



REQUEST FOR PROPOSAL (RFP)

(Organizational capacity assessments and organizational development plans)

NAME & ADDRESS OF FIRM	DATE: September 28, 2020
	REFERENCE: 2020/UNDP-MMR/PN/102

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Organizational capacity assessments and organizational development plans for CSOs in Kachin and Shan State.**

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

Proposals may be submitted on or before Monday, October 12, 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
Ref: 2020/UNDP-MMR/PN/102
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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Alka Aneja
Procurement Specialist
28 September 2020

Description of Requirements

Context of the Requirement	<p>The Strengthening Accountability and Rule of Law (SARL) Project supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar’s transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three thematic areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.</p> <p>Within the Rule of Law and Human Rights component, SARL supports the institutional capacity of formal justice sector institutions to provide higher quality, more accessible and responsive legal services to the public and to other government entities, as well as justice sector actors’ efforts to coordinate among themselves and development partners to address the urgent needs identified at the local and national level.</p> <p>In late 2019 and early 2020, UNDP engaged national CSOs in Kachin and Northern Shan as grantees to enhance accessibility to legal services, including legal awareness raising on housing, land and property (HLP) rights and provision of legal aid services to IDPs and affected populations on land issues. UNDP intends to provide comprehensive organizational development (OD) support to the CSO grantees with the objective of strengthening their implementation capacity. The OD support will build on the existing organisational capacity assessments for each CSO, will review and update existing OD plans and will provide a capacity building program tailored to each CSO’s priority needs. To this end, UNDP is seeking the services of an organization to conduct a comprehensive capacity assessment of each grantee.</p>
Brief Description of the Required Services	<p>The organization will undertake tasks under the following scope of work:</p> <p>1) Conduct an OCA (based on relevant UNDP CSO Capacity Assessment guidelines) in the area of:</p> <ul style="list-style-type: none"> • financial management • human resources management • operation management • governance and strategic planning • program management • advocacy <p>2) Develop OD plan in the area of:</p> <ul style="list-style-type: none"> • financial management • human resources management • operation management • governance and strategic planning • program management • advocacy

List and Description of Expected Outputs to be Delivered	Please see in attached TOR																
Person to Supervise the Work/Performance of the Service Provider	<i>Please see in attached TOR</i>																
Frequency of Reporting	<i>Please see in attached TOR</i>																
Progress Reporting Requirements	Please see in attached TOR																
Location of work	Kachin (3 locations) and Northern Shan																
Expected duration of work	16 November 2020 to 28 January 2021																
Target start date	16 November 2020																
Latest completion date	28 January 2021																
Travels Expected	<p>Bidders to propose in the table below:</p> <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																
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> 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															
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<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>Desk review and plan Conduct consultations with CSOs and SARL personnel, and produce a plan for the assignment, including proposed travel itinerary for physical visits.</td> <td>15%</td> <td>23 November 2020</td> <td rowspan="3"> 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>OCA Conduct an OCA in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy </td> <td rowspan="2">26 February 2021</td> <td rowspan="2">85%</td> </tr> <tr> <td>OD plans Develop OD plan in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy </td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Desk review and plan Conduct consultations with CSOs and SARL personnel, and produce a plan for the assignment, including proposed travel itinerary for physical visits.	15%	23 November 2020	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.	OCA Conduct an OCA in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy 	26 February 2021	85%	OD plans Develop OD plan in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy
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Person(s) to review/inspect/ approve	UNDP SARL Project Manager															

outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <ul style="list-style-type: none"> • Expertise of the Firm: 40% • Proposed Workplan and Approach: 40% • Management Structure and Key Personnel: 30% <p>Financial Proposal (30%) 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)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR [Annex 3]
Contact Person for Inquiries (Written inquiries only)	<p>Moung Kee Aung <i>Procurement Analyst</i> <i>mmr.procurement@undp.org ; moung.kee.aung@undp.org</i></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 PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Desk review and plan Conduct consultations with CSOs and SARL personnel, and produce a plan for the assignment, including proposed travel itinerary for physical visits.	15%	
2	OCA Conduct an OCA in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy 	85%	
3	OD plans Develop OD plan in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy 		
	Total	100%	

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

E. 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
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				

[Name and Signature of the Service Provider's

Authorized Person:]

[Designation:]

[Date:]

Section 3: Terms of Reference (TOR)³

**Organizational capacity assessments and organizational development plans
for CSOs in Kachin and Shan State**

Title	Organizational development capacity assessments for CSOs in Kachin and Shan State (UNDP grantees)
Type of Contract	Service Contract
Start/End Dates	16 November 2020 – 28 January 2021
Location	Myitkyina, Kachin State (5 CSOs); Mohnyin, Kachin State (1 CSO); Bhamo, Kachin State (1 CSO) and Lashio, Northern Shan State (2 CSOs)
Supervisor	SARL Project Manager

A. Background

The Strengthening Accountability and Rule of Law (SARL) Project supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar’s transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three thematic areas:

(1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL supports the institutional capacity of formal justice sector institutions to provide higher quality, more accessible and responsive legal services to the public and to other government entities, as well as justice sector actors’ efforts to coordinate among themselves and development partners to address the urgent needs identified at the local and national level.

In late 2019 and early 2020, UNDP engaged national CSOs in Kachin and Northern Shan as grantees to enhance accessibility to legal services, including legal awareness raising on housing, land and property (HLP) rights and provision of legal aid services to IDPs and affected populations on land issues. UNDP intends to provide comprehensive organizational development (OD) support to the CSO grantees with the objective of strengthening their implementation capacity. The OD support will build on the existing organisational capacity assessments for each CSO, will review and update existing OD plans and will provide a capacity building program tailored to each CSO’s priority needs. To this end, UNDP is seeking the services of an organization to conduct a comprehensive capacity assessment of each grantee.

B. Objective

The overall objective of this service is to strengthen the organisational effectiveness of seven CSOs in Kachin and two CSOs in Northern Shan State. Specific objectives are:

- a) To conduct an Organizational Capacity Assessment (OCA)
 - b) To provide an Organizational Development Plan based on the assessment.
-

C. Scope of Work

The organization will undertake tasks under the following scope of work:

- 1) Conduct an OCA (based on relevant UNDP CSO Capacity Assessment guidelines) in the area of:
 - financial management
 - human resources management
 - operation management
 - governance and strategic planning
 - program management
 - advocacy

- 2) Develop OD plan in the area of:
 - financial management
 - human resources management
 - operation management
 - governance and strategic planning
 - program management
 - advocacy

D. Expected Outputs

Deliverable	Expected outputs	Indicative Timeframe	Indicative no. of days
Desk review and plan	Conduct consultations with CSOs and SARL personnel, and produce a plan for the assignment, including proposed travel itinerary for physical visits.	16-23 November 2020	6 days
OCA	Conduct an OCA in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy 	24 November to 22 December 2020	9 organisations x 2 days = 18 working days
OD plans	Develop OD plan in the area of: <ul style="list-style-type: none"> • financial management, • human resources management, • operation management, • governance and strategic planning, • program management and • advocacy 	23 December 2020 to 22 January 2021	9 organisations x 2 days = 18 working days
Total:			42 days

E. Institutional Arrangements

The organization will report to the SARL Project Manager and will coordinate on a day to day basis with the Civil Society Partnerships Coordinator and the HLP and Durable Solutions Coordinator in the SARL Project.

The organization will arrange travel for its personnel to Kachin and Northern Shan and costs for this should be included in the financial offer.

UNDP will facilitate initial communication between CSOs and the organization, while the organization will directly coordinate with CSOs to confirm appropriate dates for the assessment.

F. Duty Station

The assessments will be conducted on location in Kachin (3 locations) and Northern Shan. Other preparatory, desk review and writing work will be home-based. If COVID-related restrictions prevent assessments on location, the above schedule may need to be amended and alternative arrangements made, such as online consultations.

G. Eligibility and Qualifications of the Successful Contractor

Eligible organizations or companies will be organizational development service providers, registered in Myanmar, with a strong track record of implementing strengthening and capacity building programs in the area of financial, operation, human resources management, governance and strategic planning, program management and advocacy to local and national civil society organizations in Myanmar.

General qualifications:

- Minimum of 3 years of experience in civil society strengthening, CSO management, organizational development in Myanmar
- Strong familiarity and demonstrated direct experience applying capacity assessment methodologies to identify and address performance gaps, developing and implementing capacity building plans stakeholders in Myanmar.
- Strong mentoring skills. Ability to conduct assessments and training virtually.
- Ability to travel to Kachin and Northern Shan States if conditions allow.
- Proficient writing and verbal communication skills in English and Myanmar.

H. Scope of Bid Price and Schedule of Payments

The price will be based on a daily rate and associated costs adjustable in accordance to any extension or reduction in the scope of the assignment. The price should include a breakdown of daily rate per working day, travel cost per training and mentoring/coaching session and other relevant cost per each area.

The payments will be made 15 working days upon approval of submitted reports or requested documents per planned outputs.

Deliverable	Deliverable Due	Payment (%)
1. Desk review and plan	23 November 2020	15%
2. Completion of OCAs and OD plans	26 February 2021	85%

