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REQUEST FOR PROPOSAL

Problem drug use survey

RFP No.: RFP-008-20 (Reannouncement)

Project: National Survey on Prevalence and Emerging Trends of Drug Use
in the Republic Uzbekistan

Country: Uzbekistan

Issued on: 23 September 2020

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to pu.uz@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP will organize virtual pre-bid meeting on 29 September 2020 at 11.00 Tashkent time. Those who are interested in attending the meeting are kindly requested to use below link to join in the Zoom call:

Join Zoom Meeting

<https://undp.zoom.us/j/92471062173?pwd=MnVxaUVXY0NZcVZCRDNQZzJuSVJ4QT09>

Meeting ID: 924 7106 2173

Passcode: 718418

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. <i>Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
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B. PREPARATION OF PROPOSALS

5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of Proposal</i>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. <i>Language</i>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>

8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Any attachments and/or appendices to the Proposal.
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. <i>Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. <i>Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p>

	<p>b) In the event that the successful Bidder fails:</p> <ol style="list-style-type: none"> to sign the Contract after UNDP has issued an award; or to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
<i>13.Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ol style="list-style-type: none"> UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<i>14.Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> Those that were undertaken together by the JV, Consortium or Association; Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p><i>15.Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p><i>16.Proposal Validity Period</i></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><i>17.Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><i>18.Clarification of Proposal</i></p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><i>19.Amendment of Proposals</i></p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "Not to be opened before the time and date for proposal opening" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>

Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
e-Tendering submission	<p>22.6 Electronic submission through e-Tendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. c) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. d) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. e) Detailed instructions on how to submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 e-Tendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly</p>

	<p>edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;

	<ul style="list-style-type: none"> d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<i>30. Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<i>31. Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;

	<ul style="list-style-type: none"> d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<i>32. Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<i>33. Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<i>34. Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

E. AWARD OF CONTRACT	
<i>35.Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<i>36.Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<i>37.Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<i>38.Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<i>39.Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>40.Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
<i>41.Performance Security</i>	41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<i>42.Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
<i>43.Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44.Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice

	and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45. Vendor Protest</i>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
<i>46. Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	<u>English or Russian</u>
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 11.00 Tashkent time Date: September 29, 2020 11:00 AM Venue: Virtual The UNDP focal point for the arrangement is: Azizbek Bustonov E-mail: azizbek.bustonov@undp.org</p> <p>Those who are interested in attending the meeting are kindly requested to use below link to join in the Zoom call:</p> <p>Join Zoom Meeting https://undp.zoom.us/j/92471062173?pwd=MnVxaUVXY0NZcVZCRDNQZzJuSVJ4QT09 Meeting ID: 924 7106 2173 Passcode: 718418</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:

			<p>Percentage of contract price per day of delay: 0.5% but not more than 15% of total contract amount</p> <p>Max. number of days of delay 30, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollars (USD) for foreign suppliers. Uzbekistan soum (UZS) for local suppliers. Please refer to Clause "13. Currencies" of "Section 2. Instruction to Bidders" for more details on bid currency.
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/ questions	<p>Focal Person in UNDP: Procurement unit</p> <p>Address: 4, Taras Shevchenko street, Tashkent, 100029, Uzbekistan</p> <p>E-mail address: pu.uz@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to e-Tendering</p> <p>Tender notice can also be found at:</p> <ol style="list-style-type: none"> 1. https://www.ungm.org/Public/Notice 2. http://procurement-notices.undp.org/ 3. http://www.uz.undp.org/content/uzbekistan/en/home/operations/procurement.html
14	23	Deadline for Submission	<p>For e-Tendering submission - as indicated in e-Tendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the e-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

15	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering Username: event.guest Password: why2change
16	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU Code: UZH10 and Event ID number: 0000007263</u>
17	22	Electronic submission (email or e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 10MB ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: 4, Taras Shevchenko street, Tashkent, 100029, Uzbekistan for sealed envelopes
18	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	November 1, 2020
20		Maximum expected duration of contract	6 months
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the RFP	<p>NOTE: The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.</p> <p>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the Financial Proposal.</p> <p>NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.</p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders".</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous	Minimum 5 years of relevant experience.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Experience	<p>Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 150,000 equivalent for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.1.1	At least 1 recommendation and the list of corporate customers / clients who has been provided similar services / work gives 40 points, each subsequent recommendation gives additional 5 points, but not more than 50 points	
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.2.1	Structure of the bidder is provided and full	30
1.2.2	Minimum average annual turnover of equivalent USD 150,000 – 200,000 for the last 3 years – 20 points More than USD 200,000 – 30 points	30
1.2.3	Availability of management control systems	30
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.3.1	Experience in providing the required services more than 5 years gives 30 points, each consecutive year gives additional 2 point, but not more than 40 points	40
1.3.2	At least 2 successfully completed work to perform a similar service over the past 5 years is 20 points, each subsequent one is 5 points, but no more than 30 points	30
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women	30

	empowerment, renewable energies or membership of trade institutions promoting such issues	
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</p> <p>Fully satisfied – 100%</p> <p>Satisfied – 80%</p> <p>Partially satisfied – 70%</p> <p>Not satisfied – 0%</p>	80
2.2	<p>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference</p> <p>Fully satisfied – 100%</p> <p>Satisfied – 80%</p> <p>Partially satisfied – 70%</p> <p>Not satisfied – 0%</p>	100
2.3	<p>Details on how the different service elements shall be organized, controlled and delivered</p> <p>Fully satisfied – 100%</p> <p>Satisfied – 80%</p> <p>Partially satisfied – 70%</p> <p>Not satisfied – 0%</p>	50
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <p>Fully satisfied – 100%</p> <p>Satisfied – 80%</p> <p>Partially satisfied – 70%</p> <p>Not satisfied – 0%</p>	50
2.5	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</p> <p>Fully satisfied – 100%</p> <p>Satisfied – 80%</p> <p>Partially satisfied – 70%</p> <p>Not satisfied – 0%</p>	70
2.6	<p>Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</p>	50

	Fully satisfied – 100% Satisfied – 80% Partially satisfied – 70% Not satisfied – 0%	
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- Education and academic qualification	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Expert on Sociology		80
	- Education and academic qualification	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Expert on Drug Use Epidemiology		40
	- Education and academic qualification	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE

Survey among problem drug users in Uzbekistan

a. Background Information and Rationale, Project Description

The development and delivery of effective interventions in countries experiencing drug use problems are very much dependent on an understanding of patterns of drug use and their relationships to health and social problems. To this end it is necessary to have access to reliable and up-to-date research information on the drug use situation and existing responses to the situation.

Prevalence and patterns of drug use among the general population, measured by surveys on probabilistic samples of the adults, is one of the epidemiological indicators that assess the drugs situation.

While general population surveys at the national level can provide valuable information on the prevalence of commonly used drugs, they are more likely to underestimate and under-represent the regular, or high-risk patterns of drug use. Also, people who are high risk drug users are less likely to be living in a household and sampled in a conventional household survey. Therefore, surveys on high risk drug use are a necessary compliment to the conventional household survey or at times the first attempt to understand the patterns of harmful drug use and adverse health consequences associated with such a behaviour.

Since 2006 when UNODC conducted the first survey focusing on patterns and prevalence of problem drug use in Uzbekistan no systematic research has been undertaken. As the findings from the drug use survey are almost 14 years old, and considering the changing trends in drug use in the region, the Government of the Republic of Uzbekistan wants to undertake a national assessment of prevalence and emerging trends of drug use in the country. The National Information and Analytical Centre on Drugs Control under the Cabinet of Ministers of the Republic of Uzbekistan requested UNODC Regional Office for Central Asia for assistance to conduct in the first instance the assessment of high-risk drug use in the country.

UNODC Regional Office for Central Asia is seeking the services of a company to conduct a survey among high risk drug users in 14 administrative territories of Uzbekistan. The scope of work covers formative research in each location prior to the interviews with respondents, secondary data collection on benchmarks for size estimation, cognitive testing of questionnaire, finalisation of protocol of the survey, data collection phase - interviews with high risk drug users, data management and provision of final data set to further analysis.

Results of formative research including cognitive testing of the questions for the final protocol, data collection on benchmarks for size estimation, updates of the protocol of the survey, etc. will be done under consultation with the National Coordination Group of stakeholders.

b. Specific Objectives

The main objective of the survey is to estimate the size of high-risk drug users in Uzbekistan, in addition it aims to provide the following information:

- describe the patterns of use of illicit psychoactive substances, risk behaviour, comorbidity, social correlates of drug use among high risk drug users;
- health seeking behaviour and barriers of seeking help – i.e. utilization of drug treatment and low threshold services and barriers towards their use;
- to collect secondary data for size estimation of high-risk drug users;

c. Scope

The scope of work covers formative research (including cognitive testing of the questions, pretesting of the questionnaire, identification of the seed locations) in each location prior to the field work, identification of collection of secondary data on benchmarks for size estimation, finalisation of the study protocol, actual field work and data collection phase - interviews with high risk drug users, data management and provision of final data set.

Results of formative research, data collection on benchmarks for size estimation, updates of the protocol of the survey will be undertaken in consultation with the National Coordination Group of stakeholders.

• Formative research

As a first step, the Contractor will map each region and prepare a profile report of each region and geographical locations where fieldwork data collection will be performed summarising the drug situation in given locations. The report should compile all available information from all potential sources of secondary data that can be used for size estimation including official/administrative data from narcology services (including possibly those providing anonymous drug treatment), low threshold services such as needle and syringe programmes, police etc. NGOs working in the drug prevention, harm reduction and social (re)integration should also be consulted.

During this formative research concrete study sites should be determined in each region. Also, during this formative research, initial seeds will be identified in each study site. The Contractor should consult community gatekeepers and other stakeholders that can facilitate the identification and recruitment of initial seeds.

Following structure of the “Site profile report” is proposed:

- 1) General information about the region and the city (socio-demo-economic description);
- 2) Description of drug situation (from administrative data as well as from qualitative data):
 - a. level and patterns of use (substances used, drug injecting versus other routes of administration) including characteristics of drug users (gender, age, ethnicity, socio-demographic characteristics);
 - b. long-term and recent trends in drug use level and patterns;
 - c. hot spots – places within the geographical location where problem drug users are to be located;
- 3) Description of services for drug users available in the region / city:
 - a. addiction (narcology) treatment;

- b. harm reduction services (trust points);
 - c. social (re)integration services;
 - d. other services;
- 4) Description of data and its quality that can be used as the benchmark data to be used for size estimation of high-risk drug users;
- 5) Drug market in the city, availability of drugs;
 - a. description of drug market, local distribution, prices and if possible, purity of drugs;
 - b. drug related crime data;
 - c. drug seizures.

The selection of sites and the profiles of the sites based on the profile reports will be presented to National coordination group and the findings will be discussed with regard to their relevance to the design, sampling and data collection procedures to be implemented in the study. Adjustment will be considered if necessary.

- **Data collection on benchmarks for size estimation exercise**

As part of the formative research, the following detailed information about possible benchmarks for size estimation exercise will be compiled:

Potential data for benchmarks in Uzbekistan are (body responsible for the data):

- number of persons on narcological registration (narcology service);
- number of persons in narcological treatment in total (narcology service);
- number of persons in in-patient narcological treatment (narcology service);
- number of persons in in-patient narcological treatment for the first time in their life (narcology service);
- number of persons in anonymous narcological treatment (narcology service);
- number of persons in compulsory narcological treatment (narcology service);
- number of drug users in contact with trust points (HIV service);
- number of drug users tested for HIV (HIV service);
- number of drug users living with HIV (HIV service);
- number of persons committed administrative offences related to drug possession (drug possession without intention to sell which is proxy of drug use) (Ministry of interior);
- number of persons committed criminal offences related to drug possession (drug possession without intention to sell which is proxy of drug use) (Ministry of interior);
- number of persons in prison for criminal offences related to drug possession (drug possession without intention to sell which is proxy of drug use) (Ministry of interior).

National Coordination Group will be involved in mapping of possible benchmarks in Uzbekistan.

Based on the information on the availability and quality of the benchmark data, relevant/specific questions will be adapted or added to the questionnaire.

Before starting the survey as such, detailed information about possible benchmarks will be compiled and availability of the data should be discussed within National Coordination Group.

Information to be collected for each potential benchmark:

- 1) Name of the data source:
- 2) Institution responsible for the data:
- 3) Contact person to consult details:
- 4) Is the data source specific just for drug users (just drug users constitute the data source)? YES/NO
- 5) If answer to previous question is NO, can drug users be distinguished in the data? YES/NO
- 6) Availability of the data: Are data available for the estimation exercise? YES/NO
- 7) Regional disaggregation: Are data on drug users available by regions? YES/NO
- 8) Disaggregation by substances: Are data on drug users available by substances? YES/N. If YES, what are categories of substances in the data?
- 9) Disaggregation by pattern of use: Are data on injecting drug use available? YES/NO
- 10) Disaggregation by gender: Are data available separately for males and for females? YES/NO
- 11) Disaggregation by age: Are data available for different age groups? YES/NO. If YES, what are age groups categories?

Then for each benchmark, following table with regional and substance disaggregation should be completed:

Number of persons reported for year 2019 [or the last available] in the register/source [name of the

data source]

Regions	Disaggregation by drugs [if other categories are used, please change categories]							Total
	Heroin	Other illicit opiates (opium, koknar, etc.)	Pharmaceutical and other synthetic opioids	Other pharmaceutical drugs	Cannabis	NPS	Other drugs [specify]	
Republic of Karakalpakstan								
Andijan region								
Bukhara region								
Jizzakh region								
Kashkadarya region								
Navoi region								
Namangan region								
Samarkand region								
Surkhandarya region								
Syrdarya region								
Tashkent region								
Ferghana region								
Khorezm region								
Tashkent								
Total								

Size estimation analysis as such is not a part of the assignment.

- **Cognitive testing of questionnaire**

The Contractor will conduct cognitive testing of the questions and pre-testing of the questionnaire. Following the cognitive testing and pretesting, the questionnaire will be finalized. Detailed guidelines for cognitive testing are provided in attached Protocol.

- **Finalization of protocol of the survey**

Based on the previous phases, protocol of the survey will be updated and finalised (study sites, questionnaire, survey plan).

- **Preparation of fieldwork**

In each study site, an infrastructure for interviews should be established if needed. In each study site the required number of respondents including a separate seed and recruitment of women respondents need to be achieved. All field worked (interviewers) and supervisors should be duly trained; field work instruction manual should be prepared for interviewers. National stakeholders should participate in training events. Tablets/computers or sufficient number of questionnaires

should be printed depending on the method of data collection.

- **Interviews with problem drug users**

In each study site, interviews with drug users will be performed following recruitment procedure using a chain referral method such as RDS using the defined inclusion/exclusion criteria. Pen-and-paper personal interview (PAPI) or computer/tablet-assisted personal interview (CAPI/TAPI) can be used as a method of data collection.

- **Data entry and cleaning of database**

Collected questionnaires will be entered into database preferably in SPSS format with variable labels and value labels in Russian/English along with a codebook of the variables. Since the information collected will be anonymous with no names or other personal data of the respondents, each record will be identified only by codes or unique identifiers of respondents and their coupons (see details in attached protocol). Once the microdata from questionnaires are entered, they will be checked for accuracy and cleaned. Minimum of 10% of entered questionnaires will be double-checked for accuracy of data entry. After data management the data base will be handed over to UNODC for analysis.

d. Approach and Methodology

Design and methodology

The research will be designed as cross-sectional study among high risk drug users, using chain referral methodology.

Study sites

Respondents will be recruited in all 14 Uzbek regions using a chain referral methodology such as respondent driven sampling (RDS) or snowball sampling. Minimum two sites per region will be included, so that there will be minimum 28 sites in total. Minimum of two sites will be opened in Tashkent. In other regions, one site will be open in the administrative centre of the region, and another site will be opened in another town, which should represent rather smaller and semi-urban or rural type of settlement. Selection of the 2nd site will be based on the initial mapping of the situation in each of the regions.

Sampling frame

- Problem/high-risk drug users in the community
- The whole Uzbekistan – all 14 regions

Sampling size

Indicative sample size is 300 eligible high-risk drug user per region to achieve a total national sample of 4500 respondents.

Sampling design

Chain referral sampling such as respondent-driven sampling (RDS) will be used. There will be 6 initial respondents (“seeds”) per each location. Seeds should represent the various subgroups and characteristics of high-risk drug users especially considering the type of illicit drugs or

pharmaceutical substances used and gender. Seeds will be identified by the Contractor performing fieldwork during mapping in each study site. Indicative criteria for selection of seeds in each location are provided in attached protocol.

Inclusion criteria

A person who in the last 12 months meets at least one of the following inclusion criteria will be recruited to the study:

- (1) he/she injected illicit drug at least once;
- (2) there was a period of 30 days when he/she with frequency at least once a week used:
 - opiates such as heroin, opium, poppy solution (kuknar);
 - pharmaceutical opioids (morphine, codeine, nalbuphine, tramadol) opioid preparations such as desomorphine (krokodil) made from codeine for non-medical purposes;
 - new psychoactive substances such as synthetic cannabinoids (spice), cathinones (speed-skorost);
 - other controlled substances (such as benzodiazepines, barbiturates, Z-drugs, pregabalin, tropicamide) outside therapeutic context to achieve euphoria or to achieve relieve of withdrawal symptoms.
- (3) there was a period of 30 days when he/she used cannabis daily or almost daily

Exclusion criteria

A person who meets **at least one of the following exclusion criteria** will be excluded from the participation in the study:

- (1) age under 18;
- (2) not living in Uzbekistan in the last 12 months;
- (3) has participated in this survey before (it is assumed survey will run for period of 2 months);
- (4) unable to understand questions;
- (5) not giving a consent to participate.

Method of data collection

Face to face interview with respondents using the research questionnaire. In order to ensure that a sufficient proportion of women who are high risk drug users are sampled it will be necessary that the interviewing team also includes women interviewers All interviewers or field workers have to be properly trained prior to the research.

Selection of seeds

There will be 6 “seeds” per location that need to ensure that there is sufficient recruitment of respondents across the geographical setting, by gender and the type of substances that have been listed under the inclusion criteria. They will get an anonymous code (they also receive the original seed numbered coupon to confirm it), they will provide data in interview, at the end of which they will be assigned three coupons with an anonymous code and instructed to pass them to friends who qualify for the study. The coupon will include information about the survey and the telephone number to the study coordinator.

The second wave respondent will be also given three coupons to be distributed among their

friends in the third wave and in this way a “snowball” is going on until the equilibrium is reached or until the final sample size is reached. Respondents will be motivated to participate in the study using the incentive package.

Coding of respondents is provided in the attached Protocol.

Distribution of coupons can be monitored by specialized software (RDSAT), which also allow statistical adjustment of the data based on the social networks, that cooperates with standard statistical SW packages such as Stata or SPSS.

RDS itself can stop when social networks are not well established in the given location or there is a high stigma towards target group. Simple snowball sampling as recruitment strategy could be then an alternative option.

Seeds should represent the various subgroups and characteristics of problem drug users (gender, injecting/non-injecting, illicit drugs/pharmaceuticals). Seeds will be selected by the research agency performing fieldwork during mapping in each study site.

Indicative criteria for selection of seeds per location:

- at least 2 should be females, at least 3 should be males;
- at least 2 should be younger than 35 years, at least 2 should be 35 and older;
- at least 2 should inject the drug;
- at least 3 should have opiates/opioids as the primary drug;
- at least 2 should not be in formal contact with treatment (narcological) or harm reduction service.

In each location before starting the data collection, essential information on seeds should be collected in order to check selection criteria for seeds. Following table will be used and completed in each location:

Seed No.	Gender	Age	Primary drug(s)*	Number of days of opiate/opioid use in the last 30 days (Y/N)	Number of days of use of pharmaceutical drugs outside therapeutic context in the last 30 days [SPECIFY THE SUBSTANCE] (Y/N)	Number of days of use of other controlled substances in the last 30 days [SPECIFY THE SUBSTANCE] (Y/N)	Drug injecting in the last 30 days (Y/N)	In contact with narcology service in the last 12 months (Y/N)	In contact with harm reduction – trust points in the last 12 months (Y/N)
1									
2									
3									
4									
5									
6									

Note: * Primary drug is the substance which is used the most frequently (don't include tobacco) and /or is associated with the most harms and problems for the user and/or user him/her-self consider it the primary/main drug.

Research questionnaire

The questionnaire covers following domains:

- Eligibility check;
- Contact details and referral to the survey;
- Socio-demographic information;
- Patterns of drug use;
- Risk behaviour (injecting and sexual risk behaviours);
- Criminality and contact with criminal justice system;
- Utilisation of services;
- Somatic and mental health;
- Barriers to treatment;
- Questions for multipliers to be used for size estimation.

A suggested questionnaire can be found in the attached Protocol. The questions need to be tested through cognitive testing, the questionnaire pretested and pilot tested in representative locations.

Cognitive testing is used to elicit an open free flowing description of how the respondents thought process resulted in the answer that was given. This gives great insight in how difficult it is to understand the question, to retrieve the information that is being looked at, and to answer in the most correct and honest way possible. Also, the respondent may simply not understand what is meant in a certain question, and in that case, ask the respondent on how to improve the wording of the questions and the response categories. Cognitive testing also helps determine the interpretation patterns of the key questions by different respondents.

Following issues should be reviewed during the cognitive testing: general impression about the questions, clarity of wording, understanding and interpretation of the questions and terms used (including translated items), appropriateness and clarity of response categories, ordering of the questions in the questionnaire, sensitivity of questions. Pre-testing should also assess whether the content accurately reflects local conditions, and to assess the appropriateness of layout and format of the questionnaire.

Alternative wording and format can be proposed and discussed. It is important that focus groups are held in native language(s), so minimum criteria are Russian and Uzbek. It is important that cognitive testing is performed by an experience qualified interviewer/moderator.

Cognitive testing and pre-testing will be organized by selected research agency. Following the cognitive testing and pilot testing, the questionnaire will be finalized.

Ethical aspects

Ethical clearance of the study protocol should be obtained by the Bioethics Community. In general, the ethical considerations of ensuring anonymity, confidentiality, beneficence vs. maleficence should be assured. Participation should be voluntary based on the informed consent and without any coercion or fear of retribution in case of refusal to participate. Also, the incentive provided to the participants should not be construed as coercion to participate. The informed consent of the participants will be verbal.

e. Deliverables and Schedules/Expected Outputs

	Description of activities	Timeline
A.1	Formative research and preparation of the survey.	10 weeks
	The methodology for field work and all data collection instruments finalized (including chain referral and selection of drug users; exclusion and inclusion criteria; consent forms)	
	Cognitive testing of key questions and pre-test of the draft instruments completed	
	Profile report of each region and study locations including summary tables of initial respondents (seeds) in each location as well as identification of sources of secondary data collection	Submitted and approved by UNODC
	Pilot testing of recruitment procedures and data collection	
	Results of cognitive testing, pre-test, pilot testing and updated protocol and questionnaire shared with national stakeholders and UNODC.	
	Finalization of protocol and questionnaire with report from pre-test and pilot testing	Submitted and approved by UNODC
	Field work manual for interviewers developed	Submitted and approved by UNODC
	Training of the interviewers	Report from training submitted to UNODC
	Questionnaires available – printed or programmed in computers/tablets, sufficient quantity of paper questionnaires/tablets available based on the method of data collection	
	Final field work plan, organization of fieldwork, with related quality checks and quality control mechanism developed and consulted with national stakeholders and UNODC	Submitted and approved by UNODC
A.2	Field work	10 weeks
	Interviews with drug users completed	Periodic and final field work report submitted to UNODC
A.3	Data entry and processing	4 weeks
	Checking and editing of data collection forms completed	
	Data entry from the field completed	
	Checking data for accuracy of data entry (minimum 10% of questionnaires) – relevant if microdata from paper questionnaires entered	

	Final data base with variable and value labels in SPSS format formed	Submitted to UNODC
A.4	Auditing of project expenses	By the end of contract

The deliverables will be according to the main activities and milestones mentioned above. Expected outcomes will include:

- Profile report of each region and study locations including summary tables of initial respondents (seeds) in each location;
- Finalisation of protocol and questionnaire with report from the cognitive testing, pre-test and pilot testing;
- Field work manual for interviewers developed;
- Report from training of the interviewers;
- Final field work plan, organization of fieldwork, with related quality checks and quality control mechanism;
- Periodic and final summary report from the data collection fieldwork;
- Final data base containing data from questionnaires with variable and value labels in SPSS format formed;

f. Key Performance Indicators and Service Level

The Contractor is expected to provide outputs and deliverables within the set and agreed deadlines and that meet the satisfaction of the UNODC Regional Representative for Central Asia.

g. Governance and Accountability

The Contractor will liaise with the designated staff of UNODC and work closely work with the members of the national coordination group.

The Contractors is expected to submit reports on the completion of each deliverable as well as progress reports with update on the milestones and detailed plans for the upcoming.

h. Facilities to be provided by UNDP

UNODC will provide the technical guidance and assistance in finalizing all survey instruments and design. UNODC will undertake the estimation of the problem drug users. The Contractor will undertake the field work as outlined above under the guidance and consultation with UNODC and other national stakeholders.

Incentive packages for the survey respondents will be provided by the UNODC.

i. Expected duration of the contract/assignment

The entire project needs to be completed within the stipulated time period for the three phases mentioned in section “Expected Outputs and Timeline”. The entire work has to be completed within a maximum of seven months from the time of signing the contract.

i. Duty Station

The survey will be conducted in all 14 regions of Uzbekistan. Minimum two sites per region will be included, so that there will be 28 sites in total. Minimum of two sites will be open in Tashkent. In other regions, one site will be open in the administrative centre of the region, and another site will be open in another city, which should represent rather smaller and semi-urban or rural type of settlement. Selection of the 2nd site will be based on the initial mapping of the situation in the region. As an indicative number, 200 and more respondents will be sampled in the administrative centre, up to 100 respondents will be selected in the smaller city.

The Contractor should anticipate and include the costs of the planned travels to the estimated budget.

j. Professional Qualifications of the Successful Contractor and its key personnel

- a) Identify special skills / experience and other qualifications which will be advantageous and vital to the success of the work implementation, especially if project setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.). This should not be mixed up with and repeat the Minimum qualification requirements specified in Section 4 above.
- b) If a team of experts need to be formed, indicate the maximum number of team members and specify the recommended qualifications of each team member, if a set of varied ones are required (e.g., team of at least 3 members consisting of experts in policy analysis, community development and agriculture).

Contractors wishing to be considered for the services described herein should have the following qualifications:

PROFESSIONAL EXPERIENCE:

- Proven track record in conducting similar surveys, preferably among hidden groups of population such as drug users.
- At least 5 years of proven work experience in sociology and research.
- Strong network of connections with narcology, AIDS centres, NGOs and community organisations working with drug users.
- Ability to conduct survey among problem drug users in all 14 administrative territories of Uzbekistan.
- Previous involvement in research projects and surveys with UN agencies or international organisation.

The Contractor shall include in his offer proofs and supporting documents for the above-mentioned requirements.

PROFILE OF REQUESTED STAFF:

The Contractor shall include in his offer a proposal regarding the team composition and structure with recent CVs.

- a) Team Leader should have Master's degree or equivalent (5-year university education) in Medicine, Public Health, Sociology, Social Science, Management, Economics or any other relevant field. A Bachelor's degree in the same area combined with 10 years of relevant experience is considered as equivalent. He/she should have at least 5 years of specific experience in sociology and/or drug epidemiology; professional regional or international experience on similar assignment; proficiency in Russian and Uzbek.
- b) Senior Expert on Sociology should have Master's degree or equivalent (5-year university education) in Sociology or any other relevant field. A Bachelor's degree in the same area combined with 10 years of relevant experience is considered as equivalent. He/she should have at least 5 years of specific experience in sociology; professional regional or international experience on similar assignment; proficiency in Russian and Uzbek.
- c) Expert on Drug Use Epidemiology should have Master's degree or equivalent (5-year university education) in Medicine, Public Health or any other relevant field. A Bachelor's degree in the same area combined with 10 years of relevant experience is considered as equivalent. He/she should have at least 5 years of specific experience in drug use epidemiology, drug dependence treatment or harm reduction services provision; professional regional or international experience on similar assignment; proficiency in Russian and Uzbek.

k. Price and Schedule of Payments

The contract price is fixed output-based price regardless of the herein specific duration. The organizations are also required to use the provided budget template document to provide the direct cost estimates for organizing and conducting the entire work including per unit costs of the different components and the total costs under the different headings. The overhead cost of management/supervision by the organization needs to be proportionate to the overall cost of the proposal.

Key outputs and milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including the conditions/documentations required prior to the release of any tranches of payment is specified in the below table.

Outputs	Percentage	Timing	Condition for Payment Release
Profile report of each region and study locations including summary tables of initial respondents (seeds) in each location	30%	Within 6 weeks after contract signature	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the
Finalisation of protocol and questionnaire with report from cognitive testing, pre-test and pilot testing; Field work manual for interviewers developed; Report from training of the interviewers; Final field work plan, organization of fieldwork, with related quality checks and quality control mechanism	20%	Within 10 weeks after contract signature	

Periodic and final field work report	20%	Within 20 weeks after contract signature	b) quality of the outputs; and Receipt of invoice from the Service Provider.
Final data base containing data from questionnaires with variable and value labels in SPSS format formed provided	30%	Within 24 weeks after contract signature	

Payment in UZS via bank transfer for local companies after completion of results, provision of the report, acceptance by the Client and after signing Act of Acceptance

Payment in USD via bank transfer for foreign companies after completion of results, provision of the report, acceptance by the Client and after signing Act of Acceptance

m. Additional References or Resources

Draft protocol and questionnaire are attached in the Annexes.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate password protected pdf file)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium / Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture
 OR
☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
 Name of partner: _____	 Name of partner: _____
 Signature: _____	 Signature: _____
 Date: _____	 Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i>
	[INSERT]
PROFESSIONAL CERTIFICATIONS	<i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i>
	<ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	<i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i>
	[INSERT]
REFERENCES	<i>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</i>
	REFERENCE 1: [INSERT] REFERENCE 2: [INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				