



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

Interested Companies	DATE: July 10, 2020
	REFERENCE: BBRFP108549

Dear Sir / Madam:

We kindly request you to submit your Proposal for the design and creation of a virtual prototype/demo game minimum viable product.

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

Proposals may be submitted on or before Friday, July 24, 2020 and via email to the address below:

United Nations Development Programme
procurement.bb@undp.org
Procurement Unit

Your Proposal must be expressed in the **English**, and valid for a minimum period of 60 days

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
7/10/2020

Description of Requirements

Context of the Requirement	Gamification Project
Implementing Partner of UNDP	UNDP and UNICEF
Brief Description of the Required Services ¹	UNDP and UNICEF in Barbados have initiated the development of a climate change gamification project. The awarded bidder will be responsible for the design and creation of the minimum viable product (MVP) of a virtual prototype/demo of the game.
List and Description of Expected Outputs to be Delivered	<p>The purpose of the consultancy is to develop, in close collaboration with both UNICEF and UNDP programme teams:</p> <ul style="list-style-type: none"> ○ A virtual single player, multistage role-playing prototype/demo of a game with an integrated real-world climate action activity tracker ○ An integrated/online management portal to be used for: <ul style="list-style-type: none"> • Viewing game and aggregated player statistics • Managing elements of the climate action activity tracker database ○ The prototype/demo game must be available online for download with technical considerations for future upload to the Apple App Store and Google Play Store.
Person to Supervise the Work/Performance of the Service Provider	Eastern Caribbean Support Officer with the support of the technical teams of both UNICEF and UNDP.
Frequency of Reporting	<i>Fortnightly</i>
Progress Reporting Requirements	Written activities reports to monitor progress
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	4 Months
Target start date	10 th Aug 2020
Latest completion date	10 th Dec 2020

¹ A detailed TOR is attached.

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"/> United States Dollars														
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"/> 60 days <input type="checkbox"/> 90 days <input 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>Deliverable 1</td> <td>20%</td> <td>4 weeks after signature of contract</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</td> </tr> <tr> <td>Deliverable 2</td> <td>30%</td> <td>6 weeks after</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1	20%	4 weeks after signature of contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the	Deliverable 2	30%	6 weeks after
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Deliverable 2	30%	6 weeks after													

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.

			signature of contract	quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	Deliverable 3	30%	12 weeks after signature of contract		
	Deliverable 4	20%	16 weeks after signature of contract		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Eastern Caribbean Support Officer with the support of the technical teams of both UNICEF and UNDP.				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract				
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><u>Technical Proposal (70%) – Please see TOR for further breakdown</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p><u>Financial Proposal (30%)</u> 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 de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Unit</i> <i>Procurement.bb@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[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

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

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

B. Proposed Methodology for the Completion of Services

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

TERMS OF REFERENCE

Climate Change Gamification Project Development

I. Assignment Information

Title: Climate Change Gamification Project Development

Duty Station: Home based Assignment

Starting Date: 10th August 2020

Duration of the consultancy: 4 months

1. BACKGROUND

In 2019, UNDP and UNICEF committed to working together to respond to the impacts of climate change and environmental degradation on children and young people. In particular, through cooperation on awareness-raising and capacity building, both agencies are planning to collaborate to ensure that the voices of children and youth in global, national and community-level platforms are heard. This focus on youth advocacy aligns with the Joint UN Approach on Nationally Determined Contributions (NDCs), which includes a call to mobilize the whole of society to call for and contribute to climate action to meet NDC targets.

As part of a UNDP-UNICEF global call for innovation launched in September 2019, UNDP and UNICEF in Barbados have initiated the development of a climate change gamification project, on the premise that “the most effective way to engage youth in solutions [is] to embrace the spaces and platforms they use, on their own terms” (Playing for the Planet Alliance, 2019). The proposed gamification will be one of the first to fully integrate existing forms of gaming technology (i.e. augmented reality) to real-world, impact-driven climate actions.

Specifically, the gamification will include two inter-linked components: 1) A *Mobile Augmented Reality (MAR) gaming environment*, through which users (mostly school-age children and youth, up to 24) will use avatars to navigate a virtual world impacted by climate change. The gameplay will attract points (“gems”), which will also be assigned in greater measure as users participate in real-world actions; 2) An *Action Engine*, which will collect and promote various events that users can participate in, as well as climate actions they may undertake. It will, in turn, track climate actions implemented by users, aggregating these actions and their impacts across user areas and user teams. This will create a sense of friendly and ‘inspirational’ competition between users and serve a critical way to redeem “gems” in the game.

The project will aim at triggering climate action such as beach clean-ups and anti-littering campaigns, school-based awareness activities and innovation fairs, tree planting, local/sustainable food production initiatives, recycling, promotion of renewable energies, support to vulnerable person groups, etc. The activities triggered by the gamification are meant to be within the reach of young people and communities at large and mostly linked to on-going UNICEF or UNDP projects, government or NGO programmes.

In 2019, UNICEF Office for the Eastern Caribbean (covering Barbados) started to mainstream climate change and environment issues as core themes within of its own multi-country programme. Initial steps have included the elaboration of a Climate, Environment

and Energy (CEE) Landscape Analysis for Children and region-wide youth consultations on climate change. One proposal that came out of the CEELAC is to develop an innovative school programme infusing resilience education at all levels of education, promoting new curricular and extra-curricular activities and initiatives while strengthening existing and/or nascent ones. In the field of new technologies, UNICEF is currently participating in the school mapping initiative ProjectConnect, through its T4D (Technology for Development) programme.

As sector lead, UNDP is implementing a robust climate change and environmental programme in Barbados and the wider Caribbean. With financial support from the Global Environment Facility (GEF), UNDP is executing a multitude of projects covering mitigation actions/low carbon economic transition, climate change adaptation and biodiversity conservation across Barbados and the OECS region. Through the Japan-Caribbean Climate Change Partnership (J-CCCP), UNDP has recently worked as an integrator, bringing together local stakeholders, development partners and technical expertise to transform solid emissions reduction ideas into actionable, sustainable development solutions embedded in Government-approved Nationally Appropriate Mitigation Actions (NAMAs). In September 2019, UNDP also launched the Blue Economy Accelerator Lab, which aims to promote experimentation in the following areas of work: tourism, biotechnology and waste management; sustainable financing; renewable energy; blue badge for Blue Certified Businesses; transforming seaweed; blue social impact bonds and solar power on fishing boats.

2. DUTIES AND RESPONSIBILITIES

The purpose of the consultancy is to develop, in close collaboration with both UNICEF and UNDP programme teams:

- A virtual single player, multistage role-playing prototype/demo of a game with an integrated real-world climate action activity tracker
- An integrated/online management portal to be used for:
 - Viewing game and aggregated player statistics
 - Managing elements of the climate action activity tracker database
- The prototype/demo game must be available online for download with technical considerations for future upload to the Apple App Store and Google Play Store.

**This assignment is to develop a prototype/demo of a game only. Development of the full game will depend on future funding opportunities.*

3. DURATION OF CONSULTANCY

The duration of the consultancy will be for a 4 months period.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. At least one member of the technical team to deliver on this contract should have a minimum of 3 years of relevant professional experience in:

1. Game design and development
2. Testing, launching, hosting

Academic Qualifications and Experience

- At least one technical expert on the project should have at least a bachelor's degree in computer science / Gaming / Game Design or related field with a minimum of three years of experience
- At least 1 years of documented experience in Launching apps / games on the Apple App Store or Google Play Store
- Previous experience working with UNICEF, UNDP and/or other UN Agencies would be an asset

Game design, development, Testing

- The organization/consultant firm and its relevant staff members must have at least three (3) years expertise in the design and development of games (ideally both virtual and physical), animated videos, and software programme development.
- Testing, launching, hosting, and promotion: The organization/consultant firm should have expertise and staff for testing the game among both clients and target audiences, web hosting expertise and expertise in online promotion.

II. Competencies:

- Strong IT & design competences are a must
- Demonstrated personal engagement in a relevant field (e.g. online gaming, environmental activities, experience with a non-for-profit organisation, etc)
- Sound knowledge and understanding of gaming culture and multicultural awareness in the Caribbean context.
- Good organizational skills, proven experience in coordinating with national stakeholders and companies, organizing groups and gathering documentation of results.
- Able to support, and liaise effectively with individuals
- Sound cross-cultural, gender-awareness, interpersonal and networking skills.
- Proven ability and experience in meeting facilitation and experience sharing
- Good interpersonal abilities.
- High flexibility and adaptation capacities.
- Excellent verbal and writing communication skills in English.

5. SUPERVISION

The company team will work under the supervision of, and in close collaboration, with the technical teams of both UNICEF and UNDP.

6. EXPECTED OUTPUTS AND DELIVERABLES

Expected results will include:

- 1) Implementation of a user profiling exercise / baseline study (focus on 11-24 age range) and sharing findings, preliminary prototype game design concepts and address feedback from stakeholders
- 2) Produce the virtual prototype/demo game minimum viable product (MVP)

- 3) Conduct beta testing in conjunction with the project team
- 4) Produce the final version of the prototype of the game

Deliverables	Timeline	Payment
Product design documents after meetings and consultations with technical teams and stakeholders. The documentation will also include: <ul style="list-style-type: none"> - 1 Mini poster max (200 words) suitable for information sharing on social media networks - 1 Large poster highlighting game & gameplay suitable for print and other web media. - 1 advocacy pamphlet highlighting correlations between gameplay, environmental factors and social cohesion 	4 weeks after signature of contract	20%
Complete initial design of the prototype of the game (MVP)	6 weeks after signature of contract	30 %
Fine-tuning and testing (MVP)	12 weeks after signature of contract	30%
Presentation and Delivery of MVP (MVP of Game hosted online / available for download)	16 weeks after signature of contract	20%

7. DOCUMENTS TO BE INCLUDED IN SUBMISSION

1. Consultant / Team CV including past experience, references and links to or samples / portfolio of work created, Company Profile, Company References, Company Methodology
2. Financial proposal (See Annex)

8. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

9. DUTY STATION

- **Home Based Assignment**

10. SUMMARY OF TECHNICAL EVALUATION

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm / Organization	20%	200
2	Proposed Methodology, Approach and Implementation Plan	30%	300
3	Management Structure and Key Personnel	20%	200
Total			700

Technical Proposal Evaluation Form 1		Points Obtainable
Expertise of the Firm/Organization		
1.1	Company Profile	20
1.2	General Organizational Capability which is likely to affect implementation - age the firm (3-5 years – 15pts, Over 5 years - 25pts) - Size of firm (1-5 staff members -15pts, over 5 Staff members - 25pts) - project management controls -25pts	75
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.) No Subcontracting – 15pts Subcontracting -5pts	15
1.4	Quality Assurance procedures, warranty	30
1.5	Relevance of: - Experience on Similar Programme / Projects – 50pts - Experience on Projects in the Region -10pts	60
Total for Form 1		200

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Are the different components of the project adequately weighted relative to one another?	15
2.4	Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	40
2.5	Is the conceptual framework adopted appropriate for the task?	60

2.6	Is the scope of task well defined and does it correspond to the TOR?	85
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40
Total for Form 2		300

Technical Proposal Evaluation Form 3		Points Obtainable
	Management Structure and Key Personnel (Technical Team Experience)	
3.1	At least 3years of professional experience in the area of specialization (designing and developing online game) (3 years – 25pts, 3-5 years - 50pts, More than 5yrs – 75pts)	75
3.2	At least 1 year of experience and staff for testing the game among both clients and target audiences, web hosting expertise and expertise in online promotion.	50
3.3	At least 1 years of documented experience in launching apps / games on the Apple App Store or Google Play Store	50
3.4	Previous experience working with UNICEF, UNDP and/or other International Organizations	25
Total for Form 3		200
Total for Form 1+2+3		700