



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

TO INTERESTED VENDORS	DATE: November 17, 2021
	REFERENCE: UNDP-CB-RFP-2020-018

Dear Sir / Madam:

We kindly request you to submit your **Proposal for the development and delivery of Multi-level Governance Tools, UNDP.**

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

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide.

Username: event.guest

Password: why2change

Your Proposal must be expressed in **English** language and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and sent separately and clearly marked as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL," as appropriate. Each document shall include the Proposer's name and address.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ali Tahsin Jumah
Chief, Central Procurement Unit, New York



Annex 1

Description of Requirements

Context of the Requirement	Development and delivery of Multi-level Governance Tools for the United Nations Development Programme, Crisis Bureau.
Brief Description of the Required Services ¹	Please refer to the Annex 2, Terms of Reference, for the details.
Person to Supervise the Work/Performance of the Service Provider	<i>Team Leader, Core Government Functions and Local Governance, CPPRI, Crisis Bureau</i>
Frequency of Reporting	<i>As needed.</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	60 nonconsecutive days during a 4-month period.
Target start date	25 January 2021
Latest completion date	31 May 2021
Travels Expected	Not applicable.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1</td> <td>20</td> <td>1 February 2021</td> <td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Deliverable 3</td> <td>40</td> <td>15 April 2021</td> </tr> <tr> <td>Deliverable 5</td> <td>40</td> <td>31 May 2021</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1	20	1 February 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Deliverable 3	40	15 April 2021	Deliverable 5	40	31 May 2021
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Deliverable 3	40	15 April 2021																
Deliverable 5	40	31 May 2021																
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.																	
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25%																	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 45% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <i>Only proposals that obtain at least 70% of the total of points obtainable during the technical desk review will be considered during financial evaluation.</i> Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Ignacio Inestal Fernandez</i> <i>Public Procurement Analyst</i> <i>Cpu.bids@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

ANNEX 2: TERMS OF REFERENCE

MULTI-LEVEL GOVERNANCE TOOLS DEVELOPMENT

I. Background of the organization, team and assignment

[A. Background of the organization and the team]

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Crisis Bureau guides UNDP's corporate crisis-related strategies and vision for crisis prevention, response and recovery.

Referring to the Core Government Functions and Local Governance (CGF-LG) team in the larger Conflict Prevention, Peacebuilding and Responsive Institutions Team (CPPRI), the team of the selected bidder will be part of UNDP's contribution to the UN conflict prevention and peacebuilding offer. Specifically, their deliverables will support UNDP's efforts to support responsive, accountable, resilient, inclusive and functional core governance institutions at the national and local levels in different development settings with a focus on countries impacted by transitions, fragility and conflict.

Reporting to the Core Government Functions and Local Governance Team Leader in New York, the selected firm will develop and deliver **a Set of Innovative Tools for UNDP Country Offices and their Partners on Participatory Multi-Level Governance Support, especially in Fragile and Crisis-Affected Countries.**

[B. Background of the Assignment]

Local governance systems, in urban and rural areas alike, are currently on the frontline to deliver solutions to an ever-growing range of challenges. This level of the governance is the closest interface of citizens with authorities and provide the daily State-society interaction. This is true nowhere more than in crisis-affected settings and, as analysis of recent Covid-19 response has demonstrated, it challenges the traditional power structures between not just national and sub-national levels of governance but also the supra-national as well as the community levels. The recent simultaneous global crisis triggered by the socio-economic impact of Covid-19 has highlighted that, as central governments have been overwhelmed and in some cases been all but paralyzed, these other governance levels have in different ways gained in importance.

In order to ensure that UNDP and other development partners are equipped to support genuinely sustainable and resilient development that aligns with realities and priorities in programme countries, we need to understand better how to approach, harness and add value to multi-level governance systems. This demand is especially valid in crisis settings where government capacity tends to be low and state authority tends to be frail.

A renewed and more systematic focus on Multi-Level Governance has the potential to spur a shift in focus of policy and programme support, for example towards more networked ways of working, recognizing that the boundaries between 'local', 'national' and 'regional', and 'global' are all much more fluid than they used to be. As outlined in the *Forging Resilient Social Contracts* paper, published by the UNDP Oslo Governance Center in 2018, the increasing prevalence of mixed and hybrid systems and structures is testament to this. Part and parcel of state-formation and state building processes and development processes globally, hybridity is not only in everyday life, but also in the structures and institutions that shape how society is organised. Leaders may have positions of power and authority in one, two or more levels or systems simultaneously or sequentially, while citizens may relate to two or more systems, moving between them strategically and negotiating their sometimes-contradictory obligations.

As the word suggests, the concept of *Multi-Level Governance* comprises numerous state and non-state actors located at different levels, such as the local (sub-national), the national, the regional and the global (supranational). The challenge for these diverse levels of government is to align and rally around collective priority-setting and design of policy and programming which, ultimately, must be derived from, and deliver on, priorities of local communities. As such, supporting MLG in more pre-defined and targeted ways has potential to strengthen the effectiveness of people-centered elements of existing and new governance models and programming. Fulfilling this potential is closely tied to the need for new methods and power-sharing incentives that can facilitate bottom-up participation as well as stronger links and policy coherence between levels of governance.

So, while the principle of MLG has often been used to highlight the need to to prioritize decentralization and support to the sub-national level of governance, in particular city governments, UNDP is now embarking on an initiative that sets out to harness evidence and experiences on the dynamic flow of data, information, policy, priority-setting and planning, programme development, and decision-making processes *between* levels of governance.

In sum, the focus of this work will be on developing more systematic ways of strengthening the linkages (formal and informal), power dynamics, financial management incentives (PFM, tax systems etc), and potential for reinforcing collective decision-making *across* layers of governance that 'negotiate' decisions and are – while bound together by mutual accountability to the population they serve – also tied to their separate constituencies.

The overall lens will be on better harnessing the potential of MLG to fuel transparent people-centered

development that addresses grievances, including those at the heart of conflict, and infuses State-society relations with a higher level of legitimacy.

[C. Purpose and Modality]

Following on from the above, the purpose of this assignment is to support the development of evidence-based tools that UNDP and partners can offer to national and local counterparts who are committed to address, in collaborative and innovative ways, the challenges and opportunities of Multi-Level Governance.

The primary aim will be to develop a set of tools designed for COs to better support, in innovative ways, participatory bottom-up approaches to Multi-Level Governance.

In the process, it is expected that the team will produce minimum five illustrative case studies and supplemental cross-case analysis that explore MLG, including in fragile and conflict -affected contexts, with the goal of generating evidence-based tools and recommendations for UNDP Country offices for future programming.

The selection of the countries will be discussed and fixed in consultation with UNDP Core Government Functions and Local Governance team as well as Regional Bureau colleagues in the UNDP.

All bids are expected to proactively propose the research methods, team, timeline and required resources (including costing) needed to ensure high-quality delivery of the assignment. The final scope will be cemented upon final selection and in discussion with the Core Government Functions and Local Governance Team at UN's Crisis Bureau.

[D. Focus and Guiding Questions]

The development of the tools will be rooted in the following guiding questions:

- ❖ How can UNDP and partners effectively support MLG systems and translate increasingly fluid boundaries between sub-national, national, and supra-national levels of governance into opportunities for new policy and programme support?
- ❖ How can UNDP and partners effectively support and amplify participatory bottom-up approaches to MLG, including social innovation approaches with the potential to influence governance systems?

These questions will be discussed and clarified between the selected bidder and UNDP with a view to setting the path for identifying and synthesizing already tested participatory methods, including from the social innovation domain, for promoting bottom-up MLG – potentially including methods such as behavioural science/insights, human-centered design thinking, digital innovation etc.

Against this backdrop, a toolkit with forward-looking options that can be applied for programmatic action by UNDP Country Offices and their partners with the support of UNDP’s Global Policy Network and global partners must be developed.

The country-level case studies should, in parallel, also be distilled into 5 short but full-fledged case studies that must be finalized for publication by the selected bidder.

E. Outputs

1. A framework that designs and packages minimum 4 (four) options for how UNDP (in particular COs) and partners can apply participatory approaches, including social innovation (eg social innovation, behavioral insights, human-centered design etc) tools, to proactively engage in new ways of supporting MLG driven from the bottom up.
2. In parallel, 5 full-fledged case studies must be submitted and prepared for publication as separate products.

F. Timeline, Deliverables and Payment Schedule

The following deliverables are expected throughout the project:

- i. Inception Note (inc. scope, methodological approach, research questions, proposed case study countries, methodology including for outreach and consultations, workplan and draft report/guidance note templates);
- ii. Five full-fledged case studies (6-8 pages each) of innovative approaches to ensuring participatory Multi-Level Governance mechanisms;
- iii. Framework and toolbox with innovative methods for strengthening participatory bottom-up MLG, rooted in analysis, comparative conclusions of case studies and actionable options (incl. case study key findings, cross-case analysis, conclusions from country-level consultations, and options for UNDP COs and partners).

The following timeline is proposed for activities and deliverables:

Deliverables	Completion Date
D1. Inception Note, including road map, methodological considerations, and long list of potential country cases, submitted - (Payment 1)	February 1, 2021
D2. (a) 5 draft case studies and (b) analysis of country-level demand for participatory MLG programming tools submitted and translated into an initial outline of a set of tools designed for supporting inclusive, bottom-up MLG. Deliverables must be based on outreach and (virtual) country-level research, consultations and co-construction.	March 31, 2021

D3. Case studies finalized based on UNDP review and feedback - (Payment 2)	April 15, 2021
D4. Draft Multi-Level Governance framework, with specific tools designed to enhance participatory MLG programming at country-level, submitted for UNDP review	April 30, 2021
D5. Final framework and tool box for innovative methods for strengthening participatory bottom-up MLG, rooted in analysis, comparative conclusions of case studies and actionable options – with 5 full-fledged case studies submitted in parallel (Payment 3)	May 31, 2021

Payments will be processed upon completion of the deliverables listed in the table above. The amount of each payment would be as follows: Payment 1: 20%, Payment 2: 40%, Payment 3: 40%.

II. Duties and Responsibilities
<p>The selected bidder will be fully responsible for leading the aforementioned deliverables.</p> <p>The proposed Team Leader of the bidder will be the focal point for discussions with the UNDP core team (based in New York) and should fulfill the required qualifications (below). It is suggested that bidders also include in the bid a detailed description of the roles and profiles (including CVs) of other proposed team members.</p> <p>No travel is expected.</p>

MINIMUM TECHNICAL REQUIREMENTS

1. Personnel minimum requirements

The team will consist of a maximum of 4 (four) team members, including the Team Leader.

Important note: the proposed team structure of a maximum of 4 members including the Team Leader should be respected. If the proposed team structure does not meet this requirement, the proposal may be directly disqualified. The proposal should contain one CV per proposed team member.

The team leader and team members must comply with the following educational and professional requirements:

III. Required Qualifications of Team Leader	
Education:	<ul style="list-style-type: none"> At least a Master's degree, preferably in international development, international affairs, public administration, public policy, development economics, or other relevant field, or extensive compensating experience in public service innovation/public sector governance reform/restoration of core government functions in fragile settings etc, required.
Experience:	<ul style="list-style-type: none"> A minimum of 10 years of relevant policy, research and programming experience in public service innovation, international development, public sector governance, local governance, local development, basic service delivery, recovery planning, peacebuilding and conflict-sensitive analysis; required. Knowledge of the 2030 Agenda and the Sustaining Peace Agenda; and crisis governance concepts and principles and ability to apply to strategic and/or practical situations in different development situations, required. Experience of carrying out and leading research with a view to developing actionable tools for policy or programming, required. Excellent negotiating and communication skills and ability to mobilize support from a wide range of partners (public, private, academic, civil society, business community leaders), desired. Excellent organizational skills and ability to work effectively in teams, delivering through and with others, desired. Self-management, including conflict management/negotiating skills, desired.
Language Requirements:	<ul style="list-style-type: none"> Fluency in English, both written and oral; required. Working knowledge of another UN language desirable.

III. Required Qualifications of Team Members	
Education:	<ul style="list-style-type: none"> At least a University degree, preferably in international development, international affairs, social innovation, public-private partnerships, public administration, public policy, development economics, or other relevant field, or extensive compensating experience in public service innovation/public sector governance reform/restoration of core government functions in fragile settings etc, required.
Experience:	<ul style="list-style-type: none"> A minimum of 3 years of relevant policy, research or programming experience in public service innovation, international development, public sector governance, local governance, local development, basic service delivery, recovery planning, peacebuilding or conflict-sensitive analysis; required. Knowledge of the 2030 Agenda and ability to apply to strategic and/or practical situations in different development situations, required. Experience of carrying out research required. Excellent drafting skills desired. Excellent organizational skills and ability to work effectively in teams, delivering through and with others, desired.

Language Requirements:	<ul style="list-style-type: none"> • Fluency in English, both written and oral; required. • At least one team member covering French and one team member covering Spanish, required.
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2. Company requirements

- The company must present at least 5 years of relevant expertise in the field of multi-stakeholder governance innovation, including in fragile and crisis-affected settings, **required**.
- The company has carried out at least 3 relevant projects during the last 5 years, **required**.
- 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.
- Acceptance of UNDP General Terms and Conditions, **required**.

3. Methodology requirements

The bidder must at least provide a description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project and how the different team members will engage in different elements of the process. A clear timeline with process flow must be included. Minimum aspects to be covered: Details how the different service elements shall be a) organized, b) controlled and c) delivered.

Important Note: If these points are not covered during the methodology the bid will be directly disqualified.

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.

Technical Evaluation Criteria (desk review)

Technical Proposals that conform to the list of minimum requirements indicated above will be considered for further technical evaluation based in the tables below.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder’s qualification and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	450

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	50
1.3	Relevant experience in the field of multi-stakeholder governance innovation, including in fragile and crisis-affected settings. At least 3 relevant previous assignments should be included in the technical package and described in detail.	100
1.4	Familiarity with development and the UN system	50
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	150
2.2	Details on how the different service elements shall be organized, controlled and delivered	150
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	150
Total Section 2		450

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Team Leader: relevance of the experience in policy, research and programming experience in public service innovation, international development, public sector governance, local governance, local development, basic service delivery, recovery planning, peacebuilding and conflict-sensitive analysis	100
3.2	Team Leader: relevance of the expertise leading research teams	50

3.3	Composition and structure of the team members proposed. Are the proposed roles of the team (excluding the Team Leader) of key personnel suitable for the provision of the necessary services?		150
Total Section 3			300

Institutional Arrangement:

- a) The contractor will report to the UNDP Team Leader on Core Government Functions and Local Governance on progress made.
- b) The contractor will be required to report as needed (at least once a month) with a full update on progress.
- c) UNDP will support the contractor with provision of relevant internal information needed to conduct the work

Duration of work:

- a. The contractor will be required to work a total of 60 non-consecutive working days for four months to complete the work
- b. The target date of commencement of the work will January 25, 2021 and expected completion date of **31 May 2021**.

Duty station

- The contractor will be required to work remotely and provide feedback to the manager of the project at least once a week and should inform the manger if any delays are foreseen.

Scope of Bid price and Schedule of Payments

- a. Contract price is a fixed output-based price regardless of extension of the herein specific duration
- b. The Proposer is asked to propose an all-inclusive lump sum for the contract (professional fee, inclusive of any costs related to equipment needed and communication costs) travel
- c. Key outputs/milestone activities for which payments will be made:

Deliverable	% of total price
D1	20%
D3 (conditioned to completion of D2 and D3)	40%
D5 (conditioned to completion of D4 and D5)	40%

ANNEX 3 - FORM A:

FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. **Qualifications of the Service Provider**

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) Track Record – list of clients for similar services (at least 3) as those required by the Terms of Reference, indicating description of contract scope, contract duration, contract value, contact references;***
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- f) Written Confirmation that, in the event that the proposal is considered technically qualified, the company will accept UNDP's invitation for a 30-min demo presentation.*
- g) All required information to facilitate the screening of the company against the minimum technical requirements and technical evaluation criteria listed in Annex 2.*

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will be involved in the provision of this service to the UNDP*
- b) CVs demonstrating qualifications for each personnel member involved must be submitted;*

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

[Designation]

[Date]

TABLE 1: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Technical responsiveness/Full compliance to requirements listed in Annex 2 and 3			
Validity of Quotation, 90 days			
The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Full acceptance of the Contract General Terms and Conditions			
Items listed should be delivered as per agreed schedule immediately after the signature of the contract face sheet.			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFP.

*[Name and Signature of the Supplier's Authorized Person]
[Designation] & [Date]*

ANNEX 3 - FORM B:

FORM FOR SUBMITTING SUPPLIER'S FINANCIAL PROPOSAL

(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **Table 1, 2 & 3** in conformity with the specification and requirements of UNDP:

TABLE 1: Price table (lumpsum)⁹

	Total Lumpsum Amount (USD)	% of total Price
Output 1: Inception Note, including road map, methodological considerations, and long list of potential country cases, submitted -		
Output 2: 5 draft case studies and (b) analysis of country-level demand for participatory MLG programming tools submitted and translated into an initial outline of a set of tools designed for supporting inclusive, bottom-up MLG. Deliverables must be based on outreach and (virtual) country-level research, consultations and co-construction		
Output 3: Case studies finalized based on UNDP review and feedback -		
Output 4: Draft Multi-Level Governance framework, with specific tools designed to enhance participatory MLG programming at country-level, submitted for UNDP review		
Output 5: Final framework and toolbox for innovative methods for strengthening participatory bottom-up MLG, rooted in analysis,		

⁹ Please be guided by table No. 1 to prepare your financial proposals. Payments to the vendor will be processed upon completion and approval of Outputs No.1, 3 and 5.

comparative conclusions of case studies and actionable options – with 5 full-fledged case studies submitted in parallel		
TOTAL		

Table 2: Cost Breakdown by Cost Component:

Description of Activity	Unit of Measure	Unit price	Quantity	Total cost
I. Personnel Services¹⁰				
a. Team Lead	Day			
b. Team Member 1	Day			
c. Team Member 2	Day			
d. Team Member 3	Day			
Total all-inclusive offer				

Table 3: Allocation of resources per deliverable

Outputs	<i>Hours of work per team member</i>			
	<i>Team Lead</i>	<i>Team Member 1</i>	<i>Team Member 2</i>	<i>Team Member 3</i>
Output No 1.				
Output No 2.				
Output No.3				
Output No.4				
Output No. 5				
USD TOTAL	\$	\$	\$	\$

¹⁰ Please note that the maximum number of team members including the team leader is 4.

