



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

	DATE: October 21, 2020
	REFERENCE: Social Insurance Schemes

Dear Sir / Madam:

We kindly request you to submit your Proposal: **:Options for Social Insurance Schemes for the Informal Sector and with emphasis on Women and Youths in South Africa**

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

Technical and Financial Proposals may be submitted with a **SEPARATE PASSWORD ENCRYPTED FINANCIAL PROPOSAL** on or before 16h00 **Monday, November 02, 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](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  
10/21/2020

## Description of Requirements

Context of the Requirement	<p>South Africa's population is estimated at 59.6 million, of which 51.1% are women, according to the mid-year Population estimates. With an Upper Bound Poverty line of R992 in 2015, 49.2% of adults live below the poverty line, a breakdown of which reveal 46.1% of males and 52% of female and those below the ages of 35 bearing the highest poverty burden<sup>1</sup>. With a Gini-coefficient of 0.63 in 2014/2015, inequality is amongst the highest in the world with over half (52.6%) of all household expenditure accrued by the richest 10% of the population.<sup>2</sup> During the first quarter of 2020, unemployment rate increased to 30.1% from 27.6%, same period last year. Women faced levels of unemployment at 32.4% compared to men at 28.3% while the youth's unemployment rate hit 41.7%. With the overall expanded unemployment rate of 39.7%, women unemployment was 43.4% <sup>3</sup>compared to men at 36.5%. Eastern Cape, Free State, Mpumalanga and North West recorded the highest unemployment rates at 40.5%, 38.4% and 33.3% and 33.2% respectively with Gauteng's unemployment rate at 31.4%</p> <p>With the advent of the COVID-19 pandemic, poverty and inequality worsened. The Socio-Economic Impact of COVID-19 study by the UN under the technical leadership of the UNDP stated that those in the Informal sector, unskilled and semi-skilled workers, and those with low levels of education and low access to technology were the hardest hit. Black Africans and female-headed households dominate in all the categories of the most affected by poverty and COVID-19.</p>
Implementing Partner of UNDP	Government of South Africa
Brief Description of the Required Services <sup>4</sup>	The overall objective of this assignment or study is to build resilience to shocks for individuals working in the informal sector particularly women and hence contribute to policy response of poverty and inequality reduction in South Africa.

<sup>1</sup> Living Conditions Survey 2014/2015 Stats SA Page 14

<sup>2</sup> Inequality Trends in South Africa – A multidimensional diagnosis of Poverty, 2017 Statistics South Africa

<sup>3</sup> StatsSA QLFS Q12020 – Women Labour Force 12,776,000; unemployed 5, 5 42,000; not economically active 6,849,000

<sup>4</sup> 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.

List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1. Inception Report by end October 2020</li> <li>2. A draft report by 2nd week November on the ToR including: <ul style="list-style-type: none"> <li>- Informal Sector Analysis,</li> <li>- the survey and</li> <li>- Social Insurance Models scenarios with justifications for the most practical and preferred</li> <li>- Institutional and process modalities</li> <li>- Capacity building strategy and plan</li> </ul> </li> <li>3. Finalised reports incorporating feedback from UNDP and other reviewers <i>before</i> second week of December 2020</li> <li>4. A PowerPoint presentation with highlighting key messages on the deliverables</li> <li>5. 2 or 3 pages of infographics on key findings</li> <li>6. The consultant(s) will be requested to physically present the draft and final reports to groups of stakeholders and incorporate feedback.</li> </ol>																
Person to Supervise the Work/Performance of the Service Provider	UNDP technical team led by the Senior Economist of UNDP South Africa.																
Frequency of Reporting	Weekly																
Progress Reporting Requirements	The service provider shall meet and submit written progress reports UNDP technical team led by the Senior Economist of UNDP South Africa																
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	6 WEEKS																
Estimated Target start date	09 <sup>nd</sup> 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 <sup>5</sup>	<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>

<sup>5</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>6</sup>	<table><tr><th>Outputs</th><th>%</th><th>Condition for Payment Release</th></tr><tr><td>Inception Report by end October 2020</td><td>20</td><td rowspan="4">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>A draft report by 2nd week November</td><td>30%</td></tr><tr><td>Finalise reports incorporating feedback from UNDP and other reviewers <i>before</i> second week of December 2020</td><td rowspan="2">30%</td></tr><tr><td>A PowerPoint presentation with highlighting key messages on the deliverables  2 or 3 pages of infographics on key findings</td></tr><tr><td>The consultant(s) will be requested to physically present the draft and final reports to groups of stakeholders and incorporate feedback.</td><td>20%</td></tr></table>			Outputs	%	Condition for Payment Release	Inception Report by end October 2020	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.	A draft report by 2nd week November	30%	Finalise reports incorporating feedback from UNDP and other reviewers <i>before</i> second week of December 2020	30%	A PowerPoint presentation with highlighting key messages on the deliverables  2 or 3 pages of infographics on key findings	The consultant(s) will be requested to physically present the draft and final reports to groups of stakeholders and incorporate feedback.	20%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The service provider shall submit written progress reports to be reviewed and approved by the UNDP Resident Representative and Senior Economist before payment disbursements															

<sup>6</sup> 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.

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 <sup>7</sup> <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><b><u>Technical Proposal (70%) = 100 points</u></b></p> <table border="1"> <thead> <tr> <th>Criterion and score</th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>Knowledge of South Africa's economy and Social Protection</td><td>20</td></tr> <tr> <td>Experience in similar assignments – global knowledge of Social Protection with emphasis on social insurance and costing</td><td>40</td></tr> <tr> <td>Experience in conducting surveys</td><td>20</td></tr> <tr> <td>Publications and Infographics</td><td>20</td></tr> </tbody> </table> <p><b><u>Financial Proposal (30%)</u></b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	Criterion and score	POINTS	Knowledge of South Africa's economy and Social Protection	20	Experience in similar assignments – global knowledge of Social Protection with emphasis on social insurance and costing	40	Experience in conducting surveys	20	Publications and Infographics	20
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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 <sup>8</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>										

<sup>7</sup> 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.

<sup>8</sup> 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 <sup>9</sup>	<input checked="" 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 <sup>10</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>11</sup>	<i>Lerato Maimela</i> <i>Procurement Associate</i> <i>lerato.maimela@undp.org / procurement.enquiries.za@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 <i>[pls. specify]</i>	

<sup>9</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>10</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>11</sup> 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.