



REQUEST FOR PROPOSAL (RFP)
On behalf of UN HABITAT
For Outcome Survey 2020 of Global Sanitation Fund (GSF) Nepal
Programme

NAME & ADDRESS OF FIRM	DATE: August 31, 2020
	REFERENCE: UNDP/RFP/08/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal to **Outcome Survey 2020 of Global Sanitation Fund (GSF) Nepal Programme**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Sunday, September 13, 2020** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/08/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/08/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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. The proposals submitted by email must be limited to a maximum of **25 MB** (each transmission) and no more than **6** email transmissions

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. UNDP reserve to deduct the cost on the basis of output, if 100% output could not deliver with in the contract Period.

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,


Niraj Shrestha
Assistant Resident Representative (Operations)
8/31/2020

Annex 1

Description of Requirements

Context of the Requirement	<p>UN-Habitat with the Technical and Financial support of Water Supply and Sanitation Collaborative Council (WSSCC) supporting Government's initiative in Open Defecation (ODF) Campaign since 2010. The country was declared ODF in September 2019. Apart from the above-mentioned results, the Programme is intended to bring about the following significant change: i) People in the programme area and outside the programme will experience behaviour change with regard the use of improved sanitation facilities and hand washing; ii) developed capacity for sustaining the achieved S&H benefits; iii) reviewed and improved Government systems and policies (e.g. the national sanitation M&E system); iv) the S&H lessons from the programme will enable successful approaches and technological options to be identified and to spread, and v) the health of community members will improve and so improve their productivity.</p> <p>The Programme uses a community led total sanitation (CLTS) approach in partnership with local governments. The CLTS approach involves creating demand and triggering for sanitation and hygiene behaviour change, along by implementing sanitation and marketing promotion to ensure that beneficiaries adopt latrines that meet Programme standards for quality and affordability.</p> <p>The GSF recommends that programmes conduct outcome surveys periodically (every two to three years preferably) throughout the programme cycle (i. 2013; ii. 2016; iii. 2018) along with two specific external evaluations. The outcome survey represents an important component of a robust programme monitoring system. Outcomes surveys support independent verification of programme results, they serve to measure the sustainability of the results achieved, and they are also a tool to measure other information on the programme outcomes that are not part of the routine monitoring system.</p>
Implementing Partner of UNDP	Not Applicable
Brief Description of the Required Services	As mentioned in the ToR
List and Description of Expected Outputs to be Delivered	<p>Provide statistically representative data on the key programme sanitation and hygiene indicators in the GSF targeted programme areas;</p> <p>Identify whether households have continued to use and properly maintain improved toilets and hand washing facilities;</p> <p>Understand if the results achieved equally benefit vulnerable populations and meet the needs of marginal and vulnerable populations, including the presence of appropriate financing mechanisms for supporting the poor;</p>

	<p>Assess level of safely managed sanitation services;</p> <p>Assess Programme progress by comparing survey results with previous outcome survey data;</p> <p>The consultant will need to organize at least three consultative meetings with NRB, and stakeholders as indicated below:</p> <ul style="list-style-type: none"> a. Discussions on the draft Country Synthesis Report b. Discussions on the draft Roadmap and the Action Plan c. Presentation of final Roadmap and the Action Plan to High Level Financial Inclusion Roadmap Implementation Committee at NRB.
Person to Supervise the Work/Performance of the Service Provider	WASH Coordinator , M & E Specialist, UN-Habitat , Nepal
Frequency of Reporting	<i>As needed and mentioned in the ToR</i>
Progress Reporting Requirements	<i>As needed and mentioned in the ToR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Three and half months
Target start date	21 September 2020
Latest completion date	25 December 2020
Travels Expected	YES
Special Security Requirements	Compliance of COVID-19 guidelines
Facilities to be Provided by UNDP (i.e., must be	

excluded from Price Proposal)												
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"/> Local Currency <i>Nepalese Rupees</i>											
Value Added Tax on Price Proposal	<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											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" 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	<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>Upon signing of the contract and submission the implementation plan</td> <td>20%</td> <td>30 September 2020</td> <td>Within thirty (30) days from the date of meeting the</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon signing of the contract and submission the implementation plan	20%	30 September 2020	Within thirty (30) days from the date of meeting the
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Upon signing of the contract and submission the implementation plan	20%	30 September 2020	Within thirty (30) days from the date of meeting the									

	Upon submission of the inception report	30%	31 October 2020	following conditions: 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.
	Upon submission and presentation on study findings and national sharing workshop	30%	30 November 2020	
	Upon submission and acceptance of Outcome Study Report, and all remaining deliverable	20%	25 December 2020	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	GSF Programme Manager, UN Habitat			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <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).			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm [280] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [450] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [270]			

	<p><u>Financial Proposal (30%)</u></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:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p>
Contract General Terms and Conditions ¹	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ²	<p><i>UNDP Nepal</i> <i>Procurement Unit</i> query.procurement.np@undp.org</p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/08/2020, on or before 5:00PM, 6th September 2020. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained.</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>

¹ 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.

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.

Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p>
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Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 280 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	30
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20
1.5 Quality assurance procedures, warranty	20
Sub total (1.1 to 1.5)	80
1.6 Relevance of: (Points - 137)	
- Specialized Knowledge	50
- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	50
- Work for UNDP/ UN-Habitat major multilateral/ or bilateral programmes	50
Sub Total for 1.6	200
Total for Expertise of firm / organisation submitting proposal (I)	280
II. Proposed Work Plan and Approach (Points obtainable 450 Points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	50
2.3 Are the different components of the project adequately weighted relative to one another?	50
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	100
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	100
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50

Total for Proposed Work Plan and Approach (II)	450
III. Personnel (Points obtainable 270 Points)	
3.1 Research and Monitoring Expert	
Academic Qualification	20
Trainings taken relevant to proposed activity	10
Professional Experience on Monitoring and Evaluation	35
Experience in analytical of data analysis	35
Sub Total for Research and Monitoring Expert	100
3.2 Sociologist	
Academic Qualification	15
Trainings taken relevant to proposed activity	10
Professional Experience in the field of sociology and Behaviour Change	40
Experience in planning	35
Sub Total for Sociologist	100
3.3 Public Health Expert	
Academic Qualification	10
Trainings taken relevant to proposed activity	10
Professional Experience in Public Health Issues (sanitation related)	30
Experience in reviewing behavior change (Sanitation Related) outcomes in public health programmes.	20
Sub Total for Public Health Expert	70
Total for Personnel (III)	270
Grand Total (A+B+C)	1000

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)***

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

⁴ 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 [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon signing of the contract and submission the implementation plan	20%	
2	Upon submission of the inception report	30%	
3	Upon submission and presentation on study findings and national sharing workshop	30%	
	Upon submission and acceptance of Outcome Study Report, and all remaining deliverable	20%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1.1 Lead Researcher	days		1	
1.2. Sector expert/Sociologist to help review literatures and provide programmatic knowledge to the research team				
1.3. Public Health Expert	days			
1.4. Data Analyst	days			
1.5. Data base manager for preparing tabulation, guiding supervisors and enumerators to use tabulation and organizing the data and information	days		1	

1.6. Supervisors for supporting and verifying household level data collectors	days			
1.7. Enumerators for household level data collection	days		1	
1.8. Other, if any	days			
2. Training				
2.1 Pre study training to the enumerators and supervisors	Participants			
2.2 Supervisors' Training	Participants			
2.3 Trainers	Days			
2.4 Tablet/Smartphone Use	Lumpsum			
3. District wise Consultation and feedback incorporation	Person			
II. Out of Pocket Expenses				
1. Travel costs including DSA and travel etc.	Persons			
2. Communications	Persons			
4. Total Indirect Cost excluding Indirect Cost				
5. Indirect Cost (XX per cent of the project cost) B				
6. Total Cost excluding Indirect cost				
7. VAT (13% on the 6)				
8. Total cost excluding VAT				

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



Annex 3

General Terms and Conditions of Contract

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Annex 4

Terms of References