criteria for the team leader   * Master on communication studies or similar fields from reputed engineering university - At least 5 years of experience in studies. |

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-2)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-3)
3. *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.* [↑](#footnote-ref-4)
4. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed $150,000.00.* [↑](#footnote-ref-5)
5. *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.*  [↑](#footnote-ref-6)
6. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-7)
7. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-8)
8. *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.* [↑](#footnote-ref-9)
9. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-10)
10. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-11)