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REQUEST FOR PROPOSAL

PACD – Civil Engineering Consultancy Services

RFP No.: 2020/UNDP/GAM/PACD/001

Project: PACD

Country: GAMBIA

Issued on: 25 May 2020

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to thomas.mugabiyimana@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: Thomas MUGABIYIMANA

Title: Operations Manager

Date: **May 25, 2020**

Name: Aissata DE

Title: Resident Representative

Date: **May 25, 2020**

SECTION 2. INSTRUCTION TO BIDDERS(ITB)

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<i>4. Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

	<p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of Proposal</i>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. <i>Language</i>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p>

	<p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p><i>11. Financial Proposals</i></p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p><i>12. Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p><i>13. Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p><i>14. Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p>

	<p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><i>15. Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p><i>16. Proposal Validity Period</i></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><i>17. Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any</p>

	<p>change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. <i>Clarification of Proposal</i>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. <i>Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>

<p>Hard copy (manual) submission</p>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>Email Submission</p>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>eTendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:

	http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. <i>Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. <i>Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been</p>

	properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of

	<p>subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default

43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed: Bidder may propose expertise in one offer for all three domains of intervention (Water, Electricity and Rural roads) or for a specific domain from one to three.
3	20	Alternative Proposals	N/A
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 10:00 am, GMT Date: June 1, 2020 10:00 AM Venue: UNDP Gambia conference room ,5 Kofi Annan Street, Cape Point, Bakau – P.O.Box 553 Banjul, Republic of The Gambia (through a video conference call to be automatically joined on this internet link: https://undp.zoom.us/j/92418231480?pwd=Zmh6K2RNYXFhUmpQWGJJcEVVbnFuZz09 Meeting ID: 924 1823 1480 Password: PACD001</p> <p>The UNDP focal point for the arrangement is: Mr. Thomas MUGABIYIMANA Telephone: +220-335 3900 E-mail: thomas.mugabiyimana@undp.org</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon	N/A

		signing of contract	
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	N/A
10	18	Currency of Proposal	GMD
11	31	Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Mr. Thomas Mugabiyimana Address: 5 Kofi Annan Street, Cape Point, Bakau – P.O.Box 553 Banjul, Republic of The Gambia E-mail address: thomas.mugabiyimana@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Through email for all potential bidders who acknowledge receipt of this RFP and Posting questions and responses on this RFP advertisement website in annex to this RFP
14	23	Deadline for Submission	June 08, 2020 at 11:59 pm GMT
	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> <input checked="" type="checkbox"/> Submission by email
15	22	Proposal Submission Address	bids.gm@undp.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must not be provided to UNDP until the date as indicated in No. 14 (for email submission only)</u> ▪ Password for financial proposal <u>must not be provided to UNDP until requested by UNDP</u> ▪ Max. File Size per transmission: 5 MB ▪ Mandatory subject of email: <i>PACD, Civil Engineering Consultancy Services – Technical proposal or Financial proposal, RFP No. 2020/UNDP/GAM/PACD/001</i>

17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. In case of partial bids per domain of intervention (Rural Roads, Electricity or Water), the combined score will be calculated by domain.</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>July 15, 2020</i>
19		Maximum expected duration of contract	12 months
20	35	UNDP will award the contract to:	One or more bidders with the highest combined score according to proposed expertise (Water, Electricity or Rural Roads). Preference will be given to firms or consortiums that combine all the three domains of intervention (Water, Electricity and Rural Roads)
21	39	Type of Contract	<p>Contract for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<i>N/A</i>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 10 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD25 000 (or GMD 1 250 000) for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country (Scoring: 60 points for 10 years and 2 points for each additional one year above 10 years up 15 years)	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50

Total Section 2	400
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Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader/ Civil Engineer with significant experience in the planning, designing, and overseeing construction and maintenance of similar infrastructure works: roads, water resources and electrical facilities. The candidate must also have at least 5 years' experience as a Team Lead on at least 1 project of substantial size and a minimum of 5 years' experience in site management of infrastructure works. The candidate must hold a master's degree in civil engineering or related field.		40
	- General Experience	6	
	- Specific Experience relevant to the assignment (Scoring: 15 points for 5 years and 1 points for each additional one year above 5 years up to 10 years)	20	
	- Regional/International experience (Scoring: 4 points for international experience and 4 points for experience in The Gambia)	8	
	- Language Qualifications: English	6	
3.2 b	Water and Sanitation Specialist with 6 years of proven and successful experience with design and implementation of sanitation and access to water projects in developing countries. Strong knowledge of the sanitation and hygiene sector, especially in the areas of project design, implementation and evaluation; familiarity with the water, sanitation, and hygiene in Gambia is desirable. The candidate must hold a minimum of a Bachelor's degree in water sanitation or related field		
	- General Experience	8	50
	- Specific Experience relevant to the assignment (Scoring: 20 points for 6 years and 1 point for each additional one year above 6 years up to 10 years)	24	
	- Regional/International experience (Scoring: 5 points for international experience and 5 points for experience in The Gambia)	10	
	- Language Qualifications: 8 point for English and 2 points for any local language	8	
3.2 c	Electrical Engineer / Specialist with at least 6 years of experience in the planning, designing, an overseeing construction and maintenance of rural electrification, including 5 years' experience in supervision of construction and/or rehabilitation of similar infrastructure work. The candidate must hold an Electrical engineering graduate degree or related field.		50
	- General Experience	8	
	- Specific Experience relevant to the assignment (Scoring: 19 points for 6 years planning, designing, an overseeing construction and maintenance of rural electrification and 1 point for each year in supervision of construction and/or rehabilitation of similar infrastructure work)	24	
	- Regional/International experience (Scoring: 5 points for international experience and 5 points for experience in The Gambia)	10	
	- Language Qualifications: 8 point for English and 2 points for any local language	8	

3.2 d	Roads/Structural Engineer with at least 8 years of relevant operational experience and in community-based assistance and participatory community actions are an asset. The candidate must hold a Graduate degree in Civil Engineering or related field		50
	- General Experience	8	
	- Specific Experience relevant to the assignment (Scoring: <u>20 points for 8 years and 2 points for each additional one year above 8 years up to 10 years</u>)	24	
	- Regional/International experience (Scoring: <u>5 points for international experience and 5 points for experience in The Gambia</u>)	10	
	- Language Qualifications: 8 point for English and 2 points for any local language	8	
3.2 e	Quantity Surveyor with a minimum of 5 years' professional experience in quantity surveying, including measurement and certification of civil works for payment. The candidate must hold a with a BSc in Civil Engineering, Quantity Surveying or equivalent		50
	- General Experience	8	
	- Specific Experience relevant to the assignment (Scoring: <u>19 points for 5 years and 1 point for each additional one year above 5 years up to 10 years</u>)	24	
	- Regional/International experience (Scoring: <u>5 points for international experience and 5 points for experience in The Gambia</u>)	10	
	- Language Qualifications: 6 point for English and 2 points for any local language	8	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE

**TILTE: Engineering Consulting Firm for the Implementation of
The Programme for Accelerated Community Development
- (PACD)**

**United Nations Development Programme
5 Kofi Annan Street, Cape Point
Republic of The Gambia**

May 2020

1. BACKGROUND INFORMATION AND RATIONALE

The United Nations Development Programme (UNDP) together with the Government of the Republic of The Gambia is implementing the Programme for Accelerated Community Development (PACD) and intends to apply a portion of the finances to eligible payments under a **Technical Support contract for an Engineering Consulting Firm / Consortium**.

The Programme for Accelerated Community Development (PACD) model provides a vehicle for a multi-sectoral approach to addressing poverty and inequality at community level and will help government to respond to social demands through a partnership with development partners to ensure accelerated, multi-pronged, participatory, and accountable delivery of services particularly to far-to-reach populations. This will revitalize and transform the economy for the wellbeing of all Gambians and particularly address the persistent and serious disparities between urban and rural areas in terms of access to basic services including water, energy and road infrastructure as well as addressing existing inequalities, and disparities and injustices in access to socio-economic infrastructure. The model aligns with international development norms of aiming to keep people out of poverty through a multi-dimensional approach. It will help unleash further opportunities to strengthen national capacities, promote south-south cooperation and more importantly, improve the conditions of the people, particularly women and girls in poor communities. Gambia has not had a strong record of government cost-sharing but with the entry of the new government, faced with the capacity challenges, this initiative provides an opportunity to move into this arena.

1.1 Project Description

According to GBoS (2016), The Gambia has a population of about 1.9 million people of which 50.8 per cent are females. The population is growing at the rate of 3.1 per cent per annum and will double in 22.3 years at this rate. With a population density of 176 persons per square kilometer, The Gambia is the fourth most densely populated country on mainland Africa; surpassed only by Rwanda (441 persons per sq. km), Burundi (402 persons per sq. km) and Nigeria (197 persons per sq. km). The population increased by 3.5 per cent since 2013 with the male and female populations being 47.6 and 52.4 per cent respectively. The results further show that The Gambia has a young population with more than 70 per cent under the age of 30 years and 44 per cent under 15 years. This translates into high dependency ratios particularly in the rural areas. The high dependency ratios have very negative impact on the economy in terms of provision of labour for these predominantly low areas as they have a low working age population yet depend mainly on agriculture for their livelihoods. Table 1 below shows the population by sex and local government area.

Table .1: Distribution of Population by Sex and Local Government Area

	Total	Male		Female		Sex ratio	Mean household size
		Count	Percent	Count	Percent		
THE GAMBIA	1,922,950	915,357	47.6	1,007,593	52.4	91	6.9
Urban	1,057,467	503,304	47.6	554,163	52.4	91	6.0
Rural	865,483	412,053	47.6	453,430	52.4	91	8.4
Banjul	30,703	15,704	51.1	14,999	48.9	105	4.1
Kanifing	383,545	179,016	46.7	204,529	53.3	88	5.5
Brikama	730,895	354,559	48.5	376,336	51.5	94	7.0
Mansakonko	82,201	38,437	46.8	43,764	53.2	88	6.9
Kerewan	225,516	105,832	46.9	119,684	53.1	88	8.2
Kuntaur	98,966	45,959	46.4	53,007	53.6	87	9.0
Janjanbureh	127,333	59,684	47.0	67,649	53.0	88	9.0
Basse	243,791	116,166	47.6	127,626	52.4	91	7.0

Source: IHS 2015/2016

Poverty: The number of people living in poverty in The Gambia increased between 2010 and 2015/6 by 18.2 per cent. In both urban and rural areas, the number of people living in poverty went up but at varying proportions; poverty by about 19 per cent in the rural areas whilst the urban areas registered an increase of 16.6 per cent in poverty. Fewer people live in the rural areas (less than 50 per cent of the population), yet the rural areas account for more than 60 per cent of people living in poverty, indicating that poverty is more of a rural phenomenon. Whilst absolute and food poverty rates in the rural areas is double that of urban areas, extreme poverty in rural areas is four times the rate in urban areas. This further confirms that poverty is not only a rural phenomenon but that it is on the rise in the rural areas whilst declining

in the urban areas. Between 2010 and 2015 poverty has been stagnant nationally (slight increase of 1.03%) but declined in the urban areas (-5.45%) whilst on the rise in the rural areas(8.16%). Similarly, the urban area's share of poverty declined slightly whilst that of the rural areas increased.

Table 2.1: Prevalence of Poverty

	Absolute Poverty	Extreme Poverty	Food Poverty
The Gambia	48.6	20.8	18.2
Rural	69.5	35.9	23.5
Urban	31.6	8.4	13.8

Source: IHS 2015/2016

Table 2.2. Change in Poverty 2010 – 2015/16

	2010	2015/16	% increase
National	48.1	48.6	1.03
Rural	64.2	69.5	8.16
Urban	33.4	31.6	-5.43
Share of Poverty			
Rural	63.8	64.3	0.75
Urban	36.2	35.7	-1.32

Access to basic services: Similar to the situation with poverty, rural populations lack access to basic services (energy, water, health, education, transport, economic services) more than urban areas. Access to electricity gradually increased between 2010 and 2015. As shown in Table 2 below, overall, 52% of the population have access to electricity; 74% in the urban areas compared to 14% in the rural areas. Ninety per cent of urban households have access to improved water source compared to 79.4 per cent of rural households and regarding access to health care 96.6 per cent of urban residents have access to a health facility within 30 minutes from their homes whilst for the rural areas, only 24% of households have access to a health facility within 60 minutes from their homes. Poor state of road infrastructure resulting in lack of transport facilities immensely contribute to this.

Table 3: Access to Energy

	NAWEC	Generator	Solar
	2010		
THE GAMBIA	36.1	1.5	2.5
Urban	54.7	1.3	1.2
Rural	6.3	1.8	4.6
	2015		
THE GAMBIA	52.3	0.6	5.3
Urban	74.3	0.5	1.8
Rural	14.4	0.9	11.4

Source: IHS 2015/2016

As per table 3, improved income through either employment creation or wage increases ranked highest among the measures rural dwellers identified as needed to improve their livelihoods. This is closely followed by the need to improve road infrastructure, increased access to electricity and water, as well as increased access to other social services such as water and education.

Table 4: Priority actions to improve living standards

	Create employment	Improve access to education	Improve access to health	Improve roads	Improve access to housing	Improve access to credit	Improve access to water	Improve access to electricity	Increase minimum wages	Fight corruption	Farm implements
THE GAMBIA	16.2	8.5	8.1	5.3	3.4	6.7	7.3	7.5	28.1	8.6	0.4
Urban	17.1	6.6	5.2	4.0	4.3	4.5	5.1	5.0	37.5	10.8	0.0
Rural	14.6	11.7	13.1	7.6	1.8	10.5	11.0	11.9	12.0	4.8	1.0

In order to meet these challenges related to sustainable improvement of the living conditions of its population, The Gambia elaborated a four-year National Development Plan (NDP); an agenda of economic and social transformation, to help accelerate the realization of its development targets in line with the Internationally agreed development goals such as Agenda 2030 and the Africa Vision 2063.

It is in this perspective and with the aim of meeting the growing social demand that the Government of The Gambia, with the technical support of UNDP, decided to initiate this PACD which aims to foster indigenous, integrated and sustained economic growth to reduce inequalities in access to basic social services between urban and rural areas. The purpose of the program is to significantly improve the living conditions of the rural population and to encourage the active engagement of local actors in initiative to improve the economic and social development of their localities.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide professional inputs, advice and support to UNDP in the implementation of the PACD during pre-tender, management and supervision of the project's activities execution and to enhance the overall technical capacity of the government stakeholders on an as need basis. In collaboration with UNDP, the engineering firm / consortium shall, so far as reasonably possible, ensure that the project is effectively managed and that outcomes are delivered on track and on time in accordance with the Contract Conditions and the UNDP rules and regulations. The strategy for the project will be to target beneficiaries based on need identified by them in collaboration with technical ministries and agencies of government. These institutions were asked to submit existing unfunded plans and programmes in their agencies. The PACD task force then worked with the institutions to prioritise the projects with a particular focus on those areas where little investments were needed to make a big impact (quick wins). An integrated approach as project implementation progresses to ensure that projects implement complement each other and will have a multiplier effect. Based on the outcome of the ongoing feasibility study, the scope of the project will be expanded to cover additional areas of need identified.

The aim of this program is to contribute to the significant improvement of the living conditions of people in the rural areas through improving sustainable access to basic socio-economic infrastructure and services, and the creation of a local economy for sustained and improved socio-economic development, social justice and equality. The programme will have three infrastructure components as follows:

2.1 Improving access to portable water

The initial phase will consist of providing 19 boreholes in the rural LGAs which will benefit 44 communities. The programme will be implemented in collaboration with the Saudi Fund and Direct Aid that are already implementing similar activities. The Department of Water resources will serve as the technical institution for the successful implementation of these programmes.

2.2 Rural Electrification;

The PACD will work closely with the Ministry of Energy and Petroleum, NAWEC and the private sector to boost electricity access among rural dwellers in The Gambia. The grid extension and expansion programme will benefit 5 000 households from 19 communities. Part of the resources will also be used to pilot private sector integration to the PACD, specifically on revenue generating assets. The pilot will provide the basis of garnering private sector interest in investing in rural infrastructure, specifically renewable energy assets

2.3 Rural roads Infrastructure;

This component of the programme will support the construction of approximately 30 km road network in rural areas across the country. Approximately 49 communities will directly benefit from this initiative with nearly 2589 households. This component will be implemented with the Ministry of Works Infrastructure and Transport and the National Roads Authority in close consultation with Local Government Authorities.

The Office of the President will oversee the entire Project implementation process to ensure timely execution of the programme.

2.4 Building construction

Should a need for construction of building arise, the Engineering Consultancy Firm or consortium will be requested to provide advisory service. However, the purpose of these terms of reference focuses on the first three components above.

3. DUTIES AND RESPONSIBILITIES OF THE CLIENT

- i. All information, data and reports shall be provided by the UNDP project management unit

4. DUTIES AND RESPONSIBILITIES OF THE TECHNICAL SUPPORT (ENGINEERING CONSULTING FIRM / CONSORTIUM)

- i. All information, data and reports obtained from the Government in the execution of the project shall be properly reviewed and analyzed by the firm. All such information, data and reports shall be treated as confidential.
- ii. The Firm shall review the bidding package for each infrastructure component to facilitate the tendering process for the construction of aforementioned works. The Firm will assist with the evaluation of bids for the construction works. The bidding document shall be prepared in accordance with UNDP rules and procedures for the procurement of goods and works.
- iii. Where Applicable, the Firm will provide technical review, professional inputs, advice and support on behalf of UNDP during the construction works and will be required to supervise the construction of the aforementioned works.
- iv. The Firm shall be responsible for composing its team of experts. Nonetheless, it shall submit to UNDP the list of names of the expert(s) participating in the assignment, as well as their respective curriculum vitae. It shall not subsequently modify the composition of this team without prior approval by the UNDP.
- v. The Firm shall make his own arrangements for document reproduction, printing, translation and reproduction of all reports during the course of the assignment.

5. SCOPE

Upon a written request by UNDP, The Firm is required to provide the principal services but not limited to the following:

Phase I – Pre-tender services

Design proposals will be assessed by UNDP and where preliminary approval is attained, a more detailed review and costing estimate will be required from the Firm. These will be subject to approval by UNDP. Prior to the above submission, the Firm will however take steps to engage, consider and incorporate the requirements of the relevant regulatory agencies as applicable. This may begin at the general project scope stage as well as after Preliminary approval is received. This is to ensure smooth and timely approval of the subsequent submission. The Firm shall provide cost estimates of work items in both foreign and local currency components according to the details provided by UNDP. The calculated quantities for the construction works under the 3 components shall be based on the final design drawings in accordance with accepted methods of measurement, which shall be agreed with UNDP. In addition, the Firm shall present separately the taxes and duties element of these two components.

In order to assist in budgeting for the required construction period, the Firm shall review the submitted construction schedule for the proposed construction contract for each infrastructure component and the anticipated annual expenditure. Due account shall be taken of the climatic and any other conditions of the area which may influence the construction schedule.

The Firm accepts that the supervision / technical support component of the Scope of Works is not automatic and is subject to variables to include inter alia review of the Firm's performance during the pre-tender and bid evaluation phase.

Phase II – Provide support in the preparation and execution of the tendering process

The Firm will be expected to provide UNDP with the support necessary for the procurement to be conducted efficiently and transparently and in full compliance with the UNDP Procurement policies and guidelines. The Firm will be involved in the selection process to ensure compatibility with requirements. The Firm shall review the final detailed design and bidding documents as detailed in the following activities:

- Assist in setting up Bid Evaluation criteria
- Clarifications of Bidding Document

During bidding, the Firm will designate an expert who will assist the UNDP to respond to requests for clarification of bidding document. The expert will also organize a site visit, arrange and attend pre-bid meetings (if any). The expert will prepare minutes of the pre-bid meeting including the text of the questions raised (without identifying the source)

and the responses given. The expert will transmit responses promptly to UNDP for onward transmission to all bidders who have obtained the bidding document from the source stated by the Employer in the invitation for bids. The expert will be familiar with UNDP Bidding Documents and Rules and Procedures for Procurement of Work as well as civil/building construction projects.

- Facilitation of the bid evaluation process

The Firm will provide an expert who will participate in the bid evaluation process for the construction works. The bid evaluation services will be completed within a performance period of two weeks. The expert will be familiar with UNDP rules and tender evaluation procedures as well as with civil/building construction projects.

- Preliminary Services

The Firm shall acquaint himself with the tender documents submitted by the selected Contractor. The Firm shall inform UNDP of any errors or shortcomings he finds in the above-mentioned documents and shall propose solutions for consideration by UNDP.

Phase III – Technical Support / Supervision

- Advise the UNDP on the management of the construction works in accordance with the terms of the contract, specifications, drawings and other relevant documents;
- Review and advise on the project cost and time schedules for the entire project;
- Review the processing of interim payment certificates submitted by the contractor to UNDP and ensure they align with the project BoQ.
- Review the progress reports and comment upon delays and other major issues and advise on actions to be taken to resolve outstanding issues;
- Make periodic visits to the construction sites and as and when required;
- Assist in the assessment of variation orders, including verification of procedures followed;
- Advise on all other claims which may be presented to UNDP, assessment of claims for extensions of time and prolongation costs, including verification of procedures;
- Advise on follow up with regulatory agencies with respect to environmental, planning and associated reporting;
- Review program of works showing all Project activities, and advise in monitoring actual progress of works compared to planned progress;

6. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

The Firm is expected to submit the following deliverables during the course of the assignment:

- A detailed workplan for the implementation of the aforementioned works and an inception report following initial consultation rounds, highlighting the discussions held with UNDP and counterpart stakeholders. The workplan shall consist of the following:
 - A detailed Gantt chart showing milestones/major deliverables and activities and highlighting the critical path and version number as well as the duration for the assignment and expected start and completion dates;
 - Project Implementation Methodology;
 - Schedule, type and context of consultations with stakeholders (for approval by UNDP);
 - Any other relevant sections, documents, procedures, processes, literature and references.
- Upon approval of the inception report, submission of a preliminary report which shall include the following (but not limited to):
 - Requirements documentation / Bill of quantities (BoQ) for contractors to be procured
 - Cost estimates and time schedules for the three components
 - Template for bidding documents and comments on the detailed design
 - Procurement methodologies and timeline (Gantt Chart) (support to UNDP for procurement – technical assistance for evaluation of bids);
 - Any other relevant information and details which are pertinent.
- Technical support during bid evaluation, selection process and contracting
- Technical support to UNDP on needs basis during the construction of the aforementioned works
- The consultant will assist UNDP in organizing workshop(s) in the country to disseminate the final assessment reports, the strategies and the implementation road maps to the stakeholders. The Firm will make the necessary revisions in the reports capturing the discussions in the workshop(s)

6.1 Submission Procedure

All outputs/deliverables should be submitted to the UNDP Project Management Unit. UNDP will review all outputs/deliverables and their comments shall be communicated to the consultants within 14 days of submission of

the output/deliverable. The Firm will then have to consider and incorporate the comments within a period of 2 weeks from the date of receipt of comments. The Firm will have to provide for justifications when comments are not incorporated in the output/deliverable. Reports prepared by the Firm shall be submitted to:

United Nations Development Programme
Project Management Unit
Project for Accelerated Community Development
5 Kofi Annan Street Cape Point
The Gambia

6.2 Reporting, Presentations and Language

Inception Report – summarizing overall assignment requirements, approach methodology staffing and work plan of the services, shall be submitted to UNDP no more than seven (7) calendar days after the commencement date of the Contract. UNDP should forward comments on the report to the Firm within seven (7) calendar days of receipt.

Preliminary Report – including bill of quantities, cost estimates, bidding documents and procurement methodologies and timelines

Quarterly Progress Reports - summarizing for all civil works under the services, inter alia physical progress, technical issues, environmental and social safeguards compliance, projected workplans, contractual issues - shall be submitted to UNDP no later than fourteen (14) days after the end of every quarter year period, in electronic version and four (4) hard copies.

All project implementation documents such as progress reports, draft project documents, templates (website, MIS), preliminary and intermediate designs, layouts, specification documents etc. shall be submitted in editable Microsoft Office Word Version and editable PDF Version, and in hard copies (4 copies) in a scale to be agreed with all stakeholders and in soft copy. The soft copy should not be secured with password(s) to allow printing or copy and paste of extract from the reports.

The language of the assignment shall be in English. All the outputs and deliverables shall be written in English language and should be presented in a format acceptable by UNDP. All the final versions of the reports and documentation. There shall be no security restrictions on printing/editing in the deliverables.

6.3 Logistical Arrangements

All transportation costs and administrative costs related to the execution of the assignment are to be borne by the Firm. In case workshops/ training sessions have to be organised, all costs will be borne by UNDP.

7. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

The assignment required the services of an engineering consulting firm / preferably a consortium with extensive experience in all three areas of water resources, rural electrification and road infrastructure. The Firm must be capable of deploying experienced teams in area of its domain (water resources, rural electrification and/or road infrastructure) who are capable of interacting and communicating effectively in English with central and local government officials, power utility management, private sector, financial sector and development agency representatives. The firm should ideally have experience in designing and implementing modern infrastructure projects of similar nature in the Gambia and/or Sub-Saharan Africa.

Thematic Experts

While the Firm has the responsibility of proposing the team composition, the tasks in the assignment will require the involvement of at least the following key experts. The Firm will be required to provide the experts on a needs basis and upon the written request of the UNDP.

- Team Leader / Civil Engineer with significant experience in the planning, designing, and overseeing construction and maintenance of similar infrastructure works: roads, water resources and electrical facilities. The candidate must also have at least five (5) years' experience as a Team Lead on at least one (1) project of substantial size and a minimum of five (5) years' experience in site management of infrastructure works. The candidate must hold a master's degree in civil engineering or related field.
- Electrical Engineer / Specialist with at least six (6) years of experience in the planning, designing, an overseeing construction and maintenance of rural electrification; including 5 years' experience in supervision of construction

and/or rehabilitation of similar infrastructure work. The candidate must hold an Electrical engineering graduate degree or related field.

- Water and Sanitation Specialist with At least six (6) years of proven and successful experience with design and implementation of sanitation and access to water projects in developing countries. Strong knowledge of the sanitation and hygiene sector, especially in the areas of project design, implementation and evaluation; familiarity with the water, sanitation, and hygiene in Gambia is desirable. The candidate must hold a minimum of a Bachelor's degree in water sanitation or related field.
- Roads/Structural Engineer with at least 8 years of relevant operational experience and in community-based assistance and participatory community actions are an asset. The candidate must hold a Graduate degree in Civil Engineering or related field
- Quantity Surveyor with a minimum of five (5) years' professional experience in quantity surveying, including measurement and certification of civil works for payment. The candidate must hold a with a BSc in Civil Engineering, Quantity Surveying or equivalent

The Firm shall provide sufficient evidence and detail of qualifications, certification, experience and availability for and of personnel which must be available for the required time to allow the Firm to deliver on the requirements of the Formulation and Supervision aspects of the contract(s). At the start of the assignment(s) the Firm must provide confirmation of availability of the personnel proposed at the time of bid. Where personnel are no longer available the Firm must provide similar evidence to assure that replacement personnel are of similar or exceed the qualifications and experience of the previously submitted. UNDP reserves the right to accept or reject based on changes to the Firm personnel. The Firm shall provide evidence satisfactory to UNDP and as outlined in the contract to indicate the following:

- Qualifications of the personnel
- Certifications of the personnel
- CV of the personnel
- Professional registrations

This assignment requires the part-time / as needed inputs from key experts. Firms are strongly encouraged to tap into locally-based expertise, as appropriate, to contribute to enhance local capacities and facilitate the implementation of follow-up activities. The CVs of proposed staff should clearly demonstrate the relevant experience of each team member by task assigned. Key personnel must sign their own submitted declarations.

8. LANGUAGE OF ASSIGNMENT

The language of communication and writing reports is English. However, the knowledge of any local language will constitute an asset.

9. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The project period has an estimated duration of one year – twelve (12) months, comprising an estimated:

- 2 months for Pre-tender services, Design Approvals, Tender and Contracting
- 9 months for Supervision Support
- 1 month for Final Assessment

10. PRICE AND SCHEDULE OF PAYMENTS

Payments for services rendered will be based on deliverables accompanied by final reports approved by UNDP submission. All reports will be submitted in draft (for comments) and then final approval.

There will be a 10% Retention on Professional Fees on each payment made. This Retention is to be the Final Payment paid at the end of the assignment upon approval of the final assessment report.

First Payment (30%) - Upon completion of pre-tender activities as outlined in Section 6 of the Terms of Reference.

Interim Payments – up to a maximum of 60% - Shall be made upon submission and approval by UNDP of quarterly progress summarizing requirements of the assignment provided as outlined in Section 6 of the ToR. Payments to the Firm will be aligned with deliverables and approved progress reports.

	Deliverable / Milestone	Timeline for contract effectiveness	Payment Schedule
1	Approved workplan and preliminary report on overall assignment requirements	Week 2	10%
2	Approved BOQ and bidding documents for aforementioned works	Week 5	15%
3	Completion of Procurement	Week 8	5%
4	Approved progress reports on supervision support services	Week 20 Week 34 Week 42	60%
5	Final assessment report, strategies and implementation road maps to stakeholders	Week 52	10%
	TOTAL		100%

Final Payment (10%) - Professional fees shall be paid upon submission of the Final assessment report, strategies and implementation road maps to stakeholders.

11. EVALUATION CRITERIA

Technical Evaluation

Upon the advertisement of the Procurement Notice, qualified or specialised Expert firms are expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

1. Responsive / compliant / acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
2. Having received the highest combined score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
 - i. Technical Criteria weight is 70%
 - ii. Financial Criteria weight is 30%. For the financial evaluation, please see below.

Technical Evaluation Criteria

See section 4 above for technical evaluation criteria

The minimum technical score (St) required to pass is: 70

Financial Evaluation

The lowest evaluated financial proposal (Fm) is given the maximum financial score (Sf) of 30

The formula for determining the financial scores (Sf) of all other proposals is calculated as following:

$Sf = 30 \times Fm/F$, in which “Sf” is the financial scores, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) proposals are:

T = 0.7

P = 0.3

The proposals are ranked according to their combined technical score (St) and financial proposal (Sf) using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:
 $S = St \times T\% + Sf \times P\%$

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be submitted in a separate password protected email)

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

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ V/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]

	[INSERT]
PROFESSIONAL CERTIFICATIONS	<p>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</p> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	<p>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</p> <hr/> <p>[INSERT]</p>

REFERENCES

*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT
INFORMATION FOR TWO (2) REFERENCES]*

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices for an estimated 30 working days²

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate per hour of service	No. of Days/months/ hours	Total Amount
		A	B	C=A*B
In-Country			8 hours	
Home Based			8 hours	
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
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² The services will be provided to UNDP upon request that will be based on unit prices offered in the bid. Quantities will be known at the moment of the service request and re-confirmed by both parties upon completion of the service.

International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Designing ³ (Statement of works, drawings, Bill of quantity-BOQ and cost estimation) in Rural roads component				
Designing (Statement of works, drawings, Bill of quantity-BOQ and cost estimation) in Electricity component				
Designing (Statement of works, drawings, Bill of quantity-BOQ and cost estimation) in Water component				
Supervision ⁴				

³ The cost of the entire design work when the Engineering Consultancy Firm will be requested to elaborate it.

⁴ Indicative cost for one working day of supervision upon request is required.