



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

	DATE: October 13, 2020
	REFERENCE: SOCIAL COHESION STRATEGY 2012

Dear Sir / Madam:

We kindly request you to submit your Proposal: **To conduct a review of the current Social cohesion Strategy 2012 with the view to update the Strategy to be in line with the relevant recent International, continental, Regional and National Instruments on Human Rights and Social Cohesion.**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ENVELOPES AND/OR PASSWORD ENCRYPTED FINANCIAL PROPOSAL** on or before 16h00 **Monday, October 26, 2020** and via email to the address below:

United Nations Development Programme
351 Francis Baard Street, Metropark Building, Pretoria, 0001.
Lerato Maimela

bid.pretoria@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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
10/13/2020

Description of Requirements

Context of the Requirement	<p>The social cohesion project is a long-term nation building initiative. It is informed by a recognition that the promotion of social cohesion is an important part in nation building and the articulation of South Africa's national identity. The project is an outcome of analyses and deliberation on issues and trends identified in two key documents, A Nation in the Making (2003) and the Macro Social Report (2006) by the Human Sciences Research Council. In efforts to intensify a united South Africa, in 2012 Cabinet approved a national social cohesion strategy that was approved at the 2012 Historic National Social Cohesion Summit held in Kliptown where the Freedom Charter was signed.</p> <p>The United Nations Development Programme (UNDP) in collaboration with the department of Sport, Arts and Culture (DSAC) that is tasked to lead the Social Cohesion agenda in South Africa, seeks to appoint a service provider to review the national social cohesion strategy and develop a position document on the role of government partner institutions and stakeholders towards the attainment of a socially cohesive nation in South Africa.</p>
Implementing Partner of UNDP	UNDP and The department of Sport, Arts and Culture (DSAC)
Brief Description of the Required Services ¹	To review the national social cohesion strategy and develop a position document on the role of government partner institutions and stakeholders towards the attainment of a socially cohesive nation in South Africa.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> ○ Inception Meeting Report ○ Desktop or Literature Review Report ○ Stakeholder engagement report ○ Guidelines for the Implementation of Social Cohesion Programs in the country ○ National Strategic Implementation Plan and Programme of Action on Social Cohesion and Nation Building in South Africa ○ A revised social cohesion strategy
Person to Supervise the Work/Performance of the Service Provider	Project supervisory team of the UNDP and the DSAC as well as the DSAC DG and the UNDP Resident Representative.
Frequency of Reporting	At least biweekly
Progress Reporting Requirements	The service provider shall meet and submit written progress reports to the Project supervisory team of the UNDP and the DSAC as well as the DSAC DG and the UNDP Resident Representative.

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.

Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	4 months																			
Estimated Target start date	02 nd November 2020																			
Latest completion date																				
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>N/A</td><td></td><td></td><td></td></tr> <tr> <td>N/A</td><td></td><td></td><td></td></tr> <tr> <td>N/A</td><td></td><td></td><td></td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	N/A				N/A				N/A			
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a																			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS																			

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																
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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>%</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Inception Meeting Report</td><td>20%</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>Desktop or Literature Review Report</td><td colspan="2" rowspan="2">20%</td></tr> <tr> <td>Stakeholder engagement report</td></tr> <tr> <td>Guidelines for the Implementation of Social Cohesion Programs in the country</td><td rowspan="2">40%</td><td rowspan="3"></td></tr> <tr> <td>National Strategic Implementation Plan and Programme of Action on Social Cohesion and Nation Building in South Africa</td></tr> <tr> <td>A revised social cohesion strategy</td><td>20%</td></tr> </tbody> </table>	Outputs	%	Condition for Payment Release	Inception Meeting Report	20%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Desktop or Literature Review Report	20%		Stakeholder engagement report	Guidelines for the Implementation of Social Cohesion Programs in the country	40%		National Strategic Implementation Plan and Programme of Action on Social Cohesion and Nation Building in South Africa	A revised social cohesion strategy	20%
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Person(s) to review/inspect/approve outputs/completed services and authorize the	The service provider shall submit written progress reports to be reviewed and approved by the Project supervisory team of the UNDP and the DSAC as well as the DSAC DG and the UNDP Resident Representative before payment disbursements																

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.

disbursement of payment												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>											
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of 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%) = 100 points</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>All team members with Master's Degree in Human Rights, Development studies, Social Sciences, Sociology, Politics, and International Relations, Change Management or similar qualification from a SAQA accredited institution.</td> <td>30</td> </tr> <tr> <td>Solid understanding and 10 years working on social cohesion, nation building, reconciliation, moral regeneration, creation of safe spaces and rights and responsibilities.</td> <td>40</td> </tr> <tr> <td>Demonstrable understanding of the Constitutional mandate, the National Development Plan and the Sustainable Development Goals</td> <td>30</td> </tr> <tr> <td>TOTAL</td> <td>100</td> </tr> </tbody> </table>		Criteria	Points	All team members with Master's Degree in Human Rights, Development studies, Social Sciences, Sociology, Politics, and International Relations, Change Management or similar qualification from a SAQA accredited institution.	30	Solid understanding and 10 years working on social cohesion, nation building, reconciliation, moral regeneration, creation of safe spaces and rights and responsibilities.	40	Demonstrable understanding of the Constitutional mandate, the National Development Plan and the Sustainable Development Goals	30	TOTAL	100
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TOTAL	100											

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.

	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
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
Annexes to this RFP ⁶	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	Lerato Maimela Procurement Associate lerato.maimela@undp.org / procurement.enquiries.za@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

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.

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.