



REQUEST FOR PROPOSAL (RFP)

To All Interested and Qualified Firms	DATE: January 19, 2021
	REFERENCE: RFP/UNDPKEN/001/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Consultancy to ***“Terms of Reference for a Consultancy to UNCT’s understanding and response to sustaining peace in Kenya.”***

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering 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:

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide.

Your proposal must be expressed in the English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

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.

Queries about this Request for Proposal can be directed to: undp.kenya.procurement@undp.org;

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: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Taye Amssalu
DRR (Operations)
1/19/2021

Annex 1

Description of Requirements

Context of the Requirement	Consultancy firm to enhance UNCT's understanding and response to sustaining peace in Kenya	
Implementing Partner of UNDP	N/A	
Brief Description of the Required Services	Monthly roundtables including consultations on the topic, selection of the speakers and issuance of invitations.	
List and Description of Expected Outputs to be Delivered	a- Organization of monthly roundtables including consultations on the topic, selection of the speakers and issuance of invitations. b- Summary notes of the monthly roundtable discussions describing prevention-related challenges and recommending the way forward on thematic issues. c- Monthly reporting and analytical note-taking and in-depth analysis of recent local, national and regional developments as well as thematic or geographical areas where the UNCT has limited knowledge or access.	
Person to Supervise the Work/Performance of the Service Provider	UNCT Peace and Development Advisor, Rana Taha; tahar@un.org	
Frequency of Reporting	<i>Weekly progress reports</i>	
Progress Reporting Requirements	<p>Monthly progress emails shall be sent to tahar@un.org and update on the following topics;</p> <ol style="list-style-type: none"> 1. Progress in selection of experts and topics for the round table 2. Progress on analytical monthly reports 3. Progress towards milestones 4. AOB: 	

Location of work	Nairobi		
Expected duration of work	22 Monthly reports and 22 roundtables ending by 15 December 2022.		
Target start date	February 2021		
Latest completion date	December 2022		
Travels Expected	No travel is anticipated, but if necessary,		
Special Security Requirements, if applicable	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Comprehensive Travel Insurance		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required		
Names and curriculum vitae of individual who will be involved in completing the services	<input checked="" type="checkbox"/> Required		
Currency of Proposal	<input checked="" type="checkbox"/> <i>United States Dollars or local currency (KES)</i>		
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 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		
Payment Terms	Installment of Payment/ Period	Deliverables or Documents to be Delivered	Percentage of Payment
	Monthly report 1	Roundtable and report	0
	Monthly report 2	Roundtable and report	0
	Monthly report 3	Roundtable and report	25%
	Monthly report 4	Roundtable and report	0
	Monthly report 5	Roundtable and report	0
	Monthly report 6	Roundtable and report	25 %
	Monthly report 7	Roundtable and report	0%

	Monthly report 8	Roundtable and report	0%
	Monthly report 9	Roundtable and report	25%
	Monthly report 10	Roundtable and report	0%
	Monthly report 11	Roundtable and report	0%
	Monthly report 12	Roundtable and report	25%
	Year 2		
	Monthly report 1	Roundtable and report	0
	Monthly report 2	Roundtable and report	0
	Monthly report 3	Roundtable and report	25%
	Monthly report 4	Roundtable and report	0
	Monthly report 5	Roundtable and report	0%
	Monthly report 6	Roundtable and report	25%
	Monthly report 7	Roundtable and report	0
	Monthly report 8	Roundtable and report	0%
	Monthly report 9	Roundtable and report	0%
	Monthly report 10	Roundtable and report and final project report	25%
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNCT Peace and Development Advisor; Rana Taha; tahar@un.org		
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.		
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 400pts <input checked="" type="checkbox"/> Methodology, It is appropriateness to the condition and timeliness of the implementation plan 400pts <input checked="" type="checkbox"/> Key Personnel 200pts <i>Please refer to the TOR for further details on the Technical Assessment criteria</i>		

	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)
Contract General Terms and Conditions	<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	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only)	<p><i>Rana Taha, Peace and Development Advisor</i> taha@un.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.</p>
Allowable manner of submitting proposals	<input checked="" type="checkbox"/> Electronic submission of bid Official Address for e-submission: e-Tendering
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Free from virus <input checked="" type="checkbox"/> Format: PDF files only <p>Technical and financial proposals should be separated. But, Financial Proposal SHOULD be password protected. The firm that meets the 70% score in the technical evaluation will be further evaluated financially. The firm with the highest combined score (based on the 70% technical offer and 30% price weight distribution will be awarded the contract)</p> <input checked="" type="checkbox"/> Max. File Size per Transmission: 5 MB <input checked="" type="checkbox"/> Max. No. of transmission: N/A – if the total size of the proposal is more than 5MB, please divide them into files in smaller sizes and submit in separate emails with the same subject. <input checked="" type="checkbox"/> No. of copies to be transmitted: One and only one. <input checked="" type="checkbox"/> Mandatory subject of email: RFP/UNDPKEN/001/2021 – to enhance UNCT's understanding and response to sustaining peace in Kenya. <input checked="" type="checkbox"/> Digital Certification/Signature: Required
Deadline of Submission	Wednesday, 3 rd February at 4.30 p.m. Kenyan Time.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL
(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

Nairobi
January 18, 2021

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 for the last two years – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation;*
- 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**

The Service Provider must provide:

- a) Name and qualifications of the consultants who will perform the services*
- b) CV demonstrating qualifications must be submitted as per the evaluation criteria; and*
- c) Written confirmation he/she will be 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	a- Organization of monthly roundtables including consultations on the topic, selection of the speakers and issuance of invitations. b- Summary notes of the monthly roundtable discussions describing prevention-related challenges and recommending the way forward on thematic issues.	50% Invitations/Communication - Summary Notes of Roundtable Discussions	
2	a- Monthly reporting and analytical notes taking an in-depth look at recent local and national developments as well as thematic or geographical areas where the UNCT has limited knowledge or access.	50% - Monthly Reports - Written Analysis	

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

Annex III
SECTION 3: TERMS OF REFERENCE (TOR)

Job Title:	Consultancy to enhance UNCT's understanding and response to sustaining peace in Kenya.
Brand:	UNCT
Application Deadline:	
Duty Station:	Nairobi
Type of Contract:	Contract for Professional Services
Languages Required:	English
Duration of Contract:	Contract will start in February 2021 and will end on 15 Dec 2022

A. BACKGROUND

The United Nations Country Team (UNCT) is an inter-agency body which consists of the representatives of a number of UN organisations working in the country. Under the leadership of the Resident Coordinator, the UNCT provides overall leadership to the work of agencies in Kenya. The UNCT provides a platform for individual agencies to plan and deliver work together. The UNCT also partners closely with the government, other humanitarian and development actors.

The UNCT wishes to engage a consultancy firm to enhance its understanding and response to sustaining peace in Kenya

This consultancy is developed under the umbrella of the Kenya Peace and Development Advisor seed funding, which is directly linked to the approved key results areas by the RC, UNDP and DPPA. These include:

1. The UN has enhanced access to continued analysis on political developments and conflict dynamics, including through a close collaboration with the DPPA Liaison team in UNON, the OSESG for the Great Lakes Region & The CCA/UNDAF processes benefit from good quality conflict analysis
2. Strategic partnerships between key national stakeholders are strengthened and contribute to a common approach for sustaining peace, in particular on initiatives related to electoral-violence prevention, reconciliation, confidence-building, preventing violent extremism and gendered dimensions of peacebuilding.

The project will aim at partnering with the firm to enhance UNCT's understanding and knowledge of the risks and opportunities related to prevention and sustaining peace throughout Kenya.

1. Objectives of the Assignment

By offering updates and deep-dives into specific thematic issues at the national and/ or county level, the project will engage on themes, including but not limited to prevention of violent extremism, the destabilizing impacts of COVID-19 on communities across Kenya as well as political developments and cohesion within the country. Through the monthly expert discussions, the project will also offer the UNCT representatives an opportunity to discuss opportunities and challenges which influence programmatic activities. The readouts from these meetings will provide recommendations and identify entry points for UNCT members.

2. Specific activities of the assignment

In close collaboration with the PDA, the firm will conduct desk research, interviews and workshops assessing recent development and changing power dynamics with a view towards identifying prevention and peacebuilding opportunities and entry points for PDA and UNCT engagement at the national and county-levels. The firm will also work closely with the PDA to organize monthly analytical roundtable discussions between representatives of UNCT and key Kenyan experts, CSOs and/ or authorities on main prevention-related challenges facing the UNCT in counties where they operate. During COVID-19 these activities will be organized virtually but when the moment allows and in agreement with the firm and the PDA, these roundtables could be organized in person.

3. Deliverables

The main deliverables under this assignment are:

- (1) Organization of monthly roundtables including consultations on the topic, selection of the speakers and issuance of invitations.
- (2) Summary notes of the monthly roundtable discussions describing prevention-related challenges and recommending the way forward on thematic issues.
- (3) Monthly reporting and analytical notes taking an in- depth look at recent local and national developments as well as thematic or geographical areas where the UNCT has limited knowledge or access.

4. Travel

No travel is needed.

5. Timelines and Duration of Service

The work will commence as soon as the contract is ready (at the latest by 1 July 2020) and will run until 31 December 2020. All reports are expected to be submitted in a timely fashion and by the end of each month.

6. Supervision of the Consultant

The PDA, Rana Taha will work in close collaboration with consultancy firm to enhance analysis and organize round tables on sustaining peace in Kenya. The firm will provide one monthly analytical report (end of the month) and a summary of the monthly roundtable, to be approved by the PDA.

7. Timeframe and Deliverables

No	Activity	Deliverable
1	a- Organization of monthly roundtables including consultations on the topic, selection of the speakers and issuance of invitations. b- Summary notes of the monthly roundtable discussions describing prevention-related challenges and recommending the way forward on thematic issues.	-Invitations/Communication - Summary Notes of Roundtable Discussions

2	a- Monthly reporting and analytical notes taking an in- depth look at recent local and national developments as well as thematic or geographical areas where the UNCT has limited knowledge or access.	- Monthly Reports - Written Analysis
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8. Schedule of Payments

The firm will indicate the cost of services for each deliverable in US dollars/ local currency (KES) all-inclusive lump sum contract amount when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The firm shall receive the lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

1. 50% after three months of the collaboration and submission of all relevant deliverables.
2. 50% at the end of the assignment and after the delivery of all the deliverables i.e. Dec 2020.

B. MINIMUM REQUIRED QUALIFICATIONS AND COMPETENCIES

- a) Firm existence for a period of 20 years at international level should be a an International Thinktank used by policy makers and academics doing analysis with highest international standards.
- b) Should have a presence, staffing and a strong organizational structure in Nairobi.
- c) Experience working with the UN and IFIs and national governments on international and political analysis
- i. **Business Licenses** – Registration Papers, Tax Payment Certification, etc. Please see Annex A (The firm’s Certificate of Incorporation and Tax compliance certificate).
- ii. **Latest Audited Financial Statement** – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation.
- iii. **Track Record** – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.
- iv. **Certificates and Accreditation** – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates..
- v. 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. Qualification and Competence of Lead Consultant

Qualifications for Key Personnel

a) Academic Qualification

PhD in Political Science, International Relations Journalism and/or relevant fields.

b. Years of experience:

- Solid knowledge of the UN prevention and peacebuilding paradigms as well as previous experience and partnerships with the UN’s political and developmental offices

- Solid years of experience in the areas of political analysis, peacebuilding and prevention through providing evidence-based policy advice;

c. Competencies:

- Solid experience in professional organization of sensitive roundtable discussions on political and peacebuilding topics.
- Experience in formulating policy options and strategies for prevention and political engagement.
- Excellent public speaking and presentation skills
- International reputation for being a trusted policy partner who provides impartial advice and is able to effectively engage all relevant stakeholders without bias or political motivation.

d. Language and other skills:

- Fluency in English
- Capacity to engage different stakeholders (civil society, government authorities, local communities, project staff);

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP; DPPA and RC
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

1. Qualification and Competence of two experts

a. academic Qualifications:

- Master's degree in political science, International Relations, Journalism and/or other relevant fields.

b. Years of experience:

- Demonstrable knowledge of the UN prevention and peacebuilding paradigms
- At least five years of experience in the areas of political analysis, gender analysis, peacebuilding and prevention through thematic research and violence risk mapping
- Knowledge of a wide range of conflict prevention, peacebuilding, good governance, human rights and development-related issues, including intersectional conflict dynamics at the county level
- evidence of published work in the form of studies, reports, analysis, project proposals/documents

c. Competencies:

- Experience in conducting political analysis and formulating recommendations on conflict prevention and political engagement.
- strong coordination and facilitation skills

d. Language and other skills:

- Fluency in English
- Capacity to engage different stakeholders (civil society, government authorities, local communities, project staff);

**Annex IV. BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

E. Breakdown of Costs by Deliverables*

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	50	
2	Deliverable 2	50	
	Total	100%	USD ...

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Annex V. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	40%	400					
2.	Proposed Work Plan and Approach	40%	400					
3.	Personnel	20%	200					
Total			1000					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	200					
1.2	Litigation and Arbitration history	15					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	50					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	15					
1.5	Quality assurance procedures, warranty	20					
1.6	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects	100					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
	- Experience on Projects in the Region Work for major multilateral / or bilateral programmes						
Total		400					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	75					
2.2	Have the important aspects of the task been addressed in sufficient detail?	75					
2.3	Are the different components of the project adequately weighted relative to one another?	20					
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	40					
2.5	Is the conceptual framework adopted appropriate for the task?	40					
2.6	Is the scope of task well defined and does it correspond to the TOR?	75					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	75					
	Total Part 2	400					

		Technical Proposal Evaluation			Points Obtainable	Company / Other Entity				
		Form 3				A	B	C	D	E
3.1	Lead Consultant		Sub-Score							
	General Qualification									
	Suitability for the Project									
	General Qualifications	120								
	Adequacy for the assignment in the area of specialization	30								
	Specific Qualifications: Drafting of Analytical Pieces: on Multidisciplinary Conflict and Peace Analysis; regional dynamics	30								
	Subtotal Total			180						
3.2	2 Experts									

		Technical Proposal Evaluation			Points Obtainable	Company / Other Entity				
		Form 3				A	B	C	D	E
	General Qualification	80								
	Adequacy for the assignment in the area of specialization	20								
	Specific Qualifications: Drafting of Analytical Pieces: on Conflict and Peace Analysis; ethnic relations	20								
	Subtotal			120						
	Total			400						