



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

TO INTERESTED VENDORS/COMPANIES	Date: 24 November 2020
	REFERENCE: UNDP-CB-RFP-2020-017

Dear Sir / Madam:

We kindly request you to submit your **Proposal for the Informal Governance - Basic Service Delivery in crisis affected countries - 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	Informal Governance - Basic Service Delivery in crisis affected countries - Research Project
Implementing Partner of UNDP	Not applicable
Brief Description of the Required Services	The purpose of this research is to produce five case studies and supplemental cross-case analysis that explore non-state actors' roles in basic service delivery in fragile and conflict-affected contexts, with the goal of generating evidence-based recommendations for UNDP Country offices for future programming. More details are available in the Terms of Reference (TOR) in Annex 2.
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	On an as needed basis
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 15 June 2021
Target start date	February 2021
Latest completion date	15 June 2021
Travels Expected	Travel is not expected in this assignment. Please refer to TOR in Annex 2.
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 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 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	Technical Proposal (70%) <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% Financial Proposal (30%) 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

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.

Contact Person for Inquiries (Written inquiries only) ⁴	Suzy Azafrani Benoliel Central Procurement Unit (CPU), New York cpu.bids@undp.org
Other Information [pls. specify]	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. 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.
eTendering submission	Electronic submission through eTendering shall be governed as follows: <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

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.

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 working on research with non-state actors	
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 research at the community/ local level	
4	Previous experience working for a bilateral or multilateral organization	
5	Proposed Team includes 2 – 4 team members; one Team Leader 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; typology of services to be examined and ways of measurement; methodology for how the research questions 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 working on research with non-state actors (max. 100 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 of research at the community/ local level (max. 25 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 including how the research questions will be addressed, the types of NSA that will be studied and how they will present the findings (max 125 points); a detailed description of the case studies that will be selected (max. 75 points) and the methods through which data for the case studies will be developed (max. 50 points); Typology of services to be examined and ways of measurement (max. 50 points) 	
Total 2		300

Technical Proposal Evaluation		Points Obtainable
Management Structure and Qualification of Key Personnel		
3.1	Team Member(s)	
	<p>Team Leader (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 relevant field (max. 10 points) At least 10 years professional experience in the area of research (max. 55 points) At least 5 years relevant international experience (max. 20 points) At least 7 years relevant experience working at the local/ community level (max. 35 points) <p>Other Team Members: 1 – 3 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. 20 points) At least 1 year relevant international experience (max. 30 points) At least 3 years relevant research experience (max. 30 points) 	
	Total 3	200

Annex 2

TERMS OF REFERENCE

Informal Governance - Basic Service Delivery in crisis affected countries - Research Project

A. Background

Government is created by its people to deliver basic services based on the “social contract” : According to Leonard (2011),⁵ the social contract is a thought experiment whereby we ask when people would agree to cede authority to a governing body in return for a social order and other benefits it might provide. Although the social contract can serve as a foundation for government legitimacy in a country, some fragile and conflict affected countries, such as Yemen and Somalia, have weak governments that often fail to deliver basic services to their peoples. In these contexts, the failure to establish a social contract between peoples and government undermines government legitimacy.

Alongside a weak or non-legitimate government presence, non-state actors (NSAs) often play a critical role in meeting people’s needs regarding basic service provision⁶ or in providing a response to crises including the current impact of COVID-19. Non-state actors consist of local civil society organization, faith-based organizations and rebel groups, amongst others. The range of basic services provided by NSAs are diverse; from the delivery of social services and social protection to the rule of law and provision of justice. The relationship between governments and NSAs varies, ranging from cooperation to contestation (i.e. hybrid forms of governance) depending on the specific history of a country, a government’s capacity and political will.

For example, in Somalia, NGOs initiated engagement by inviting local government staff to training and presentations; and regional education bureaux were set up in some areas to review alternative basic education programmes. In Papua New Guinea, church organisations are major service providers and are accorded strong legitimacy. In Malawi, large-scale mission hospitals and school systems work closely with government while retaining some management autonomy.⁷ In Afghanistan, the Taliban provide education, health, and other services to people who live in areas where they are the dominant power.⁸

COVID-19 responses and recovery sheds light on the functionality of governments and has been forcing public sectors to respond to numerous unforeseen risks across the globe. Some governments have been responding effectively while others are struggling to meet peoples’ basic needs - including, for example, water, sanitation, health, livelihoods and waste management - when responding to COVID-19.

As a result, NSAs have been increasingly involved in delivering basic services in conflict affected and fragile countries. In these contexts, NSAs have been critical in meeting the emerging needs on the ground, especially where weak governance systems have been unresponsive.

⁵ David K. Leonard, (2011) *Social Contracts and Security in Sub-Saharan African Conflict States: The Democratic Republic of Congo, Sierra Leone and Somalia*. Paper for presentation to the African Studies Association, Washington, D.C. November 2011

⁶ OECD (2008) *Service Delivery in Fragile Situations Key Concepts, Findings and Lessons* (OECD/DAC discussion paper). Paris: OECD.

⁷ Kadzamira, E.; Moran, D.; Mulligan, J.; Ndirenda, N.; Reed, B. and Rose, P. (2004) *Malawi: Study of Non-State Providers of Basic Services* International Development Department, School of Public Policy, University of Birmingham; London School of Hygiene and Tropical Medicine; Water, Engineering and Development Centre (WEDC), Loughborough University; Centre for International Education at the University of Sussex.

⁸ Scott S. Smith (2020), *Service Delivery in Taliban-Influenced Areas of Afghanistan*, Washington, DC: United States Institute of Peace.

B. Purpose and Modality

The purpose of this research is to **produce five case studies and supplemental cross-case analysis that explore non-state actors' roles in basic service delivery in fragile and conflict-affected contexts, with the goal of generating evidence-based recommendations for UNDP Country offices for future programming.**

The research will look at NSA's roles in basic service delivery with a focus on recent changes/evolution since the outbreak of COVID-19 where possible.

In terms of the basic service delivery and the relationship between government and people, a typical country context might be illustrated as in Figure 1. However, this research will explore governance relationships between various levels of government, NSAs and people as seen in Figure 2.

The selected vendor will conduct a desk review to collect details of NSAs roles in five countries. In addition, will collect relevant data in collaboration with UNDP CO in five countries to showcase and analyse successful cases of NSA service delivery on the ground. These may be of a hybrid type (government and NSAs working together or in opposition) and/or purely NSAs delivering basic services on the ground. The vendor will conduct quantitative and/or qualitative analysis on the areas highlighted in Figure 2.

Figure 1. The Model Relationship between Government and People

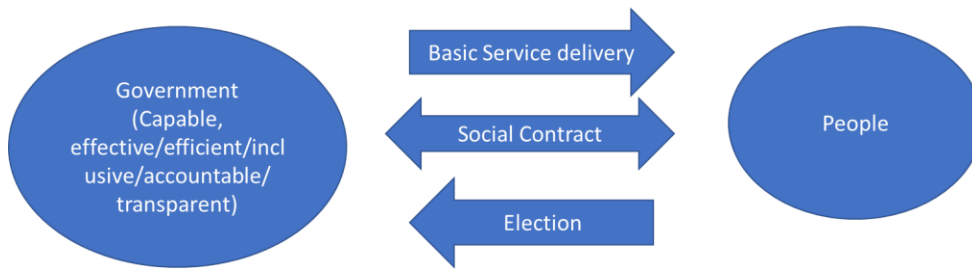
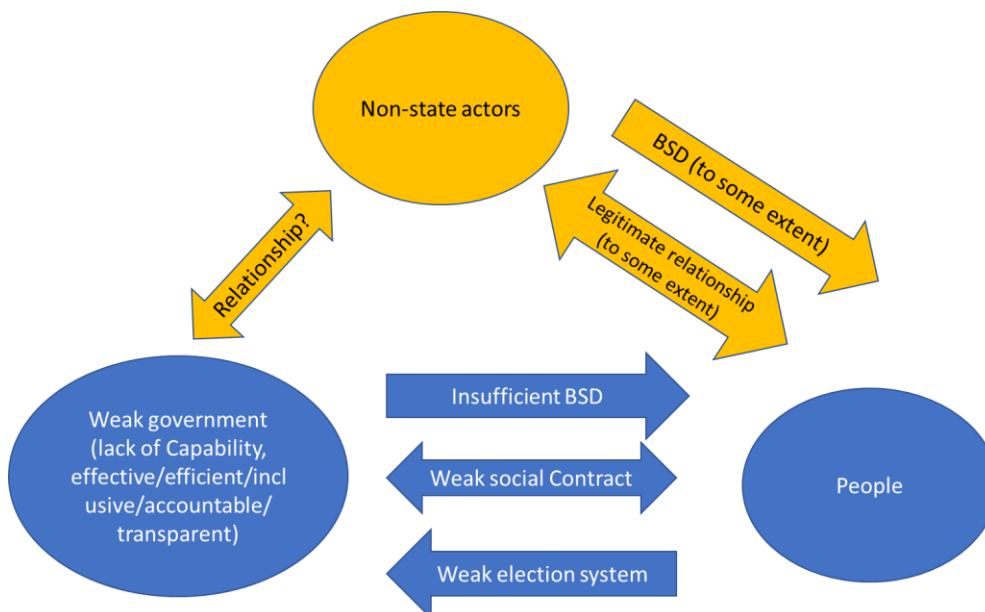


Figure 2. Research Focus (in orange): The Relationship between Government, People and Non-State Actors



C. Research Focus and Case Studies

The research will explore five cases and 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.

Although basic service delivery can include: (1) social services such as health, education, clean water and sanitation; (2) social protection ranging from social safety nets to livelihood enhancing programs; and (3) security and justice,⁹ the selected consultant will be asked to propose the scope of the research in discussion with the Core Government Functions and Local Governance Team at UN's Crisis Bureau.

The NSAs to be targeted in this research include CSOs, religious actors and armed groups as these actors are often most prevalent in fragile and conflict-affected countries. Private sector actors will be excluded. Entry points for analysis might include the roles of NSAs, sources and mechanisms of financing, the mechanics of service delivery (i.e. technical and logistical elements of service delivery) and impacts on people perceptions of services and NSA/government legitimacy.

Tentative guiding questions are listed below. These questions will be discussed and clarified between the selected consultant and key UNDP stakeholders:

1. What roles are NSAs playing for people and what services are they delivering? How have basic service delivery functions and governance arrangements been shaped differently by the involvement of NSAs?
2. How are power relations and people perceptions of legitimacy changing with the intervention of NSAs in service delivery?
3. How are financing mechanism (such as taxation) organized between people and NSAs with regard to basic service delivery? Is there a "social contract" emerging between NSAs and people or any other financing mechanism that keep NSAs work continue on the ground?
4. Are basic services delivered by NSAs complimenting or contesting government service delivery? How are the relationships between national and local governments, NSAs and people in the areas changing during the COVID-19 pandemic?
5. What are the UN's current roles in delivering basic services in the case study countries? Are there any collaborative efforts being undertaken between UN and NSAs to deliver basic services? What is the scope for intervening in informal governance given UN's current governance portfolio and legal framework in programme countries?
6. What recommendations emerge regarding UN's interventions in relation to NSA's basic service delivery roles?

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, if applicable; (iii) payments for trainings/workshops; (iv) equipment costs; and (v) office or administrative overheads.

⁹ Baird, Mark (2011) *Service Delivery in Fragile and Conflict-Affected States*. Available at <https://openknowledge.worldbank.org/handle/10986/9203>.

E. Timeline, Deliverables and Payment Schedule

The following deliverables are expected throughout the project:

- i. Inception Note (incl. scope, research approach, research questions, literature review on practical implications, selected case study countries, methodology including for outreach and consultations, workplan and draft report/guidance note templates) (7 – 10 pages);
- ii. Five draft case studies (incl. political economy analysis, mapping of non-state actor presence and UNCT's key roles on basic service delivery), 7-8 page each;
- iii. Analytical Report (incl. research approach, research questions, methodology, case study findings, cross-case analysis and conclusions) (30 – 40 pages); and
- iv. Recommendation Note (incl. introduction, scenario-based guidance/tools, case study summaries and conclusions), 20 - 30 pages.

Work is expected to begin immediately upon signing of the contract. The following timeline is proposed for activities and deliverables.

Activity/Deliverable	Completion Date	Payment percentage
1. Inception Note	February 26, 2021	15%
2. Case studies finalized	April 30, 2021	25%
3. Analytical Report submitted	May 31, 2021	30%
4. Recommendation Note submitted	June 15, 2021	30%

During the progress of the work, the Contractor will report to the Team Leader, Core Government Functions and Local Governance, Crisis Bureau, UNDP who will approve the outputs.

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 working on research with non-state actors
- 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 of research at the community/ local level
- Previous experience working for a bilateral or multilateral organization
- Proposed Team: 2 – 4 team members including one senior researcher and others supporting

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 Contractor 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 and collected; typology of services to be examined and ways of measurement, providing a methodology of how the research questions 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 Service Provider 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) Team Leader:

- At least Master's Degree in international development, international affairs, public administration, public policy, development economics,
- At least 10 years professional experience in research;
- At least 5 years relevant international experience;
- At least 7 years relevant experience at the local/ community level.

B) Other Team Members: 1 – 3 CVs:

- At least Bachelor's Degree in Social Science, International Development or other related discipline or other related discipline;
- 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	15%	
2	Case Studies	25%	
3	Analytical Report	30%	
4	Recommendation Note	30%	
	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. Team Leader	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			
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]