



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

NAME & ADDRESS OF FIRM	DATE: September 7, 2020
	REFERENCE: 2020/UNDP-MMR/PN/094

Dear Sir / Madam:

We kindly request you to submit your Proposal for Subnational consultation workshops on the National REDD+ FPIC Guidelines.

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

Proposals may be submitted on or before Monday, September 21, 2020 and via email, courier mail to the address below:

**United Nations Development Programme (Myanmar)**  
**No. 6, Natmauk Road, Tamwe Township, Yangon**  
**Programme Support Team Leader**  
**bids.mm@undp.org;**

Your Proposal must be expressed in the English Language, 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Payal Suri*

*Programme Support Team Leader  
9/7/2020*

## Description of Requirements

Context of the Requirement	<p>Myanmar became a partner country of the UN-REDD Programme in December 2011 and received support to develop a REDD+ Readiness Roadmap that was finalized in 2013. From 2014 onwards, the Programme provided initial support to implement the widely consulted roadmap. In November 2015, the 15th Meeting of the UN-REDD Policy Board approved the country’s request for a National Programme, with full implementation commencing in January 2017.</p> <p>The UN-REDD Myanmar Programme seeks to support the development of national capacities and institutions during the readiness phase of REDD+ under the UNFCCC and includes five major outcomes:</p> <p>Outcome 1: Relevant stakeholders engaged, and their capacities developed Outcome 2: National institutions have capacity to implement effective and participatory governance arrangements for REDD+ Outcome 3: REDD+ safeguards defined, and national safeguards information system developed Outcome 4: Development of Myanmar’s national forest monitoring system (NFMS) and preliminary forest RELs/RLs supported Outcome 5: National REDD+ Strategy developed</p> <p>The UN-REDD Programme, supported by UNDP and with funding from the UNDP Seoul Policy Centre, has developed draft FPIC guidelines, based on a pilot exercise conducted in Mon State, and derived from a series of earlier consultations. These have been elaborated and need to be presented to representatives of ethnic organizations as part of a process to finalize the guidelines.</p> <p>This consultancy seeks a non-governmental organization that can coordinate and facilitate 2-day subnational consultation workshops in four locations, identified to facilitate participation by ethnic stakeholders from States/Regions, to generate ideas and feedback to improve the draft REDD+ FPIC guidelines.</p>															
Brief Description of the Required Services	<p>The 2-day consultation workshops will be conducted in four locations. The priority States/Regions are: Chin, Kachin, Shan, Kayah, Kayin, Mon and Tanintharyi. Given these priorities, the four locations proposed for consultation are:</p> <table><tr><td>No.</td><td>Location</td><td>States/Regions participating</td></tr><tr><td>1</td><td>Myitkyina</td><td>Kachin, Shan (north)</td></tr><tr><td>2</td><td>Mawlamyaing</td><td>Mon, Kayin, Tanintharyi</td></tr><tr><td>3</td><td>Thaunggyi</td><td>Shan (south), Kayah</td></tr><tr><td>4</td><td>Hakha</td><td>Chin</td></tr></table> <p>Due to Covid restrictions, the total number of participants, including organizers in each event will be 30. The participants should be from:</p> <ul style="list-style-type: none"><li>➤ State/Regional parliament: 2</li><li>➤ State/Region Forest Department: 2</li><li>➤ Ethnic Armed Organizations: 5</li><li>➤ CSOs and NGOs: 16</li><li>➤ Organizers and resource persons: 5</li></ul>	No.	Location	States/Regions participating	1	Myitkyina	Kachin, Shan (north)	2	Mawlamyaing	Mon, Kayin, Tanintharyi	3	Thaunggyi	Shan (south), Kayah	4	Hakha	Chin
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3	Thaunggyi	Shan (south), Kayah														
4	Hakha	Chin														

	Under the guidance of UN-REDD Programme, the contracted organization will have to undertake the following main activities.									
	No.	Activities	Oct				Nov			
			W1	W2	W3	W4	W1	W2	W3	W4
	1	Work plan for the assignment								
	2	Identification of relevant stakeholders for each location								
	3	Subnational consultation workshops								
	4	Brief summary of key feedback for each consultation workshop								
	5	Draft report								
	6	Final report								
	<p>Detailed list of tasks:</p> <p>In close consultation with UN-REDD Programme Management Unit (PMU), the service provider will:</p> <ul style="list-style-type: none"> <li>a) Identify relevant institutional stakeholders<sup>1</sup>;</li> <li>b) Conduct preparatory discussions with stakeholders from target States/Region of each location to ensure common understanding of the objectives; and</li> <li>a) Design an appropriate consultation process/agenda</li> <li>b) Facilitate each consultation; and</li> <li>c) Prepare brief summary of key feedback after each consultation workshop.</li> </ul> <p>Prepare draft report:</p> <ul style="list-style-type: none"> <li>a) Document steps taken, key observations and feedback from stakeholders; and</li> <li>b) Submit to the PMU for review.</li> </ul> <p>Revise draft report and prepare final report</p> <ul style="list-style-type: none"> <li>a) Revise report based on review comments received from the PMU; and</li> </ul> <p>Submit final version, together with list of participants.</p>									
List and Description of Expected Outputs to be Delivered	(Please see in attached TOR)									
Person to Supervise the Work/Performance of the Service Provider	(Please see in attached TOR)									
Frequency of Reporting	[Please see in attached TOR]									
Progress Reporting	Please see in attached TOR									

<sup>1</sup> The usage of "Institutional" in this context broadly refers to collective bodies of governmental and non-governmental stakeholders such as governments, civil society, ethnic minorities, local communities, private sector, and academia.

Requirements																				
Location of work	Yangon with travel to 4 State/Regions																			
Expected duration of work	3 months																			
Target start date	1 October 2020																			
Latest completion date	31 December 2020																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Travel to be proposed in line with proposed methodology against target deliverables.</p>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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Special Security Requirements	<input checked="" type="checkbox"/> N/A																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not provided																			
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 for International Firm <input checked="" type="checkbox"/> Local Currency (Kyats) for Local Firm																			

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 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 submission of the Work plan of the assignment and List of stakeholder groups to be invited to each workshop</td><td>20%</td><td>Within 2 weeks days of contracting</td><td rowspan="4">           Within thirty (30) days from the date of meeting the 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.         </td></tr> <tr> <td>Upon submission of briefs summary of key feedback for each consultation workshop for 1st 2 locations</td><td>35%</td><td>Within 5 weeks of contracting</td></tr> <tr> <td>Upon submission of briefs summary of key feedback for each consultation workshop for 2nd 2 locations</td><td>35%</td><td>Within 9 weeks of contracting</td></tr> <tr> <td>Upon submission of the final report</td><td>10%</td><td>Within 12 weeks of contracting</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon submission of the Work plan of the assignment and List of stakeholder groups to be invited to each workshop	20%	Within 2 weeks days of contracting	Within thirty (30) days from the date of meeting the 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 of briefs summary of key feedback for each consultation workshop for 1st 2 locations	35%	Within 5 weeks of contracting	Upon submission of briefs summary of key feedback for each consultation workshop for 2nd 2 locations	35%	Within 9 weeks of contracting	Upon submission of the final report	10%	Within 12 weeks of contracting
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Upon submission of the final report	10%	Within 12 weeks of contracting																			
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Chief Technical Advisor, UN-REDD Programme																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																				
	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)																				

Criteria for Contract Award	
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <ul style="list-style-type: none"> <li>• Expertise of the Firm: 40%</li> <li>• Proposed Workplan and Approach: 30%</li> <li>• Personnel: 30%</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></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:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p><i><u>Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process</u></i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Detailed TOR [Annex 3]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only)	<p>Kyaw Win Htun Procurement Associate  <a href="mailto:kyaw.win.htun@undp.org">kyaw.win.htun@undp.org</a></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>
Other Information [pls. specify]	N/A

**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[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, contact 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.*

**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*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



- 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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <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]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

**TERMS OF REFERENCE**

Assignment Title	Subnational consultation workshops on the National REDD+ FPIC Guidelines
Project	UN-REDD Programme
Type of Contract	Professional Services Agreement
Duration	30 days (Oct – Dec 2020)
Location	Yangon with travel to 4 State/Regions
Application Deadline	

**BACKGROUND**

Myanmar became a partner country of the UN-REDD Programme in December 2011 and received support to develop a REDD+ Readiness Roadmap that was finalized in 2013. From 2014 onwards, the Programme provided initial support to implement the widely consulted roadmap. In November 2015, the 15<sup>th</sup> Meeting of the UN-REDD Policy Board approved the country's request for a National Programme, with full implementation commencing in January 2017.

The UN-REDD Myanmar Programme seeks to support the development of national capacities and institutions during the readiness phase of REDD+ under the UNFCCC and includes five major outcomes:

- Outcome 1: Relevant stakeholders engaged, and their capacities developed
- Outcome 2: National institutions have capacity to implement effective and participatory governance arrangements for REDD+
- Outcome 3: REDD+ safeguards defined, and national safeguards information system developed
- Outcome 4: Development of Myanmar's national forest monitoring system (NFMS) and preliminary forest RELs/RLs supported
- Outcome 5: National REDD+ Strategy developed

The UN-REDD Programme, supported by UNDP and with funding from the UNDP Seoul Policy Centre, has developed draft FPIC guidelines, based on a pilot exercise conducted in Mon State, and derived from a series of earlier consultations. These have been elaborated and need to be presented to representatives of ethnic organizations as part of a process to finalize the guidelines.

This consultancy seeks a non-governmental organization that can coordinate and facilitate 2-day subnational consultation workshops in four locations, identified to facilitate participation by ethnic stakeholders from States/Regions, to generate ideas and feedback to improve the draft REDD+ FPIC guidelines.

**SCOPE OF WORK, OUTPUTS AND DELIVERABLES**

The 2-day consultation workshops will be conducted in four locations. The priority States/Regions are: Chin, Kachin, Shan, Kayah, Kayin, Mon and Tanintharyi. Given these priorities, the locations proposed for consultation are:

No.	Location	States/Regions participating
1	Myitkyina	Kachin, Shan (north)
2	Mawlamyaing	Mon, Kayin, Tanintharyi
3	Thaunggyi	Shan (south), Kayah
4	Hakha	Chin

Due to Covid restrictions, the total number of participants, including organizers in each event will be 30. The participants should be from:

- State/Regional parliament: 2
- State/Region Forest Department: 2
- Ethnic Armed Organizations: 5
- CSOs and NGOs: 16
- Organizers and resource persons: 5

Under the guidance of UN-REDD Programme, the contracted organization will have to undertake the following main activities.

No.	Activities	Oct				Nov				Dec			
		W 1	W 2	W 3	W 4	W1 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4
1	Work plan for the assignment												
2	Identification of relevant stakeholders for each location												
3	Subnational consultation workshops												
4	Brief summary of key feedback for each consultation workshop												
5	Draft report												
6	Final report												

#### **Detailed list of tasks:**

In close consultation with UN-REDD Programme Management Unit (PMU), the service provider will:

- c) Identify relevant institutional stakeholders<sup>4</sup>;
- d) Conduct preparatory discussions with stakeholders from target States/Region of each location to ensure common understanding of the objectives; and
- d) Design an appropriate consultation process/agenda
- e) Facilitate each consultation; and
- f) Prepare brief summary of key feedback after each consultation workshop.

#### **Prepare draft report:**

- c) Document steps taken, key observations and feedback from stakeholders; and
- d) Submit to the PMU for review.

#### **Revise draft report and prepare final report**

- b) Revise report based on review comments received from the PMU; and
- c) Submit final version, together with list of participants.

#### **Key Deliverables**

The following deliverables need to be provided during and at the end of the prescribed period of duration.

<sup>4</sup> The usage of "Institutional" in this context broadly refers to collective bodies of governmental and non-governmental stakeholders such as governments, civil society, ethnic minorities, local communities, private sector, and academia.

No.	Expected delivery/outputs	Time Frame
1	Work plan for the assignment	Within one week of contracting
2	Draft list of relevant stakeholders for each location	Within 2 weeks of contracting
3,4	Brief summary of key feedback after each consultation workshop - For 1 <sup>st</sup> 2 locations - For 2 <sup>nd</sup> 2 locations	Within 5 weeks of contracting Within 9 weeks of contracting
5	Draft report	After 10 weeks of contracting
6	Final report	After 12 weeks of contracting

#### **EXPERTISE AND QUALIFICATIONS REQUIRED**

The contracted NGO shall meet the following criteria:

- Registered with the Government of Myanmar (GoM);
- Demonstrated experience in natural resource management and REDD+;
- Demonstrated good working experience with the GOM, CSO and Ethnic Nationalities organizations; and
- Good networking, communication and facilitation skills.

#### **MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS**

The work will be conducted under the supervision of Chief Technical Advisor of the UN-REDD Programme and in close consultation with the UN-REDD Programme Management Unit (PMU). The UN-REDD PMU will provide technical advice on the methodological approach throughout the process.

In accordance with expected outputs and deliverables, the Contractor submits reports to UN-REDD Chief Technical Advisor for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Contractor should notify the UN-REDD Chief Technical Advisor in advance to take necessary steps.

#### **DUTY STATION AND DURATION OF ASSIGNMENT**

The duty station for this assignment is Yangon with travel to Myitkyina, Mawlamyaing, Thauγγgyi and Hakha. The work will be undertaken over a period of up to 3 months, starting in October 2020.

#### **PAYMENT ARRANGMENT**

Payment for contracted organization will be made upon certification of work accomplished and delivered by the contracted organization. The payment instalments will be as follows:

No.	Deliverable	Payment
1,2	Upon submission of the - Work plan of the assignment - List of stakeholder groups to be invited to each workshop	20%
3,4	Upon submission of briefs summary of key feedback for each consultation workshop - For 1 <sup>st</sup> 2 locations - For 2 <sup>nd</sup> 2 locations	35% 35%
5	Final report	10%

#### **RECOMMENDED PRESENTATION OF OFFER**

The organizations are invited to submit technical and financial proposals. The technical proposals should contain the following information:

- 1) Short description of the proposed methodology and approach to accomplish the outputs of the project;
- 2) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;
- 3) Expertise that will constitute the proposed team that will undertake the assignment, together with the team management structure, with clear specification of the roles of individual personnel;
- 4) Capacity statement of the individuals, team/organization, supported by documentation of research papers;
- 5) Curriculum vitae of key team members; and
- 6) Work plan including time allocations for major activities.

The financial proposal shall contain the information on budget management and detail budget allocation for those tasks that are needed for the assignment. Possible budget heading may include costs for the personnel, materials, travel, per diem, communications, logistics, administration, stationeries, equipment rental, administrative overheads, etc.

Organizations are requested to provide registration certificates/ documents and firms'/organizations' detailed bank information with the proposals.

#### **CRITERIA FOR SELECTION OF THE BEST OFFER**

Organization will be evaluated based on the following methodology:

Cumulative Analysis

The award of the contract shall be made to the organizations whose offer has been evaluated and determined as;

1) Responsive/compliant/acceptable, and

2) Having received the highest score

· Technical Criteria weight: 70 %

· Financial Criteria weight: 30%

The technical proposals will be evaluated as per the following criteria.

· Expertise of organizations: 40%

· Proposed Work Plan and Approach: 30%

· Personnel: 30%

No.		Description	Score
<b>1</b>		<b>Expertise of Organization</b>	<b>40</b>
	1.1	Experience of the organization in undertaking similar activities (please submit a list of similar projects with information on location, timelines, beneficiaries and value of the project)	25
	1.2	General organizational capability to deliver the requirements of this ToRs	15
<b>2</b>		<b>Proposed Work plan and Approach</b>	<b>30</b>
	2.1	Understanding the task	5
	2.2	Appropriate conceptual framework and methodology used	10
	2.3	Defined scope of tasks	10
	2.4	Work plan	5
<b>3</b>		<b>Management Structure and qualifications of key personnel</b>	<b>30</b>
	3.1	Completeness of the team composition	15
	3.2	Professionals' qualifications and competence for the assignment	15
		Total	100

Only those organizations obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

**Financial Evaluation of Proposals:**

The financial proposals of all the applicants who pass the technical evaluation will be scored.

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$  for other proposer's fees.

The contract shall be awarded to the applicant who receives the highest cumulative score.