

Amendment# 1 to RFP-156-IND-2020

Event ID : 0000007196

21 September 2020

Dear Bidders,

The following amendment is hereby being made to the RFP document for “**Improved resilience of vulnerable households through climate responsive interventions in Mayurbhanj and Keonjhar**”.

Wherever the word “**NGO**” appearing in the RFP document is replaced with “**Service Provider**”

In Annex 1 under “Description of Requirements”

EXISTING

Partial Quotes	<input checked="" type="checkbox"/> Not Permitted.
UNDP will award the contract to:	One and only one Service Provider

READ AS

Partial Quotes	<input checked="" type="checkbox"/> Permitted, as per following instructions: <ul style="list-style-type: none"> • Bidders may submit proposal for one or more districts. • In case, bidders submitting proposal for more than one district, they MUST submit separate Technical & Financial proposals for each district. • The cumulative evaluation will be carried out separately for the districts and bidders will be selected based on cumulative highest scores (technical + financial). <p>Note: Team Leader can be one, however, separate team members should be proposed for each district.</p>
UNDP will award the contract to:	One or more Service Providers.

Annex 3 : FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL

AND

Annex 4 : FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL
are replaced as under (next page):-

FORM FOR SUBMITTING SERVICE PROVIDER'S

TECHNICAL PROPOSAL

District _____

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[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) Track Record - list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- d) Certificates and Accreditation - including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- e) 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

¹ Official Letterhead/Stationery must indicate contact details - addresses, email, phone and fax numbers - for verification purposes

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

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 key personnel and who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

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

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S

FINANCIAL PROPOSAL

District _____

A. Cost Breakdown per Deliverable*

	Deliverables	Percentage of Total Price (Weight for payment)	Price (INR) (Lump Sum, All Inclusive)
1	Inception report with detailed action plan with timeline, operational area, details of staff engaged under the assignment, strategies for the assignment, minutes of the meetings held with district administration etc.	20%	
2	2nd Report comprising of training details of SHG, PRIs, administrative and technical staff, GP plans and their approval, prioritization of MGNREGS works, Innovation Strategy Document, Livelihoods Plan, case studies etc.	30%	
3	3rd Report- Convergence strategy and models, resources leveraged, scaling up of ICRG phase I interventions, trainings reports, institutional partnership, case studies etc.	30%	
4	Final report - project completion report with key achievements, learning, impact, impactful case studies, videos etc.	20%	
	Total	100%	INR.....

*This shall be the basis of the payment tranches

B. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time (in INR)	Total Period of Engagement (in days)	No. of Personnel	Total Amount (INR)
I. Personnel Services*				

1. Team leader (1)				
2. Team member 1 (Engineer)				
3. Team member 1 (NRM and Livelihoods)				
4. Team member 4 (Block facilitator)				
5. Team member 5				
II. Other related expenses				
1. Training/Workshops/Consultations**				
2. Local Travel				
3. Communications				
4. Others, if any				
Total				INR.....

* Structure of the team is to be proposed by Proposer in accordance to their understanding of the ToR.

** Training and Workshop costs should include cost of venue, tea/coffee, lunch and workshop stationery, etc. for approx. 30 participants

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

[Designation]

[Date]

All other terms and conditions of the bid document, except as amended herein above, remain unaltered.

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