



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

NAME & ADDRESS OF FIRM	DATE: September 23, 2020
	REFERENCE: Eastern Cape Scenario development and recovery planning

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Eastern Cape Scenario development and recovery planning**

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

Proposals may be submitted on or before Tuesday, October 06, 2020 via email by 16h00 to the address below:

UNDP Procurement Unit
bid.pretoria@undp.org

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
9/23/2020*

Description of Requirements

Context of the Requirement	<p>The United Nations (UN) in South Africa opportunely completed its United Nations Sustainable Development Cooperation Framework (UNSDCF), 2020-25, from which the United Nation Development Programme's (UNDP) Country Programme Country (CPD) 2020 -25, was determined. The documents articulate the UN/UNDP's programme of support to the Government in combatting the development challenges of poverty, unemployment and inequality; in close consultation with the Government of South Africa and other partners. The UNDP CPD 2020-25 is therefore strongly aligned to the Government's Medium-Term Strategic Framework (MTSF) 2019-2024 and the country's priorities both at the national and local levels.</p> <p>According to the UNDP-led UN research on the Socio-Economic Impact of COVID-19 in South Africa, poverty and vulnerability, unemployment and inequalities in South Africa increases due to shocks from the health pandemic. An already unequal national situation has been made much worse as a result of the COVID-19 pandemic and the study indicates that it may take at least 5 years for the economy to return to pre-2019 levels of growth, employment and inequality unless a combination of innovative policy and actions are taken. Similarly, the UNDP-led UN Emergency Needs Assessment on the impact of COVID-19 on the most vulnerable indicated that the Eastern Cape is one of the most affected by the burdens of COVID-19. Poverty has significantly decreased in the Eastern Cape falling from 30.2% in 2001 to 12.7% in 2016 ¹, yet the Eastern Cape is the poorest of all of the country's nine provinces.</p> <p>The Eastern Cape province ranks the lowest of South Africa's nine provinces on social, economic and development indexes. The province has low labour force participation, high youth and adult unemployment and high net-out migration. Government services, wages and expenditure are the main contributors to economic growth and employment; however the province does have pockets of internationally competitive export industries, notably in the automotive manufacturing industry and agriculture. The Eastern Cape recorded its first case of COVID-19 on 20 April 2020. By the end of August 2020, the province was ranked number four out of the nine provinces of South Africa, with 85 899 positive cases identified, 81 373 recoveries, and 2 869 deaths (National Health Department, 2020). The pandemic caused severe pressure on the health and social welfare systems countrywide, and particularly in the Eastern Cape where the primary health care system was already under strain. The dual dilemma of the pandemic, an already weak economy lockdown measures taken by the South African government to mitigate the effect of the pandemic has had a severe impairment on the circular flow of income, goods, and services, worsening both aggregate demand and aggregate supply.</p>
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¹ SAMPI measures by province, Poverty Trends in South Africa 2006 and 2015

	<p>The crisis has led to a rapid learning curve among policy and decision makers, increasingly recognizing that the plans, systems, and organisational cultures are unsuited for dealing with both known and unknown risks and events. As the pandemic subsides the focus is now shifting to recovery, albeit in a highly uncertain context contingent on external factors. The COVID-19 shock creates an opportunity to rethink assumptions and redesign the current plans and programmes of the provincial administration, from a fiscal, social, economic and institutional point of view.</p> <p>In this regard, the UNDP is partnering with the Eastern Cape government to develop scenarios for socio-economic recovery for the Eastern Cape province.</p> <p>Scenario development is part of a broad suite of strategic foresight tools and are well suited contexts of high uncertainty. Strategic foresight enhances existing policy and planning methods and is concerned with what will or might happen in the future. In a scenario development process, images of potential futures are developed, based on a systematic process of making assumptions about how the environment may change over time and what an institutions, business or region might be facing considering these possible future environments. Scenarios allow for testing the resilience and relevant of strategy by asking 'what if' questions.</p> <p>The UNDP is seeking a suitably qualified 2 or 3-person team of foresight and modelling practitioners and/or experienced scenario facilitators and drafters to facilitate a process of scenario development for socio-economic recovery for the Eastern Cape for the period 2020-2030. They will work very closely with the key sectors and stakeholders in the province, and nationally as well.</p>
Implementing Partner of UNDP	UNDP South Africa
Brief Description of the Required Services ²	The UNDP is seeking a suitably qualified 2 or 3-person team of foresight and modelling practitioners and/or experienced scenario facilitators and drafters to facilitate a process of scenario development for socio-economic recovery for the Eastern Cape for the period 2020-2030.
List and Description of Expected Outputs to be Delivered	<p>a) Develop a range of alternative scenarios for socio-economic development in the Eastern Cape in the Post COVID-19 context. The scenarios must consider the key uncertainties (risks and threats) the province is/will be facing in recovering from the twin crisis of economic recession and fiscal decline and the COVID-19 pandemic. The scenarios should also identify opportunities and how they can be leverages in a practical fashion.</p> <p>b) Design a provincial recovery strategy and provide an informed basis for policy review(s) in the context of a changing contextual and operating environment.</p>

² 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.

	c) Present to the provincial executive and key stakeholders in the province possible scenarios d) Enhance capacity of staff in Eastern Cape on Scenario Planning
Person to Supervise the Work/Performance of the Service Provider	The Consultants will report directed to a team of Eastern Cape and UNDP Officials through Ms Siv Helen Hesjedal and Mr Bongani Matomela.
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	Meetings and reports as and when required
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months from signing of the contract
Target start date	October 15 th 2020
Latest completion date	March 2021
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal ³	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ⁴	<ol style="list-style-type: none"> 1. An inception report and project plan. (20) 2. Report on environmental scanning, research and factor analysis. ((30) 3. Report detailing workshops conducted and outcomes (Scenarios). 20) 4. Report on the scenario quantification/ modelling, projections, quantitatively, key milestones and target to 2030 including partnerships. (20) <p>All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Manager: Governance;
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁵ <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of

⁴ 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.

⁵ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																
Criteria for the Assessment of Proposal	<p>Technical Proposal (70% of the overall proposal - 100 points)</p> <table> <tr> <th>Criteria</th><th>Points</th></tr> <tr> <td>Understanding of scope of work and methodology</td><td>30</td></tr> <tr> <td>Team leader with a Masters degree in social sciences, business and economic sciences, public policy, futures studies or related field qualifications and minimum 5 years' experience</td><td>20</td></tr> <tr> <td>Economist with a Masters degree in business or economic sciences qualifications and minimum 5 years' experience</td><td>15</td></tr> <tr> <td>Public policy specialist with a Masters degree in social sciences, business and economic sciences, public policy, futures studies or related field and minimum 5 years' experience</td><td>15</td></tr> <tr> <td></td><td></td></tr> <tr> <td>Team or firm experience of facilitating scenario development and planning for public and private sectors</td><td>20</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> </table> <p><i>(minimum qualifying score – 70 points)</i></p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	Criteria	Points	Understanding of scope of work and methodology	30	Team leader with a Masters degree in social sciences, business and economic sciences, public policy, futures studies or related field qualifications and minimum 5 years' experience	20	Economist with a Masters degree in business or economic sciences qualifications and minimum 5 years' experience	15	Public policy specialist with a Masters degree in social sciences, business and economic sciences, public policy, futures studies or related field and minimum 5 years' experience	15			Team or firm experience of facilitating scenario development and planning for public and private sectors	20	TOTAL	100
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TOTAL	100																
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:																
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁷ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁸ [pls. specify]																
Contact Person for Inquiries (Written inquiries only) ⁹	<p><i>Procurement Unit</i></p> <p>procurement.enquiries.za@undp.org / lerato.maimela@undp.org</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>																

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ 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>	
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