



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

NAME & ADDRESS OF FIRM	DATE: November 9, 2020
	REFERENCE: LAND REFORM & RURAL DEVELOPMENT SUPPORT PROJECT KNOWLEDGE PRODUCT (KP) DEVELOPMENT FROM PIECES OF EXISTING RESEARCH ON LAND REFORM, AGRICULTURE & RURAL DEVELOPMENT

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **LAND REFORM & RURAL DEVELOPMENT
SUPPORT PROJECT KNOWLEDGE PRODUCT (KP) DEVELOPMENT FROM PIECES OF EXISTING
RESEARCH ON LAND REFORM, AGRICULTURE & RURAL DEVELOPMENT**

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

Proposals may be submitted on or before Friday, November 20, 2020 via email by 16h00 to the address below:

UNDP Procurement Unit
bid.pretoria@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
11/9/2020*

Description of Requirements

Context of the Requirement	<p>UNDP defines Knowledge Management (KM) as the summary of all measures designed to address its knowledge-related challenges. It recognizes that knowledge is both a key output that it delivers to its partners and clients, as well as a key resource that the organization needs in order to deliver its results.</p> <p>The key objective of KM in UNDP is to drive UNDP's global leadership in achieving (1) inclusive and sustainable growth and development, (2) stronger systems of democratic governance, (3) strengthened institutions to deliver access to basic services, (4) gender inequality and women's empowerment, (5) reduced likelihood of conflict and risk of natural disasters, (6) early recovery and return to sustainable development pathways in post-conflict and post-disaster settings, and (7) development of debates and actions that prioritize eradication of poverty, inequality and exclusion. Within this context knowledge products and tools are key elements for knowledge management. Knowledge creation and learning is the ultimate objective of UNDP's knowledge generation work.</p> <p>UNDP aims at injecting itself into the public development conversation by actively reaching out to its audience such as readers of publications, visitors of websites, and participants of events. It engages with local and regional public intellectuals, research-based institutions, think tanks, policy forums and public media to learn and shape policy debates, emphasizing in particular local adaptation of knowledge and ownership of solutions that are responsive to local needs and support the scaling up of local innovations. The required knowledge products (KP) will therefore assist in realizing the above-mentioned goals.</p> <p>At times, political sensitivities favor private knowledge sharing, with public sharing limited to highly processed knowledge products. This makes open public sharing of challenges, shortcomings and lessons outside organizational boundaries difficult and 'against the culture'. Land Reform Programme in South Africa proved to be one of those interventions where all parties involved were very cautious about sharing knowledge prematurely due to political sensitivities. After nine years of implementation, from 2011, UNDP and DALRRD believe that a wealth of knowledge has been developed over this period, and thus this assignment is considered necessary and timely.</p>
Implementing Partner of UNDP	Department of Agriculture, Land Reform and Rural Development
Brief Description of the Required Services ¹	This assignment's direction is focused on collation and production of knowledge and to improve all aspects of existing research products. The intention is to foster

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.

	<p>evidence-driven learning, enforce collection, collation and analysis of robust data and evidence so that it will strengthen and proactively harness evidence-based policy research analysis capacity for sector intelligence and data-driven decision making. The objectives of this assignment are:</p> <p>a) To assist UNDP and its partner to create and produce a one-stop repository, which will be a resource book with a collection of well researched articles, case studies, reports, discussion documents, advisory notes, policy development tools and more.</p> <p>b) To assist UNDP and its partner to develop succinct knowledge or communication products such as online articles/newsletters, infographic books, block posts, development tools, pamphlets, etc.</p>			
List and Description of Expected Outputs to be Delivered	<p>a) The expected deliverables are inception report outlining the understanding of the Terms of Reference, detailing the methodology and the reasons for the chosen methodology. The inception report must include implementation plan, activity schedule, milestones, resource breakdown and timelines.</p> <p>b) A draft outline of how the existing data is going to be collated, analysed and be developed into a fully-fledged resource book. Presentation of the layout of the resource book.</p> <p>c) Quick wins knowledge products for online publishing or interactive sessions.</p> <p>d) Resource Book.</p> <p>e) Innovative proposal or recommendations on creating online one-stop repository.</p>			
Person to Supervise the Work/Performance of the Service Provider	UNDP Programme Manager, Project Manager and Knowledge Management Official.			
Frequency of Reporting	<i>AS and when required in the workplan</i>			
Progress Reporting Requirements	Meetings and reports as and when required			
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location			
Expected duration of work	4 months from signing of the contract			
Target start date	Upon signing of the contract by both parties			
Latest completion date	March 2021			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	<input type="checkbox"/> Security Clearance from UN prior to travelling			

Special Security Requirements	<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 (None)								
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 (<i>Counting for the last day of submission of quotes</i>)	<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								
Payment Terms ³	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Payment</th> <th>Timeframe</th> </tr> </thead> <tbody> <tr> <td>1. Inception Report with detailed approach/ methodology and Project Implementation Plan (PIP) with clear timelines.</td> <td>25%</td> <td>Within 20 days after contract signing.</td> </tr> </tbody> </table>			Deliverable	Payment	Timeframe	1. Inception Report with detailed approach/ methodology and Project Implementation Plan (PIP) with clear timelines.	25%	Within 20 days after contract signing.
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1. Inception Report with detailed approach/ methodology and Project Implementation Plan (PIP) with clear timelines.	25%	Within 20 days after contract signing.							

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.

	2. Progress Report/presentation & Draft Zero	20%	Within 1½ month (45 days) after submission and upon approval of inception report.
	3. Knowledge Products Draft One – Resource Book draft and quick wins	20%	Within 10-15 days after submission and upon approval of draft zero.
	4. Knowledge Products Draft Two- Resource book draft and quick wins	15%	Within 10-15 days after submission and upon approval of draft one.
	5. Knowledge Products Final Draft- Resource Book.	20 %	Within 20-25 days after submission and upon approval of the final draft.
	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Manager, Project Manager and Knowledge Management Official.		
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 <input type="checkbox"/> Other Type of Contract		
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	Technical Proposal (70% of the overall proposal - 100 points)		
	Criteria for Selection		Points Allocated
	(As per RFQ or RFP)		Per Criteria
	I	Technical Proposal	30
	a	Expertise and reputation of Institution/Company/Team submitting Proposal demonstrating relevance of: Specialized Knowledge (<i>Public Policy, Law, Agricultural Economics, Economics Political Science, History, Development Studies, Information & Knowledge Management, Graphic Design & Layout</i>) - Experience on Similar Programme / Projects - Experience on related Projects in the Country/Region	15
	b	Proposed Work Plan and Approach: - Is the scope of task well defined and does it respond to the TORs? - Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	15
	2	Education, Combined Competencies and Skills, Abilities and Experience	70
	a.	Team Leader: PHD in Public Policy/Administration, Law, Political Science, History, Development Economics, Development Studies, Planning or any other relevant PHD qualification with	20

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 \$100,000.00.

		specialized knowledge of planning, policy research and legislation development in the field of land policy & agriculture. Specialized training in Knowledge Management, Geographic Information System (GIS), Innovation and Graphic Design & Layout will be an added advantage.	
	b.	Support Team: Post Graduate Qualification, preferably Master's in Communications, Public Policy/Administration, Agricultural Economics, Economics, Finance, Law, Information & Knowledge Management, or any other relevant Social or Human Sciences post-graduate qualification. Specialized training in Geographic Information System (GIS), Economic Modelling, Knowledge Management, Innovation and Graphic Design & Layout will be an added advantage.	10
	c.	Combined Competencies and Skills: understanding of land reform programme of South Africa; Policy development and analysis; Research; Knowledge Product development, drafting, reviewing, editing at developmental, during writing (copy editing) and proof reading & design; excellent writing skills in English; innovation and creative skills, Information and Knowledge Management systems; Socio-Economic impact analysis for legislation development; project management; functioning of government and international development organisations; knowledge of government programme of transformation and SA policy and legislation development process.	20
	d.	Abilities: All team members must have an ability to: analyse research reports and develop concrete knowledge product for public consumption; Ability to review and synthesize voluminous literature and texts; be able to assess socio-political & socio-economic impact; write in a manner that will not limit comprehension due to jargon use as well as ability to use or apply	10

			infographics to break down complex information and be able to produce high quality product in a short space of time.	
		e.	Experience: Team Leader: Minimum of 15 years' experience in knowledge product development. Team Members: Minimum of 5 years' experience in knowledge product development.	10
	TOTAL TECHNICAL SCORE (Passing Rate = 70%)			100 pts
	<i>(minimum qualifying score – 70 points)</i> <u>Financial Proposal (30%)</u> 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:			
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]			
Contact Person for Inquiries (Written inquiries only) ⁸	Procurement Unit procurement.enquiries.za@undp.org / lerato.maimela@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 [pls. specify]				

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

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.