

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	15 July 2020 17h00 CEST

questions for clarification	
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.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

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

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.