



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: ICPE Ghana	Date: 23 March 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by: Independent Evaluation Office, UNDP

Signature: \_\_\_\_\_

*Thi Kien Oanh Nguyen*

Name: Oanh Nguyen

Title: Lead Evaluator

Date: Click or tap here to enter text.

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p>11 April 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b><i>ieo.procurement@undp.org</i></b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <a href="#">Click or tap here to enter text.</a></li> <li>▪ Mandatory subject of email: ICPE Ghana</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall</p>

	reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative <a href="#">[amend in case of other eligibility requirements]</a>.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p><b>[according to project and applicable country agreement]</b></p>
<b>Language of quotation</b>	<p>Click or tap here to enter text</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Company Profile.</p> <p><input type="checkbox"/> Registration certificate;</p> <p><input type="checkbox"/> List and value of projects performed for the last XXXX years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;</p> <p><input type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <a href="#">Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</a></p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are</p>

	clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Refer to annex 1
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:ieo.procurement@undp.org">ieo.procurement@undp.org</a>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <a href="#">Click or tap here to enter text.</a> days before the submission deadline. Responses to request for clarification will be communicated <a href="#">Click or tap here to enter text.</a> by <a href="#">Click or tap to enter a date.</a>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<a href="#">Click or tap to enter a date.</a>
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>

<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
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## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Ghana Independent Country Programme Evaluation (ICPE)

#### Terms of Reference for National/Regional research institution or think tank to support data collection and analysis



#### Background

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) conducts independent country programme evaluations (ICPEs) to assess UNDP's contribution to national development priorities and the effectiveness of its strategy. The purpose of an ICPE is to: i) support the development of the next UNDP Country Programme Document; and ii) strengthen UNDP's accountability to national stakeholders and to the Executive Board.

The IEO will conduct the ICPE for UNDP country programme in Ghana in 2021, covering the period of 2018-2022. Results of the evaluation are expected to feed into the preparation of a new programme starting from 2023.

#### Objective

The IEO is seeking a locally-/ regionally-based think tank, academic or research institution to support its data collection and analysis. The evaluation will examine the following programmatic outcome areas as set forth in the the [UNDP Country Programme for Ghana](#) and the [United Nations Sustainable Development Partnership \(UNSDP\)](#). The national/ regional research institution will provide support to one or more of the areas based on its expertise:

- (i) **Inclusive, equitable and accountable governance:** Supports cost-effectiveness and efficiency in institutions related to access to justice, conflict prevention and resolution, electoral processes and national development planning and accountability.
- (ii) **Green, equitable and resilient development:** Supports strengthening public institutional capacities to reduce environmental degradation and implement climate action, and facilitating access to information, knowledge and tools to promote green jobs, citizen participation in environmental conservation and community resilience.

These two above priority areas translate into three outcome areas of the country programme: (i) Environmental governance at national and local levels is effective, efficient and coherent; (ii) Urban and rural communities have access to affordable services, knowledge and tools to increase their resilience; and (iii) Transparent, accountable institutions at all levels protect the rights of all people.

The evaluation will address the following four evaluation questions, based on which data collection and analysis will be carried out. Given that the Global COVID-19 pandemic has presented UNDP with considerable challenges in implementing its ongoing programme of work in line with its initial plan, this ICPE will include an assessment of the degree to which UNDP has been able to adapt to the crisis and support Ghana's preparedness, response to the pandemic and its ability to recovery meeting the new development challenges that the pandemic has highlighted, or which may have emerged:

1. What did the UNDP country programme intend to achieve during the period under review?
2. To what extent has the programme achieved (or is likely to achieve) its intended objectives?

3. To what extent has UNDP been able to adapt to the COVID-19 pandemic and support country's preparedness, response and recovery process?
4. What factors contributed to or hindered UNDP's performance and eventually, to the sustainability of results?

### Duties and responsibilities

Under the overall guidance of IEO Lead Evaluator, the national/regional institute will carry out the following assignments:

- **Conduct desk review** of reference material provided by the IEO. For each of the issue areas in the outcome(s) under review, conduct a preliminary analysis of the national context, trends in government and international efforts, and the UNDP support strategy during the period 2018-2021, based on available documentation. Provide any relevant, additional documents that could strengthen the contextual analysis and assessment of UNDP's programmatic performance in relevant areas.
- **Design and conduct data collection** for the assigned outcome area(s). Develop an appropriate data collection plan, considering potential COVID-related restrictions and security issues. It should include appropriate data collection methods and instruments (e.g. interview protocols, surveys), identification of target stakeholders, and a contingency plan in case an alternative data collection method may be required. Collect required data and information accordingly, in full and routine consultation with the IEO Lead Evaluator. Ensure that all relevant stakeholder groups are covered in a timely manner, including government (central and local), national project implementation partners, UN agencies, donors, private sector, civil society organizations, and beneficiaries.
- **Prepare an outcome analysis paper** for each of the outcome areas under review based on the framework provided by the IEO. Revise and adjust, as per comments from the IEO. The analysis should: i) be objective and based on triangulation of all data gathered; ii) identify key factors contributing to or hindering programme performance. Cross-cutting issues such as gender equality and women's empowerment will be included in each outcome. For the evaluation question 3 on UNDP's COVID-19 response, the nature and role of UNDP, coherence and synergy work with national and local government, and other actors, including UN agencies, private sector, and civil society will be included. Develop forward-looking recommendations for UNDP's next country programme cycle 2023-2027, based on evaluative evidence and lessons learned, including its focus areas, operational modality, and strategic positioning amid the emerging national context, UN reforms, and the COVID pandemic.
- **Participate in the evaluation team meetings**, including the initial launch sessions and regular updates. Participate in any other meetings as required by the team, including the team's preliminary briefing to the country office at the end of the data collection phase for presentation and subsequent adjustment of the team's emerging, preliminary evaluation findings and discussions.
- **Review and contribute to the draft ICPE report.** Once a draft ICPE report has been prepared by the IEO, review and comment on the overall report, including the contextual analysis. Correct any errors and/or misinterpretation in the initial analysis and data prepared by the institute. Contribute to the formulation of the 'recommendations,' which should be sensible to and reflect Ghana's context.

### Expected outputs and indicative timeframe

The research institute, under the guidance of the IEO Lead Evaluator, will contribute to the timely development of a high-quality evaluation report, and the intermediate outputs previously stipulated. The payment will be made upon satisfactory receipt, and approval of all deliverables at the IEO, as agreed to by the institute.



All deliverables submitted to the IEO are produced in English. The specific outputs and tentative timeframe for the institute's contribution are as follows:

1. **Inception report.** Included are an overall work plan, methodology, and assigned expert(s) for each outcome. Specific data collection instruments for issue-based analysis (e.g. interview protocols) should be annexed. The report should be no more than 15 pages in total, excluding annexes. **Due one week from the start of the contract. (expected in end April).**
2. **Initial draft outcome analysis paper(s) based on desk review.** An outcome analysis paper will be produced for each of the four thematic outcome areas under review to be used for the synthesis process. The initial, preliminary outcome analysis paper(s) will be prepared based on information available from document reviews. They will include, e.g., i) an overview of the national context; ii) a summary of UNDP activities and results, per outcome and per output, as defined in the Country Programme Document Results and Resources Framework; iii) assessment of the 'theory of change' for each outcome, identifying the initially envisaged programme intentions. The gaps will be identified and addressed during data collection. The outcome analysis paper(s) should be no more than 20 pages per outcome area, excluding annexes. **Due two weeks from the start of the contract. (expected by early May).**
3. **A summary of emerging findings, areas of attention and recommendations.** Following the completion of the data collection phase, a structured summary (in the PowerPoint format) should be prepared, in consultation with the IEO, outlining a set of preliminary, emerging findings for each outcome supported by evidence, as well as areas of attention and direction of recommendation for UNDP moving forward. It should reflect the results of the outcome level analysis thus far, including documentary evidence and data collection activities. **Due at the end the data collection phase and at least one week before the virtual meeting with the Country Office (expected by end June).**
4. **Revised/ final outcome analysis paper(s):** Submit the final outcome analysis paper(s), reflecting comments and discussions from the midpoint briefing with the country office, filling gaps with any subsequent document reviews. Each paper should be no more than 25 pages, excluding annexes. Following the review by the IEO, prepare a revision to fully address Lead Evaluator's comments. The papers should be accompanied by complete interview notes, recordings, data, and documentary evidence produced during the analysis. **Due three weeks after the end the data collection phase (expected by mid-July).**
5. **Inputs to the draft final evaluation report:** Provide comments, corrections to the draft ICPE report, as stipulated under "Duties and Responsibilities." The document review process takes several iterations. Clarify and provide any supplemental evidence as required during the reviews by the country office, the Regional Bureau, and national stakeholders. **Due two working days after receiving the request from IEO.**

#### Remuneration and duration of contract

The duration of the contract is estimated between April 2021 (date of contract signature) and December 2021, **with the bulk of the work taking place between April and September 2021.**

The IEO will issue a lump sum contract based on the agreed fee. Payments will be made upon certification by the team of IEO evaluators that expected services have been satisfactorily performed. The payments will be made as shown in the table below.

Deliverables	Payment
1. Upon submission and approval of the Inception Report.	10%
2. Upon satisfactory completion of the draft analysis papers based on desk review.	20%

3. Upon satisfactory completion of the draft preliminary findings and areas of attention for the midpoint briefing with supporting documentation.	30%
4. Upon satisfactory completion of the revised outcome analysis papers.	30%
5. Upon provision of comments to the draft ICPE report and revisions.	10%

## Eligibility

Academic institutions, research institutions and think-tanks based in Ghana and/or in the West Africa region (or those that have operational focus on the country or the region) are welcome to apply for this assignment. To ensure the independence and impartiality of the evaluation, institutions with any conflict of interest will not be considered for this call, including grant recipients and/or implementing partners of the UNDP Country Office in Ghana during the period between 2018 and present. Experts proposed by the institution to carry out the assignments should not have any involvement in the design and implementation of UNDP projects in Ghana during the period.

## Required Skills and Experience

The Institute may propose a team of 1 to 2 key expert(s) to cover the various topics under this assignment. Each should have the following qualifications:

- Master's degree or higher in any of the fields relevant to the programmatic and outcome area(s) below. The institute may select one or more of the areas:
  - (i) Inclusive, equitable and accountable governance: human rights, rule of law, justice, public policy, conflict studies, public management, digital technology for governance, or any other relevant field
  - (ii) Green, equitable and resilient development: environmental studies, climate change, natural resources management, inclusive and sustainable development studies or a relevant field
- A minimum of seven (7) years of work experience in relevant field(s) for selected outcome area(s)
- Strong understanding of UN/UNDP mandate, and familiarity with their operations and programmes, preferably in Ghana. Knowledge of the Agenda 2030 and Sustainable Development Goals, international policy mechanisms
- Demonstrated, extensive experience in delivering research and/ or policy advisory services related to development issues in Ghana and/ or the West Africa region; Preferably, experience in conducting evaluation of development programmes, familiarity with techniques and methods for data collection, qualitative and quantitative analysis, and gender-focused analysis.
- Fluency in English with excellent report writing skills

## Competencies

Key expert(s) must have the following competencies:

### Functional competencies

- Strong analytical and organizational skills, including ability to digest, assess and keep track of a diverse range of information with a discerning sense for quality of data
- Good mastery of information technology required for organized presentation of information.

### Development and Operational Effectiveness

- Ability to work under pressure, with multi-tasking skills and flexibility
- Ability to deliver required analysis in a timely manner, within the agreed timeframe.

### Corporate Competencies

- Ability to work in a multicultural and multidisciplinary team environment
- Professionalism, diplomacy, tact and courtesy.

### Application Instructions

Applicants are expected to submit their applications via email to [ieo.procurement@undp.org](mailto:ieo.procurement@undp.org), by 5:00 (EST) on 11 April 2021, following the instructions detailed in the RFQ. The application must include:

- A **cover letter** that introduces the national/regional institute and highlights relevant expertise and experience in Ghana in the thematic areas under review in this evaluation as well as any evaluation activities conducted in the past. The cover letter should also indicate: i) the thematic outcome area(s) – one or more - that the institute wishes to collaborate with UNDP IEO under this assignment; ii) an overview of the institute's proposed approach to this assignment; and iii) links to relevant publications, ideally authored by the experts proposed for this assignment. Should there be any prior engagement by the institute with UNDP projects or activities in Ghana, between 2018 and the present, the nature of the involvement should be clearly stated.
- Quotation that indicates total costs for this assignment as well as the expert day rate.
- CVs of all proposed experts in the format known as P11.
- Contact details of three (3) institutional references.

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Technical Offer**

*Provide the following:*

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

**Breakdown of Fees**

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.



