



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

NAME & ADDRESS OF FIRM	DATE: August 21, 2020
	REFERENCE: Protecting Vulnerable Groups and Co-ordinating Community Response to COVID-19

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Protecting Vulnerable Groups and Co-ordinating Community Response to COVID-19**

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

Proposals may be submitted on or before Tuesday, September 01, 2020 via email by 16h00 to the address below:

UNDP Procurement Unit
bid.pretoria@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
8/21/2020*

Description of Requirements

<p>Context of the Requirement</p>	<p>In mid-2020, UNDP South Africa was resourced in support of an inclusive and multi-sectoral response to COVID-19 and addressing its socio-economic impact in South Africa. One of the main objectives of this programme is “integrated and inclusive crisis management and response,” with particular emphasis on safeguarding human rights, protecting vulnerable groups, and engaging communities for prevention response and social cohesion in the context of COVID-19. To carry out critical COVID-19 response work in local communities, UNDP South Africa intends to collaborate with civil society organisations and enlist the contractor to implement a community response plan.</p> <p>The assignment will include providing advocacy support for vulnerable populations — including the chronically ill, victims of gender-based violence (GBV), those with disabilities, and the elderly — as well as awareness raising and anti-discrimination campaign. As determined by the needs in specific localities or districts, the contractor will also be tasked with the recruitment and coordination of peer educators, healthcare workers, and human rights advocates.</p>
<p>Implementing Partner of UNDP</p>	<p>UNDP South Africa</p>
<p>Brief Description of the Required Services¹</p>	<p>This call is for a service provider to develop a domestic election observer on-line platform, modelled on tried and tested experiences in countries such as India and Romania.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<ul style="list-style-type: none"> - Support for vulnerable groups by identifying avenues for improved legal assistance, medical care, inclusive decision-making, and livelihood security. - Ensuring social cohesion during the COVID-19 crisis through awareness-raising and anti-discrimination campaigns which mainstream the needs and rights of vulnerable populations and promote peaceful and cohesive existence. - Identification and promotion of innovative solutions to address COVID-19 impact at community level via training of peer educators at the community level, strengthening civilian-local government partnership, and outreach campaigns. - Providing support for vulnerable groups (including the chronically ill, victims of gender-based violence, those with disabilities, and the elderly) by identifying avenues for improved legal assistance, GBV response, medical care, community leadership opportunities, and livelihood security. - Identifying and adapting community infrastructure and forums for COVID-19 response work. - Monitoring human rights abuses and developing recommendations for rapid response, as COASA has also been already been assigned this role by the Human Rights Commission

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.

	- Developing awareness-raising communications which keep communities informed of COVID-19 developments and foster social cohesion
Person to Supervise the Work/Performance of the Service Provider	The work of the contractor will be supervised, and quality assured by the Programme Manager: Governance, who is responsible for the outputs on multi-sectoral crisis response and recovery. The overall programme will be managed by the CO COVID-19 Project Manager. A workplan will be developed with key milestones and indicators for monitoring.
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	Meetings and reports as and when required
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months from signing of the contract
Target start date	October 01 st 2020
Latest completion date	March 2021
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
	<input type="checkbox"/> 60 days

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

Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" 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 <input type="checkbox"/> Permitted
Payment Terms ³	<ul style="list-style-type: none"> • Generating community profiles and tailored work plans with community offices and local organizers to address the needs of vulnerable populations (30) • Creating and implement a collaborative measurement and evaluation tool to itemize needs and track progress made towards community-set goals. (20) • Recruitment and Training programme (as necessary) of peer educators, community development workers, and legal advocates to address identified needs and promote innovative solutions to COVID-related problems (30) • Development of anti-discrimination and safe living campaigns, specific to the COVID-19 context, which mainstreams and raises awareness for the needs and rights of vulnerable populations (20) <p>All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Manager: Governance;
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services

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.

	<input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract												
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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% of the overall proposal - 100 points)</u></p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Demonstrated expertise and 5 to 8 years experience in human rights advocacy, legal aid, and community organizing in South Africa.</td> <td>50</td> </tr> <tr> <td>Well established network of community-based organisations and structures in South Africa and in identified districts and localities</td> <td>20</td> </tr> <tr> <td>Minimum post matric qualifications (diploma or degree) in law, paralegal, community and social development, social work or related fields, of team members</td> <td>15</td> </tr> <tr> <td>Demonstrated experience in anti-discrimination awareness raising and communications, including use of easy to read communication material</td> <td>15</td> </tr> <tr> <td>TOTAL</td> <td>100</td> </tr> </tbody> </table> <p><i>(minimum qualifying score – 70 points)</i></p> <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>	Criteria	Points	Demonstrated expertise and 5 to 8 years experience in human rights advocacy, legal aid, and community organizing in South Africa.	50	Well established network of community-based organisations and structures in South Africa and in identified districts and localities	20	Minimum post matric qualifications (diploma or degree) in law, paralegal, community and social development, social work or related fields, of team members	15	Demonstrated experience in anti-discrimination awareness raising and communications, including use of easy to read communication material	15	TOTAL	100
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TOTAL	100												
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:												

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> procurement.enquiries.za@undp.org / lerato.maimela@undp.org 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>	

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

⁶ 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.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.