



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

To all interested Bidders	DATE: November 20, 2020
	REFERENCE: RBA/2020/0030 Partnerships Consultants

Dear Sir / Madam:

We kindly request you to submit your Proposal for the position of **(Partnerships consultants for Implementation of The UNDP Renewed Strategic offer in Africa)**

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

Proposals may be submitted on or before Friday, December 04, 2020 and via email only - to the email address below:

United Nations Development Programme
Otis.wilson@undp.org/rba.procurement@undp.org
Otis Wilson

Your Proposal must be expressed in the English language, and valid for a minimum period of 60 days

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-andsanctions.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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Aboubacar TOURE

*Aboubacar Toure
Operational Adviser
Regional Bureau for Africa*

11/20/2020

Annex 1

Description of Requirements

Context of the Requirement	<i>PARTNERSHIPS CONSULTANTS FOR IMPLEMENTATION</i>
Implementing Partner of UNDP	n/a

Brief Description of the Required Services ¹	<p>UNDP Africa officially launched the <i>African Influencers for Development</i> (AI4Dev) at the United Nations Headquarters in New York on the 22nd of September 2019, on the margins of the 74th UN General Assembly. In keeping with the “Decade of Action”, and adhering to the core tenet of the “Next Generation UNDP”, the Influencers initiative reimagines UNDP’s relationships in Africa by harnessing Africa’s creative, intellectual and entrepreneurial energy through a powerful coalition of current and future African influencers in business, academia and the arts.</p> <p>The AI4D is a part of UNDP Africa’s Renewed Strategic Offer in Africa, which seeks to build partnerships and communications around people, products and platforms as a gateway to achieving the Sustainable Development Goals (SDGs) and the African Union’s Agenda 2063: The Africa We Want. People predisposes UNDP’s duty to convene Africa’s entrepreneurial, intellectual and artistic energy with the aim of positioning Africans more centrally as the architects of Africa’s development narrative in partnership with UNDP and development partners. The Products pillar crafts and implements new innovative development products that can help to realize the new offer in Africa. And Platforms envision the creation and utilization of bespoke events such as the annual Presidential Dialogue, the Renewable Energy Forum, the Fourth Industrial Revolution Forum and UNGA side events. These are selected for their catalytic impact on advancing, through both narrative and partnership, the goals of the transformative pillars in the Renewed Strategic Offer. Platforms also include the positioning UNDP at existing conventions such as the World Economic Forum, Mining Indaba, the AfDB’s Africa Investment Forum, among others.</p> <p>UNDP’s COVID 2.0 offer – is designed to help decision-makers look beyond recovery, towards 2030, making choices and managing complexity and uncertainty in four main areas: governance, social protection, green economy, and digital disruption. It encompasses UNDP’s role in technically leading the UN’s socio-economic response to COVID 19.</p> <p>The service provider is expected to support the roll out of key deliverables related to the Renewed Strategic Offer and the COVID 2.0 Offer. The services will support implementation of the six impact areas of the Renewed Strategic Offer which are: 1) Natural Resource Governance; 2) Youth Employment and Empowerment; 3) Structural Economic Transformation; 4) Sustainable Energy; 5) Climate Change; and 6) Peace and Security.</p>			
List and Description of Expected		Outputs	Targets/Frequency	Timelines
		1. Supergroup consultations – consolidating relations/co-creating development solutions.	At least 2 times in a one-year period (2)	10 days
Outputs to be Delivered		2. Hekima Series events organized	Monthly (10)	40 days
		3. Genius Series produced	10 videos	20 days
		4. Annual Presidential Dialogue	1	20 days

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.

	<table border="1"> <tr> <td>5. The Renewable Energy Forum</td><td>1</td><td>20 days</td><td></td></tr> <tr> <td>6. The 4th Industrial Revolution Africa Forum</td><td>1</td><td>20 days</td><td></td></tr> <tr> <td>7. Africa's Money for Africa's Development Forum</td><td>1</td><td>20 days</td><td></td></tr> <tr> <td>TOTAL</td><td></td><td>150 days</td><td></td></tr> </table>	5. The Renewable Energy Forum	1	20 days		6. The 4 th Industrial Revolution Africa Forum	1	20 days		7. Africa's Money for Africa's Development Forum	1	20 days		TOTAL		150 days	
5. The Renewable Energy Forum	1	20 days															
6. The 4 th Industrial Revolution Africa Forum	1	20 days															
7. Africa's Money for Africa's Development Forum	1	20 days															
TOTAL		150 days															
Person to Supervise the Work/Performance of the Service Provider	<i>Raymond Gilpin – Raymond.gilpin@undp.org</i>																
Frequency of Reporting	<i>Weekly</i>																
Progress Reporting Requirements	N/A																
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	The consultancy services will be provided for a duration of 150 days within a period of 1 year from December 2020 to October 2021.																
Target start date	11 th December 2020																
Latest completion date	10 th November *****2021																
Travels Expected	<p>This is a home-based assignment. The successful provider must be able to travel to facilitate consultations in countries based on demand, if required. When such a request comes, the organization shall bear the cost of travel including tickets, lodging and terminal expenses based on extant policies and rules. Should the provider wish to travel on a higher class, any additional costs above approved travel costs shall be borne by the provider using own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the provider prior to travel and will be reimbursed.</p>																
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]																

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	UNDP will support the needed logistics and facility for the implementation of planned initiatives through the Partnerships and Communication Team. The provider will also be able to draw on UNDP's Bureau of External Relations and the Regional Service Centre for Africa, as needed.
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Implementation Schedule indicating breakdown and timing of activities/subactivities	<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 <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input 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

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

Payment Terms ³	Outputs			%	Documentation
	1. Organize, facilitate and report on two Supergroup consultations			20%	Concept notes developed, consultation reports, a blog on the theme of each consultation.
	2. Organize	10	Hekima Series	20%	Event reports and a blog on each event.

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.*

	3. Produce 10 Genius series videos.	20%	Videos.	
	4. Annual Presidential Dialogue	10%	Event report and blog.	
	5. The Renewable Energy Forum	10%	Event report and blog.	
	6. The 4 th Industrial Revolution Forum	10%	Event report and blog.	
	7. Africa's Money for Africa's Development Forum	10%	Event report and blog.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	SART Unit			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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 criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
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 minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/howwe-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	Otis Wilson Administrative Associate Otis.wilson@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

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

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 A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto. ⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

III. Other Related Costs				
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*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*