



REQUEST FOR PROPOSAL (RFP)

Study on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand	DATE: January 29, 2021
	REFERENCE: RFP-2021-01

Dear Sir / Madam:

We kindly request you to submit your Proposal for **conducting a Study on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through 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 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

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

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 the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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.

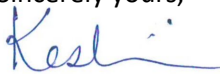
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team, BRH

29 January 2020

Description of Requirements

Context of the Requirement	UNDP is seeking the professional services of a Firm to conduct a study on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand.		
Implementing Partner of UNDP	N/A		
Brief Description of the Required Services	<p>1) Conducting a situation analysis by collecting and documenting information and data in Thailand, including conducting interviews with relevant stakeholders. The analysis will include, but not be limited to:</p> <ul style="list-style-type: none"> • Trends, existing gaps and opportunities, as well as disaggregated data and statistics related to persons with disabilities and the labour market, including access to professional and vocational training, and issues of reasonable accommodation, and how these have been impacted by the COVID-19 outbreak; • Information of the stigma and discrimination persons with disability are facing, especially in the area of work; • The supply and demand on the skillsets of Persons with disabilities in the labour market, access to meaningful work and the potential gaps in connecting employers with employees; • Mapping of good practices and measures of public and private sector to foster inclusion of persons with disabilities; • Existing laws, policies and legislations supporting inclusion of persons with disabilities at the workplace by meaningful employment in both the public and private sector; • Examples of key barriers to employment in both the formal and informal sector for persons with disabilities. <p>2) Conducting a cost benefit analysis of inclusive workplace policy and culture. The assessment should take into account:</p> <ul style="list-style-type: none"> • The impact of an inclusive workplace on financial return, business performance, turnover rate, productivity, innovation and agility, among others; • Demonstrate if the inclusion in the workforce can lead to increased individual and household level earnings, while at a societal level, increased labour productivity, contributing to GDP and lower spending on social protection programmes, while taking into account the economic recovery from the impact of COVID-19. <p>3) Proposing practical and policy recommendations for the government and the private sector to support an enabling environment for a more inclusive labour market, and recommendations for the private sector for adopting a more inclusive strategy with a focus on persons with disabilities. The recommendations will take into account the economic recovery from the impact of COVID-19, and the need to ensure that persons with disabilities are not left behind.</p> <p><i>(Detailed TOR attached as Annex 2)</i></p>		
List and Description of Expected Outputs to be Delivered	Outputs	Target Due Date	
	A situation analysis on national laws & policies, programmes, and services and collection and documentation of private and public sector's measures and practices	15 March 2021	

	A report on cost benefit analysis and the modifiable excel file model for the analysis	15 April 2021
	Draft report on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand in English	15 June 2021
	Final report on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand in English	30 June 2021
	<i>(Detailed TOR attached as Annex 2)</i>	
Person to Supervise the Work/ Performance of the Service Provider	Deputy Director of UNDP Thailand.	
Frequency of Reporting	As indicated in the ToR attached as Annex 2	
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2	
Location of work	<input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	4 months	
Target start date	01 March 2021	
Latest completion date	30 June 2021	
Travels Expected	As indicated in the ToR attached as Annex 2	
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required	
Currency of Proposal	<input checked="" type="checkbox"/> Thai Baht (THB)	
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes	
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input 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	As indicated in the ToR attached as Annex 2	
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Advisory team, UNDP Thailand	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services	

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm – 300 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 400 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 300 points
	<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> <p>The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ=price of the lowest priced proposal; z = price of the proposal being evaluated.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <p>Applicable Terms and Conditions are available at: https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf</p> <p><i>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.</i></p>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Consultant Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</p> <p>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</p>

	extension is necessary and communicates a new deadline to the Proposers.
<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p> <p>(failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2017, 2018 & 2019); <input checked="" type="checkbox"/> Document Establishing Eligibility & Qualification of the Bidder <ul style="list-style-type: none"> • List of similar projects completed in last five years with value, client name and contact details; (eligible bidder must successfully complete minimum 2 similar projects (contracts/ studies on disability inclusion) each valued minimum USD10,000 within the last 5 years; • Statement of Satisfactory Performance from the Top Clients on similar works; (At least 3 references must be submitted) • Evidence (Copy of Ownership document/ Copy of lease or rent agreement/ Copy of Utility bill etc) of having a local presence in Thailand and is allowed to work in Thailand; <input checked="" type="checkbox"/> Completed and signed CVs for the Proposed Key personnel; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
	<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; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p>

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DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Business Licenses – Registration papers;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum five years of experience conducting research on disability inclusion;
- Minimum two studies on disability inclusion within the last five years;
- Minimum one study focusing on inclusive employment within the last five years;
- The organisation must have a local presence in Thailand and is allowed to work in Thailand

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Technical Proposal Evaluation – Form 1		Points Obtainable
Expertise of the Firm/Organizations		300
1.1.	Minimum five years of experience conducting research on disability inclusion (max. 100 points) [5 years = 70 points & 10 points for every additional year of experience but maximum of 100 points]	100
1.2	Minimum two studies on disability inclusion within the last five years (max. 100 points) [2 Studies = 70 Points & 10 points for every additional studies but maximum of 100 Points]	100
1.3	Minimum one study focusing on inclusive employment within the last five years (max. 100 points) [1 Study = 70 Points & 10 points for every additional studies but maximum of 100 Points]	100
	Total 1	300

Technical Proposal Evaluation – Form 2		Points Obtainable
Methodology, Its Appropriateness to the Condition and Timeliness of the implementation Plan		400
2.1	To what degree does the Offeror understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Solid and feasible method on to how to develop and conduct the study	170
2.4	Sound research methodology through primary and secondary sources to provide policy recommendations and conduct a cost-benefit analysis	170
Total 2		400

Technical Proposal Evaluation - Form 3		Points Obtainable
Management Structure and Qualification of Key Personnel*		
3.1	Team composed of three members: <ul style="list-style-type: none"> • Team Leader (max. 130 points) <ul style="list-style-type: none"> - Minimum Master's degree in public administration/management/social science or other relevant field (max. 50 points) - At least five years experience of management (max. 70 points) - Ability to speak English and Thai language (max. 10 points) • Economist (max. 110 points) <ul style="list-style-type: none"> - Minimum Master's degree in Economics (max. 40 points) - Previous work on employment and/or labour markets (max. 60 points) - Ability to speak English and Thai language (max. 10 points) • Social scientist researcher (max. 60 points) <ul style="list-style-type: none"> - Minimum Bachelor's degree in social science or related fields (max. 20 points) - Previous research experience on discrimination, inclusion, and policy (max. 40 points) 	300
Total 3		300

* For evaluation purposes, if more than one CV is provided for a particular personnel type, the average score of CVs will be used.

Terms of Reference (ToR)

A. Project Title

Study on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand

UNDP is seeking the professional services of a Firm to conduct a study on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand.

B. Project Description

Introduction

People with Disabilities (PwDs) face many potential barriers and challenges in finding meaningful employment, staying employed, advancing their careers, and achieving equal pay due to stigmatization, discriminatory practices and lack of an accessible and inclusive work environment. In the context of the ongoing COVID-19 pandemic, existing inequalities like these might be disproportionately affecting PwDs in Thailand putting them at risk of facing serious socio-economic hardship both during and in the aftermath of this crisis.

In order to build forward better and leave no one behind, it is crucial to include PwDs at every stage of the development process and in the COVID-19 recovery. To do this, more inclusive employment practices are needed.

Thailand has made several commitments to ensure inclusion of PwDs. In 2008, Thailand ratified the Convention on the Rights of Persons with Disabilities (CRPD). In line with the Royal Thai Government's 20-Year National Strategy, The Twelfth National Economic and Social Development Plan (2017-2021), the government promotes Thailand 4.0 Policy as an economic model that aims to ensure that marginalized groups, particularly PwDs, are not excluded from development. The Fifth National Plan on Empowerment of Persons with Disabilities B.E. 2560-2564 (2017-2021) is driven with a vision to "make the rights real for persons with disabilities towards independent living in sustainable inclusive society." The National Action Plan on Business and Human Rights (2019-2022) also reiterates this ambition by including in the Action Plan to promote employment of persons with disabilities in effort to eliminate discrimination in employment and workplace.

The current legal framework offers incentives for employers to create a more inclusive workplace. Public and private organizations are required under Section 33 of the Persons with Disabilities Empowerment Act B.E. 2550 (2007) to hire a ratio of one person with disability per 100 employees. However, despite these commitments, the Committee on the Rights of Persons with Disabilities (CRPD) have made recommendations to Thailand on several areas, and during the Universal Periodic Review in 2016, twelve recommendations were made to make improvements for PwDs in Thailand.

Therefore, building on Thailand's commitment and efforts in achieving the 2030 Agenda for Sustainable Development, UNDP can support the country in attaining a more inclusive working environment for PwDs. A sustainable, gainful livelihood is essential for ensuring individuals with disabilities are economically empowered, can fulfil their basic needs and contribute financially to their families, communities and society at large. Without greater inclusion of PwDs in employment, the vicious cycle of poverty will continue to be perpetuated, hampering

the realization of the SDGs. Understanding and mitigating the barriers that hinder participation of PwDs in employment is key to ensuring individual and societal economic and social development.

Given the above context, UNDP Thailand in partnership with the Department of Empowerment of Persons with Disabilities (DEP) plan to commission a study to explore the economic consequences of exclusion and inclusion of people with disabilities in the area of employment. The study will aim to quantify the financial impacts, look at the potential pathways through which exclusion of people with disabilities may generate economic costs to individuals, their families and societies at large, and investigate the potential economic gains that may be achieved through inclusion. Practical measures and policy recommendations will be provided through the study for both the private sector and the government to develop a more inclusive workplace environment for persons with disabilities, in view of supporting a sustainable and inclusive recovery for Thailand in the context of the ongoing COVID-19 pandemic.

C. Scope of Services, Expected Outputs and Target Completion

By collecting data and carrying out this study the aim is to:

- Understand the economic consequences, through quantified financial impacts, of the exclusion and inclusion of people with disabilities in the area of employment on the individual, their families, society and economy at large;
- Devise policy and practical recommendations for both the government and the private sector with regard to fostering an inclusive workplace with a focus on inclusion of persons with disabilities, and recommendation of actions for a disability inclusive COVID-19 crisis recovery.

Specifically, the contracted firm will be responsible for:

1) Conducting a situation analysis by collecting and documenting information and data in Thailand, including conducting interviews with relevant stakeholders. The analysis will include, but not be limited to:

- Trends, existing gaps and opportunities, as well as disaggregated data and statistics related to persons with disabilities and the labour market, including access to professional and vocational training, and issues of reasonable accommodation, and how these have been impacted by the COVID-19 outbreak;
- Information of the stigma and discrimination persons with disability are facing, especially in the area of work;
- The supply and demand on the skillsets of Persons with disabilities in the labour market, access to meaningful work and the potential gaps in connecting employers with employees;
- Mapping of good practices and measures of public and private sector to foster inclusion of persons with disabilities;
- Existing laws, policies and legislations supporting inclusion of persons with disabilities at the workplace by meaningful employment in both the public and private sector;
- Examples of key barriers to employment in both the formal and informal sector for persons with disabilities.

2) Conducting a cost benefit analysis of inclusive workplace policy and culture. The assessment should take into account:

- The impact of an inclusive workplace on financial return, business performance, turnover rate, productivity, innovation and agility, among others;
- Demonstrate if the inclusion in the workforce can lead to increased individual and household level earnings, while at a societal level, increased labour productivity, contributing to GDP and lower spending on social protection programmes, while taking into account the economic recovery from the impact of COVID-19.

3) Proposing practical and policy recommendations for the government and the private sector to support an enabling environment for a more inclusive labour market, and recommendations for the private sector for adopting a more inclusive strategy with a focus on persons with disabilities. The recommendations will take into account the economic recovery from the impact of COVID-19, and the need to ensure that persons with disabilities are not left behind.

An academic institution, a market research company or a civil society organization will be engaged for the collection, processing, analysis and reporting of the data. The result of the study is expected to be used widely to (1) inform the planning, implementation and monitoring of programmes and policies addressing PWD inclusion in Thailand, (2) inform the formulation of effective advocacy strategies and activities to address discrimination PWDs in the workplace (3) inform programme planning by UNDP and development partners.

D. Institutional Arrangement

- a) Supervision and management: The Contractor will report directly to the Deputy Director of UNDP Thailand, who will provide the required supportive supervision and monitoring, guidance and management support (through staff and consultants).
- b) Progress reporting: Progress report will be done through monthly meetings/calls with the Advisory team of UNDP Thailand Office
- c) Coordination and collaboration: The Contractor is expected to work closely with UNDP and all concerned national stakeholders.
- d) Programme management and implementation: The Contractor will be responsible to manage the agreed work plan and budget for timely delivery. The Contractor will be responsible for the recruitment, training/mentoring and management of programme staff and consultants as needed. This includes evaluation of performance and quality of work submitted to the Contractor. If additional procurement is required, the Contractor will be responsible for the procurement process after receiving approval from UNDP.
- e) Access to community: UNDP will facilitate the access of the Contractor to communities through CSO partners in the provinces.
- f) Resources required: A team comprising of qualified and experienced staff to manage the research and producing a final product necessary to handle the overall programme management and implementation up to the satisfaction of UNDP and to address all national and UNDP requirements. The team needs to be guided and provided oversight and quality assurance by the senior management team with appropriate level of effort. Furthermore, the Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation.

E. Duration of the Work

The study is proposed to be implemented for **4 months** from **01 March 2021 – 30 June 2021**. If there is any unseen delay in the start-up process, the timeline of the deliverables will be negotiated with the Contractor.

The Contractor is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance, and that UNDP therefore may find it necessary to terminate the agreement,

or to modify the activities, should circumstances arise that interfere or threaten to interfere with the aforementioned objectives.

F. Location of Work

The Contractor is expected to operate out of an office in Thailand to coordinate and maintain effective relationships with the national stakeholders. The Contractor staffs will be expected to travel to or be based in the location(s) of some of the data collection. They will be expected to travel to at least two locations to conduct interviews to collect data. These provinces will depend on the desk review.

G. Qualifications of the Successful Service Provider at Various Levels

The scope of this assignment is limited to organizations with technical expertise to conduct a large-scale study:

The specific criterion would be as follows, but not limited to:

- The organisation must have a local presence in Thailand and is allowed to work in Thailand;
- The organisation should have a good track record of timely and results-based implementation of projects and research;
 - Minimum five years of experience conducting research on disability inclusion;
 - Minimum two studies on disability inclusion within the last five years;
 - Minimum one study focusing on inclusive employment within the last five years;
- The organisation should have sufficient management capacity to carry of this study;
- The organisation should have a sound financial management system in place;
- Experience working with government, national and international agencies (including UN agencies) and civil society organizations;

Following requirements apply with respect to qualifications and working experiences of the members of the Proposed Tema. As a minimum the team must have the minimum key personnel as below:

Team Leader:

- At least five years experience of management
- Master's degree in public administration/management/social science or other relevant field
- Ability to speak English and Thai language;
- Recognized technical ability and prior experience in conducting studies;
- Recognized ability to and prior experience in analyzing data, distilling key findings and producing reports;
- Expertise in economics, development issues, with a focus on PWDs and human rights issues

Economist (1 position)

- Minimum Master's degree in Economics
- Previous work on employment and/or labour markets
- Ability to speak English and Thai language;
- Recognized technical ability and prior experience in conducting studies;
- Recognized ability to and prior experience in analyzing data, distilling key findings and producing reports;
- Expertise in economics, development issues, with a focus on PWDs and human rights issues

Social scientist researcher

- Minimum Bachelor's degree in social science or related fields
- Previous research experience on discrimination, inclusion, and policy;
- Recognized technical ability and prior experience in conducting studies;
- Recognized ability to and prior experience in analyzing data, distilling key findings and producing reports;

- Expertise in economics, development issues, with a focus on PWDs and human rights issues

H. Schedule of Payments

Outputs	Percentage	Timing
First payment shall be made upon satisfactory receipt of a situation analysis on national laws & policies, programmes, and services and collection and documentation of private and public sector's measures and practices	20%	15 March 2021
Second payment shall be made upon satisfactory receipt of a report on cost benefit analysis and the modifiable excel file model for the analysis	20%	15 April 2021
Third payment shall be made upon satisfactory receipt of a draft report in English	30%	15 June 2021
Fourth payment shall be made upon satisfactory receipt of the final report in English	30%	30 June 2021

The Offerors price proposal should include all the required financial details with assumptions as follows, but not limited to:

- a) Salary or daily rates for the team that will work on this study
- b) Equipment costs as relevant
- c) Travel costs
- d) Other management costs or fees
- e) Design, translation and printing costs

It is important to note that the Contractor is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

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

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL³ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. 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 situation analysis on national laws & policies, programmes, and services and collection and documentation of private and public sector's measures and practices	20%	
2	A report on cost benefit analysis and the modifiable excel file model for the analysis	20%	
3	Draft report on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand in English	30%	
4	Final report on Promoting an Inclusive Workplace for Persons with Disabilities in Thailand in English	30%	
	Total	100%	

*This shall be the basis of the payment tranches

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1 (Team Leader)				

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

b. Expertise 2 (Economist)				
c. Expertise 3 (Social scientist researcher)				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]