

REQUEST FOR PROPOSAL (RFP)

| | |
|------------------------|-----------------------------|
| NAME & ADDRESS OF FIRM | DATE: May 27, 2020 |
| | REFERENCE: RFP-CHN-2020-016 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Youth Leadership Development on Elimination of SOGIE-based School-related Bullying and Promotion of Gender Equality Education***.

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

Proposals may be submitted no later than **12PM, Friday, June 12, 2020** and via email to bids.china@undp.org.

Your Proposal must be expressed in **English**, and valid for a minimum period of **120 days**.

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ge Yunyan
Operations Manager
5/27/2020



Description of Requirements

| | |
|---|---|
| Context of the Requirement | Youth Leadership Development on Elimination of SOGIE-based School-related Bullying and Promotion of Gender Equality Education |
| Brief Description of the Required Services ¹ | Please find detailed information in TOR. |
| List and Description of Expected Outputs to be Delivered | <ul style="list-style-type: none"> ➤ Agenda for each leadership capacity building workshop ➤ Agenda and stories of the national leadership summit. ➤ Monitor and evaluation forms, event records, participants' feedback, collection of photos from each event will be collected and shared with UNDP China. |
| Person to Supervise the Work/Performance of the Service Provider | <i>Being LGBTI in Asia Program Officer at UNDP China</i> |
| Frequency of Reporting | Completion of each output |
| Progress Reporting Requirements | |
| Expected duration of work | From June 2020 to December 2020 |
| Target start date | June 2020 |
| Latest completion date | 31 December 2020 |
| Travels Expected | No. |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Currency of Proposal | <input checked="" type="checkbox"/> Local Currency, Chinese Yuan (CNY) |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

| Value Added Tax on Price Proposal ² | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes | | | | | | | | | | | | | | |
|---|--|--|--|--------|-------------------------------|----------|-----|--|--|----------|-----|--|--|--|--|
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. | | | | | | | | | | | | | | |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted | | | | | | | | | | | | | | |
| Payment Terms ³ | <table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Output 1</td> <td>80%</td> <td>Upon delivery of output 1. Deadline is Aug 31.</td> <td rowspan="2"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Output 2</td> <td>20%</td> <td>Upon delivery of output 2. Deadline is Dec 31.</td> </tr> </tbody> </table> | Outputs | Percentage | Timing | Condition for Payment Release | Output 1 | 80% | Upon delivery of output 1. Deadline is Aug 31. | Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. | Output 2 | 20% | Upon delivery of output 2. Deadline is Dec 31. | | | |
| Outputs | Percentage | Timing | Condition for Payment Release | | | | | | | | | | | | |
| Output 1 | 80% | Upon delivery of output 1. Deadline is Aug 31. | Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. | | | | | | | | | | | | |
| Output 2 | 20% | Upon delivery of output 2. Deadline is Dec 31. | | | | | | | | | | | | | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Programme Manager, UNDP | | | | | | | | | | | | | | |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract for Professional Services | | | | | | | | | | | | | | |

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

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

| | |
|--|--|
| Criteria for Contract Award | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | <p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology for the Completion of Services 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider |
| Contract General Terms and Conditions ⁴ | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |
| Annexes to this RFP ⁵ | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) |
| Contact Person for Inquiries (Written inquiries only) ⁶ | <p><i>Han Xu</i> <i>Operation Assistant</i> <i>bids.china@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| Special note | <p>Your proposal must be encrypted and sent via email to bids.china@undp.org no later than 12PM, Friday, 12 June, 2020</p> |

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

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider/Expertise of the Firm -30%

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

- a) Profile – describing the nature of business, field of expertise;*
- b) Track Record – list of related previous experience. The Service Provider should have experience in implementing relevant projects in the fields of LGBT community, gender education on campus and SOGIE-based bullying coping and youth leadership; Experience in the workshop design and community mobilization are preferred.*

B. Proposed Methodology for the Completion of Services-40%

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

C. Qualifications of Key Personnel-30%

If required by the RFP, the Service Provider must provide names and qualifications of the key personnel that will perform the services indicating who is Project Manager, who are team members, etc.;

- The Project Manager should have:*

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

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

- 1) Bachelor degree or above, with 13 years working experience in the Chinese LGBT community.
- 2) 8 years of front-line experience in gender education on campus and SOGIE-based bullying coping.
- 3) Understands the situation of the campuses in China
- 4) More than 10 years of experience in youth leadership training, workshop design and organization, community mobilization and project management.

- The team members should have:

- 1) 6 people, bachelor degree or above, with backgrounds in philosophy, gender studies, and sociology.
- 2) Over 2 years of experience in campus education, fundraising, and youth leadership support.
- 3) Experience in serving LGBT youth groups at campus in China. Two of them have more than 2 years of experience in designing and organizing youth leadership workshops.

- The project consultant and trainers should have:

- 1) 10-15 years of working experience in gender, youth, and education in China.
- 2) More than 5 years of experience in designing and collaborating in the field of gender and LGBT.
- 3) Worked as project consultant and trainer for many NGOs and foundations.

D. Cost Breakdown per Output

| | Output <i>[list them as referred to in the RFP]</i> | Specification | Unit price: CNY | Quantity | Sub-total: CNY |
|-------------------|---|----------------------|------------------------|-----------------|-----------------------|
| 1 | Output 1: | | | | |
| | a) | | | | |
| | b) | | | | |
| | c) | | | | |
| 4 | Output 2: | | | | |
| | a) | | | | |
| | b) | | | | |
| Total: CNY | | | | | |

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

[Designation]

[Date]

TOR of Enterprise Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources

I. Background

Despite the significant improvement in the visibility and situation of the Chinese LGBT community, LGBT young people's living condition is still worrying and lacks attention. An online survey shows that 77% of LGBT students at school in China have experienced school bullying to varying degrees, mostly in middle school. In addition, they are also facing challenges, such as self-acceptance, poor mental health that may induce suicide tendencies, and campus discrimination that may lead to expulsion. A UNESCO report shows that gender equality education and peer support on campus are essential to solve these issues. The LGBT youth community also shows an urgent need for active participation and leadership development in these areas.

However, there are very few NGOs in China that have a long-term focus on LGBT youth leadership development and gender education in campus. To enable the development of youth leadership on elimination of SOGIE-based school-related bullying and promotion of gender equality education in China, UNDP Being LGBTI in Asia Programme will implement a project to meet those objectives. The project will focus on training and mentoring 50 emerging young leaders to 1) Mobilize and lead the community. 2) Take actions to reduce the stigma of LGBT among teachers and students and the public and increase people's attention and enhance their understanding of SOGIE bullying, and 3) Mobilize and lobby teachers to carry out gender equality education.

Being LGBTI in Asia (BLIA) is a regional programme, which aims to reduce marginalization and exclusion of lesbian, gay, bisexual, transgender and intersex (LGBTI) people. Initiated in 2012, the programme addresses inequality, violence and discrimination on the basis of sexual orientation, gender identity or intersex status, and promotes universal access to health and social services.

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP's vision is to support countries in achieving the simultaneous eradication of poverty and significant reduction of inequalities and exclusion.

II. Tasks and Objectives

- Develop on-site training workshop on youth leadership capacity building in China.
- Organize a national SOGIE-based bullying and gender education summit in China.

• Main Contents

- **Develop an on-site training workshop on youth leadership capacity building in China.** The workshop shall involve at least 20 LGBT youth as participants. The workshop shall focus on dialogue exchange and team building to gain motivation of the participants. The vendor shall be responsible to develop below criteria -
 - Agenda of workshop.
 - Invite participants and instruction tutors and provide participants list.
 - Arrangement of logistics of the participants, instructors and relevant staff.
 - Event records, participants' feedback and event photos
- **Organize a national SOGIE-based bullying and gender education summit in China.** The summit shall focus on experience exchange and strategies discussion, in cooperation with stakeholders that include teachers, young LGBT, education departments, people's congress representatives, scholars, researchers, etc. The vendor shall be responsible to develop below criteria -
 - Agenda of workshop

- Invite participants and provide participants list
- Arrangement of logistics of the participants and relevant staff
- Promotion materials and photos
- Event records and participants' feedback

III. Activities, Outputs and Timetable

| Activity | Output | Location | Expected Starting Time | Output Deadline | Budget Description |
|---|--|-------------|------------------------|-----------------|--|
| Activity 1: Develop an on-site training workshop on youth leadership capacity building in China | Output 1: On-site training workshop - Logistic arrangement for participants, staff and instruction service provider - Venue arrangement - Promotion materials and photos - Event records and participants' feedback | Unspecified | Jul/Aug | 2020/8/31 | Cost on participants, staff and instruction service providers' transportation, accommodation and meals; Cost on venue rental |
| Activity 2: Organize a national SOGIE-based bullying and gender education summit in China | Output 2: National Summit - Agenda of Summit - Logistic arrangement for participants and staff - Promotion materials and photos - Event records and participants feedback | Unspecified | Dec | 2020/12/31 | Transportation, accommodation and meals costs for participants and staff |