



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 5, 2020
	REFERENCE: RFP-006-2020

Dear Sir / Madam:

We kindly request Institutions/Companies to submit your Proposal for **Conducting A Rapid Gender Impact Assessment Of Covid-19 In Zambia**

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

Proposals may be submitted on or before **Monday, October 12, 2020 @ 09.30 am** via email to the address below:

United Nations Development Programme
UN House, Alick Nkhata Road, Longacres, Lusaka
ATT: Procurement Unit
procurement.zm@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum

twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Lionel Laurens
Resident Representative
10/5/2020

Description of Requirements (Kindly get information from the ToRs for the Rapid Gender Assessment)

Context of the Requirement	<p>The global COVID-19 pandemic is putting at stake the hard-won advances Zambia has made towards the attainment of the Sustainable Development Goals and risks exacerbating the existing socio-economic inequalities, particularly those between women and men. The COVID-19 crisis is a multidimensional crisis – health crisis, social crisis and economic crisis. Situations of crisis and emergency such as the Covid-19 pandemic tend to have a different socio-economic impact on females and males. Women already in situations of poverty and high vulnerability to social exclusion and human rights abuses will be affected, not only by the likely increase of the burden for caring for children and others (example: elderly parents, PWD) and the potential loss of income for those in formal and informal jobs, but also by the limited material conditions and infrastructure of their households, neighborhoods and communities.</p> <p>Gender Impact of the COVID-19 Pandemic</p> <p>Disease outbreaks affect women and men differently and make existing inequalities for women and girls worse . In this regard, the impact of the COVID-19 pandemic is not gender neutral as it affects men and women differently. Although data for Covid-19 worldwide shows that more men than women are contracting COVID-19 , women remain more vulnerable to the disproportionate economic, health and social risks resulting from such crises as the coronavirus pandemic, exacerbating existing gender inequalities. This is because beyond the distinct biological responses brought about by the disease, gender norms and cultural patterns determine the roles women and men play in a society in response to crisis, as well as the differentiated impacts they experience. In Zambia, as of 19 May 2020, of the 772 cases confirmed, 7 deaths have occurred. Emerging evidence suggests that more men than women are dying, potentially due to sex-based immunological or gendered differences, such as lifestyle patterns, inability to seek medical treatment early and prevalence of smoking and high alcohol consumption among other reasons.</p> <p>Gender Impact of the COVID-19 Pandemic on the Workforce</p> <p>Globally, women represent 70 percent of the health and social sector workforce and special attention should be given to how their work environment may expose them to additional levels of discrimination, as well as thinking about their sexual and reproductive health and psychosocial needs as frontline health workers. This increases vulnerability, the number of females who are health care providers and home care givers generally outweigh the number of males playing the same roles. As frontline workers women are more likely to come into contact with the virus and as such not only face increased risks of contracting the virus if not provided with appropriate PPE, but also risk being stigmatized and excluded by their families and communities who could fear they are bringing the virus to them. Women are at higher risk of infection because of the role they play as not only care givers but also food growers, harvesters (especially daily consumed vegetables), food traders, food preparers, handlers and servers in addition to other family maintenance and care-related activities such as fetching of water for domestic activities, which expose them to the risk of spread and infection. Understanding the gender-differentiated and dynamic impacts of the disease outbreak on women is fundamental to creating effective, equitable policies and interventions that leave no-one behind.</p> <p>Gender Impact of the COVID-19 Pandemic on Economies</p> <p>As the effects of the COVID-19 pandemic roll through African economies, shrinking informal sector labour participation, of which 70 percent are women; it is women who in both the short and long term are expected to bear the heaviest loss of livelihoods, income and business . Additionally, women are often at the frontlines of the response in healthcare provision, social services, communities and households and without the necessary information and services, including adequate personal protective equipment (that is the right size for them), women are not just at risk of acquiring the virus but also a conduit for passing it on to their families.</p>
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	<p>Gender Impact of the COVID-19 Pandemic on Health Needs (Mainly Sexual and Reproductive Health and Mental Health)</p> <p>Zambia has one of the highest child marriage and teenage pregnancy rates globally. According to the <i>Zambian Demographic Health Survey (2018)</i> 29 per cent of girls aged 15-19 years have already given birth or were pregnant with their first child. Over 45.9 per cent of adolescence girls and women are exposed to GBV. Prevalence of HIV among females aged 15-49 years is 11.3 per cent. The protection risks, negative coping mechanisms such as transactional sex, sexual exploitation and increased child marriages, could exacerbate the high HIV prevalence in the country. The singular concentration on COVID-19 has created challenges in that it is not easy for survivors to access GBV and SRH services.</p> <p>Noting the ripple effect of the spread of Covid-19 on social and economic systems, including trade restrictions, limited mobility of people and goods, and slowdown in production, an assessment of the socio-economic impact of the Covid-19 crisis is important to identify urgent and medium- to long-term measures to mitigate its impact and support recovery.</p> <p>Women are already more likely to have lower power in decision making at the family and community level – this will impact their voice being heard when it comes to the outbreak, and as a consequence their general and sexual and reproductive health needs may go largely unmet. Emergency response of COVID-19 outbreak also means that resources for sexual and reproductive health services may be diverted to deal with the outbreak, contributing to a rise in maternal and new-born mortality, increased unmet need for contraception, and increased number of unsafe abortions and sexually transmitted infections.</p> <p>In Zambia, the Ministry of Health has since March 2020 recorded an increase in the number of maternal deaths, which could be attributed to an increase in home deliveries and/or delays in getting to health facilities due to fear of COVID-19, resulting in preventable complications and death.</p> <p>While lockdown and quarantine measures to slow the spread of the virus are appreciated, emerging evidence show that these measures have the potential to weaken protection systems and increase women’s exposure to higher risks of gender-based violence. In South Africa for instance, 87,000 GBV cases were reported to the police within seven days of the national lockdown (we need to add <i>Zambian GBV stories/statistics</i> here). In West Africa, the 2013-2016 Ebola outbreak placed women and children at greater risk of exploitation and sexual violence. In the advent of COVID-19, life-saving care and support to GBV survivors (i.e. clinical management of rape and mental health and psycho-social support) may be disrupted putting pressure on tertiary level hospitals and health service providers already overburdened and preoccupied with handling COVID-19 cases.</p> <p>In contexts where roles and responsibilities are heavily gendered, men may see their socially expected role as family “breadwinner” challenged. (O’Connor, Pirkis, 2016) This fact, together with the stereotypical association of masculinities with strength and even violence may lead to also increase in cases of gender-based violence as discussed above. The Covid-19 outbreak can, worsen the already high prevalence of gender-based violence (GBV) due to greater economic stress in households in times of crisis coupled with increased social isolation. The social distancing policies and mandatory quarantines, which are required to contain the spread of the virus, may thus increase the risk of exposure to intimate partner violence.</p> <p>The impact is also different in older women and men. Globally, most of the elderly living alone are women, whereas older men living alone tend to be more isolated and have less safety networks (Vandervoort, 2012). Gender, disability and structural inequalities, which characterized societies before the crisis, are being exacerbated by the multifaceted impact of the COVID-19 crisis . Lack of gender and disability disaggregated data makes it difficult to carry out evidence-based analysis of the socioeconomic impact of the COVID-19 crisis and to facilitate targeted and mainstreamed policies for women and girls particularly those with disabilities . During a period of crisis, gender equality is a goal that some public administrators and families may temporarily postponed because of the more pressing need to respond to the crisis. This pauses a risk on the whole response being gender blind. Gender dimensions tend to be regarded as secondary, but emergency responses that fail to incorporate a gender lens are highly likely to exacerbate existing inequalities and in turn exacerbate the negative impacts of the outbreak. For example, in Zambia, the Ministry of Health has since March 2020 recorded an increase in the number of maternal deaths, which could be attributed to an increase in home deliveries and/or delays in getting to health facilities due to fear of COVID-19, resulting in preventable complications and death.</p>
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	<p>Priorities of the Zambian Government and the United Nations in Response to GBV in the Context of COVID-19</p> <p>“In our work with governments, UN agencies and our partners play a critical role in ensuring not only business continuity of existing GBV response and prevention services, but also to support governments in preparing for the increased demand for such services in the context of COVID-19”</p> <p>The UN in Zambia recognizes that the COVID-19 pandemic will have a significant negative socio-economic impact on women and girls. This is due to the fact that women and girls face a particular risk of infection owing to the types of work that they do.</p> <p>As the pandemic grows, a gender responsive coordinated response to providing healthcare policies, economic / financial opportunities and other measures that provide a continuum of support to vulnerable household is required in order to mitigate the social and economic impacts of the crisis on women and girls.</p> <p>Against this background, the UN system in Zambia seeks the services of a consultancy firm to undertake an assessment of the socio-economic impact of Covid-19 on women with special focus on gender equality in Zambia.</p>
Implementing Partner of UNDP	Ministry of Gender (MoG)
Brief Description of the Required Services ¹	<p>The Consultancy firm will be expected to undertake the following tasks:</p> <ul style="list-style-type: none"> Investigate the direct and indirect current and potential gendered dimensions of COVID-19 and highlight the ways in which women, girls and other marginalized people listed below are likely to suffer from the pandemic, focusing on the gender gaps in: (i) Access to essential health and SRH services, (ii) GBV prevention and risk mitigation including at household level, (iii) gendered impact of COVID-19 on households in general including income and decision making power; (iv) Enterprises and value chains; and (v) intra-household dynamics (vi) impact of COVID-19 on child marriage and adolescent pregnancy. The investigation should also focus on special groups including persons with disabilities (PWD); people living with HIV (PLHIV), the youth and children, and refugees and migrant populations. Identify gender gaps in national and sub-national government strategies to respond to the COVID-19 emergency. Identify opportunities for addressing gender gaps and scaling up women’s empowerment (including adolescent girls, women with disabilities, women living with HIV and migrant women) in the policies and actions being developed to respond to the crisis, and the post-crisis recovery. Analyze data on prevalence of gender-based violence (GBV) and identify potential hotspots. Identify service delivery gaps for post-GBV services. Conduct literature review of already existing data from Zambia and from other parts of the world. <p>Compile data analysis on gender equality, GBV and other issues of the social-economic impact household survey.</p> <p>*Comprehensive Terms of Reference (ToR) attached for further reference</p>
List and Description of Expected Outputs to be Delivered	<p>The Consultancy firm is expected to deliver a comprehensive report (include number of pages), in English, that disaggregates data on the impact of Covid-19 by sex, age, disability (any other noticeable vulnerability). Evaluates gender impact on livelihoods by looking at the composition of the sectors most impacted (based on existing data). Takes into account household structures and dynamics to assess impact on women, men, PWD, the youth and children. The Report should also provide policy recommendations and actions to ensure gender responsiveness of the Covid-19 response in Zambia.</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Person to Supervise the Work/Performance of the Service Provider	-OIC, Governance & Gender - Director Gender Rights Protection- Ministry of Gender																																																																																																
Frequency of Reporting	Weekly and at the end of each milestone																																																																																																
Progress Reporting Requirements	<p>Submission of narrative progress reports for each milestone as shown below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Activities</th><th rowspan="2">Consultancy days</th><th rowspan="2">Deadline</th><th colspan="8">Weeks</th></tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th></tr> </thead> <tbody> <tr> <td>Planning and design</td><td>10</td><td>3rd Nov, 2020</td><td>x</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Submission of inception report</td><td>10</td><td>17 Nov, 2020</td><td></td><td>x</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Sampling and field work</td><td>13</td><td>3rd Dec, 2020</td><td></td><td></td><td>x</td><td>X</td><td>x</td><td></td><td></td><td></td></tr> <tr> <td>Data processing and analysis</td><td>7</td><td>12 Dec, 2020</td><td></td><td></td><td></td><td></td><td></td><td>x</td><td></td><td></td></tr> <tr> <td>Submission of draft report</td><td>2</td><td>15 Dec, 2020</td><td></td><td></td><td></td><td></td><td></td><td></td><td>x</td><td></td></tr> <tr> <td>Validation meeting</td><td>1</td><td>16th Dec, 2020</td><td></td><td></td><td></td><td></td><td></td><td></td><td>x</td><td></td></tr> <tr> <td>Final report and dissemination</td><td>2</td><td>18th Dec, 2020</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>x</td></tr> </tbody> </table>	Activities	Consultancy days	Deadline	Weeks								1	2	3	4	5	6	7	8	Planning and design	10	3 rd Nov, 2020	x								Submission of inception report	10	17 Nov, 2020		x							Sampling and field work	13	3 rd Dec, 2020			x	X	x				Data processing and analysis	7	12 Dec, 2020						x			Submission of draft report	2	15 Dec, 2020							x		Validation meeting	1	16 th Dec, 2020							x		Final report and dissemination	2	18 th Dec, 2020								x
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Location of work	<input checked="" type="checkbox"/> Exact Address/es Lusaka and other locations in Zambia <input type="checkbox"/> At Contractor's Location																																																																																																
Expected duration of work	45 working days																																																																																																
Target start date	19 October 2020																																																																																																
Latest completion date	21 December 2020																																																																																																
Travels Expected	Applicable where necessary																																																																																																
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's BSafe Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																																																																																																
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																																																																																																

activities/sub-activities				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
	Product 1: Upon submission and acceptance of Inception report.	15%	3 Nov 2020	Approval by the technical team
	Product 2: Upon submission and acceptance of work-plan for data collection.	35%	17 Nov 2020	Approval by the technical team
	Product 3: Upon submission and acceptance of Draft Assessment Report.	25%	1 Dec 2020	Approval by the technical team
	Product 4: Upon submission and acceptance of Final Assessment Report.	25%	20 Dec 2020	Approval by the technical team
Person(s) to review/inspect/ approve outputs/completed services and	OIC, Governance & Gender, MoG			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

authorize the disbursement of payment				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 25%? <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 45% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%?			
	Category	Criteria	Obtainable Points	Weight
	Section 1.	Bidder's qualification, capacity and experience	250	25%
	Section 2.	Proposed Methodology, Approach and Implementation Plan	450	45%
	Section 3.	Management Structure and Key Personnel	300	30%
	<p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:			
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> <i>Procurement</i> <i>Procurement.zm@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	None

9. Criteria for Selection of the Best Offer		
<p>Qualified Consultancy firms are expected to submit both Technical and Financial Proposals. The Technical Proposal should include how the consultancy firms will deliver the expected key functions listed in this Terms of Reference. Applicants are expected to submit their CVs, Academic Credentials, Work Certifications and any other relevant credentials.</p> <p>Shortlisting will be made by the UNDP in consultation with Ministry of Gender and the UN Participating agencies. The following criteria will be followed in selecting the best candidate.</p>		
Item	Evaluation Criteria	Points
	Technical Evaluation Criteria (70%)	
SEQ.	CRITERIA	OBTAINABLE POINTS
SECTION 1. BIDDER'S QUALIFICATION, CAPACITY AND EXPERIENCE		
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	Litigation and Arbitration history	15
1.3	General Organizational Capability which is likely to affect implementation - Financial stability - Loose consortium, holding company or one firm - Age/size of the firm - Strength of project management support - Project financing capacity - Project management controls	50

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

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	15
1.5	Quality assurance procedures, warranty	30
1.6	Relevance of Experience of Team Members:	
1.6a	Specialized Knowledge	25
1.6b	Experience on similar projects	50
1.6c	Work for major multilateral/ or bilateral programmes	25
1.6d	Experience in the region	10
	Sub-total: bidder's qualification and experience	250
SECTION 2. PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN		
2.1	To what degree does the Proposer understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	65
2.4	Is the conceptual framework adopted appropriate for the task?	65
2.5	Is the scope of the task well defined and does it correspond to the TOR	100
	Technologies used - compatibility with UNDP considering the COVID-19 pandemic	20
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame?	120
	Sub-total Methodology	450
SECTION 3. MANAGEMENT STRUCTURE AND KEY PERSONNEL		
3.1	Project Manager/ Lead Consultant (Gender Expert)	
3.11	Master's in Gender, Demography, Public Health, Epidemiology, Sociology, Economics or other development fields	30
3.12	Minimum 10 years of relevant work experience in gender analysis, gender policy advocacy, policy research, gender responsive programming and budgeting.	50
3.13	Have relevant experience in working with governments and/or international organisations on consultancy assignments, especially in gender analysis, gender policy and gender responsive budgeting.	40
3.14	Experience in supervising and managing teams	20
3.15	Knowledge in data management software and statistical skills	10
3.2	Field Manager	

3.21	Master's in Gender, Demography, Public Health, Epidemiology, Sociology, Economics or other development fields	30
3.22	Experience managing field work for Impact assessments of communities, experience in gender analysis, gender policy advocacy, policy research, gender responsive programming and budgeting.	20
3.23	Experience in conducting trainings and developing teaching aids	10
3.24	Experience in community-based projects	10
3.3	Data Manager/ Technical lead	
3.31	Degree or equivalent in computers science, demography, statistics, or any other relevant field	30
3.32	Training and experience in using and programming CS-PRO and similar programs.	10
3.33	Data analysis and cleaning	10
3.34	Ability to compile data from different sources, merging data sets	10
3.35	Ability to query data or data mining	10
3.36	Visualization and reporting	10
	Sub-total Management structure and key personnel	300
Total		1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Submission and acceptance of Inception report.	15%	
2	Submission and acceptance of work-plan for data collection.	35%	
3	Submission and acceptance of Draft Assessment Report.	25%	
4	Submission and acceptance of Final Assessment Report.	25%	
	Total	100%	

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

E. Cost Breakdown by Cost Component

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from core survey team				
I. Project Manager		11.5	1	
II. Field Manager		11.5	1	
III. Data Manager		11.5	1	
2. Services from Field Offices				
I. Supervisor		11.5	1	
II. Interviewers		40	2-4	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

****GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL CONTRACTS***