



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

NAME & ADDRESS OF FIRM Not applicable	DATE: 08 June, 2020
	REFERENCE: RFP/MUS/2020/002

Dear Sir / Madam:

We kindly request you to submit your Proposal for services to develop and support the UNDP-JMA Demonstration Project communication information and its related activities. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, July 01, 2020, 16:00 hours (Mauritius time)** via email

[procurement.mu@undp.org](mailto:procurement.mu@undp.org)

With a Subject Line:

**RFP/MUS/2020/002 – Service Provision for Communications for UNDP JMA Project**

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

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

A small, handwritten signature in blue ink, possibly reading 'Jeb'.

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/unsc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Sujitha Sekharan*  
*International Operations Manager*

6/8/2020

## Description of Requirements

Context of the Requirement	<p>The Joint Management Area (JMA) covers an area of 396,000 sq. km extending seaward to the east beyond the existing exclusive economic zones of both Mauritius and Seychelles. The JMA represents the first cooperatively managed area of Extended Continental Shelf (ECS) to be adopted by the international community and is also the world's largest jointly managed maritime zone. The creation of the JMA thus represents a ground-breaking precedent for cooperative management of the ocean, placing the JMA in a 'cutting-edge' position to take the lead in piloting new mechanisms and strategies for future ECS management. Recognizing that this represents the first 'transboundary' management agreement for an ECS scenario, UNDP is supporting the GEF funded UNDP-JMA Demonstration Project being implemented by the Governments of Mauritius and Seychelles.</p>
Implementing Partner of UNDP	<p>The Department for Continental Shelf, Maritime Zones Administration &amp; Exploration (CSMZAE) operates under the aegis of the Prime Minister's Office. Its mission is primarily to ensure the effective management of its maritime zones and to delineate and establish its maritime zones in accordance with international laws and conventions. The CSMZAE is responsible for the formulation of policies in ocean affairs and for the establishment of legal and regulatory frameworks governing the sustainable management of the non-living resources in the maritime zones of Mauritius including hydrocarbon and mineral exploration and development. CSMZAE's role shall be instrumental in the transformation of our economic development with the opening of a new ocean frontier.</p>
Brief Description of the Required Services <sup>1</sup>	<p>The overall communication objectives lie in using the best communication tools and channels, to ensure that the right people get the right message at the right time in the appropriate format. The main objective of this consultancy services would be to develop a core communication strategy for the JMA Demonstration Project as well as its associated communication activities.</p> <p>The communication and information objectives of the UNDP-JMA Demonstration Project aims at targeting the following audience:</p> <ul style="list-style-type: none"> <li>a. national, regional and international public;</li> <li>b. broadcast medias, including television and radio;</li> <li>c. the online community;</li> <li>d. the academia, research and their related institutions, and e. business sector stakeholders.</li> </ul>

<sup>1</sup> A detailed Terms of Reference 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.

List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1 Submission of an assignment workplan</li> <li>2 Development of JMA branding</li> <li>3 Development of a press/media database for JMA</li> <li>4 Develop of ToR for Stakeholder Engagement working group (WG)</li> <li>5 Development and production of Media Kit</li> <li>6 Development and design of website pages</li> <li>7 Development of Social Media Platforms</li> <li>8 Communication Strategy for Stakeholder Engagement working group (WG)</li> <li>9 Development of a JMA Stakeholders' Mailing list</li> <li>10 Development and production of a photo gallery (at least 100)</li> <li>11 Development and production of Audio (at least 4) and Video (at least 1)</li> <li>12 Development and production of visibility materials as described in C(i)</li> </ol>																
Person to Supervise the Work/Performance of the Service Provider	Project Manager and Head of Environment Unit in consultation with National Project Director																
Frequency of Reporting	<i>Reporting daily/weekly with the Project Manager on monthly. Head of the Environment Unit and National Project Director (if required)</i>																
Progress Reporting Requirements	Monthly																
Location of work	<input checked="" type="checkbox"/> Level 3, Belmont House, Intendance Street, Port Louis <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	55 days over 8 months																
Target start date	15 July 2020																
Latest completion date	March 2021																
Travels Expected	<p>Whenever required</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Destination/s</th> <th style="width: 25%;">Estimated Duration</th> <th style="width: 30%;">Brief Description of Purpose of the Travel</th> <th style="width: 20%;">Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Home-based to Project Office</td> <td>Local (Domestic travel, via car or local transportation modality)</td> <td>Meeting, delivery, and other related necessities</td> <td>To be finalised</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Home-based to Project Office	Local (Domestic travel, via car or local transportation modality)	Meeting, delivery, and other related necessities	To be finalised								
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Home-based to Project Office	Local (Domestic travel, via car or local transportation modality)	Meeting, delivery, and other related necessities	To be finalised														
Special Security Requirements	<input checked="" type="checkbox"/> Others required: Abide with Government protocols, rules and regulations in place, for example, Protocol for COVID-19																
Facilities to be Provided by UNDP (i.e., must be	<input type="checkbox"/> Not applicable																

excluded from Price Proposal)				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency – Mauritian Rupees (MUR)			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms <sup>3</sup>	Output	Percentage (%)	Timing	Condition for Payment Release
	Submission of an assignment workplan	5	August-20	Within thirty (14) 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
	Development of JMA branding	10	September-20	
	Development of a press/media database for JMA	5	October-20	

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

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

	Develop of ToR for Stakeholder Engagement working group (WG)	5	October-20	b) Receipt of invoice from the Service Provider.
	Development and production of Media Kit	15	November-20	
	Development and design of website pages	5	November-20	
	Development of Social Media Platforms	5	January-21	
	Communication Strategy for Stakeholder Engagement working group (WG)	5	January-21	
	Development of a JMA Stakeholders' Mailing list	5	January-21	
	Development and production of a photo gallery (at Least 100)	10	February-21	
	Development and production of Audio (at least 4) and Video (at least 1)	15	February-21	
	Development and production of visibility materials as describe in C(i)	15	March-21	
	<b>Total</b>	<b>100</b>		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager JMA and the Head of Environment Unit in consultation with National Project Director for JMA			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services			



Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers  <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><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Expertise of the Firm 50 percent <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20 Percent <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30 percent
	<p><b>Financial Proposal (30%)</b></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 <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>Sujitha Sekharan and Ridheema Jhowry</i> <i>International Operations Manager and Project Assistant to JMA</i> <a href="mailto:sujitha.sekharan@undp.org">sujitha.sekharan@undp.org</a> or <a href="mailto:ridheema.jhowry@undp.org">ridheema.jhowry@undp.org</a> 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.

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

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

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