

United Nations Capital Development Fund



REQUEST FOR PROPOSAL

RFP No.: 72601

Project: Consulting services for WASH infrastructure in response to Covid-19 in Freetown, consisting of (a) Feasibility Study for construction of water kiosks and public toilets; (b) Updating plans and drawings of water kiosks and public toilets and; (c) Advisory on Tendering of Works

Country: Sierra Leone

Issued on: 12 November 2020

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Section 1. Letter of Invitation

The United Nations Capital Development Fund (UNCDF) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to Uncdf.procurement@uncdf.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNCDF looks forward to receiving your Proposal and thank you in advance for your interest in UNCDF procurement opportunities.

Issued by:



Name: Jaffer Machano

Title: Municipal Investment Finance Programme Manager

Date: **November 12, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNCDF. This RFP is conducted in accordance with the UNCDF Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNCDF. UNCDF is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNCDF strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNCDF vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNCDF's Anti-Fraud Policy can be found at http://www.undp.org/content/UNCDF/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNCDF staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNCDF (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNCDF contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNCDF whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNCDF.

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNCDF to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNCDF. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNCDF, and seek UNCDF's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNCDF staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNCDF's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNCDF.</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNCDF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNCDF, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

Proposal	<ul style="list-style-type: none"> b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNCDF's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNCDF, and at no expense to UNCDF</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNCDF. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNCDF, UNCDF shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security (if required) in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS. Bidders are not asked to provide a bid security for this Request for Proposal.</p> <p>12.5 The Proposal Security may be forfeited by UNCDF, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNCDF has issued an award; or

	12.6 to furnish the Performance Security, insurances, or other documents that UNCDF may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNCDF will convert the currency quoted in the Proposal into the UNCDF preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNCDF selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNCDF shall reserve the right to award the contract in the currency of UNCDF's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNCDF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNCDF.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNCDF.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only

	<p>one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNCDF and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNCDF may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNCDF staff member, UNCDF shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNCDF will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNCDF shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNCDF to extend the submission date of the Proposals, unless UNCDF deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNCDF may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNCDF may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into</p>

	their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNCDF shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNCDF reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNCDF General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNCDF as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.

<p>Email Submission</p>	<p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNCDF shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNCDF. UNCDF will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) 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 UNCDF. UNCDF will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security if required, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/UNCDF/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNCDF in the manner, and no later than the date and time, specified in the BDS. UNCDF shall only recognize the date and time that the bid was received by UNCDF</p> <p>23.2 UNCDF shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNCDF, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling,</p>

	<p>Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNCDF shall open the Proposals in the presence of an ad-hoc committee formed by UNCDF, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNCDF in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNCDF's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNCDF's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNCDF will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNCDF shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNCDF reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNCDF's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNCDF General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against

	<p>the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNCDF may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNCDF will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNCDF reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;

	<ul style="list-style-type: none"> e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNCDF may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNCDF may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNCDF's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNCDF in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNCDF, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNCDF's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNCDF and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNCDF may waive any non-conformities or omissions in the Proposal that, in the opinion of UNCDF, do not constitute a material deviation.</p> <p>34.2 UNCDF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNCDF shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNCDF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNCDF, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All	<p>35.1 UNCDF reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected</p>

Proposals	Bidder(s) of the grounds for UNCDF's action. UNCDF shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNCDF shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNCDF. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNCDF procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNCDF reserves the right to vary 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.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNCDF. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNCDF may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNCDF Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNCDF_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNCDF shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNCDF so require, it is UNCDF's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNCDF_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43.Liquidated Damages	43.1 If specified in BDS, UNCDF shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44.Payment Provisions	44.1 Payment will be made only upon UNCDF's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNCDF with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45.Vendor Protest	45.1 UNCDF's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process.

	<p>In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNCDF vendor protest procedures: http://www.undp.org/content/UNCDF/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNCDF shall be entitled to same lower price. The UNCDF General Terms and Conditions shall have precedence.</p> <p>46.2 UNCDF is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNCDF General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	07 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNCDF: Alfred Akibo-Betts Address: Freetown City Council, Freetown</p> <p>E-mail address: uncdf.procurement@uncdf.org and copy to: alfred.akibo-betts@uncdf.org, christel.alvergne@uncdf.org, jaffer.machano@uncdf.org, issam.chariag@uncdf.org, myrna.lavides@uncdf.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website https://procurement-notice.undp.org/
14	23	Deadline for Submission	<p>25 November 2020, 5:30 PM</p> <p>Note that system time zone is in EST (New York) time zone.</p>
14	22	Allowable Manner of Submitting Proposals	<p><input type="checkbox"/> Courier/Hand Delivery</p> <p><input checked="" type="checkbox"/> Submission by email</p> <p><input type="checkbox"/> e-Tendering</p>
15	22	Proposal Submission Address	uncdf.procurement@uncdf.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNCDF until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNCDF until requested by UNCDF ▪ Max. File Size per transmission: 35 MB <ul style="list-style-type: none"> ▪ Mandatory subject of email: RFP/ UNCDF/ : Consulting services for WASH infrastructure in response to Covid-19 in Freetown, consisting of (a) Feasibility Study for construction of water kiosks and public toilets; (b) Updating plans and drawings of water kiosks and public toilets and; (c) Advisory on Tendering of Works
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>

18		Expected date for commencement of Contract	December 3, 2020
19		Maximum expected duration of contract	07 months
20	35	UNCDF will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services on behalf of UN Entities http://www.UNCDF.org/content/UNCDF/en/home/procurement/business/how-we-buy.html
22	39	UNCDF Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Minimum 10 years of relevant experience.	Form D: Qualification Form

¹ Non-performance, as decided by UNCDF, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 04 contracts of similar value, nature and complexity implemented over the last 10 years (at least 80% completed). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of 50,000.00 (Fifty thousand) USD for the last 3 years. Net income over the past 2 years should be equal or higher than the price proposal submitted, and the current ratio should be at least 1.0 or higher. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
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	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points	30

	-Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	
Total Section 1		300

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? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader /WASH Specialist		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Deputy Team Leader/ Architect		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	

	- Language Qualifications	10	
3.2 c	Electro-mechanical engineering specialist		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
3.2 d	Sociologist		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

Section 5. Terms of Reference

REQUIREMENT: Consulting Services for WASH infrastructure in response to COVID-19 in Freetown, consisting of (a) Feasibility Study for construction of water kiosks and public toilets; (b) Updating plans and drawings of water kiosks and public toilets and, (c) Advisory on Tendering of Works

UN AGENCY: UN Capital Development Fund (UNCDF)

LOCATION OF WORK: Freetown, Sierra Leone

EXPECTED DURATION OF CONTRACT: Seven (07) calendar months

1. PROJECT DESCRIPTION

1.1. BACKGROUND

The United Nations Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.

UNCDF's financing models work through three channels: inclusive digital economies, connecting individuals, households, and small businesses with financial eco-systems that catalyze participation in the local economy, and provide tools to climb out of poverty and manage financial lives; local development finance, that capacitates localities through fiscal decentralization, innovative municipal finance, and structured project finance to drive local economic expansion and sustainable development; and investment finance, that provides catalytic financial structuring, de-risking, and capital deployment to drive SDG impact and domestic resource mobilization. By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to Sustainable Development Goal-SDG 1 on eradicating poverty and SDG 17 on the means of implementation. By identifying those market segments where innovative financing models can have a transformational impact in helping to reach the last mile and address exclusion and inequalities of access, UNCDF contributes to a broad diversity of SDGs.

UNCDF Local Finance Development Unit in Western and Central Africa is dedicated to partner with Freetown City Council (FCC - the municipal government of the city of Freetown, the capital of Sierra Leone, established in 1893) to enable its access to market financing for its development plan "Transform Freetown", thereby contributing to transforming the City of Freetown for the benefit of Freetown's residents. UNCDF and FCC will partner through the Blue Peace Financing initiative set up within the framework of UNCDF partnership with the Swiss Agency for Development and Cooperation and Geneva Water Hub.

The Blue Peace Movement is a global movement led by the Government of Switzerland that aims to develop a culture of peace and preserve freshwater resources, while achieving equitable and sustainable use of water across boundaries, sectors, and generations. Blue Peace Movement promotes solutions from international organizations, governmental agencies, the private sector, NGOs, research institutes, artists, and young people. Using a variety of diplomatic, political, technical, and financial tools, the Blue Peace Movement advocates for creative and innovative thinking on how to use, manage and invest in water resources.

1.2. PROJECT BACKGROUND

Freetown is one of the most overcrowded cities in the world, with about 8,450 people per square km; about a third of the population lives in settlements where the density can be as high as ten times this figure. City-wide, access to water is a massive challenge, with the current public service only able to meet the demand of about 40% of the population. In some settlements, nearly all residents lack access to water most of the time, particularly in the dry season. About 80% of residents living off a daily wage (as traders, day laborer or peddlers, or by support from others), and move around the city streets on public transport and in markets relying on public sources of water for handwashing and drinking. One of the other vulnerabilities of the city is being that of the very limited capacity of the health system; within the COVID-19 context, the ability to contact trace is severely challenged by low testing capacity. In addition, community transmission and lockdowns put a significant burden and the number of those infected are masked by being asymptomatic. All of this is making the need for reliance on prevention instead of treatment facing the COVID-19 pandemic critical.

With focusing on WASH, it is possible to work within the extent which includes persons with a level of vulnerability that directly impacts their ability to respond to a pandemic such as COVID-19. This goes hand in hand with the national and local trend led by FCC development plan "Transform Freetown" requirement, which is supporting WASH for vulnerable populations and areas in the City.

Improved access to water with an emphasis on both public spaces (i.e. markets and peripheral health units – PHU) and informal settlements is essential for making possible handwashing and sanitation as a mean to lower COVID-19 transmission. Moreover, there is a strong plan requirement to prevent any additional crisis through the lack of sufficient sanitary systems which could occur at the same time as COVID-19; public toilet construction and rehabilitation is a cornerstone in strengthening the sanitary system in Freetown and is therefore of high importance in response to COVID-19.

"Transform Freetown" has been launched by FCC in January 2019 with a focus on 11 priority sectors divided into 4 clusters. FCC uses inclusive data-approach including multi-stakeholder working groups in conceptualizing the project and planning for its activities implementation, the priority sector "water" is within "healthy city cluster".

FCC and UNCDF agreed on the installation of public toilets and water kiosks as one of the investments covered by Blue Peace Initiative within the priority sector "water".

UNCDF has introduced result "Response to the COVID-19 in the city of Freetown is provided and implemented following UNCDF's approach" that incorporates activity "Design public toilets and Water kiosks in the context of COVID19 response - Feasibility Study"

The implementation of the activity is going to be undertaken by UNCDF.

1.3. OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to provide technical assistance (TA) to UNCDF and FCC by performing the following:

- a) conduct the feasibility study of public toilets and water kiosks. The placements targeted by this assignment where public toilets and water kiosks are aimed to be constructed are listed in annex 1 and annex 2. These placements correspond to already selected boreholes, wells, and springs which will serve as water sources to fill the reservoirs of the future public toilets and water kiosks.
- b) review, update and enhance preliminary designs, preparation (including review and update) of the detailed engineering designs, drawings, tender documents, and preparation of cost estimates for the selected placements of public toilets with 5,000 Litres reservoir and 5,000 Litres water kiosks and 10,000 Litres water kiosks; and
- c) provide assistance during the tendering of civil works for the construction of water kiosks and public toilets

2. SCOPE OF SERVICES, PHASES, AND EXPECTED OUTPUTS

The services required by UNCDF consists of conducting feasibility study, review and updating of the design of public toilets and water kiosks, and advisory assistance for the tendering of works.⁷²⁶⁷

Preliminary estimations are expecting the achievement of 15 to 25 public toilets with 5000L tank, 15 to 25 5,000L tank water kiosks and 15 to 25 10,000L tank water kiosks.

The study shall include two phases:

- Phase 1: Feasibility study, plans and drawings update and tender assistance of building Five (05) 5,000L water kiosks as per listed in annex 1.
- Phase 2: Feasibility study, plans and drawings update and tender assistance of building 10 to 20 5,000L water kiosks, 15 to 25 10,000L water kiosks and 15 to 25 the public toilets as per listed in annex 2,

To ensure a continuous water supply for the tanks, new water kiosks and public toilets are planned to be built on Freetown's water sources (wells, boreholes, springs) with a focus on public spaces (i.e. markets and peripheral health units (PHUs).

The locations pre-selected placements to build water kiosks and public toilets are listed in annex 1 and annex 2. Each one of these locations is the one of a well, borehole or spring.

Working under the direct supervision of UNCDF, and in close collaboration with FCC and Guma Valley Water Company, the consulting firm (hereinafter also referred to as the "Service Provider") will deliver on the above described objectives, through the performance of the following detailed tasks:

2.1. FEASIBILITY STUDY

The Service Provider shall:

- (i) Collect data from involved governmental and non-governmental organizations (FCC and Guma Valley Water Company (GVWC), Ministries, local groups and wards representatives) in Freetown with the help of FCC and GVWC; understand the environment of the project and review documentation related to:
 - Physical environment: geotechnical, hydrology, hydrogeology, topography, climatology, rain off.
 - Human environment: population, social, administrative, and local groups.
 - Socio economic activities: sanitation and drainage, water supply, the impact of WASH-related works and structures.
 - Technical and financial opportunities for beneficiaries in the management of the infrastructure
 - Group meetings with Freetown's local groups and communities' representatives (up to four meetings for the whole study, including two phases), this will be facilitated by UNCDF and FCC.

- (ii) Identify the most adaptable water kiosks and public toilets characteristics and models of components to human and physical environments (up to 10 interviews with group representatives);
- (iii) Examine and evaluate water, and space and land availability, site accessibility and water sources (boreholes, wells, and springs) sustainability;
- (iv) Verify water sources' water safety and salubrity, investigate water and soil quality, and identify and evaluate risks related to water and soil;
- (v) Identify needed ancillary works in both supply (source-reservoir) and distribution sides of reservoirs and for the taps;
- (vi) Check the actual pumping and water extracting systems, assess their compatibility with the water kiosks and public toilets and propose the effective ways in term of water pumping, pump types, for water tanks filling;
- (vii) Achieve risk assessment including proposals of risks mitigation measures;
- (viii) Achieve a viability assessment of different programmed water kiosks and public toilets, propose and explain the most adequate ownership and management models for different water kiosks and public toilets, economic and financial aspects related to ensuring public toilets and water kiosks sustainability;
- (ix) Assess the possibility of designing the public toilets' substructure in the form of reservoir-collector in place of a soak away pit for the model of Public toilet with 5000L reservoir, and the needed maintenance works for four existing public toilets mentioned in the report in annex 3: Technical Assessment Report of 04 public toilets in Freetown ;
- (x) Prepare feasibility report; and
- (xi) For sources (wells, boreholes, and springs) where the construction of water kiosks or public toilets is not feasible: propose new water source placements with explanation.

2.2. DETAILED ENGINEERING DESIGNS

The Service Provider shall:

- (i) Achieve all needed calculation to optimize components, structures and dimensions of water kiosks and public toilets `components with the specification of tools and software;
- (ii) Examine pre-established models of plans and drawings; one model of Public toilet with 5000L reservoir, one model of 5000L water kiosk, and one model for 10000L water kiosk, propose necessary enhancements and update and standardize the models based on these enhancements and produce detailed engineering designs and drawings (including reinforcement, formwork, cuts, elevations). There will be one updated model for public toilets, one updated model for 5000L water kiosks and one updated model for 10000 water kiosks. The details that changes from a water point to another due to water points specificities should be categorized and represented in the detailed engineering designs; and
- (iii) Prepare an Engineering Design Report commensurate with the scale of the project and detailing key features of the design process, including options considered for the resolution of specific problems.

2.3. TENDER ASSISTANCE

The Service Provider shall:

- (i) Prepare sets of tender documents, using standard formats as per UNCDF standard template for Invitation to Bid (ITB) consisting of the following : (a) ITB Rules; (b) Instructions to Bidders; (c) General specifications: Standard Specification for Labor-based/Mechanized Works; Special Specifications; Standard Drawings; Contract Specific Drawings; and Bills of Quantities;
- (ii) Prepare an Engineer's estimate for the works contracts in the form of Bill of Quantities;
- (iii) Identify reputable companies that are known to be highly qualified for the required construction works, such that UNCDF can notify them directly about the procurement opportunity;

- (iv) Assist in the preparation of clarifications to bidders as well as response to bidder questions during the bid preparation stage;
- (v) Attend and participate in pre-bid meetings;
- (vi) Attend and participate in the conduct of site visits organized by UNCDF, if needed;
- (vii) Participate in the evaluation of tenders, provide technical advisory services to UNCDF evaluation panel members, and submit reports supporting the selection of the best offer; and
- (viii) Respond to technical questions that may be raised by UNCDF Procurement Review Committees, prior to the approval to issue the contract; and
- (ix) Participate in any pre-award negotiation that UNCDF may conduct prior to the issuance of the contract to the successful civil works contractor.

The tendering of the construction contract shall be done following the UNCDF/UNDP procurement policies and procedures. The work that will be rendered by the Service Provider shall be purely technical advisory support in nature, as the lead for the tendering shall remain in the hands of UNCDF and under the guidance of the UNCDF Procurement Unit in UNCDF Headquarters.

Due to the sensitivity of this phase, which requires utmost independence and neutrality, the Service Provider that will be engaged for this MUST ensure that they (their officials, employees, and other affiliates) are not in any way involved or affiliated with, nor have any conflict of interest, real, potential or perceived, with respect to, UNCDF, FCC and /or GVWC and any of the participating bidders to the civil works contract. The members of the Service Provider that will be involved in this phase shall agree to sign a Declaration of Impartiality that will be provided by UNCDF prior to performing the above described services, and be prepared to be liable for any consequences arising from signing such a declaration.

2.4. PHASES AND EXPECTED OUTPUTS

2.4.1. Inception Report and Work Plan

The Service Provider will review the available data and material and prepare an inception report, which will be presented during an inception mission. The report will include a detailed work plan and key questions to be asked to the client. The inception mission will be used to meet with project key stakeholders and undertake site visits to the proposed placements of water kiosks and public toilets. The inception report is expected to be submitted and validated by UNCDF within three (3) weeks after the signature of the contract.

2.4.2. Phase (1): For (05) 5,000L water kiosks as per listed in annex1:

Outputs of phase (1) shall consist of the following:

Table 2-1 Expected Outputs of Phase1

Output	Estimated Due Date (Counting from Phase 1 Start Date)
1.PHASE 1 Feasibility Study Report	3 weeks
a. Technical feasibility	
b. Operational feasibility and regulatory and institutional framework	
c. Economic impact, financial and commercial analysis	
2.PHASE 1 Report of Reviewed and Updated Engineering Designs	
a. Hydraulic report	
b. Civil engineering and architectural report	
3. PHASE 1 Tender Documents	

2.4.3.Phase (2): For 10 to 20 5,000L water kiosks, 15 to 25 10,000L water kiosks and 15 to 25 the public toilets as per listed in annex 2, the final number of water kiosks and public toilets which will be constructed will be determined by the end of the study based on their feasibility and the construction budget limit:

Table 2-2 Expected Outputs of Phase2

Output	Estimated Due Date (Counting from Phase <u>2</u> Start Date)
1. PHASE 2 FEASIBILITY STUDY REPORT	11 weeks
a. Technical feasibility	
b. Operational feasibility and regulatory and institutional framework	
c. Economic impact, financial and commercial analysis	
2.Monthly progress report	
3. PHASE 2 Report of Reviewed and Updated Engineering Designs	
a. Hydraulic report	
b. Civil, geotechnical, topographic, and structural engineering report	
4. ADVISORY ON TENDER ACTIONS	1 week after pre-bid meeting
a. Finalized set of Tender Documents and Internal Cost Estimate	
b. Pre-Bid Meeting Report	
c. Bid Evaluation Report	
d. Approval of Procurement Award from the UNCDF Advisory Committee on Procurement (ACP)	
e. Negotiation Report	
f. Award of Construction Contract	

Output	Estimated Due Date (Counting from Phase <u>2</u> Start Date)
g. Final Report and Presentation to Project Team – Summary of Accomplishments, Best Practices, Lessons Learned and Recommendations / Risk Management Measures for Implementation	At the signing of the works contract.

The Service Provider shall present explanations based on calculation notes and tools for the sizing of water kiosks and public toilets components.

3. INSTITUTIONAL ARRANGEMENT

3.1. UNITED NATIONS CAPITAL DEVELOPMENT FUND

The UNCDF will be responsible for:

- (i) Reviewing and approving reports submitted by the Service Provider and ensuring timely feedback to the Service Provider or disbursement of payments as they come due;
- (ii) Working with the Service Provider during the preparation of tender documents and procurement of civil works arising from this assignment;
- (iii) Reviewing on a regular basis implementation progress and achievement of the assignment with the intention of completing the project activities on time;
- (iv) Providing support and intervention for implementation issues that the Service Provider may encounter during the life of the contract;
- (v) Liaising with the project partners from Sierra Leone where needed;
- (vi) Monitoring changes in the environment and identifying any risks to the assignment and sharing such information with key stakeholders in a timely manner.

3.2. FREETOWN CITY COUNCIL

FCC will be responsible for:

- (i) Communication of any information, issues and updates to UNCDF that might affect smooth execution of the assignment at the local level;
- (ii) Organize and provide the necessary documentation/information to facilitate the smooth undertaking of the assignment by the Service Provider at the city and community level, including, but not limited to, liaising with other Government and private entities that may provide the Service Provider with information/data/literature/facilities relevant to the successful completion of the assignment;
- (iii) Participate in project meetings at the national and local level where necessary;
- (iv) Contribute to collaborative working relationships with the Service Provider and other local stakeholders at the local level by building linkages and networks to facilitate smooth implementation of the assignment;
- (v) Provide logistical support to the Service Provider where critical and feasible;
- (vi) Carrying out regular monitoring and spot checks during the implementation of the assignment at the local level and sharing monitoring reports/feedback with UNCDF
- (vi) Inform UNCDF of any risks for mismanagement or deviation from the agreed assignment.

3.3. FACILITIES FOR THE SERVICE PROVIDER

The Service Provider will be provided by FCC with:

- (i) Introduction letters to facilitate the access of the Consultancy firm's staff to Ministries, Government administrations, public organizations, authorities, and agencies, etc., whose activities and roles are relevant to the consultancy assignment;
- (ii) Necessary support to facilitate the issuance of any permits required for the consultancy firms staff to carry out their duties within the country where necessary;

The Service Provider shall be responsible for:

- (i) Use of their own computers including the necessary software and printer for their own personnel;
- (ii) Office consumables;
- (iii) Staff accommodation in all areas where they may be expected to travel and stay;
- (iv) Office furniture and other necessary equipment;
- (v) administrative, secretarial, translation and interpretation services;
- (vi) Adequate and appropriate staff transportation for the duration of the assignment;
- (vii) Insurances, security and safety of all their personnel.

All of the costs of the above elements, among others that the Service Provider may further identify, shall be duly included in the total financial proposal that the Service Provider shall submit to UNCDF.

4. DURATION OF SERVICES

The estimated duration of the assignment is seven (07) calendar months for all 3 components (Feasibility Study, Detailed Engineering Design and Tender Assistance) of each one of the two phases. The target commencement of the contract shall be on or before the **first week of December 2020**.

In the event that there are delays in the completion of the services, UNCDF may grant a no-cost extension for the completion of the services, if delays are established to be outside the direct control of the Service Provider. In order to execute any extension in a timely manner, the Service Provider is encouraged to notify UNCDF of potential delays at least two (2) months before the expiration of the contract.

5. LOCATION OF WORKS AND REPORTING REQUIREMENTS

5.1. LOCATION OF WORKS

Locations of the work are listed in Annexes 1 and 2, indicating the selected placements of wells, boreholes, and springs in Freetown-Sierra Leone.

5.2. REPORTING REQUIREMENTS

The Service Provider shall be reporting directly to the UNCDF Investment Officer in Freetown who shall then be the focal person in UNCDF for the progress on the work of the Service Provider. He shall be supported by the UNCDF Regional Coordinator of West and Central Africa who will undertake any administrative assistance required in the management of the contract, such as, but not limited to, processing contract amendments and disbursing payments as they come due.

The Service Provider shall prepare, submit, and present the reports to UNCDF including, but not limited to, those listed as deliverables. All reports (except the monthly Progress Reports) shall be submitted initially as draft versions, which shall be finalized upon review and comments by UNCDF. UNCDF shall consult with FCC in the course of providing its comments to the Service Provider. Any delays in the feedback from UNCDF shall be considered as permissible delay, and the Service Provider may follow up such feedback after a period of two (2) weeks.

The Service Provider shall arrange to present the reports to the UNCDF. UNCDF may invite FCC and any other parties to be part of the said presentation for a multi-stakeholder perspective and feedback process. The presentations shall be done within five (5) days after UNCDF's receipt of the hard and soft copies of the reports.

The Service Provider shall submit monthly progress reports to UNCDF during the course of performing the services.

The Service Provider may consult with UNCDF on the standard progress report sheet after the approval of the inception report and work plan.

The Service Provider shall participate in meetings that UNCDF's may invite them to join, at any time during the life of the contract.

Table 5-2 Reporting Requirements

Report	Contents
1. Inception Report	<ul style="list-style-type: none"> ▪ Detailed methodology on how to undertake the demanded tasks ▪ Detailed work plan (It could include a Gantt chart, or PER/CPM or MS Project) ▪ Key clarifications required by Service Provider from UNCDF
2. Monthly Progress Reports	<ul style="list-style-type: none"> ▪ Progress made during the indicated reporting period, ▪ Accumulated progress since the start of the work, captured in a narrative description and a visual illustration with respect to the overall implementation activities and timetable; ▪ work plan for the next reporting period, ▪ the findings and recommendations of the Service Provider and ▪ identification of any and all minor and major constrains that may affect the progress of the assignment, their causes, and proposed remedies. ▪ an assessment of whether or not the deadline for each output will be received; and ▪ assistance/intervention needed from UNCDF and/or FCC to steer clear of the causes of delays.
1. Feasibility Study Report	
a. Technical feasibility	<p>It shall present:</p> <ul style="list-style-type: none"> ▪ Hydraulic suitability of targeted placements to the built of the proposed infrastructure ▪ Assessment of salubrity and safety of water, means and tools of water quality control, ▪ Adequate water pumping systems, techniques and sustainable limits ▪ Sites' soil conditions, geotechnical checks ▪ Topographic checks (if needed) ▪ Technical issues and solutions ▪ Evaluation of the feasibility of a collector-substructure in place of soak away pit for public toilets ▪ Technical and environmental risk analysis (including mitigation measures)

Report	Contents
	<ul style="list-style-type: none"> Recommendations for the rehabilitation and sustainable management of the 4 public toilets mentioned in the report 'Technical Assessment Report of 04 public toilets in Freetown'
b. Operational feasibility and regulatory and institutional framework	<p>It shall present:</p> <ul style="list-style-type: none"> Accessibility of the sites Availability of land and space Regulatory requirements and institutional arrangements Risk analysis related to Operational feasibility and regulatory and institutional framework (including mitigation measures)
c. Economic impact, financial and commercial analysis	<p>It shall present:</p> <ul style="list-style-type: none"> Explained total estimated cost of the project, Service Provider will be provided by FCC detailed estimations water kiosks and public toilets Viability of the project, projected Cash Flow and profitability Proposal and explanation of models of ownership and management Estimation of type and amount of resources required to build the public toilets and water kiosks Economic, financial and commercial risk analysis (including mitigation measures)
2. Report of Reviewed and Updated Engineering Designs and approved by UNCDF and concerned authorities	<p>This should contain the outcome of the Service Provider's review, update, and completion of the models of water kiosks and public toilets provided by UNCDF and listed in the annex 3 of this ToR, entitled:</p> <ul style="list-style-type: none"> - Public Latrine design-Oxfam - Emergency water kiosks design <p>The choices have to be in accordance with international norms and national laws, this report shall include designs and preliminary detailed specifications, prioritization and scoping of works, completion schedule, confidential cost estimate, time frame for the execution of the works)</p>
a. Hydraulic report	<p>It shall present, with explanation, the Service Provider's choices (based on the feasibility study analysis and findings) of:</p> <ul style="list-style-type: none"> Hydraulic components and ancillary works details, water tanks characteristics, water supply designs, taps, drainage designs, pipes Water pumping means and techniques, and assessment and proposal of the most adequate ones
b. Civil engineering and architectural report	<p>It shall present, with explanation, based on the feasibility study analysis and findings:</p> <ul style="list-style-type: none"> Structural civil Engineering choices for substructure and superstructures and civil engineering components Preliminary detailed drawings, Standard Drawings, (latrines, public toilet superstructure and substructure designs, aeration, orientation, doors and windows, entries, environment, hydraulic and civil engineering components), plans of water kiosks and public toilets including all the components
3. Advisory Services on Tender for Works	

Report	Contents
a. Tender Documents	<p>Finalized Sample of Letter of Invitation; Form of Tender; General Conditions of Contract; Special Conditions of Contract; Standard Specification for Labor-based/Mechanized Works; Special Specifications; Contract Specific Drawings; and Bills of Quantities.</p> <p>Where there are available UNCDF templates for the above documents, the said templates shall be utilized. Finalization of these documents shall be further subject to the review and clearance of UNCDF's Procurement Unit.</p>
b. Pre-Bid Meeting Report	<p>This report shall summarize:</p> <ul style="list-style-type: none"> ▪ The Service Provider's input during the pre-bid meeting, in the event that one is held; ▪ The minutes of the meeting; incorporating the issues raised, and answers provided to questions raised.
c. Service Provider's Revised Cost Estimate	<p>The Service Provider will be required to submit a revised cost estimate at the time of submission of the bids. This may or may not be necessary depending on the outcome of the tender.</p>
d. Bid Evaluation Report	<ul style="list-style-type: none"> • Consolidation of bid evaluation panel findings and ratings • Ranking of bids from most recommended to least recommended; • Report on the strengths and weaknesses of the bids that were evaluated to explain the ranking and rating of the bids • All such documents duly signed by the bid evaluation committee. <p>Finalization of these documents shall be further subject to the review and clearance of UNCDF's Procurement Unit.</p>
e. Negotiation Report	<p>This report will include:</p> <ul style="list-style-type: none"> ▪ List of points to be discussed during the negotiation and rationalization of why such points should be negotiated ▪ Minutes of the Negotiations ▪ Transmission of agreements to the successful bidder ▪ Review and acceptance of the response from the successful bidder ▪ Documentation of the Negotiation process using UNCDF template
f. Construction Contract	<p>The contract documents will be based on UNCDF standard templates and will include:</p> <ul style="list-style-type: none"> ▪ Notice of Award; ▪ Letter of acceptance of Award by the successful bidder; ▪ Complete Proposal submitted by the successful bidder; ▪ Special conditions of contract; ▪ General conditions of contract; ▪ Specifications; ▪ Contract drawings; ▪ Bill of quantities; and ▪ Correspondence between the parties comprising negotiations
g. Final Report and Presentation to Project Team	<p>This report shall include, but will not be limited to, the following:</p> <ul style="list-style-type: none"> • Summary of Accomplishments of the Service Provider • Best Practices During the Engagement • Lessons Learned During the Engagement • Recommendations and Risk Management during the Implementation • Presentation of the Final Report to the Project Team

All reports shall be subject to the review and approval by UNCDF in consultation with other parties involved in the project. Where changes and revisions are required, the Service Provider shall modify them accordingly.

The Service Provider will be monitored on a regular basis by UNCDF in collaboration with FCC and the respective districts. Performance indicators of the project shall be the number of reports submitted, accepted, and approved on time

6. QUALIFICATION OF SUCCESSFUL SERVICE PROVIDER

The successful Service Provider for this tender shall be the legal entity that meets the following minimum qualifications:

- a) Experience / Track Record in undertaking services that are similar to the requirements of this TOR, with at least four (04) contracts of this nature within the last ten (10) year that have been successfully and substantially completed (at least 80% complete). The similarity shall be based on:
 - (i) Scope
 - (ii) Complexity of methods/technology,
 - (iii) type of client (public entities, international organizations, etc.), and
 - (iv) contract value, with respect to the requirements in this ToR.

This shall be presented in the form of a list of track record and clients citing specific experience in the Project sheets/completion certificates/signed contracts shall be compared to the requirements stated in the TOR and other project details.

- b) Duly registered and licensed by the host Government in its location to operate the business whose primary purposes are aligned with the demands of this TOR (e.g., WASH industry, technology, design, construction, etc.);
- c) Employs enough licensed professionals and technical experts with excellent track record in the performance of the services required in this TOR;
- d) Stable financial condition with sufficient liquidity to complete the project on time without relying on payments from UNCDF; and
- e) Has no pending or outstanding lawsuit and not appearing in the Ineligibility List of the UN.

The team that will be formed and directly engaged with UNCDF, at the minimum, shall consist of personnel with the following designations and qualifications:

- a) Team Leader / WASH Specialist: The Team Leader shall be responsible for the overall management of the project and shall be the principal contact person liaising with UNCDF and FCC during the implementation of the contract. The team leader shall be also responsible for structure, geotechnical and hydraulic aspects of the feasibility study and the detailed design of the water kiosks and public toilets. The team leader must have a minimum experience of ten (10) years; be a chartered or registered Civil Engineer or related field with a master's degree in Civil Engineering or related field. Possession of the postgraduate qualifications in the relevant field, and experience working in Africa or any developing country shall be added advantage.
- b) Deputy Team Leader/ Architect - The Deputy Team Leader/Architect shall be responsible for architectural aspects of the feasibility study, the detailed design of the water kiosks and public

toilets and the tender assistance. The Deputy Team Leader must have an architect diploma; and must be registered/member with a relevant professional regulatory body and have a current practicing certificate.

- c) Electro-mechanical engineering specialist- the electromechanical engineering specialist shall be responsible of the checks and proposals of the most adequate techniques related to water pumping aspects, the Staff shall be a holder of an engineering degree in electro-mechanical engineering or related fields and must be registered/member with a relevant professional regulatory body and have a current practicing certificate.
- d) Sociologist - The Sociologist shall be responsible for conducting group meetings with representatives of Freetown's local groups and communities in the presence of team leader or deputy team leader and prepare mitigating plans to minimize any negative impacts that the project implementation will have on the people in the project area and also, adapt water kiosks and public toilets design and details to peoples' specific expectations and needs. The Sociologist shall be a holder of a bachelor's degree in social sciences.

All the above personnel must meet the following minimum qualification requirements:

- a) At least eight (8) years' experience in infrastructure projects, WASH infrastructure is a strong asset, of which not less than five (5) years must have been on project similar to this requirement;
- b) They must have performed similar functions and served in a similar capacity on at least three (3) projects of similar magnitude within the past 10 years.
- c) They must have a working experience at least of 3 years in sub-Sahara Africa, and track record in working in Sierra Leone is a strong asset; and
- d) They must be fluent in written and spoken English, which is mandatory.

The Service Provider may propose the inclusion of other personnel of related expertise including support staff, as it may deem necessary and appropriate to deliver on its proposed approach and methodology. However, only the qualifications of experts that fall under the above listed category shall be evaluated by UNCDF.

The estimated distribution of inputs for each expert across the project phases and components as indicated in table below:

Staff	Number of persons	Feasibility study	Design	Tender Assistance
1. Team Leader	01	05	02	03
2. Deputy Team Leader	01		03	02
3. Electro-mechanical engineering specialist	01	02		
4. Sociologist	01	02		
TOTAL	04	9	05	05

The above time distribution is only an estimate and projection. The Service Provider may propose variation on the distribution of person days in various phases, provided that the involvement of the minimum experts

required are intensive and sufficient to meet the approach and methodology that the Service Provider may propose.

7. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

The payments shall be disbursed in the following tranches and based on the following milestone accomplishments:

	Payment Amount	Milestone Accomplishment as Basis for Payment Disbursement	Estimated Target Completion* Counting from the beginning of the contract
Feasibility Study	10% of Contract Amount	UNCDF approval and acceptance of inception report	2 weeks
	10% of Contract Amount	UNCDF approval and acceptance of Phase 1's tender documents	5 weeks
	15% per cent of the contract amount	UNCDF approval and acceptance of Phase 2's feasibility study	11 weeks
Detailed Engineering Design	20% per cent of the contract amount	UNCDF approval and acceptance of the Phase 2's reviewed and updated detailed Designs	14 weeks
Tender Assistance	20% per cent of the contract amount	UNCDF approval and acceptance of Phase 2's Tender Documents	16 weeks
	15% of Contract Amount	UNCDF confirmation that Phase 2's works contract has been awarded	At the signing of the works' contract
	10% per cent of the contract	UNCDF approval and acceptance of the Final Report and Presentation of the same to the Project Team.	2 weeks after the signing of the works contract

**in the event of foreseen delays in the completion of the output, the Service Provider should notify UNCDF in advance and justify the delay. If delays are beyond the control of the Service Provider, UNCDF shall permit the delay and adjust the timelines without additional cost.*

8. ANNEXES TO THE TOR

Annex I:

- Table1: Proposed placements to build the most urgent 5,000L storage tank water kiosks (phase1)
- Figure 1: Map showing the Proposed placements to build the most urgent 5,000L storage tank water kiosks (phase1)

Annex II:

- Table 1: Proposed placements to build water kiosks with 5,000 L and 10,000L storage tanks (phase2)
- Figure 1: Map showing the proposed placements to build water kiosks with 5,000 L and 10,000L storage tanks (phase2)
- Table 2: Proposed Placements to build public toilets with 5,000 L tank (phase2)
- Figure 2: Map showing the proposed placements to build public toilets with 5,000 L tank (phase2)

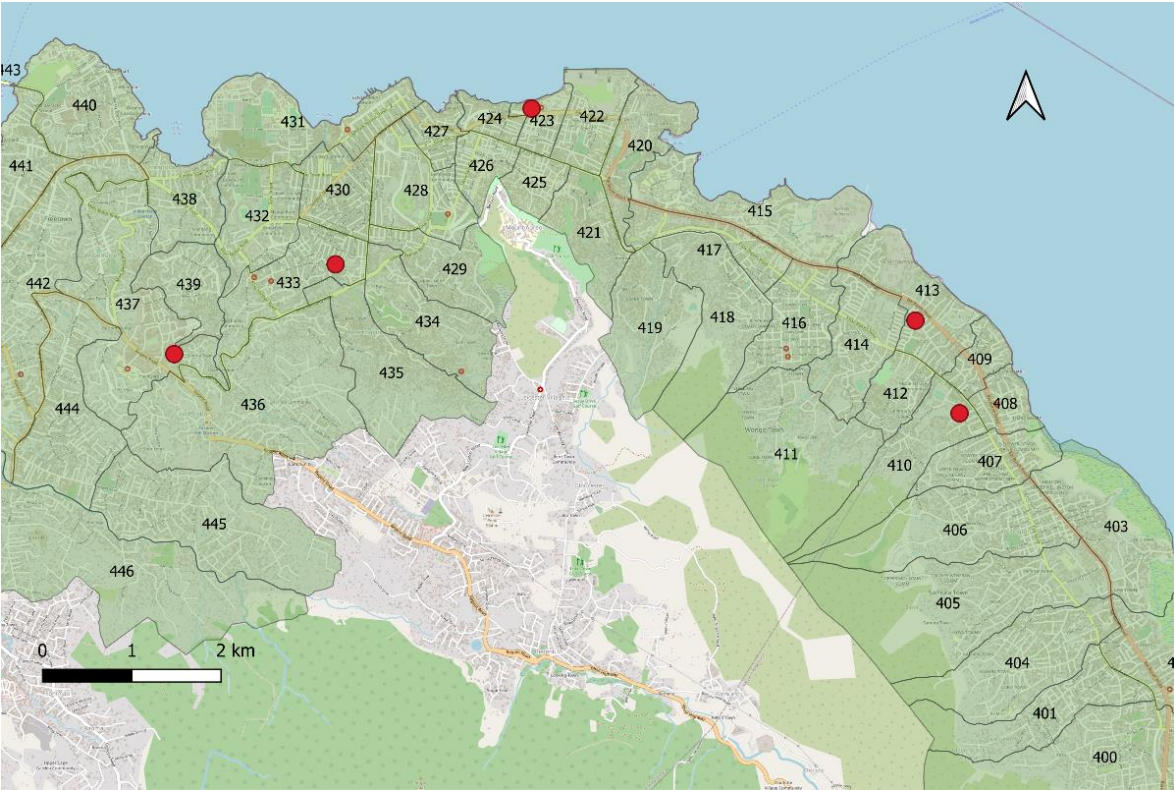
Annex III:

- List of useful information, documents, references, and studies provided by UNCDF

Annex I: Proposed placements to build the most urgent 5,000L storage tank water kiosks (phase1)

S/N	Type (5000L)	UID	Water point	Ward	Latitude	Longitude
1	5,000	FCCWP060	Underground Water	433	8.4744281	-13.239744
2	5,000	FCCWP006	Borehole	437	8.4653983	-13.25615
3	5,000	FCCWP003	Borehole	423	8.4900983	-13.219795
4	5,000	FCCWP037	Borehole	417	8.4594427	-13.1762598
5	5,000	FCCWP009	Borehole	413	8.468765	-13.1807467

***These proposed placements are those of existing boreholes, wells, and springs**



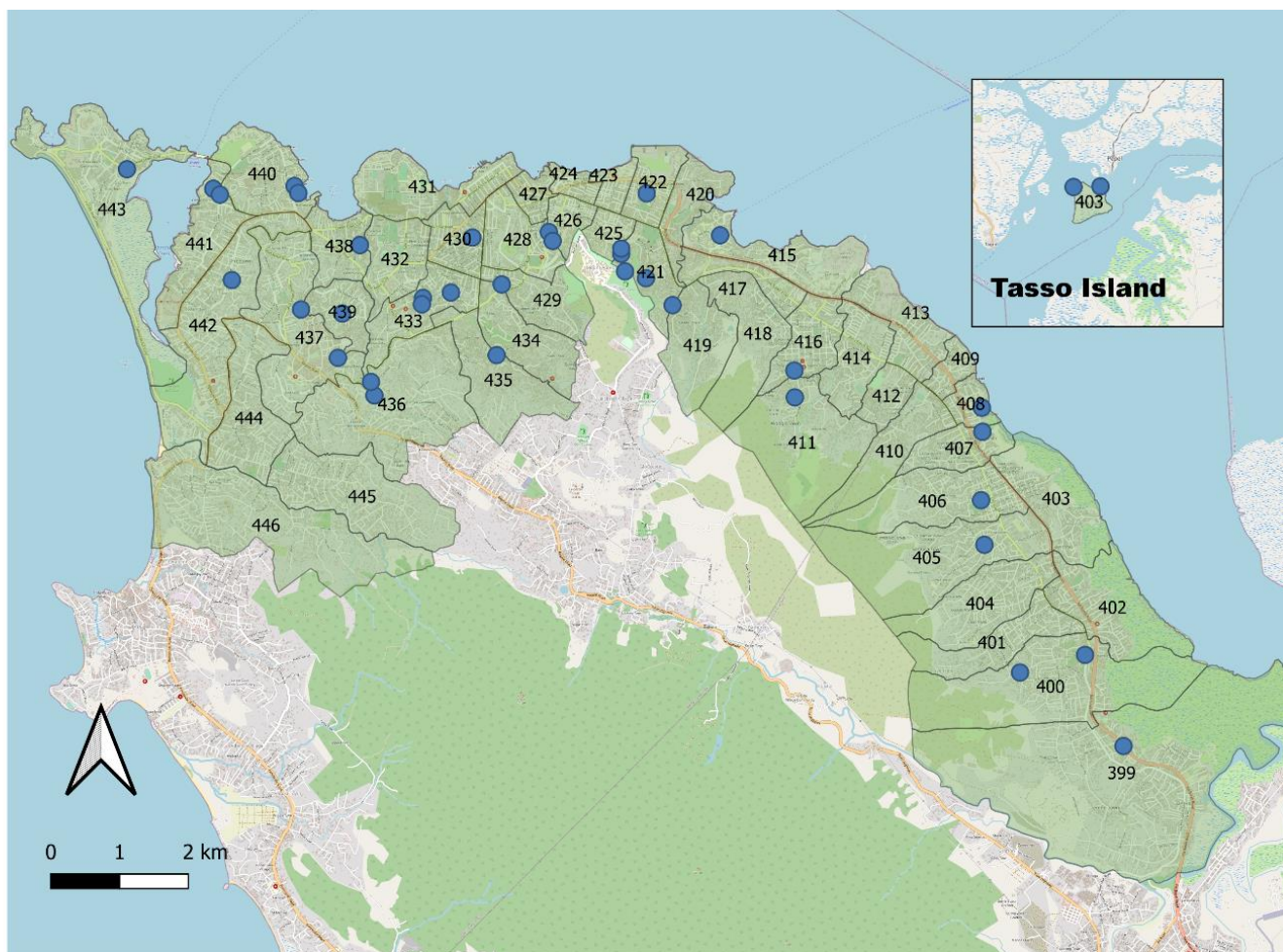
Annex I: Figure 1: Map showing the Proposed placements to build the most urgent 5000L storage tank water kiosks (phase1)

Annex II:**Table 1: Proposed placements to build water kiosks with 5000 L and 10000L storage tanks (phase2)**

S/N	UID	Type (5000L,1000L)	Water Point	Ward	Latitude	Longitude
1	WP223	10000	Unprotected dug well	443	8.491034	-13.283144
2	FCCWP020	10000	Borehole	441	8.488475	-13.271739
3	WP039	10000	Unprotected spring	438	8.481127	-13.252365
4	FCCWP026	10000	Borehole	415	8.482409	-13.204750
5	WP167	10000	Unprotected spring	421	8.473289	-13.211023
6	WP062	10000	Protected dug well	428	8.475990	-13.233612
7	WP005	10000	Protected dug well	430	8.482109	-13.237485
8	WP030	10000	Protected Spring	439	8.472722	-13.260145
9	WP165	10000	Protected dug well	416	8.464751	-13.194929
10	FCCWP004	10000	Protected Spring	435	8.466760	-13.234287
11	WP128	10000	Borehole	436	8.454722	-13.251111
12	WP034	10000	Protected spring	441	8.487705	-13.270865
13	WP036	10000	Unprotected dug well	421	8.479980	-13.217818
14	WP038	10000	Unprotected spring	440	8.488841	-13.261006
15	WP039	5000	Unprotected spring	438	8.481127	-13.252365
16	WP042	10000	Borehole	411	8.461248	-13.194871
17	WP045	5000	Tube well or borehole	399	8.415725	-13.151423
18	WP047	10000	Borehole	442	8.476559	-13.269282
19	WP048	5000	Protected dug well	425	8.480663	-13.217829
20	WP052	10000	Borehole	439	8.472193	-13.254686
21	WP062	5000	Protected dug well	428	8.475990	-13.233612
22	WP068	5000	Unprotected dug well	426	8.482842	-13.227400
23	WP076	5000	Protected dug well	421	8.477700	-13.217319
24	WP077	5000	Unprotected dug well	426	8.481671	-13.226884
25	WP079	5000	Tube well or borehole	400	8.427624	-13.156516

26	WP083	5000	Borehole	420	8.487873	-13.214459
27	WP084	10000	Protected dug well	437	8.466409	-13.255262
28	WP022	10000	Protected dug well	436	8.461506	-13.250447
29	WP092	5000	Tube well or borehole	408	8.459894	-13.170158
30	WP095	5000	Tube well or borehole	400	8.425323	-13.165102
31	WP096	5000	Unprotected dug well	433	8.474931	-13.240330
32	WP099	5000	Borehole	442	8.457500	-13.275556
33	WP111	5000	Protected dug well	405	8.442002	-13.169813
34	WP116	5000	Protected dug well	406	8.447821	-13.170251
35	WP117	5000	Protected dug well	432	8.474224	-13.244026
36	WP118	5000	Borehole	446	8.452222	-13.273333
37	WP125	5000	Borehole	445	8.450000	-13.252222
38	WP130	5000	Protected dug well	407	8.456752	-13.170077
39	FCCWPT001	10000	Protected dug well	403	8.565467	-13.066225
40	FCCWPT002	10000	Underground Water	444	8.456944	-13.263611

***These proposed placements are those of existing boreholes, wells, and springs**

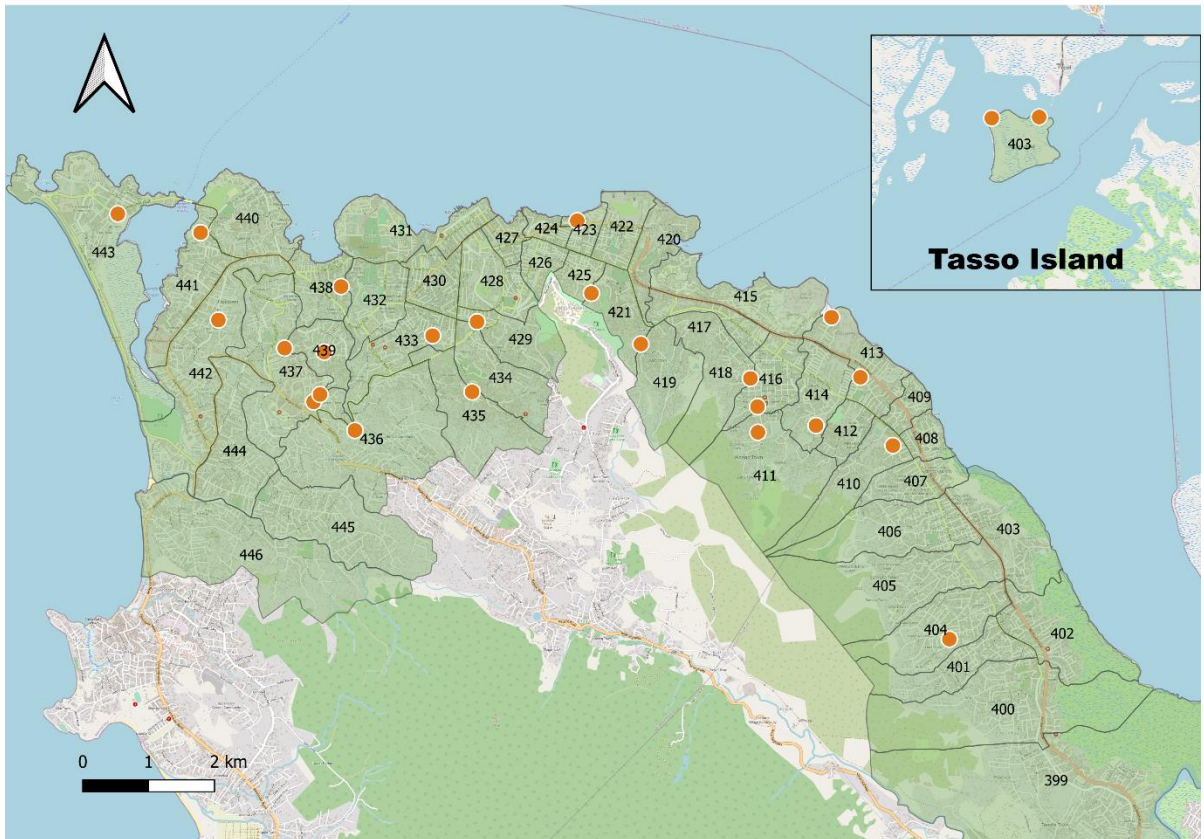


Annex II: Figure 1: Map showing the proposed placements to build water kiosks with 5000 L and 10000L storage tanks (phase2)

Annex II:**Table 2: Proposed Placements to build public toilets with 5000 L tank (phase2)**

S/N	UID	Water Point	Ward		Latitude	Longitude
1	FCCPT001	Borehole	413		8.468765	-13.1807467
2	FCCPT002	Protected dug well	416		8.464751	-13.194929
3	FCCPT003	Borehole	417		8.459443	-13.176260
4	FCCPT004	Underground Water	404		8.433041	-13.168474
5	FCCPT005	Unprotected spring	421		8.473289	-13.211023
6	FCCPT006	Borehole	423		8.490098	-13.219795
7	FCCPT007	Protected dug well	414		8.462172	-13.186868
8	FCCPT008	Protected dug well	429		8.476330	-13.233607
9	FCCPT009	Underground Water	433		8.474428	-13.239744
10	FCCPT010	Protected Spring	435		8.466760	-13.234287
11	FCCPT011	Borehole	437		8.465398	-13.256150
12	FCCPT012	Unprotected spring	438		8.481127	-13.252365
13	FCCPT013	Protected Spring	439		8.472722	-13.260145
14	FCCPT014	Borehole	441		8.488475	-13.271739
15	FCCPT015	Unprotected dug well	443		8.491034	-13.283144
16	FCCPT016	Borehole	411		8.461248	-13.194871
17	FCCPT017	Borehole	442		8.476559	-13.269282
18	FCCPT018	Borehole	439		8.472193	-13.254686
19	FCCPT019	Protected dug well	437		8.466409	-13.255262
20	FCCPT020	Protected dug well	436		8.461506	-13.250447
21	FCCPT021	Protected dug well	418		8.468603	-13.195914
22	FCCPT022	Unprotected dug well	421		8.480213	-13.217845
23	FCCPT023	Borehole	413		8.476943	-13.184732
24	FCCPT024	Protected dug well	403		8.565467	-13.066225
25	FCCPT025	Protected dug well	403		8.564983	-13.086693

***These proposed placements are those of existing boreholes, wells, and springs**



Annex II: Figure 2: Map showing the proposed placements to build public toilets with 5000 L tank (phase2)

Annex III:

List of Useful Resources, Information, Documents, and Studies

- These following documents are available-
https://drive.google.com/drive/folders/1LHhGMKJrkV_6ypxDufsIRaOQIWikCtbv:
 1. Public Latrine design-Oxfam
 2. Emergency water kiosks design
 3. FCC_COVID-19 Preparedness and Response Plan
 4. Transform-Freetown-One-Year-Report
 5. Urban WASH Roadmap 2019
 6. Technical Assessment Report of 04 public toilets in Freetown
 7. Freetown Public Toilets Survey
 8. Decentralized Water Supply Governance for Effective, Efficient and Sustainable Management and Utilization of Water Utilities in Urban and Peri Urban Areas of Freetown – Sierra Leone.
 9. Design Report (Draft for Discussion): Study and design of Freetown public toilets management system based on international best practice.
- Sierra Leone WASH data portal - <https://washdata-sl.org/>

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNCDF.

We offer to provide services in conformity with the Bidding documents, including the UNCDF General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNCDF accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNCDF vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNCDF vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNCDF may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNCDF for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 10 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNCDF.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			

Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 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 (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: USD

Table 1: Summary of Overall Prices

	Amount(s) in USD
Financial proposal for training providing services	
Professional Fees (from Table 2) Honorarium for team leader	
Professional Fees (from Table 2) Honorarium for team members	
Other Costs (from Table 3)	
Total Amount of Financial Proposal VAT 0%	
Financial proposal for field phase detailed per country/ per region	
Transportation:	
Accommodation	
Interpretation	
Written translation:	
Etc	

Total final and all-inclusive price quotation (VAT 0%)	
--	--

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				