



REQUEST FOR PROPOSAL (RFP)

Portfolio Analysis for Strategic Insights	DATE: October 16, 2020
	REFERENCE: RFP-2020-23

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services to conduct **Portfolio Analysis for Strategic Insights**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system (**04:00PM, Bangkok Time, 31 October 2020**). Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest
Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

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. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

The Technical Proposal and the 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. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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.

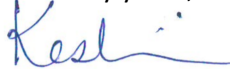
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team, BRH

16 October 2020

Description of Requirements

Context of the Requirement	UNDP is seeking the services of a data science firm that specializes in text mining, natural language processing, network analysis, machine learning and other relevant techniques to conduct the portfolio analysis on the unstructured data in the organization and support UNDP to develop the capacity to make sense of the data and generate actionable intelligence. (for details please see the ToR attached as Annex 2)
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	As indicated in the ToR attached as Annex 2
List and Description of Expected Outputs to be Delivered	As indicated in the ToR attached as Annex 2
Person to Supervise the Work/ Performance of the Service Provider	Programme Specialist, Innovation and Knowledge Management, UNDP Regional Innovation Center in Bangkok
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 months
Target start date	15 November 2020
Latest completion date	15 April 2021
Travels Expected	As indicated in the ToR attached as Annex 2
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars

Value Added Tax on Price Proposal	<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 (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	As indicated in the ToR attached as Annex 2
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Programme Specialist, Innovation and Knowledge Management, UNDP Regional Innovation Center in Bangkok
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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><u>Technical Proposal (70%)</u></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 - 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 35% <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ =price of the lowest priced proposal; z = price of the proposal being evaluated.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <i>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.</i>

Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Consultant Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Required Documents that must be Submitted to Establish Qualification of Proposers	<input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2017, 2018 & 2019); <input checked="" type="checkbox"/> Document establishing Eligibility & Qualification of the Bidder <ul style="list-style-type: none"> List of similar projects completed with value, client name and contact details. (Qualified bidder must have at least 2 years of professional experience in the field of data science, especially text analytics, natural language processing and machine learning) Evidence (Successful completion certificate) of having successfully completed at least two similar assignments within last three years; <input checked="" type="checkbox"/> Completed and signed CVs for the Proposed Key personnel; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> Electronic files that form part of the proposal must be in PDF format; The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled;

	<ul style="list-style-type: none"> • 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. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>
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DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Business Licenses – Registration papers;
- 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;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Have at least 2 years of professional experience in the field of data science, especially text analytics, natural language processing and machine learning;
- Successfully completed at least two similar assignments within last three years;

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	350
	Total	1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
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	30
1.3	Quality assurance procedures and risk mitigation measures	30
1.4	Specialized expertise in the field of data science, including but not limit to text analytics, natural language processing and machine learning	80
1.5	Professional experience of at least two similar projects related to the scope of work in this assignment	80
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	50

2.2	Description of the Offeror's approach and methodology meets or exceeds the requirements of the Terms of Reference	150
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.5	Demonstration of an agile and iterative mechanism/approach to design, prototype and test out different types of the data analysis with users	80
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed.		50
3.2	Qualifications of key personnel proposed		
3.2 a	Lead data scientist		120
	Master's degree or higher in Computer Science, Data Science, Machine Learning, Information System Management, Mathematics or other related fields	10	
	A minimum of 7 years of professional experience as a data scientist, data engineer, or data analyst	40	
	Proven knowledge and expertise in at least three fields of text mining, natural language processing, machine learning, network analysis, topological data analysis or others. Please submit two relevant samples of work.	60	
	Excellent written and spoken English	10	
3.2 b	Two Junior data scientists		180
	Bachelor's degree or higher in Computer Science, Data Science, Machine Learning, Information System Management, Mathematics or other related fields	10	
	A minimum of 3 years of professional experience as a data scientist, data engineer, or data analyst	70	
	Proven knowledge and expertise in at least two fields of text mining, natural language processing, machine learning, network analysis, topological data analysis or others. Please submit one relevant sample of work.	90	
	Excellent written and spoken English	10	
Total Section 3			350

TERMS OF REFERENCE

Portfolio Analysis for Strategic Insights

a. Background Information and Rationale, Project Description

Global development challenges have become increasingly interrelated, requiring us to take interdisciplinary approaches and seek non-linear solutions. Important development trends like urbanization, climate change, and inequality pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals (SDGs).

New strategic risks like COVID-19 have brought in higher levels of complexities and uncertainties, questioning our traditional approaches to development design and delivery. Meanwhile, opportunities emerged from the advance of Fourth Industrial Revolution, economic and social development, and innovation are showing us the possibility of new ways to cope with development challenges. As an important development partner, UNDP has been working closely with government, private sectors, civil society and academia to develop a diverse portfolio of programmes that address the wicked social and environmental problems across multiple thematic areas.

To accelerate learning and impact of UNDP's work, UNDP Regional Innovation Centre (RIC) in Bangkok has been supporting Country Offices (COs) in the region of Asia and the Pacific to test out the methodology of portfolio sensemaking. With a structured process of deep-reflection and socialization, portfolio sensemaking helps COs establish the strategic relevance of their portfolio of projects, enhance coherence in a portfolio logic, and over time develop and incorporate sensemaking as an institutional capacity at the core of UNDP programmes that allows us to extract key insights and generate actionable intelligence.

It has been a well-facilitated and interactive process in a format of three-day workshop to reflect on the rational, levers of changes, coherence and relevance. Complementing to the qualitative process of portfolio sensemaking, a large volume of unstructured data laying in the project documents and administrative reports could potentially be extracted and utilized for exploring the hidden connections and patterns between projects by key dimensions, identifying gaps and opportunities, and providing useful insights for enhancing coherence and informing project design.

Given this, RIC is interested in contracting a data science firm that specializes in text mining, natural language processing, network analysis, machine learning and other relevant techniques to conduct the portfolio analysis on the unstructured data in the organization and support UNDP to develop the capacity to make sense of the data and generate actionable intelligence.

b. Specific Objectives

UNDP requires the services of a data science firm for the following specific objectives:

- Explore and identify the hidden connections and patterns among UNDP Country Office's projects with the unstructured data in the organization;
- Adopt a data-driven approach to provide useful intelligence for portfolio sensemaking that aims at enhancing portfolio coherence and accelerating institutional learning;
- Enhance the UNDP Country Office's knowledge and capacity in gaining basic understanding of applying Artificial Intelligence for development work, including how it works, what it can and cannot do, potential bias and limitation and implication of ethical use of AI.

c. Scope

As the first pilot to test out the portfolio analysis in UNDP, the selected team will work on the project documents and administrative reports from the Philippines. Thus, the selected data science team will work

closely with RIC and UNDP Philippines to conduct the assignment. They are expected to undertake the following tasks:

- Co-design the methodology, process and workplan for the assignment with the technical working group (TWG) from RIC and UNDP Philippines. The data science team should lead the technical part, propose suitable techniques for the analysis, and draft the research framework to conduct the assignment. The TWG will articulate the objectives of the analysis, identify key areas to focus, and provide feedback.
- Review project document(s) and project progress reports and have consultations with the TWG to understand the structure and meaning of data represented in these documents in relation to UNDP Programme Policies and Operations procedures;
- Extract text and relevant data from project document(s) and project progress reports (in the format of scanned PDF) against the structure of data frame defined by the TWG and the data science team;
- Conduct text mining, network analysis/topological analysis and other relevant data analysis with the support of machine learning (the models should be built for the UNDP Philippines's context) to identify and visualize connections, patterns and clusters among projects based on key dimensions such as levers of change, thematic areas, partnerships, capacities and others (defined by the TWG). It shall be able to produce a high-level overview of the patterns as well as logical breaks of the same while also providing disaggregated details of projects when zooming in for the purpose of enhanced programme/project monitoring and oversight;
- Develop quick prototypes to test out different types of possible data analysis and test them with the TWG. The final data analysis should be captured in an interactive visual dashboard;
- Adopt an agile and iterative approach that accommodates UNDP's needs and allows the TWG to provide timely feedback on the data prototypes and the dashboard. The data science team shall be able to adopt the feedback and iterate the data analysis;
- Articulate the gist of the methodology and process for the TWG and support the TWG to interpret the analysis. Through this assignment, the data science team shall support UNDP on capacity building so that the TWG can learn the basic logic of how different data science techniques work in this case, the advantages and potential limitations/bias, implication of responsible use of data, and how to translate the results from data analysis into useful insights;
- Conduct learning sessions and webinars with UNDP RIC, UNDP Philippines and other relevant Country Offices to explain the methodologies (in plain language), demonstrate the progress and results of the analysis and provide guidance on generating useful intelligence;
- Develop a brief report to capture the key findings and learnings (with visualization) and an associated blog post together with the TWG.

d. Approach and Methodology

The contractor is expected to be able to perform data analysis using the relevant techniques such as natural language processing, text mining, network analysis, topological data analysis, machine learning and others. The contractor is required to describe methodologies incorporating the requirements mentioned with more details and is welcome to propose innovative methodologies that are relevant and suitable for the research assignment. The scope, direction, and progress of the research should be with close consultation with UNDP RIC and UNDP Philippines.

e. Deliverables and Schedules/Expected Outputs (within 5 months)

Deliverables	Tentative Timeline
1. Assignment proposal including methodologies and a detailed work plan with tasks and timelines	By the end of November 2020
2. Text mining, network analysis/topological analysis and other relevant data analysis to identify and visualize connections, patterns or break of them, clusters among projects based on key dimensions	
2.1 Prototypes of data analysis	By the end of January 2021

2.2 Interactive dashboard of final data analysis	By the end of February 2021
3. Online learning sessions and webinars to explain the methodologies, demonstrate the progress and results of the analysis, and provide guidance on generating useful intelligence	By the end of March 2021
4. A brief report to capture the key findings and learnings (with visualization) and an associated blog post together with the TWG	By the 14 April 2021

f. Key Performance Indicators and Service Level

- a) The performance of service will be evaluated based on the actual quality deliverables, the relevance to the areas of scoping described, applicability of insights and knowledge obtained from the research to inform the strategy and development of UNDP;
- b) If the contractor does not meet the required service level, the L&R Unit will not certify payments for the deliverable i.e. no payment will be made until L&R unit certifies and accepts the deliverable. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

g. Governance and Accountability

- a) The contractor will report to the Programme Specialist, Innovation and Knowledge Management, UNDP Regional Innovation Center in Bangkok who will review the deliverables and evaluate the contractors' performance in collaboration with Data and Impact Management Consultant and the technical support team at UNDP Bangkok Regional Hub;
- b) Data and Impact Management Consultant, UNDP Regional Innovation Center in Bangkok and the other relevant colleagues will be responsible for supporting the contractor during the course of work and providing any information/documents as needed;
- c) The team from the RIC and UNDP Philippines will support the contractors to connect with resource and network needed for the research.

h. Facilities to be provided by UNDP

- a) UNDP will support the contractor in gaining access to relevant information;
- b) The contractors will ensure they have regional and district level access (where needed). The contractor will identify the need for meetings and will host the meetings. UNDP can facilitate some meetings upon contractor's request;
- c) The contractor is encouraged to use open source data analytics tools and software. If there is a need for software license, it shall be reflected in the financial proposal;
- d) The contractor will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:
 - The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
 - Arrangements for logistics across all aspects of the assignment including in-country transportation for its operations, accommodation and any visa requirements.
 - Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
 - Ensure adequate communication with UNDP.

i. Expected duration of the contract/assignment

- a) Expected duration of the assignment is 5 months (15 November 2020 – 14 April 2021);
- b) Target date of commencement of the work and expected completion date are indicated in the deliverable table;
- c) Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, approve/accept outputs, etc.: 1 month all-inclusive on demand basis within the contract duration.

j. Duty Station

- a) The contractor will be home-based with no travel for country missions.
- b) The contractor will be required to report the progress of work during the assignment on demand basis.

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

The minimum requirements for the company/organization/institution:

- Have at least 2 years of professional experience in the field of data science, especially text analytics, natural language processing and machine learning;
- Successfully completed at least two similar assignments within last three years;
- Flexibility and openness to accommodate clients' needs.

A team of minimum 3 members identified below is required. The individual team members might have different domain expertise. But the composition of the team shall have the skills of text mining, natural language processing, machine learning, network analysis/topological data analysis.

The minimum requirements for the members of the team:

a) Lead data scientist

- Master's degree or higher in Computer Science, Data Science, Machine Learning, Information System Management, Mathematics or other related fields;
- A minimum of 7 years of professional experience as a data scientist, data engineer, or data analyst;
- Proven knowledge and expertise in at least three fields of text mining, natural language processing, machine learning, network analysis, topological data analysis or others;
- Two relevant samples of work;
- Excellent written and spoken English.

b) Two Junior data scientists

- Bachelor's degree or higher in Computer Science, Data Science, Machine Learning, Information System Management, Mathematics or other related fields;
- A minimum of 3 years of professional experience as a data scientist, data engineer, or data analyst;
- Proven knowledge and expertise in at least two fields of text mining, natural language processing, machine learning, network analysis, topological data analysis or others;
- One relevant sample of work;
- Excellent written and spoken English.

l. Price and Schedule of Payments

The contractor shall submit financial proposal as below:

- a) Professional fees: the contractor shall propose the professional fees for each team member with the number of working days for each team member;
- b) Out of pocket expense and any other related cost

The total contract value, inclusive of the above elements, shall be converted into a lump sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment.

SN	Deliverables	Percentage of Total Price (Weight for payment)
1	Assignment proposal including methodologies and a detailed work plan with tasks and timelines	10%

2	Text mining, network analysis/topological analysis and other relevant data analysis to identify and visualize connections, patterns or break of them, clusters among projects based on key dimensions	
2.1	Prototypes of data analysis	30%
2.2	Interactive dashboard of final data analysis	30%
3	Online learning sessions and webinars to explain the methodologies, demonstrate the progress and results of the analysis, and provide guidance on generating useful intelligence	30%
4	A brief report to capture the key findings and learnings (with visualization) and an associated blog post together with the TWG	

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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

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

C. Qualifications of Key Personnel

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.*

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

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL³ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Assignment proposal including methodologies and a detailed work plan with tasks and timelines	10%	
2	Text mining, network analysis/topological analysis and other relevant data analysis to identify and visualize connections, patterns or break of them, clusters among projects based on key dimensions		
	2.1 Prototypes of data analysis	30%	
	2.2 Interactive dashboard of final data analysis	30%	
3	Online learning sessions and webinars to explain the methodologies, demonstrate the progress and results of the analysis, and provide guidance on generating useful intelligence	30%	
4	A brief report to capture the key findings and learnings (with visualization) and an associated blog post together with the TWG		
Total		100%	

*This shall be the basis of the payment tranches

B. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

1. Services from Home Office				
a. Lead data scientist				
b. Junior data scientists 1				
c. Junior data scientists 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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