



REQUEST FOR PROPOSAL (RFP)

Nordic Representation Office United Nations Development Programme Marmorvej 5, 2100 Copenhagen, Denmark	DATE: July 8, 2020
	FINAL REVISION DATE: July 15 2020
	RFP-UNDP-NRO CPH-2020-Sahel Conference

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Consultancy Services to design and facilitate a virtual and physical stakeholder conference on the Central Sahel**.

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

Proposals may be submitted on or before Wednesday, July 22, 2020 **17h00 CEST** and via email to the address below:

United Nations Development Programme
Nordic Representation Office
Edna Muratagic
procurement.nro@undp.org

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/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Michael Toft
Operations Manager
7/8/2020

Description of Requirements

Context of the Requirement	<p>To discuss perspectives, and to gather political momentum and mobilize support from donors, a virtual Senior Officials Meeting (SOM), leading up to a Ministerial Roundtable, on the humanitarian/development situation in Burkina Faso, Mali and Niger is intended to be organized.</p> <p>Please see the attached ToR (annex 3) for further details of the background for the event.</p>
Implementing Partner of UNDP	The Danish Ministry of Foreign Affairs (MoFA)
Brief Description of the Required Services	<p>The UNDP Nordic Representation Office (NRO) is looking for an external partner to design and facilitate a virtual and physical stakeholder conference on the Central Sahel, co-hosted by the Government of Denmark and Germany, incl. the EU (ECHO) and the UN (led by OCHA with UNDP). The purpose of the conference is to both mobilize more resources and promote more coherence across humanitarian, development and peace efforts with the aim of finding long-term, sustainable solutions for affected populations in the Sahel region.</p> <p>Please see the attached ToR (annex 3) for further details on the nature of the work and other details of the requirements.</p>
List and Description of Expected Outputs to be Delivered	<p>Successful organization, planning, execution and follow-up as needed to the Virtual Senior Officials Meeting and the Ministerial Roundtable.</p> <p>Please see the attached ToR (annex 3) for further details on the nature of the work and other details on the deliverables.</p>
Person to Supervise the Work/Performance of the Service Provider	<i>The overall responsibility for managing the provision of services will be with Edna Muratagic, UNDP NRO.</i>
Frequency of Reporting	<i>As needed, based planning of the assignment</i>
Progress Reporting Requirements	Update on the timeline and milestones as per agreement with MoFA and UNDP
Location of work	<p><input checked="" type="checkbox"/> Exact Address/es UN City Marmorvej 51, 2100 Copenhagen, Denmark or the Danish Ministry of Foreign Affairs, Asiatisk Plads 2, 1448 Copenhagen, Denmark</p> <p><input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal</p>
Expected duration of work	Maximum of 5 months
Target start date	3 August 2020

Deadline for submission of questions for clarification	15 July 2020 17h00 CEST
Latest completion date	31 December 2020
Travel Expected	None
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities, if provided possible due to COVID-19 restrictions
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency: Danish Kroner (DKK)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 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 (alternative payment terms can be proposed)	Outputs	Percentage	Timing	Condition for Payment Release
	Virtual SOM 1day meeting	50%	Upon completion	Within thirty (30) days from the date of meeting the following conditions apply: 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.
	Physical ministerial Roundtable ½day meeting	50%	Upon completion	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Edna Muratagic, UNDP NRO & Josephine Mark Jacobsen, MoFA			
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for goods and Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ¹ <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30 % <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35 % <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35 % <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.			

¹ The minimum technical score required to pass is 70%.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 (Annex 3)
Contact Person for Inquiries (Written inquiries only) ²	<p><i>Edna Muratagic</i> UNDP NRO Procurement.nro@undp.org</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>
Manner of disseminating Supplemental Information to the RFP and responses/clarification to queries	<p>Direct communication to prospective bidders and posting on http://procurement-notice.undp.org and http://ungm.org</p>
Other Information [pls. specify]	<p>Kindly note, 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>

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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.

³ 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) *A brief background of the Applicant/Applicants and a letter of intent;*
- b) *Evidence of experience undertaking similar works;*
- c) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- d) *CVs demonstrating qualifications must be submitted; and*
- e) *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	Virtual SOM meeting		
2	Physical ministerial Roundtable meeting		
		
	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. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
II. Other Related Costs				

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



Specifications of the Services Required

Project Title:	Ministerial Roundtable on the Central Sahel – <i>Responding to Humanitarian Challenges in a Long-Term Perspective</i>
Duty Station:	UNDP Nordic Representation Office, Denmark
Duration of Appointment:	5 months
Expected Start Date:	3 August 2020

On behalf of the Ministry of Foreign Affairs of Denmark (MoFA), the United Nations Development Programme's (UNDP) Nordic Representation Office (NRO) is looking for provision of consultancy services in designing and facilitating a virtual and physical stakeholder conference on the Central Sahel.

Interested individuals, companies and institutions are invited to submit a proposal for the task, which must contain at least:

- A description of the bidder and relevant references (examples of similar tasks should be attached)
- A description of the bidder's proposed approach to task
- A timeline for ensuring completion of work by required time
- A presentation of the individual/s who will be involved and his/her/their relevance to the assignment
- A budget with main items

Interested candidates are invited to submit their applications together with curriculum vitae and relevant supporting documents to the following address: procurement.nro@undp.org

The deadline for submitting applications is 22 July 2020 17h00 CEST.

Background

The security and humanitarian situation in the Central Sahel has deteriorated significantly over the last few years. In Burkina Faso, Mali, and Niger, several complex and fast-growing crises are developing with unprecedented levels of armed violence, insecurity and displacement. Thousands of civilians have been killed and hundreds of thousands forced to flee their homes. In addition, insecurity and forced displacement are destroying the social fabric of communities and disrupting basic social services and governance. Food insecurity and human rights violations, including sexual and gender-based violence, are on a sharp rise.

All this is unfolding in a region at the bottom of global development indices. Across the Sahel, already-severe vulnerabilities are deepening due to the convergence of poverty, social exclusion, rapid population growth, food insecurity, internal displacement, weak governance, violent extremism and conflict. In addition, climate change is

severely impacting communities and exacerbating conflict dynamics. COVID-19 poses an additional emerging threat to the region that may exacerbate ongoing crises even further and stretch already weak systems and structures.

Humanitarian needs are substantial and growing fast. The challenge is not just about mobilising sufficient resources for humanitarian assistance, however. It is equally important to better align humanitarian, development and peace actors behind collective outcomes to the extent possible and relevant, and to strengthen the capacity of and partnerships with national governments and local authorities to protect development gains and in support of sustainable recovery.

To discuss these perspectives, and to gather political momentum and mobilize support from donors, a virtual Senior Officials Meeting (SOM), leading up to a Ministerial Roundtable, on the humanitarian situation in Burkina Faso, Mali and Niger will be organised. The conferences will be co-hosted by Denmark, Germany, the European Union (ECHO), and the United Nations (led by OCHA with UNDP).

Objectives of the conference

The objectives and outcomes of the SOM and the Ministerial Roundtable will be to:

- Mobilise humanitarian and complementary development and resilience resources for organisations serving the most vulnerable and at-risk people in Burkina Faso, Mali and Niger – preferably in the form of flexible, multi-year funding. Concrete outcomes will include financial pledges for 2020 and/or 2021.
- Galvanise political support, including at national level, for principled humanitarian action, unimpeded humanitarian access to those affected by the crises, and strengthened protection of civilians. Concrete outcomes could be political commitments regarding principled humanitarian assistance, respect for international humanitarian law, and effective humanitarian civil-military coordination.
- Support the elaboration of a framework of collaboration between humanitarian action, development, and peacebuilding, and propose country-specific roadmaps for sustainable recovery. Concrete outcomes could include country-specific roadmaps for an effective nexus approach, and national government commitments regarding the provision of basic services and to durable solutions.

The Senior Officials' Meeting (virtual) in early September will bring together representatives from affected governments, civil society actors, the UN and international humanitarian and development organisations, multilateral financing institutions and bilateral and multilateral donors. The purpose will be to review operational lessons learned and forward-looking plans in select thematic tracks that cut across humanitarian action, development cooperation and peace efforts, while paying special attention to the impact and consequences of COVID-19.

All UN Member States will be invited to participate at the Senior Official/Director level, including the affected governments, bilateral or multilateral donors, and regional actors. Also, operational UN agencies, the Red Cross and Red Crescent movements, non-governmental organizations, civil society representatives, multilateral financial institutions, and other key stakeholders will be invited and will inform the discussion.

The Ministerial Roundtable will take place by the end of October in Copenhagen, Denmark (pending the COVID-19 situation). It will consist of:

- A ministerial-level opening session
- Short thematic panels, building on the outcomes of the senior officials' meeting.
- Pledging event with member state and donor interventions.
- Closing session.

Both events may include side events. 150-200 participants are estimated for each of the meetings.

Kindly note, uncertainty in COVID-19 developments require agility in planning. It might be necessary to shift to a hybrid or completely virtual format, if COVID-19 renders some or all participants unable to travel. Kindly do indicate the implications of such in the proposed offer.

A co-chairs' summary document will be prepared at the conclusion of the conference, identifying key action points and opportunities for follow-up.

Scope of work

Given the current restrictions on travel and physical meetings, at least part of the conference will need to take place virtually. Virtual events come with their own unique challenges in addition to the more common challenges associated with large international conferences and donor pledges. For example, virtual events typically require stable and high bandwidth internet, and they are typically less engaging and energetic.

The objective of the assignment is to design, oversee and facilitate the planning and implementation of a conference that is engaging for all participants and as fruitful as possible in terms of securing the intended outcomes. This includes ensuring strong participation by local participants from Burkina Faso, Mali, and Niger who are likely to be challenged by low bandwidth internet and frequently unstable connections.

Expected deliverables

The responsibility of the Service Provider is to develop and implement a work plan, including timeline, based on the deliverables below:

- **A detailed and innovative facilitation plan**, covering a preparatory phase along with the successful completion of both events and the required process in between, taking into account key challenges, such as
 - participants of highly diverse cultural, professional and linguistic backgrounds;
 - a challenging environment (virtual and physical, possibly including a mix); and
 - the need for creating a conducive and innovative framework for constructive and meaningful interaction (including, for instance, open and/or closed breakout sessions, private virtual meetings etc.) along with visibility for high-level participants in order to secure a successful outcome as intended.
- **A digital solution** (incl. any necessary platform license fees) that can function as a stable, dependable and flexible platform for the two events (including side events) and processes prior to these.
 - The chosen solution must be available to all participants, taking into account the minimal common denominator in terms of bandwidth as well as other possible access restrictions.
 - The platform must be able to handle sign-ups, document sharing, live streaming, Q&A, voting, chat, break-out sessions, interpretation services etc.
 - It could, for instance, be a combination of a video conferencing application and a digital collaboration platform. (Please note that the Zoom video conferencing application is not an option due to security issues.)
 - **Kindly to incorporate the possibility of recording the sessions/meetings**
- **Graphic design** of invitations and other key documents
 - **A visual website front-end for registration and entering the virtual conference content feeds needs a design (a neutral design as logos of host, co-host, partners etc. are to be included)**
- **3-4 experienced facilitators for the SOM and a detailed script for their services.** Facilitators must be able to spark the willingness of highly diverse participants to engage fully in rich, creative and targeted dialogue.
 - At least one facilitator must be fluent in French, since at least one break-out session will take place in French.

- **1 experienced facilitator for the ministerial roundtable and a detailed script** for his/her services. The choice of facilitator for the ministerial roundtable will be made in close consultation with MoFA and other co-hosts.
- **Technical support** as required for the SOM and the ministerial roundtable.
 - The technical support must ensure seamless and continuous web-based services to all participants worldwide, including with respect to ensuring appropriate connections for all speakers and other participants, helping participants enter break-out sessions, provision of technical support as required during events etc.

Operating principles and institutional arrangements

The consultants should operate on principles that are in line with the spirit of the UN system. The conference will see broad engagement from a wide range of stakeholders and should therefore be consultative and participatory in nature. This will allow for the full range of information and experience to be captured.

The project will be anchored within the UNDP NRO mandate and rules of procurement with responsibility for project oversight, quality assurance, and monitoring function. Overall management of project implementation will be done in close cooperation with MoFA. UNDP NRO is solely responsible to MoFA on all matters related to financial management.

The Service Provider is responsible for completing the deliverables listed above. Work will be carried out in close dialogue with both UNDP NRO and MoFA. Please note that the Service Provider is not expected to give input to the professional content of the conference (e.g. development of a concept note, choice of thematic tracks, and selection of speakers).

Qualifications, skills and attributes required

The Service provider should have a proven track-record in planning and implementing complex physical and virtual meetings, seminar, conferences and similar workflows at the international level in multiple languages (in particular English and French) and involving participants of highly diverse cultural, professional and linguistic backgrounds.

Documented expertise in humanitarian and development challenges or the ability to engage in such activities is highly desirable.

Other corporate competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environments.

Depending on the proposed composition from the Service Provider, the further requirements are to be considered;

The team leader should have the following qualifications:

- Educational background (minimum Master's degree or equivalent) in social sciences, or other relevant disciplines, with proven track record in project development, project management or innovation;
- Strong organizational skills;
- Experience in leading projects related to innovation for sustainable development, design-thinking, humanitarian and development challenges is considered an asset;
- A minimum of 5 years of relevant working experience is required;
- Strong experience in complex innovation and/or virtual project management;
- Excellent communication skills and written and spoken English.

The team members should have the following qualifications:

- Educational background (minimum Bachelor's degree or equivalent) in social sciences, or other relevant disciplines, with proven track record in project development, project management or innovation;
- A minimum of 2 years of working experience is required;
- Previous experience in running projects related to innovation for sustainable development, design-thinking, humanitarian and development challenges;
- Excellent communication skills and written and spoken English;
- One of the team members of the executing team must possess excellent written and spoken skills in French. For the rest of the members of the executing team, written and spoken French is an asset.
- Kindly note the requirement of having **English and French speaking facilitators** at the SOM and roundtable.

Criteria for selection

The criteria which shall serve as basis for evaluating offers will be: *Combined Scoring method* – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer, which will be weighted a max of 30%.

A Service Provider that has minor deviations (not affecting the suitability of the intended use) from the above-mentioned qualifications will not be rejected. This will simply weigh into the final score.

Based on the expertise and experience, as well as quality of proposals, some bidders may be called for interview in order to provide final scoring as required by UNDP NRO and MoFA.

Payment modalities and specifications

It is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). 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 affected by bank transfer in the currency of contract. The Service Provider must demonstrate the current soundness of its financial standing.