

## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 21, 2020
	REFERENCE: RBAS-RFP-012/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **AHDR Research Paper Series on the impact and implications of COVID-19 in the Arab States region.**

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

Proposals may be submitted on or before **Thursday, June 04, 2020 at 13:00 PM (Amman Local Time)** and via email to the address below:

**United Nations Development Programme**  
**Regional Bureau for Arab States (RBAS)**  
[Proc.contract.rscjo@undp.org](mailto:Proc.contract.rscjo@undp.org)  
**Attention: Abeer Al-Awawdeh/ Procurement Associate**  
**Hanan AbuBaker/ Procurement Analyst**

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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](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,

Huda Khattab   
Operations Manager  
5/21/2020

## Annex 1

### Description of Requirements

<p>Context of the Requirement</p>	<p>The Arab Human Development Reports (AHDR), published by UNDP since 2003, have contributed substantially to inform the regional and global debate showing that Arab countries can achieve a significant leap forward in development, reinforce stability and secure gains in a sustainable manner, if they prioritize adopting policies that ensure the well-being, productivity, self-determination and good citizenship of their population.</p> <p>The 2030 Agenda and the Sustainable Development Goals have, based on their integrated and multi-dimensional nature, the potential to help governments and other stakeholders in the region to identify policy bottlenecks and innovative solutions to overcome previous grievances and build a more sustainable future. Nevertheless, gaps in data availability and reliability necessitate concentrated efforts and partnerships to make Agenda 2030 a useful tool for advocacy and policymaking. Beyond official statistics and internationally agreed targets, there is a need to look at the specific challenges of the region, understand how people cope with unequal access to resources and in prolonged crisis, and how they devise solutions which are context-specific and can address the needs of those left behind.</p> <p>The AHDR and other related research, publications and analytical materials are aimed at informing the regional and international as well as national debate on development challenges and sustainable solutions in the Arab region. The 2019 AHDR research paper titled <a href="#">“Leaving No One Behind: Towards Inclusive Citizenship in Arab Countries”</a> provided the conceptual framework to a forthcoming report by analysing five forces of exclusion in the context of Arab countries: discrimination, socio-economic exclusion, geographical exclusion, unaccountable governance and shocks, stresses &amp; fragility, with an emphasis on conflict as an additional factor exacerbating all five areas.</p> <p>In response to the COVID-19 pandemic, UNDP has launched an <a href="#">integrated offer</a>, which includes supporting countries to assess the social and economic impacts of the crisis and take urgent recovery measures to minimize long-term impact, particularly for vulnerable and marginalized groups, and to help societies to recover. The proposed paper series will be developed with this priority in mind, building also on the aforementioned AHDR research and adopting a human development lens that will allow for the discussion of cross-cutting issues such as inequality, notably gender inequality and Leaving No One Behind.</p> <p>Under the direct guidance and supervision of the Senior Strategic Advisor, the contracted institution will provide a series of four papers examining the COVID-19 pandemic and its impact on Arab countries. This pandemic is a systemic human development crisis – affecting not only health but also economic and broad social</p>
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	<p>dimensions of development. Measures taken to contain the virus (Non-Pharmaceutical Interventions) have upended every aspect of social and economic life, disproportionately hitting on already vulnerable groups such as women, slum-dwellers, informal workers, refugees, the elderly etc. The research will aim to outline lessons learned and policy recommendations, focusing on the institutional fragility and the level of preparedness of countries to deal with future pandemics, the vulnerability of people and communities, especially women, refugees and those living in conflict areas, and the medium to long-term social and economic implications of the outbreak, including on the progress towards achieving the SDGs.</p>
Implementing Partner of UNDP	NA
Brief Description of the Required Services <sup>1</sup>	<p>The Arab Human Development Reports (AHDR), published by UNDP since 2003, have contributed substantially to inform the regional and global debate showing that Arab countries can achieve a significant leap forward in development, reinforce stability and secure gains in a sustainable manner, if they prioritize adopting policies that ensure the well-being, productivity, self-determination and good citizenship of their population.</p> <p>The 2030 Agenda and the Sustainable Development Goals have, based on their integrated and multi-dimensional nature, the potential to help governments and other stakeholders in the region to identify policy bottlenecks and innovative solutions to overcome previous grievances and build a more sustainable future. Nevertheless, gaps in data availability and reliability necessitate concentrated efforts and partnerships to make Agenda 2030 a useful tool for advocacy and policymaking. Beyond official statistics and internationally agreed targets, there is a need to look at the specific challenges of the region, understand how people cope with unequal access to resources and in prolonged crisis, and how they devise solutions which are context-specific and can address the needs of those left behind.</p> <p>The AHDR and other related research, publications and analytical materials are aimed at informing the regional and international as well as national debate on development challenges and sustainable solutions in the Arab region. The 2019 AHDR research paper titled <a href="#">“Leaving No One Behind: Towards Inclusive Citizenship in Arab Countries”</a> provided the conceptual framework to a forthcoming report by analysing five forces of exclusion in the context of Arab countries: discrimination, socio-economic exclusion, geographical exclusion, unaccountable governance and shocks, stresses &amp; fragility, with an emphasis on conflict as an additional factor exacerbating all five areas.</p> <p>In response to the COVID-19 pandemic, UNDP has launched an <a href="#">integrated offer</a>, which includes supporting countries to assess the social and economic impacts of the crisis and take urgent recovery measures to minimize long-term impact,</p>

<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.

	<p>particularly for vulnerable and marginalized groups, and to help societies to recover. The proposed paper series will be developed with this priority in mind, building also on the aforementioned AHDR research and adopting a human development lens that will allow for the discussion of cross-cutting issues such as inequality, notably gender inequality and Leaving No One Behind.</p> <p>Under the direct guidance and supervision of the Senior Strategic Advisor, the contracted institution will provide a series of four papers examining the COVID-19 pandemic and its impact on Arab countries. This pandemic is a systemic human development crisis – affecting not only health but also economic and broad social dimensions of development. Measures taken to contain the virus (Non-Pharmaceutical Interventions) have upended every aspect of social and economic life, disproportionately hitting on already vulnerable groups such as women, slum-dwellers, informal workers, refugees, the elderly etc. The research will aim to outline lessons learned and policy recommendations, focusing on the institutional fragility and the level of preparedness of countries to deal with future pandemics, the vulnerability of people and communities, especially women, refugees and those living in conflict areas, and the medium to long-term social and economic implications of the outbreak, including on the progress towards achieving the SDGs.</p> <p><b>N. B:</b> Please refer to Annex 3” <b><u>TERMS OF REFERENCE</u></b>“</p>										
List and Description of Expected Outputs to be Delivered	<p>All Scope of work deliverables shall be delivered as per below time frame:</p> <table border="1"> <thead> <tr> <th>Deliverables</th><th>Estimated Duration to Complete</th></tr> </thead> <tbody> <tr> <td><b>1:</b> Preliminary outline, proposed methodology and workplan to ensure a multidimensional approach and a human development lens</td><td>About 2 weeks from issuing the contract</td></tr> <tr> <td><b>2:</b> Conceptual framework and bibliography list, including data sources that will be used in each of the four research papers</td><td>About 1.5 months.</td></tr> <tr> <td><b>3:</b> First draft of each of the four research papers</td><td>About 3 months.</td></tr> <tr> <td><b>4:</b> Finalized version of the four research papers; review of the Arabic translation</td><td>About 1 month with draft reviews as necessary.</td></tr> </tbody> </table>	Deliverables	Estimated Duration to Complete	<b>1:</b> Preliminary outline, proposed methodology and workplan to ensure a multidimensional approach and a human development lens	About 2 weeks from issuing the contract	<b>2:</b> Conceptual framework and bibliography list, including data sources that will be used in each of the four research papers	About 1.5 months.	<b>3:</b> First draft of each of the four research papers	About 3 months.	<b>4:</b> Finalized version of the four research papers; review of the Arabic translation	About 1 month with draft reviews as necessary.
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Person to Supervise the Work/Performance of the Service Provider	UNDP RBAS Senior Strategic Advisor										

Frequency of Reporting	<i>As needed, based planning of the assignment</i>
Progress Reporting Requirements	Update on the milestones and detailed plans for the deliverables
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	6 months
Target start date	Upon Contract Signature Date
Latest completion date	31 <sup>st</sup> Dec, 2020
Travels Expected	Home-based, consultations with UNDP will happen mostly via phone or Skype. UNDP reserve the rights the request members of the team to travel if considered necessary and when travel is allowed
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
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

<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.

Payment Terms <sup>3</sup>	<p>All financial proposals must be expressed in a <i>Lump Sum Amount</i>, taking the following into consideration:</p> <p>i) The lump sum amount must be “all-inclusive”; breakdown to be provided for each deliverable;</p> <p>ii) The contract price is fixed regardless of changes in the cost components.</p> <p>Payment will proceed as following:</p> <table><tr><th>Milestone</th><th>Estimated due date</th><th>Payment</th></tr><tr><td><b>Milestone 1:</b> Successful delivery of deliverable 1</td><td>Up to 2 weeks</td><td>Up to 10% of total contract amount</td></tr><tr><td><b>Milestone 2:</b> Successful delivery of deliverable 2</td><td>Up to 1.5 months</td><td>Up to 10% of total contract amount</td></tr><tr><td><b>Milestone 3:</b> Successful delivery of deliverable 3</td><td>Up to 3 months</td><td>Up to 30% of total contract amount</td></tr><tr><td><b>Milestone 4:</b> Successful delivery of deliverable 4</td><td>Up to 1 month</td><td>Up to 50% of total contract amount</td></tr></table>	Milestone	Estimated due date	Payment	<b>Milestone 1:</b> Successful delivery of deliverable 1	Up to 2 weeks	Up to 10% of total contract amount	<b>Milestone 2:</b> Successful delivery of deliverable 2	Up to 1.5 months	Up to 10% of total contract amount	<b>Milestone 3:</b> Successful delivery of deliverable 3	Up to 3 months	Up to 30% of total contract amount	<b>Milestone 4:</b> Successful delivery of deliverable 4	Up to 1 month	Up to 50% of total contract amount
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<b>Milestone 4:</b> Successful delivery of deliverable 4	Up to 1 month	Up to 50% of total contract amount														
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Senior Strategic Advisor															
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract (Face sheet) <input checked="" type="checkbox"/> Purchase Order															
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.															
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of Firm / Organization submitting Proposal (30%) <input checked="" type="checkbox"/> Key Personnel (20%) <input checked="" type="checkbox"/> Proposed Work Plan and Approach (50%)															

<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.

	<p><i>Please find Detailed technical evaluation criteria in the TOR</i></p> <p><b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
Mandatory Documents to be submitted by bidders	<ol style="list-style-type: none"> <li>1. Duly Accomplished Form as provided in Annex 2, and in accordance with the Terms of Reference-TOR (Annex 3);</li> <li>2. Latest Business Registration Certificate</li> <li>3. Company Profile with maximum of 5 pages.</li> <li>4. Detailed CVs of Key personnel.</li> <li>5. All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> <li>6. Three reference checks from the top clients.</li> <li>7. List of clients and Minimum of 3 previously implemented similar services &amp; projects.</li> <li>8. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</li> </ol>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  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>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)

<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.



<p>Contact Person for Inquiries (Written inquiries only)<sup>6</sup></p>	<p><i>To: Abeer Al-Awawdeh/ Procurement Associate</i>  <i>CC: Hanan Abu Baker/ Procurement Analyst</i>  <i>E-mail: Proc.contract.rscjo@undp.org</i></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>
<p>Other Information</p>	

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<sup>6</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.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)***

[insert: Location].

[insert: Date]

To: **UNDP RBAS Regional Hub Amman**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP ref. **RBAS-RFP-042/2019 dated 11/27/2019**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

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

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

### B. Proposed Methodology for the Completion of Services

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

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

### C. Qualifications of Key Personnel

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

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

### D. Cost Breakdown per Deliverable\*

SN	Deliverables <i>[list them as referred to in the RFP]</i>	No. of Persons	Time (Persons day)	Professional Fees	Other Costs	Total ( All inclusive)
1	<b>1:</b> Preliminary outline, proposed methodology and workplan to ensure a multidimensional approach and a human development lens					
2	<b>2:</b> Conceptual framework and bibliography list, including data sources that will be used in each of the four research papers					
3	<b>3:</b> First draft of each of the four research papers					
4	<b>4:</b> Finalized version of the four research papers; review of the Arabic translation					
	<b>Total</b>					

E. **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
<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>				

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

## **TERMS OF REFERENCE**

### **Terms of Reference (TOR)**

#### **AHDR Research Paper Series on the impact and implications of COVID-19 in the Arab States region**

##### **Lead Unit: RBAS**

**Location:** New York, United States of America

**Project:** Fostering Knowledge for human development in the Arab Region

##### **Background**

The Arab Human Development Reports (AHDR), published by UNDP since 2003, have contributed substantially to inform the regional and global debate showing that Arab countries can achieve a significant leap forward in development, reinforce stability and secure gains in a sustainable manner, if they prioritize adopting policies that ensure the well-being, productivity, self-determination and good citizenship of their population.

The 2030 Agenda and the Sustainable Development Goals have, based on their integrated and multi-dimensional nature, the potential to help governments and other stakeholders in the region to identify policy bottlenecks and innovative solutions to overcome previous grievances and build a more sustainable future. Nevertheless, gaps in data availability and reliability necessitate concentrated efforts and partnerships to make Agenda 2030 a useful tool for advocacy and policymaking. Beyond official statistics and internationally agreed targets, there is a need to look at the specific challenges of the region, understand how people cope with unequal access to resources and in prolonged crisis, and how they devise solutions which are context-specific and can address the needs of those left behind.

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In response to the COVID-19 pandemic, UNDP has launched an [integrated offer](#), which includes supporting countries to assess the social and economic impacts of the crisis and take urgent recovery measures to minimize long-term impact, particularly for vulnerable and marginalized groups, and to help societies to recover. The proposed paper series will be developed with this priority in mind, building also on the aforementioned AHDR research and adopting a human development lens that will allow for the discussion of cross-cutting issues such as inequality, notably gender inequality and Leaving No One Behind.

Under the direct guidance and supervision of the Senior Strategic Advisor, the contracted institution will provide a series of four papers examining the COVID-19 pandemic and its impact on Arab countries. This pandemic is a systemic human development crisis – affecting not only health but also economic and broad social dimensions of development. Measures taken to contain the virus (Non-Pharmaceutical Interventions) have upended every aspect of social and economic life, disproportionately hitting on already vulnerable groups such as women, slum-dwellers, informal workers, refugees, the elderly etc. The

research will aim to outline lessons learned and policy recommendations, focusing on the institutional fragility and the level of preparedness of countries to deal with future pandemics, the vulnerability of people and communities, especially women, refugees and those living in conflict areas, and the medium to long-term social and economic implications of the outbreak, including on the progress towards achieving the SDGs.

### **Scope of Work**

The contracted institution will produce four research papers on the multidimensional impacts of COVID-19 across the 22 Arab countries supported by the Regional Bureau for Arab States:

- 1) A macro-level study that will examine multi-sectorial policies and programs responding to COVID-19 and what lessons learned came out of them, drawing also on the experiences of other regions and countries. This would include recommendations on how to build greater resilience and how to mainstream a whole-of-government and whole-of-society approach, with specific attention given to the role of the public health discipline in the former, and the role of non-state actors (Civil Society Organisations, NGOs, etc.) in the latter.
- 2) A study on how COVID-19 is impacting progress towards achieving the SDGs, using human development as an entry point to address poverty, education, food security, access to water and energy, inequalities and other cross-cutting sustainable development issues. This will also provide answers to how Agenda 2030 can help us “build back better” after the crisis, suggesting what a new development model and social contract may look like in a post-COVID19 world, while emphasizing the importance of regional and global cooperation.
- 3) A gender-focused study surveying both the direct effects of COVID-19 on women and the indirect effects resulting from mitigation and containment measures imposed by governments. Indeed, women are disproportionately burdened as the primary caretakers in households and as frontline health workers. Mitigation measures put in place such as lockdowns also put women at greater risk of domestic violence and may hamper women’s access to reproductive health services.
- 4) A study looking at the specific context of refugees and populations living in conflict countries and the overlapping of fragilities. Conflict and crisis situations exacerbate the impact of a shock like the COVID-19 pandemic, as lack of access to basic services such as clean water, put vulnerable populations at greater risk. Evaluating the situation both pre-COVID19 and post-, the study will also look at policy responses that were implemented and draw on experiences from other crisis contexts to put forward recommendations on the way forward.

All four papers will discuss as relevant:

- a. Dynamic indicators or proxy indicators and data sources that can help track the impact of COVID-19 in the short and medium term. When this is not possible, illustrate data gaps and the lack of quality, accessible, timely and reliable disaggregated statistics
- b. Inequality and dynamics of exclusion around five areas: discrimination, socio-economic exclusion, geographical exclusion, unaccountable governance and shocks, stresses & fragility
- c. The need for a new social contract between Arab citizens and the state

### **Expected Deliverables**

All Scope of work deliverables shall be delivered as per below time frame

Deliverables	Estimated Duration to Complete	Review and Approvals Required
<b>1:</b> Preliminary outline, proposed methodology and workplan to ensure a multidimensional approach and a human development lens	About 2 weeks from issuing the contract	Senior Strategic Advisor
<b>2:</b> Conceptual framework and bibliography list, including data sources that will be used in each of the four research papers	About 1.5 months.	
<b>3:</b> First draft of each of the four research papers	About 3 months.	
<b>4:</b> Finalized version of the four research papers; review of the Arabic translation	About 1 month with draft reviews as necessary.	

### Institutional Arrangements

- The institution will deliver the required paper series under the general guidance of the Senior Strategic Advisor.
- The institution is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders, and UN colleagues.
- UNDP will provide approvals/acceptance of the institution's deliverable based on the scope of work identified in previous sections.
- The institution is expected to draw from its internal resources to ensure a comprehensive and multi-disciplinary approach as required by the 2030 Agenda, and liaise and collaborate with other experts and stakeholders as appropriate.
- Periodical consultations with UNDP are expected throughout the duration of the assignment as considered appropriate to ensure consistency with UNDP expectations and standards and to monitor progress. In the event of any delay, the institution will inform UNDP promptly so that decisions and remedial action may be taken accordingly.
- UNDP will retain final editorial rights on the commissioned pieces. This include professional copyediting and translation into Arabic. Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

### Duration of the work

The duration of the assignment is expected to be over a period of 6 months from contract signature date.

### Duty station

Home-based, consultations with UNDP will happen mostly via phone or Skype. UNDP reserve the rights the request members of the team to travel if considered necessary and when travel is allowed

## LANGUAGE REQUIREMENTS

All discussion sessions, meetings, trainings and coaching sessions shall be presented in English. All requested deliverables and reports shall be written in English.

## QUALIFICATIONS OF THE SUCCESSFUL BIDDER

### I. WORK EXPERIENCE:

- At least five (05) years of professional working experience in multi-disciplinary research;
- At least five (05) years of professional working experience and competence in health policy research at the international level;
- Familiarity and knowledge about development issues in the Middle-East and North Africa;
- Familiarity with the 2030 Agenda and the Sustainable Development Goals;
- Proven delivery of at least two successful similar contracts with similar level of technical complexity in the last five years, one of them with the UN or any other international organization.

## QUALIFICATIONS OF PERSONNEL ASSIGNED TO THIS ASSIGNMENT

### II. Project Coordinator:

- Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields. PhD is considered a valuable asset;
- More than 15 years of proven research experience working on public health related issues, with a focus on the Middle East and North Africa region;
- Language proficiency in both written and oral English is required.

### III. Lead author on each paper:

- Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields. PhD is considered a valuable asset;
- More than 10 years of research experience on public health issues, with a focus on the Middle East and North Africa region
- For paper #3: At least 5 years of proven research experience working on gender related issues;
- For paper #4: At least 5 years of proven research experience working on conflict affected contexts and refugees/IDPs communities;
- Language proficiency in both written and oral English is required.

### IV. Research analyst(s) team on each paper:

- Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields;
- At least 5 years of proven research experience working on public health related issues;
- Language proficiency in both written and oral English is required.



## PAYMENT TERMS/SCHEDULE OF PAYMENTS

All financial proposals must be expressed in a *Lump Sum Amount*, taking the following into consideration:

- iii) The lump sum amount must be “all-inclusive”; breakdown to be provided for each deliverable;
- iv) The contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

Milestone	Estimated due date	Payment
<b>Milestone 1:</b> Successful delivery of deliverable 1	Up to 2 weeks	Up to 10% of total contract amount
<b>Milestone 2:</b> Successful delivery of deliverable 2	Up to 1.5 months	Up to 10% of total contract amount
<b>Milestone 3:</b> Successful delivery of deliverable 3	Up to 3 months	Up to 30% of total contract amount
<b>Milestone 4:</b> Successful delivery of deliverable 4	Up to 1 month	Up to 50% of total contract amount

## TECHNICAL CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization submitting Proposal	30%	300
2.	Proposed Work Plan and Approach	50%	500
3.	Personnel	20%	200
<b>Total</b>			<b>1000</b>

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

**Form 1:** Expertise of Firm / Organization Submitting Proposal;

**Form 2:** Proposed Work Plan and Approach; and

**Form 3:** Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation Form 1		Points Obtainable
<b>Expertise of firm / organization submitting proposal</b>		
1.1	Reputation of Organization and Staff (Competence / Reliability)	40
1.2	Litigation and Arbitration history	10
1.3	Quality assurance procedures, warranty	25
1.4	General Organizational Capability which is likely to affect implementation:	90
1.4.1	▪ <i>Loose consortium, holding company or one firm (10 points);</i>	
1.4.2	▪ <i>Age/size of the firm (10 points);</i>	
1.4.3	▪ <i>Project management controls (10 points)</i>	
1.4.4	▪ <i>Strength of project management support (20 points);</i>	
1.4.5	▪ <i>Financial Stability (20 points);</i>	
1.4.6	▪ <i>Project financing capacity (20 points)</i>	
1.5	Relevance of:	130
1.5.1	▪ <i>At least five (05) years of professional working experience in multi-disciplinary research (30 points);</i>	
1.5.2	▪ <i>At least five (05) years of professional working experience and competence in health policy research at the international level (30 points);</i>	
1.5.3	▪ <i>Familiarity and knowledge about development issues in the Middle-East and North Africa (30 points);</i>	
1.5.4	▪ <i>Familiarity with the 2030 Agenda and the Sustainable Development Goals (25 points);</i>	
1.5.5	▪ <i>Proven delivery of at least two successful similar contracts with similar level of technical complexity in the last five years, one of them with the UN or any other international organization (15 points).</i>	
<b>Total</b>		<b>300</b>

Technical Proposal Evaluation Form 2		Points Obtainable
<b>Proposed Work Plan and Approach</b>		
2.1	To what degree does the Offeror understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	50
2.3	Are the different components of the project adequately weighted relative to one another?	50
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?	50
2.5	Is the conceptual framework adopted appropriate for the task?	100
2.6	Is the scope of task well defined and does it correspond to the TOR?	100

2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
	<b>Total</b>	<b>500</b>

Technical Proposal Evaluation Form 3		Points Obtainable
<b>Personnel</b>		
3.1	Project Coordinator	50
	General Qualification	
	Suitability for the Project	
3.1.1	<ul style="list-style-type: none"> <li>Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields (10 points);</li> </ul>	
3.1.2	<ul style="list-style-type: none"> <li>More than 15 years of proven research experience working on public health related issues, with a focus on the Middle East and North Africa region (25 points);</li> </ul>	
3.1.3	<ul style="list-style-type: none"> <li>Language proficiency in both written and oral English is required (05 points).</li> </ul>	
3.2	Lead author on each paper (1-4)	
3.2.1	Lead author paper (1)	30
	General Qualification	
	Suitability for the Project	
3.2.1.1	<ul style="list-style-type: none"> <li>Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields (10 points);</li> </ul>	
3.2.1.2	<ul style="list-style-type: none"> <li>More than 10 years of research experience on public health issues, with a focus on the Middle East and North Africa region (15 points);</li> </ul>	
3.2.1.3	<ul style="list-style-type: none"> <li>Language proficiency in both written and oral English is required (05 points).</li> </ul>	
3.2.2	Lead author paper (2)	30
	General Qualification	
	Suitability for the Project	
3.2.2.1	<ul style="list-style-type: none"> <li>Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields (10 points);</li> </ul>	
3.2.2.2	<ul style="list-style-type: none"> <li>More than 10 years of research experience on public health issues, with a focus on the Middle East and North Africa region (15 points);</li> </ul>	
3.2.2.3	<ul style="list-style-type: none"> <li>Language proficiency in both written and oral English is required (05 points).</li> </ul>	
3.2.3	Lead author paper (3)	30
	General Qualification	
	Suitability for the Project	

3.2.3.1	▪ <i>Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields (10 points);</i>	
3.2.3.2	▪ <i>More than 10 years of research experience on public health issues, with a focus on the Middle East and North Africa region (10 points);</i>	
3.2.3.3	▪ <i>For paper #3: At least 5 years of proven research experience working on gender related issues (05 points);</i>	
3.2.3.4	▪ <i>Language proficiency in both written and oral English is required (05 points).</i>	
3.2.4	Lead author paper (4)	30
	General Qualification	
	Suitability for the Project	
3.2.4.1	▪ <i>Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields (10 points);</i>	
3.2.4.2	▪ <i>More than 10 years of research experience on public health issues, with a focus on the Middle East and North Africa region (10 points);</i>	
3.2.4.3	▪ <i>For paper #4: At least 5 years of proven research experience working on conflict affected contexts and refugees/IDPs communities (05 points);</i>	
3.2.4.4	▪ <i>Language proficiency in both written and oral English is required (05 points).</i>	
3.3	Research analyst(s) team on each paper (1-4):	30
3.3.1	▪ <i>Advanced University degree (Master's degree) in health sciences, public health, public policy, development, or other relevant fields (10 points);</i>	
3.3.2	▪ <i>At least 5 years of proven research experience working on public health related issues (15 points);</i>	
3.3.3	▪ <i>Language proficiency in both written and oral English is required (05 points).</i>	
	<b>Total</b>	<b>200</b>

#### Criteria for Contract Award

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)