



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

	DATE: February 18, 2021
	REFERENCE: Review of the disaster management institutional arrangements

Dear Sir / Madam:

We kindly request you to submit your Proposal: **To conduct a review of the disaster management institutional arrangements and coordination modalities for the covid-19 response at national, provincial and local levels: March to December 2020 (level 5 to level 1)**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than 16h00 **Friday, March 05, 2021** South African time.

UNDP e-tendering user guide can be found on this link:

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Lerato Maimela*  
Procurement Associate  
2/18/2021

## Description of Requirements

Context of the Requirement	<p>The COVID-19 pandemic was classified as a national disaster on 15th March 2020. The Minister of Cooperative Governance declared a national State of Disaster after the classification, while a COVID-19 Risk Adjusted Strategy was adopted by the national Cabinet to manage the pandemic. The Risk Adjusted Strategy would respond to infection rates on the ground and includes 5 alert levels. Alert level five (5) represents a full lockdown and was imposed on 26 March 2020. As rates of infections decreased, through a Risk Adjusted Strategy, lower alert levels were implemented. Level One (1) was imposed on 21 September 2020 and ended on 29 December 2020. Lockdown Level 3 was reimposed as the rate of infections rose dramatically. However, in the 'hot spots regions' stricter measures were imposed.</p> <p>The South African Cabinet has initiated and managed several structures to manage the COVID-19 risks and responses. Further, it has also deployed considerable amounts of funds in municipal and provincial recovery grants, amongst other methods of support. Some of the structures have been spontaneously formed, while others are prescribed in the National Disaster Management Act (2005) and the National Disaster Management Policy Framework (2005). The efficiencies of governance, communication, data management and coordination of structures must be assessed. The assessment must also check if organs of state budgeted the requisite percentages of reserve funds to manage disasters, as outlined in Table 7.2 of the Disaster Management Policy Framework (2005). In some instances, where the budgetary prescriptions could not be adhered to, the reasons should be investigated and assessed. In instances, where reserve funds have successfully been deployed to manage the pandemic, its impact should be studied, and lessons compiled.</p> <p>It is against this context that the NDMC needs to conduct a COVID-19 post- disaster institutional and governance review to assess how the COVID-19 has been managed to date. However, it must be noted that a classic post-disaster review cannot be conducted as COVID-19 will be with us for some time. The review will therefore focus on the period covering 26 March to 21 September 2020, indicating a six-month period from Level five (5) to Level One (1). The review may also reflect on subsequent trends observed post-September 2020 and that may have implications for post-COVID-19 disaster management arrangements going forward.</p>
Implementing Partner of UNDP	UNDP and Department of Cooperate Governance (NDMC)
Brief Description of the Required Services <sup>1</sup>	To conduct a COVID-19 a review of the disaster management institutional arrangements and coordination modalities for the COVID-19 response at national, provincial, and local levels: March to December 2020 (Level 5 to Level1).

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	<b>Activities and deliverable</b>	<b>Timeframe</b>	
	<ul style="list-style-type: none"> <li>Assessment report covering the functioning of the disaster management IGR institutional arrangements at local, provincial, and national levels</li> </ul>	31 March 2021	
	<ul style="list-style-type: none"> <li>Assessment report on the efficiency and functionality of institutional mechanisms and modalities</li> </ul>	30 April 2021	
	<ul style="list-style-type: none"> <li>Assessment report on grant funding and budgeting and use of reserve funds</li> </ul>	31 May 2021	
	<ul style="list-style-type: none"> <li>An assessment of the management of data and information and reporting to the COVID-19 structures and recommendations for improvement.</li> <li>Assessment of the roles, relations, dependencies, and coordination between the disaster management structures, the Natjoints structures and the local government structures across the spheres of government</li> </ul>	31 July 2021	
	<ul style="list-style-type: none"> <li>Final Report</li> </ul>	31 August 2021	
Person to Supervise the Work/Performance of the Service Provider	The work of the contractor will be supervised, and quality assured by the Programme Manager: Governance, and the UNDP and Department of Cooperate Governance (NDMC). Upon award of the contract, a workplan based on the proposal will be developed with key milestones and indicators for monitoring.		
Frequency of Reporting	Monthly		
Progress Reporting Requirements	The service provider shall meet and submit written progress reports to the Project supervisory team of UNDP; Department of Cooperate Governance (NDMC) and UNDP Resident Representative.		
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location		
Expected duration of work	6 months		
Estimated Target start date	15 <sup>th</sup> March 2021		
Latest completion date	End of September 2021		
Travels Expected	n/a		
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance		

	<input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>

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

Payment Terms <sup>3</sup>	Outputs	%	Condition for Payment Release
	Assessment report covering the functioning of the disaster management IGR institutional arrangements at local, provincial, and national levels	10%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Assessment report on the efficiency and functionality of institutional mechanisms and modalities	20%	
	Assessment report on grant funding and budgeting and use of reserve funds	20%	
	An assessment of the management of data and information and reporting to the COVID-19 structures and recommendations for improvement.  Assessment of the roles, relations, dependencies, and coordination between the disaster management structures, the Natjoints structures and the local government structures across the spheres of government	25%	
	Final Report	25%	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	The work of the contractor will be supervised, and quality assured by the Programme Manager: Governance, and the UNDP and Department of Cooperate Governance (NDMC). Payment will be effected upon satisfactory delivery of services		

<sup>3</sup> 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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>												
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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	<p><b>Technical Proposal (70%) = 100 points</b></p> <table border="1"> <thead> <tr> <th>CRITERIA</th><th>WEIGHTING</th></tr> </thead> <tbody> <tr> <td>Experience in Disaster Risk Management especially post disaster review knowledge with appropriate experience in the fields of Disaster Risk Management</td><td>35%</td></tr> <tr> <td>Demonstrated understanding and implementation of the Disaster Management Act and the Disaster Management Framework.</td><td>25%</td></tr> <tr> <td>Report writing skills</td><td>20%</td></tr> <tr> <td>Experience of similar work done in the last five years</td><td>20%</td></tr> <tr> <td><b>TOTAL</b></td><td><b>100%</b></td></tr> </tbody> </table> <p><b>Financial Proposal (30%)</b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	CRITERIA	WEIGHTING	Experience in Disaster Risk Management especially post disaster review knowledge with appropriate experience in the fields of Disaster Risk Management	35%	Demonstrated understanding and implementation of the Disaster Management Act and the Disaster Management Framework.	25%	Report writing skills	20%	Experience of similar work done in the last five years	20%	<b>TOTAL</b>	<b>100%</b>
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Experience of similar work done in the last five years	20%												
<b>TOTAL</b>	<b>100%</b>												
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>												
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)												

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

<sup>5</sup> 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.

	Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input checked="" type="checkbox"/> Others <sup>7</sup> E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<i>Procurement Unit</i> <i><a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> 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.