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**Call for Proposals from NGOs/CSOs**

**(including Academic Institutes)**

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| International Open Bidding | DATE: September 22, 2020 |
| REFERENCE: 2020/BPPS/GOV/2668 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for UNDP’s initiative on ‘Legal Identity for All’ to build UNDP’s capacity (as well as that of the wider UN Legal Identity Agenda Task Force) to advise and support Member States on the design, upgrade and/or implementation of thorough, comprehensive legislative and institutional governance frameworks for the protection of personal data and privacy.

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

* Annex1 – Call for proposal Instruction
* Annex 2- Terms of Reference
* Annex 3- Request for Information
* Annexure 4 – Form for submitting service provider’s Technical proposal
* Annexure 5 – Form for submitting service provider’s Financial proposal
* General Terms and Conditions of the Contract

Proposals may be submitted on or before Sunday, October 11, 2020, and via email to the address below:

**United Nations Development Programme**

***BPPS Procurement***

**bpps.procurement@undp.org**

***Please quote reference number on the subject line***

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. While 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 Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address**.** The file with the “FINANCIAL PROPOSAL” **must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open Financial Proposal. The proposer shall assume the responsibility for not encrypting the financial proposal. Failure to password protect the Financial Proposal can lead to rejection of the offer.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the call for proposal 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 call for proposal 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 uploaded as a separate attachment.

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,**



*Niall McCann*

*Policy Advisor and Programme Advisor (Legal Identity)*

9/22/2020

**Annex I – call for proposal (instruction)**

**Call for Proposals from NGOs/CSOs (including Academic Institutes)**

**INSTRUCTIONS**

1. **BACKGROUND**

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations

This Call for Proposals (CFP) is specifically related to the UNDP’s initiative on “**Legal Identity for All,” which aims to assist UN Member States to implement SDG Target 16.9 – “legal identity for all, including birth registration, by 2030.” UNDP is implementing this work via two separate projects – a $4m Japan-funded project, supporting Country Offices in Cameroon, Kenya and Zambia (as well as some global policy work), and a Project Initiation Plan, supported by Switzerland and Sweden, supporting overall UN efforts, via UNDP’s co-chairpersonship of the UN Legal Identity Agenda Task Force. This will eventually lead to a multi-year UN Multi-Partner Trust Fund on ‘Legal Identity for All.’**

1. **OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

The objective of this Call for Proposals is to **build UNDP’s capacity (as well as that of the wider UN Legal Identity Agenda Task Force) to advise and support Member States on the design, upgrade and/or implementation of thorough, comprehensive legislative and institutional governance frameworks for the protection of personal data and privacy. The specific outputs and deliverables are:**

**Workstream1: Map all current advisory and technical assistance activity of the international development community (including the UN) in support of data protection and privacy legislative and institutional governance frameworks, particularly in the health, identity and commercial spheres;**

**Workstream 2: Map the current international human rights framework, both globally (under the auspices of the UN) and regionally (e.g. in the European Union/Council of Europe, the African Union, the Association of South-East Asian Nations, the Organization of American States, the League of Arab States, the Pacific Islands Forum) regarding privacy and the protection of personal data;**

**Workstream 3: Map current practice within the UN system with regards to its handling of personal data, taking into account recent commitments of the Secretary-General’s Panel on Digital Cooperation, the Secretary-General’s Data Strategy and the UN High-Level Committee on Management’s ‘Personal Data Protection and Privacy Principles’;**

**Workstream 4: Map current best practice thinking (including in the academic and civil society spheres) on appropriate and comprehensive legislative and institutional governance frameworks for the protection of personal data and privacy, particularly in the health, identity and commercial sectors;**

**Workstream 5: Map most relevant recent international jurisprudence around data protection and privacy, particularly with regards to international data transfer across borders (e.g. recent ‘Schrems 2’ case decided by the European Court of Justice regarding commercial transfer of data between the EU and the US);**

**Workstream 6: Support the UN Legal Identity Agenda Task Force’s efforts to develop best practice for both legal, advisory and technical assistance support to UN Member States for building legal and institutional governance capacity for the protection of personal data and privacy, including appropriate roles for civil society.**

**The final product deliverable should either be a standalone document, or a collection of linked documents, addressing all of the above.**

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex I**

*Final Beneficiaries*

Eligible proposals will be those focused on **documenting best practice in building capacity for UN Member States in appropriate legislative and institutional governance frameworks for the protection of personal data and privacy** and targeting **Member States that request UNDP’s assistance** as the direct and final beneficiaries.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The parameters that will determine whether a NGO/CSO is eligible to be considered by UNDP will be based on the Request for Information (RFI) template. NGOs/CSOs who already submitted the information requested in the RFI do not have to resubmit it.

Request for Information template – **Annex II**

1. **PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

NB – **The proposal should address each of the six items presented in the “objectives and expected outputs” section above, and assign resources to each, in terms of personnel and budget. In Annex III and Annex IV, you can find a template for the proposals.**

1. **EVALUATION CRITERIA & METHODOLOGY**
2. **Proposals will be evaluated based on the following criteria:**

1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.

2) High impact interventions directly targeting and responding to the needs established in the ToR.

3) Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.

4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

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| **Summary of Technical Proposal Evaluation Forms** | | **Score Weight** | **Points Obtainable** |
|
| **1.** | **NGO Eligibility and qualifications** | **30%** | **300** |
| Breakdown | 1.1 Institutional capacity: The company/organization should have been established for at least one (1) year. | 5% | 50 |
| 1.2 Experience in providing technical advise on **t**he protection of personal data and privacy, especially in relation to digital technology | 12.5% | 125 |
| 1.3 Experience in developing guidance on the protection of personal data and privacy, especially in relation to digital technology | 12.5% | 125 |
| 2. | **Proposed Methodology, Approach and Implementation Plan** | **40%** | **400** |
| Breakdown | 2.1 Demonstrated technical knowledge in the area of protection of personal data and privacy, especially in relation to digital technology | 10% | 100 |
| 2.2 Proposed architecture, development tools and working methodology | 15% | 150 |
| 2.3 Clarity, consistency and coherence of the proposal. Planning and efficiency of the activities proposed | 5% | 50 |
| 2.4 Diverse regional coverage of research/partnership within the methodology | 10% | 100 |
| 3. | **Management Structure and Key Personnel** | **30%** | **300** |
| Breakdown | 3.1 Proven experience in the area of protection of personal data and privacy, especially in relation to digital technology | 10% | 100 |
| 3.2 Proven experience in development and international organization | 10% | 100 |
| 3.3 Comprehensive governance system in project management | 10% | 100 |
|  | **Total** | | **1000** |

1. **Budget size and duration**

The maximum budget to implement all 6 activities will be determined once the proposals are received.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed 6 months.

Budget breakdown and necessary duration should be clearly stated per activity as presented in “expected outputs.

1. **SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature

CSOs are encouraged to build consortium from different parts of the world to implement different components of workstream (outcomes/deliverables).

UNDP will organize an information meeting on **2nd October 2020 (Fri)** and **15.00 CET** to answer any questions that interested parties may have. For those who want to participate into the meeting, please contact [niall.mccann@undp.org](mailto:niall.mccann@undp.org) for further information, including connection details.

1. **SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals **electronically** to:

[bpps.procurement@undp.org](mailto:bpps.procurement@undp.org)

The following documents must be submitted in order for the submission to be considered:

1) Technical Proposal – See Annex III for the template

2) Financial Proposal – See Annex IV for the template

3) Documentation requested in the Request for Information (RFI) – See Annex II for the template

4) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Submission Deadline

Proposals, with supporting documents, should be submitted by **17.00 CET** Time on **Friday, 11th October, 2020**.

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [bpps.procurement@undp.org](mailto:bpps.procurement@undp.org)

*Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals*

**Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

*23rd September:* Call for Proposal opens and relevant documents are posted online.

*11th October:* Deadline for organizations to submit proposals under this Call.

*14th October:* Assessment and selection processes will take place.

21st *October:* Selected applicants will be notified.

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.

**Annex II – detailed terms of reference.**

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| **Context of the Requirement** | *Legal Identity for All: Developing best practices on ethics of legal identity data management, including personal data access and protection of data* |
| **Background** | Everyone has the right to ‘legal identity,’ i.e. to be recognised as a person before the law, as enshrined in Article 6 of the Universal Declaration on Human Rights and several international human rights instruments. Unfortunately, World Bank data suggest that up to 1 billion people worldwide cannot prove who they are, as their birth was never registered, their birth certificate was lost/stole/destroyed and could not be re-issued, or they have not been registered in an identity management scheme such as a national population register.  The 2030 Agenda for Sustainable Development established a specific target within the Sustainable Development Goals Target 16.9: “legal identity for all, including birth registration, by 2030.” In order to achieve this goal, various UN agencies and departments active in the civil registration, vital statistics and identity management arena were brought together under mandate from the Deputy-Secretary-General to form the United Nations Legal Identity Agenda Task Force, with the aim to support Member States to develop a holistic, comprehensive and interoperable civil registration, vital statistics and identity management system, from birth-to-death.  As a part of its activities, UNDP is leading an activity to develop its knowledge base **to support the UN Legal Identity Agenda Task Force’s capacity to advise Member States on the design, upgrading and/or implementation of thorough, comprehensive legislative and institutional governance frameworks for the protection of personal data and privacy as ‘One UN’,** by mapping best practice and policy thinking from all over the world**.**  The reason UNDP requires development of its support in this area is as follows:   * Increasing digitization of identity management in UN Member States in recent years has, in many cases, led to empowerment of individuals to transact with government services online. It has also led, in some Member States, to a centralisation of sensitive identity data in one government-managed national identity or national population register. While empowering previously undocumented individuals to assert their rights and increase their access to private sector financial and other services, these systems also increase both the possibility of human rights abuses, via governments that wish to surveil/profile particular sections of the population, or the creation of a “single point of failure” in the management of identity, should the system be hacked by nefarious actors both within or without of government. * At the same time, Covid-19 has obliged many UN Member States to roll out extensive contact-tracing systems, many of them digitally-based and automated, that raise profound issues about the processing of sensitive personal health data. * At the same time, the issue of data transfer and monetization of identity data by the commercial sector (including internationally, via foreign technology firms), both legally, illegally (in the case of the Cambridge Analytica case), or by government itself, has led by high some profile international court cases (e.g. the July 2020 judgement of the European Court of Justice in ‘*Schrems* 2’ regarding transfer of EU user data to private companies in the United States).   These separate issues highlight the importance of national and international legal frameworks for the processing of personal data, as well as the institutional mechanisms that allow citizens and resident foreigners to a) see how their personal identity data is managed by governments and the private sector, and b) control, to the extent possible, how their data is handled, and who has access to it. The latter would include redress mechanisms for citizens via such established mechanisms as data/information commissioners/ombudspersons and general data protection authorities.  Efforts of the transgender community and its supporters worldwide to advocate for the right of individuals to have their core identity data and documents changed to reflect their gender identity rather than their sex recorded at birth raise larger political questions about where the boundaries lie between the rights of individuals to assert that the state recognize their self-defined identity, *under the grounds of privacy*, and the rights of states (on behalf of their citizens) to determine which elements of identity data, and the documents issued giving proof thereof, remain the property of the state.  To date, there are no known, comprehensive UN knowledge products, drawing upon the international human rights framework, that guide Member States on how to build the legal and institutional governance capacity for the protection of personal data and privacy. |
| Brief Description of the Required Services[[1]](#footnote-1) | With this services to be procured under this call for proposals, therefore, we expect CSOs to i) map ongoing international assistance supporting data protection and privacy, ii) map the current international human rights framework supporting data protection and privacy, iii) map current practice within UN system on handling personal data, iv) map best practice thinking on the appropriate governance framework for the protection of personal data and privacy, and v) most relevant recent international jurisprudence around data protection and privacy. The outcome from these activities should result in a knowledge product or series of knowledge products that would represent a de facto “’how to’ implementation guide” for the UN when supporting UN Member States, upon their request, in the protection of personal data and privacy. |
| List and Description of Expected Outputs to be Delivered | 1. Map all current advisory and technical assistance activity of the international development community (including the UN) in support of data protection and privacy legislative and institutional governance frameworks, particularly in the health, identity and commercial spheres – (*this would include researching how major international donors, or the IFI’s, traditionally support this kind of work, if at all. It would also involve engaging with all UN agency members of the UN LIA TF, as well as other partners such as the WIPO, ILO, UNOPS and UNODC, etc., on their previous and current work in support of data protection and privacy, particular at the national level*); 2. Map the current international human rights framework, both globally and regionally (e.g. in the European Union, African Union, ASEAN, Organization of American States, the League of Arab States, the Pacific Islands Forum, Commonwealth of Independent States) regarding privacy and the protection of personal data – (*this would include not only documenting all UN texts from the various UN organs, including the Human Rights Council and the General Assembly, but also the EU’s GDPR, the Council of Europe’s convention 108 on data protection, and other regional agreements, etc.)* ; 3. Map current practice within the UN system with regards to its handling of personal data, taking into account recent commitments of the Secretary-General’s Panel on Digital Cooperation – (*also including the SG’s Data Strategy and the UN High-Level Committee on Management’s ‘Personal Data Protection and Privacy Principles. It would also include analysing the individual DP and privacy policies of individual UN agencies, in particular those agency that handle Personal Identifying Information, PII, of their client populations, such as UNHCR, WFP and IOM*); 4. Map current best practice thinking (including in the academic and civil society spheres) on appropriate and comprehensive legislative and institutional governance frameworks for the protection of personal data and privacy, particularly in the health, identity and commercial sectors – (*this would include documenting and analyzing latest advocacy pieces from major international NGOs as well as published academic work, preferably from a diversity of continents/regions*); 5. Map most relevant recent international jurisprudence around data protection and privacy, particularly with regards to international data transfer across borders – (*This would analyse major high profile cases such as the recent ‘Schrems 2’ case decided by the European Court of Justice regarding commercial transfer of data between the EU and the US*); 6. Develop model UN best practice for both legal, advisory and technical assistance support to UN Member States for building legal and institutional governance capacity for the protection of personal data and privacy, including appropriate roles for civil society – (*this would largely mean a knowledge product, or a series of shorter knowledge products, in the form of a ‘how to’ implementation guide on UN intervention in support of the legal and institutional governance frameworks, such as established redress mechanisms such as data or information commissioners or ombudspersons. The knowledge product(s) would guide future UN support*). |
| Person to Supervise the Work/Performance of the Service Provider | The selected CSO will be working under the guidance of the Policy Advisor, Legal Identity in UNDP’s Bureau for Policy and Programme Support in Brussels. Also, the deliverables will be reviewed by other relevant colleagues in UNDP and UN Legal Identity Agenda Task Force members. |
| Frequency of Reporting | *The selected CSO will have a regular weekly call with the Policy Advisor, Legal Identity and monthly call with wider UNDP colleagues to receive feedback on the progress.* |
| Progress Reporting Requirements | Quarterly progress reports are required for both narrative and financial report. |
| Location of work | Exact Address/es *[pls. specify]*  At Contractor’s Location |
| Expected duration of work | 6 months (1st November 2020 – 30th April 2021) |
| Target start date | 1st November 2020 |
| Latest completion date | 30th April 2021 |
| Travels Expected | N/A |
| Special Security Requirements | Since the selected CSOs will work from its own location and travels are not expected, there will not be any special security requirement. However, if the proposals include travels, completion of UN’s Basic and Advanced Security Training are mandatory and the budget should include travel insurance. |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Since the selected CSOs will work from its own location, UNDP facility will not be provided. |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| Currency of Proposal | United States Dollars  Euro  Local Currency |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  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 | Not permitted |
| Payment Terms[[3]](#footnote-3) | * The payment schedule and modality will be determined by the capacity of the selected organizations for each workstream. |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Policy Advisor, Legal Identity in UNDP’s Bureau for Policy and Programme Support |
| Type of Contract to be Signed | Other Type of Contract: *CSO as a responsible party* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  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 | **Technical Proposal (70%)**  Expertise of the Institute 20%  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%  Management Structure and Qualification of Key Personnel *[indicate percentage]* 10%  **Financial Proposal (30%)**  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: | One and only one **Service Provider per workstream:** UNDP will award contract only to one **CSO per workstream.** CSOs may bid for more than one workstream and if successful another contract may be awarded for the respective workstream. |
| Contract General Terms and Conditions[[4]](#footnote-4) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimis contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Contact Person for Inquiries  (Written inquiries only)[[5]](#footnote-5) | Bpps.procurement@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 *[pls. specify]* |  |

**Annex III-Request for Information**

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**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

1. **OBJECTIVE**

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: legal identity, national identity management, civil registration, vital statistics, data protection, biometrics system, privacy law

1. **INFORMATION REQUESTED**

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO’s alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only. Please do not submit the CACHE form at this stage.**

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| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations | *1. Is the CSO/NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?*  *2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account | 1. *Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO?* *Please provide copies of all relevant documents evidencing legality of operations.*   *2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation | *Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:*   * Leadership and Managerial Skills * Project Management * Financial Management * Organizational standards and procedures * Other |  |
| 1. Date of Establishment and Organizational Background | *1. When was the CSO/NGO established?*  *2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)*  *3. Who are your main donor/ partners?*  *4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.*  *6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.* |  |
| 1. Mandate and constituency | 1. *What is the CSO/NGO’s primary advocacy / purpose for existence?* 2. *What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*   3. *Is the CSO/NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise | 1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the CSO/NGO have?* |  |
| 1. Financial Position and Sustainability | 1. *What was the CSO/NGO’s total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.* 2. *What is the CSO/NGO’s actual and projected inflow of financial resources for the current and the following year?* 3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).* |  |
| 1. Public Transparency | 1. *What documents are publicly available?*   *2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 1. Consortium | 1. *Do you have the capacity to manage a consortium?* 2. *Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.*   *3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.* |  |
|  | | |

1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted to : bpps.procurement@undp.org

They should be received no later than **17.00 CET Time on Friday, 11th October, 2020** .

**Capacity Assessment Checklist (CACHE) For CSO/NGO**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry**  **Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Funding Sources | 1. Who are the CSO/NGO’s key donors?  2. How much percentage share was contributed by each donor during the last 2 years?  3. How many projects has each donor funded since the CSO/NGO’s inception?  4. How much cumulative financial contribution was provided for each project by each donor?  5. How is the CSO/NGO’s management cost funded? |  |
| 2. Audit | 1. Did the CSO/NGO have an audit within the last two years?  2. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 3. Leadership and Governance Capacities | 1. What is the structure of the CSO/NGO’s governing body? Please provide Organigramme.  2. Does the CSO/NGO have a formal oversight mechanism in place?  3. Does the CSO/NGO have formally established internal procedures in the area of:   * Project Planning and Budgeting * Financial Management and Internal Control Framework * Procurement * Human Resources * Reporting * Monitoring and Evaluation * Asset and Inventory Management * Other   4. What is the CSO/NGO’s mechanism for handling legal affairs?  5. Ability to work (prepare proposals) and report in English |  |
| 4. Personnel Capacities | 1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.  2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. |  |
| 5. Infrastructure and Equipment Capacities | 1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)  2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials? |  |
| 6. Quality Assurance | Please provide references who may be contacted for feedback on the CSO/NGO’s performance regarding:   * Delivery compared to original planning * Expenditure compared to budget * Timeliness of implementation * Timeliness and quality of reports * Quality of Results |  |

**Annex IV – Template for Submitting Technical Proposal**

**FORM FOR SUBMITTING TECHNICAL PROPOSAL[[6]](#footnote-6)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[7]](#footnote-7))***

[insert: *Location]*.

[insert: *Date]*

To: Niall McCann, Policy Advisor and Programme Manager (Legal Identity), UNDP

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 :

1. **Qualifications of the Service Provider**

*The applicants must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

1. *Profile – describing the nature of institutions/activities, field of expertise, licenses, certifications, accreditations;*
2. *Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients or partners for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the institute is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The applicants must describe how it will address/deliver the demands of the call for proposal; 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.* |

1. **Management Structure and Resource (Key Personnel)**

*The applicants must provide :*

1. *Comprehensive description of the management structure*
2. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
3. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
4. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**Annex V**

**FORM FOR SUBMITTING FINANCIAL PROPOSAL[[8]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))***

[insert: *Location]*.

[insert: *Date]*

To: Niall McCann, Policy Advisor and Programme Manager (Legal Identity), UNDP

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Workstream/Deliverables**  **(This depends on which workstreams /deliverables you are applying to)** | **Required Working Days** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Map all current advisory and technical assistance activity of the international development community (including the UN) in support of data protection and privacy legislative and institutional governance frameworks, particularly in the health, identity and commercial spheres; |  |  |
| 2 | Map the current international human rights framework, both globally (under the auspices of the UN) and regionally (e.g. in the European Union/Council of Europe, the African Union, the Association of South-East Asian Nations, the Organization of American States, the League of Arab States, the Pacific Islands Forum) regarding privacy and the protection of personal data; |  |  |
| 3 | Map current practice within the UN system with regards to its handling of personal data, taking into account recent commitments of the Secretary-General’s Panel on Digital Cooperation, the Secretary-General’s Data Strategy and the UN High-Level Committee on Management’s ‘Personal Data Protection and Privacy Principles’ |  |  |
| 4 | Map current best practice thinking (including in the academic and civil society spheres) on appropriate and comprehensive legislative and institutional governance frameworks for the protection of personal data and privacy, particularly in the health, identity and commercial sectors |  |  |
| 5 | Map most relevant recent international jurisprudence around data protection and privacy, particularly with regards to international data transfer across borders (e.g. recent ‘Schrems 2’ case decided by the European Court of Justice regarding commercial transfer of data between the EU and the US); |  |  |
| 6 | Support the UN Legal Identity Agenda Task Force’s efforts to develop best practice for both legal, advisory and technical assistance support to UN Member States for building legal and institutional governance capacity for the protection of personal data and privacy, including appropriate roles for civil society |  |  |
| Total | |  |  |

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

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

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

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

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

*[Designation]*

*[Date]*

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.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
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.* [↑](#footnote-ref-3)
4. *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.*  [↑](#footnote-ref-4)
5. *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.* [↑](#footnote-ref-5)
6. *This serves as a guide to the applicants in preparing the Proposal.*  [↑](#footnote-ref-6)
7. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-7)
8. *This serves as a guide to the applicants in preparing the Proposal.*  [↑](#footnote-ref-8)
9. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)