



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

TO INTERESTED VENDORS/COMPANIES	Date: 24 November 2020
	REFERENCE: UNDP-CB-RFP-2020-016

Dear Sir / Madam:

We kindly request you to submit your **Proposal for the Inclusive Governance and Fragility Research Project**.

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 **120 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/unscclconduct_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	Inclusive Governance and Fragility Research Project
Implementing Partner of UNDP	Not applicable
Brief Description of the Required Services	<p>The purpose of this research initiative is to produce research reports that explore several dimensions of UN “inclusive governance” interventions in fragile and conflict-affected contexts, with the goal of generating evidence-based and scenario-driven guidance for future UNDP programming.</p> <p>More details are available in the Terms of Reference (TOR) in Annex 2.</p>
List and Description of Expected Outputs to be Delivered	As detailed in the Terms of Reference in Annex 2.
Person to Supervise the Work/Performance of the Service Provider	Team Leader Core Government Functions and Local Governance, Crisis Bureau, UNDP
Frequency of Reporting	<i>On an as needed basis</i>
Progress Reporting Requirements	As per the Terms of Reference in Annex 2.
Location of work	<input checked="" type="checkbox"/> The vendor will be required to work remotely
Expected duration of work	5 months through 30 June 2021
Target start date	February 2021
Latest completion date	30 June 2021
Travels Expected	Please refer to TOR in Annex 2 (D. Duty Station)
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	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
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>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.</p>

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ¹	Refer to the terms of Reference (Annex 2)
Person(s) to review/inspect/ approve outputs/completed services and authorize the Disbursement of payment	Team Leader Core Government Functions and Local Governance, Crisis Bureau, UNDP
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 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. <i>* An offer should be considered qualified and responsive if it receives a score of at least 70% on the technical proposal. Any offer that does not meet this requirement must be rejected as being non-responsive, and the financial proposal shall not be opened.</i>
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 (Form 4) 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
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 ³	<input checked="" type="checkbox"/> Detailed TOR in Annex 2 <input checked="" type="checkbox"/> Form for Submission of Proposal in Annex 3
Contact Person for Inquiries (Written inquiries only) ⁴	Suzy Azafrani Benoliel Central Procurement Unit (CPU), New York cpu.bids@undp.org

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

² 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.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ 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.

Other Information <i>[pls. specify]</i>	<p>Requests for clarifications shall be submitted to UNDP by email to cpu.bids@undp.org until one week before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>Any delay in UNDP's response shall not be 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.</p>
eTendering submission	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> - Electronic files that form part of the proposal must be in PDF format; - The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. - 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: eTendering guide

TECHNICAL EVALUATION CRITERIA**Summary**

Proposals received will be screened against the following minimum requirements (YES/NO Criteria).

Mandatory requirements		PASS/FAIL
1	At least 7 years of experience in governance research	
2	At least 5 years' experience of working on research in fragile or conflict affected areas	
3	At least 3 relevant projects during the last 5 years showing analytical work on governance issues based upon case studies	
4	Previous experience working for a bilateral or multilateral organization	
5	Proposed Team includes 2 – 6 team members; one senior researcher and others supporting members; all team members meet minimum requirements (Section G. c) of the TOR) and “Management Structure and Qualification of Key Personnel” below)	
6	Proposed Methodology for Completion of Services meets minimum requirements (providing a detailed description of the case studies that will be selected; the methods through which data for the case studies will be developed; provides a draft of the research questions and hypotheses and how these will be addressed)	
7	Completeness of Proposal without material deficiencies in submission documents (Annex 3, Form 1)	
8	Acceptance of UNDP General Terms and Conditions	

Only proposals who prove to comply with the minimum requirements will be considered during a technical desk review based on the following technical evaluation criteria:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of the Firm/Service Provider	200
2.	Approach Methodology, Its Appropriateness to the Requirements and Timeliness of Execution	300
3.	Qualification of Key Personnel and skill sets	200
	Total	700

Technical Proposal Evaluation		Points Obtainable
Expertise of the Firm/Organizations		
	<ul style="list-style-type: none"> At least 7 years of experience in governance research (max. 75 points) At least 5 years' experience of working on research in fragile or conflict affected areas (max. 50 points) 	

	<ul style="list-style-type: none"> At least 3 relevant projects during the last 5 years showing analytical work on governance issues based upon case studies (max. 50 points) Previous experience working for a bilateral or multilateral organization (max. 25 points) 	
Total 1		200

Technical Proposal Evaluation		Points Obtainable
Methodology, Its Appropriateness to the Condition and Timeliness of the implementation Plan		
	<p>The Service Provider must describe how it will address/deliver the demands of the RFP providing:</p> <ul style="list-style-type: none"> Solid and feasible method on how will address/deliver the demands of the RFP (max 100 points); A detailed description of the case studies that will be selected (max. 50 points); The methods through which data for the case studies will be developed (max. 50 points); A draft of the research questions and hypotheses and how these will be addressed (max.100 points) 	
Total 2		300

Technical Proposal Evaluation		Points Obtainable
Management Structure and Qualification of Key Personnel		
3.1	Team Member(s)	
	<p>Senior Researcher (120 points)</p> <ul style="list-style-type: none"> At least Master's Degree in international development, international affairs, public administration, public policy, development economics, or other related discipline (max. 10 points) At least 10 years professional experience in the area of Governance (max. 55 points) At least 5 years relevant international experience (max. 20 points) At least 7 years relevant research experience (max. 35 points) <p>Other Team Members: 1 – 5 CVs (80 points)</p> <ul style="list-style-type: none"> At least Bachelor's Degree in Social Science, international development or other related discipline (max. 10 points) At least 3 years professional experience in the area of Governance (max. 40 points) At least 1 year relevant international experience (max. 20 points) At least 3 years relevant research experience (max. 10 points) 	
	Total 3	200

Annex 2

TERMS OF REFERENCE

Inclusive Governance and Fragility Research Project

A. Background

The *2030 Agenda for Sustainable Development* lays out a blueprint for the future vision of the world. It promises to leave no one behind, charting a course to more inclusive and sustainable development. Inclusion can be both a process and an outcome. Inclusive governance (process) and inclusive development (outcome) are both important objectives of the 2030 Agenda. SDG 16 of the 2030 Agenda, focusing on inclusive governance, for example, calls for building more accountable, effective and inclusive institutions.

The goal of inclusion - whether as process or outcome - is often pursued as an end in itself but, as articulated in the joint UN/World Bank study *Pathways for Peace: Inclusive Approaches to Preventing Violent Conflict*,⁵ it also stands as one of the best ways to prevent conflict. Evidence strongly indicates that inclusive states and societies are, over the long term, more peaceful and resilient.⁶ This relationship between inclusion and peace was underscored in the UN Secretary-General's *Sustaining Peace Agenda*, which states, "that sustaining peace should be broadly understood as a goal and a process to build a common vision of a society, ensuring that the needs of all segments of the population were taken into account".⁷

The promotion of inclusive governance is often also tied to the establishment or expansion of human rights frameworks.⁸ UNDP had adopted a human rights-based approach to programming that reaffirms the importance of inclusion and participation, equality and non-discrimination and transparency and accountability. This focus is central to inclusive governance efforts as they not only include efforts to develop more representative and responsive institutions, but also accountability when such systems fail.

While the goals of inclusive governance may be clear, there is insufficient evidence of how, on the one hand, governance processes can be made more inclusive and how, on the other, these processes are institutionalized and become sustainable. In particular, how do inclusive governance processes unfold in fragile and conflict-affected settings, which are typically driven by elite interests or growing populism and divided by group-based politics? How does digital innovation and technology affect governance processes; either through advancing inclusion, promoting exclusion through the digital divide, or furthering elite capture? And, more broadly, what is the relationship between efforts to promote inclusive governance and outcomes related to conflict prevention?

COVID-19 has also impacted states and societies across the globe, with fragile and conflict-affected countries disproportionately affected by the pandemic. Existing inequalities and exclusions have been exacerbated by COVID-19, at the same time as governments have been under increased pressure to respond, with in many cases diminished resources and capabilities.⁹ Important questions arise: How do the governmental and societal pressures created by COVID-19 impact the uptake, delivery and sustainability of inclusive governance measures? And, what extra efforts are required to promote inclusion in governance systems at this time? One lens that may provide insights is that of political economy. Over the last twenty years, there has been growing consensus that development

⁵ UN/WB (2018). *Pathways for Peace: Inclusive Approaches to Preventing Violent Conflict*. New York/Washington DC: United Nations/World Bank.

⁶ OECD (2020). *What Does "Inclusive Governance" Mean? Clarifying Theory and Practice*. OECD Development Policy Papers, 27. Paris: Organisation for Economic Co-operation and Development.

⁷ UN (2018). *General Assembly, Seventy-Second Session, Agenda Item 65, Peacebuilding and Sustaining Peace (A/72/707-S/2018/43)*, page 1.

⁸ UNDP (2007). *Towards Inclusive Governance: Promoting the Participation of Disadvantaged Groups in Asia-Pacific*. Bangkok: United Nations Development Programme.

⁹ Acuña-Alfaro, J. (2020) *7 Ways COVID-19 is Now a Governance Crisis*. October 29. Available at: <https://www.latinamerica.undp.org/content/rblac/en/home/blog/2020/7-ways-covid-19-is-now-a-governance-crisis.html>.

is a distinctly political endeavour. It is not simply a technical process but demands that practitioners think and work politically to understand and influence the power relations and competing interests that shape the contexts in which they work and, correspondingly, generate or constrain opportunities for change. Yet, while political economy brings a valuable approach to the work, there is also a need to further clarify what “thinking politically” means in the context of supporting inclusive governance processes.

Answering the questions raised above is critical if the UN and other stakeholders seek to meet the targets laid out in the 2030 Agenda; particularly SDG 16. It is also crucial that both the answers to these questions, and the resulting guidance they generate, are based upon “real world” efforts to promote inclusive governance in fragile and conflict-affected contexts. To produce research of this nature, the Conflict Prevention, Peacebuilding and Responsive Institutions Team at UNDP’s Crisis Bureau are commissioning the Inclusive Governance and Fragility Research Project (IGFRP). IGFRP is made possible with funding from the Swedish International Development Cooperation Agency (SIDA).

B. Purpose and Modality

The purpose of this research initiative is to **produce research reports (below specified in section E) that explore several dimensions of UN “inclusive governance” interventions in fragile and conflict-affected contexts, with the goal of generating evidence-based and scenario-driven guidance for future UNDP programming.**

The selected vendor will have proven scholarly credentials and experience in conducting governance research in fragile and conflict-affected settings. The vendor will be responsible for the design and implementation of the research, and preparation of a literature review alongside development of case studies, broader analysis and the production of research outputs.

C. Research Focus, Literature Review and Case Studies

IGFRP will explore UN efforts to support inclusive governance in fragile and conflict-affected contexts. Inclusive governance interventions can include the promotion of: (i) diversity in institutional representation; (ii) broad-based participation in policy-making processes (in all three branches of government); (iii) legal protections for minority groups; (iv) citizen voice and accountability mechanisms in civil society, the media or the private sector; (v) service delivery for all; and (vi) access to elections for marginalized groups. Examples of UN interventions include the introduction of ethnic quotas in legislative bodies, systematically consulting women in national development planning, ratifying protections for the LGBTQ population into law, investing in indigenous advocacy groups and building connections with the media, improving access to justice for low caste groups, or enabling the participation of persons with disabilities in elections.

A number of **guiding questions**, listed below, will shape the research focus. While these questions should guide the research, UNDP is open to the vendor suggesting a particular framing and/or innovative approach with regard to the research focus.

1. When promoting inclusive governance in fragile and conflict-affected contexts, what works, what does not, under what circumstances and why? How does this differ at national and local levels, if at all?
2. What constitutes “success” for inclusive governance interventions, both in terms of process and outcomes? What factors lead to the institutionalisation of inclusion in governance processes? How might the progress of interventions promoting inclusivity in governance systems, therefore, be monitored and evaluated?
3. How do programme outcomes relate to underlying power relations, state-society relations and the political settlement? How does the UN and its programming positively or negatively affect underlying power relations in such contexts?
4. What are key tensions, dilemmas, trade-offs and opportunities generated when UNDP promotes inclusive governance in fragile and conflict-affected settings?
5. How does digital innovation and technology impact the inclusivity of governance processes in conflict-

affected and fragile contexts?

6. How has COVID-19 impacted patterns of inclusion in governance processes in such contexts? What considerations need to be factored into inclusive governance efforts, moving forward in conflict-affected and fragile contexts, to counter COVID-induced constraints and exploit potential opportunities?
7. What should thinking and working politically look like when promoting inclusive governance in fragile and conflict-affected contexts?
8. What are the linkages, if any, between inclusive governance on the one hand and inclusive development and sustaining peace, on the other? From a governance perspective, what needs to be understood and what can be undertaken to strengthen inclusive and peaceful outcomes in fragile and conflict-affected settings?

A **literature review** will be prepared that will compile academic and grey literature to explore scholarly insights and lessons learned with regard to the research focus. It could broach, for example, topics such as the relationship between inclusive governance, inclusive development and conflict prevention. In addition, the literature review may reflect on the politics surrounding inclusion in governance systems. Finally, it might also document lessons learned in supporting inclusive governance (including the use of digital innovation and technology) and discuss methods to conceptualize and measure inclusive governance efforts and their sustainability.

Five **case studies** will be generated based upon data collection undertaken in selected countries. Case study country selection will be jointly undertaken by the vendor and UNDP. Initial case studies and a rationale for their selection are to be proposed by the vendor, who will then consult with UNDP Headquarters and UNDP Regional Offices before selections are finalized.

All case studies will feature UNDP interventions to promote inclusive governance. An explicit rationale for case study selection should be generated that considers the types and scope of case studies to be selected (i.e. whether a comparative selection of case studies of the same intervention type or of varying types would be best for analysis). In addition, case studies should take into consideration a balance of UNDP's five global regions (i.e. Africa, Arab States, Asia and the Pacific, Europe and the Commonwealth of Independent States, and Latin America and the Caribbean), and also feature middle-income and low-income countries.

D. Duty Station

The assignment is expected to be performed at the Contractor's location. All meetings and presentations can be conducted virtually. Financial proposals should include all expenses required for completion of proposed research activities, including (if applicable): (i) professional/staffing fees; (ii) travel, insurance and living allowance expenses; (iii) payments for trainings/workshops; (iv) equipment costs; and (v) office or administrative overheads.

It is anticipated, COVID restrictions allowing, that data collection for case studies can take place in selected countries. It is permissible, but not required, for the organization providing the research consultancy services to UNDP to collaborate with local organizations with proven experience of research in case study countries. Should this involve additional costs, they shall be included in the financial proposal.

UNDP is open to innovative approaches that allow for field-based data collection.

E. Timeline, Deliverables and Payment Schedule

The following deliverables are expected throughout the project:

- i. Inception Note (incl. scope, research approach, research questions, selected case study countries, methodology, workplan and draft report/guidance note templates) 7 – 10 pages;
- ii. Literature Review (e.g. relationship between inclusive governance, inclusive development and conflict prevention, on lessons learned in supporting inclusive governance [including the use of digital innovation and technology], and on measuring inclusive governance and the sustainability of such mechanisms), 7 – 10 pages;

- iii. Five Case Studies (incl. political economy analysis, and discussion of inclusive governance efforts and inclusive development outcomes), 5-7 pages each;
- iv. Analytical Report (incl. research approach, research questions, methodology, case study findings, cross-case analysis and conclusions) (50 – 60 pages); and
- v. Guidance Note (incl. introduction, scenario-based guidance/tools, case study summaries and conclusions), 30 – 40 pages.

Work is expected to begin immediately upon signing of the contract. The following timeline is proposed for activities and deliverables. All project activities must be completed by June 30, 2021.

Activity/Deliverable	Completion Date	Payment percentage
1. Inception Note submitted	February 26, 2021	10%
2. Literature Review submitted	March 26, 2021	20%
3. Case studies submitted	April 30, 2021	20%
4. Analytical Report submitted	May 31, 2021	25%
5. Guidance Note submitted	June 30, 2021	25%

Payments will be made upon finalization and approval by the Team Leader Core Government Functions and Local Governance, Crisis Bureau, UNDP, of project deliverables.

F. Requirements for Qualifications for the Contractor

- At least 7 years of experience in governance research;
- At least 5 years' experience of working on research in fragile or conflict affected areas;
- At least 3 relevant projects during the last 5 years showing analytical work on governance issues based upon case studies;
- Previous experience working for a bilateral or multilateral organization;
- Proposed Team: 2 – 6 team members including one senior researcher and other(s) supporting (details in section G.c) below).

Bidders who do not meet the minimum requirements may be directly disqualified.

G. Submission requirements:

All Service Providers are therefore required to submit the following in their proposals:

a) Expertise of Contractor:

The vendor must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following, and providing relevant documents/evidences (where necessary):

- 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.

Bidders who do not meet the minimum requirements may be directly disqualified.

b) Proposed Methodology for Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the case studies that will be selected; the methods through which data for the case studies will be developed; providing a draft of the research questions and hypotheses and how these will be addressed, while demonstrating that the proposed methodology will be appropriate to the conditions and context of the work.

Bidders who do not meet the minimum requirements may be directly disqualified.

c) Qualifications of key personnel

The vendor must provide names and qualifications of the key personnel that will perform the services. CVs demonstrating requested qualifications must be submitted; and written confirmation from each personnel that they are available for the entire duration of the contract.

Team Member(s):

A) Senior Researcher:

- At least Master's Degree in international development, international affairs, public administration, public policy, development economics or other related discipline;
- At least 10 years professional experience in the area of Governance;
- At least 5 years relevant international experience;
- At least 7 years relevant research experience.

B) Other Team Members: 1 – 5 CVs:

- At least Bachelor's Degree in Social Science, international development or other related discipline;
- At least 3 years professional experience in the area of Governance;
- At least 1 year relevant international experience;
- At least 3 years relevant research experience.

Bidders who do not meet the minimum requirements may be directly disqualified.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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:

Form 1: 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, contract 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.*

Form 2: 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. The proposal should also cover the implementation timetable as well as the profile of key personnel assigned for the execution of this contract.

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Form 3: Qualifications of Key Personnel

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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

(This form should be submitted as a separate file and be password protected)

Form 4: Financial proposal

- Financial proposals must be all inclusive and must be expressed with a breakdown of costs. The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, travel, etc.) that could possibly be incurred by the Service Provider are already factored into the final amounts submitted in the proposal.
- Travel related expenses, if applicable, must include tickets, lodging and terminal expenses. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resource
- Payment will be made upon submission of final deliverables and a certificate of payment request, indicating outputs delivered to be verified and cleared for payment by the Project Management Team.

Table 1: Cost Breakdown per Deliverable:*

Outputs	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception Note	10%	
2	Literature Review	20%	
3	Case Studies	20%	
4	Analytical Report	25%	
5	Guidance Note	25%	
	Total all-inclusive cost	100%	

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

Table 2: Cost Breakdown by Cost Component:

Description of Activity	Unit of Measure	Unit price	Quantity	Total cost
I. Personnel Services				
a. Senior Researcher	Day			
b. Team Member 1	Day			
c. Team Member 2 (if applicable)	Day			
d. Team Member 3 (if applicable)	Day			
d. Team Member 4 (if applicable)	Day			
d. Team Member 5 (if applicable)	Day			
II. Out of Pocket Expenses				
1. Travel Costs (tickets)	Trip			
2. Daily Allowance	Day			
III. Other Related Costs (please specify)				
Total all-inclusive offer				

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

[Designation]

[Date]