

On the left side of the slide, there is a red arrow pointing right and several thin, curved lines in shades of brown and grey that sweep upwards and to the right.

Pre-bid Conference

UNDP/OHR/RFP/2021/004

Provision of Service to develop and facilitate a candidate assessment program

Agenda/Schedule

- Introductions
- Objective of Conference
- Procurement process and procedures
- Scope of work
- Questions and Answers (Q&A)

Introduction

- * **Welcome to Participants**
- * **UNDP Presenters:**
 - **Central Procurement Unit (CPU)**
 - **Office of Human Resources (OHR)**





Conference objectives



- To **ENSURE** that each participant has a clear understanding of UNDP requirements before submission of Proposals.
- To **ASSURE** vendors that the UNDP bidding process is impartial, transparent and internationally competitive.
- To **DESCRIBE** the essential criteria that should be addressed in the proposals.
- To **DESCRIBE** rules to be followed for proper submission of proposals.



Bidders' Conference Rules of Engagement

- Information provided during the conference will only be valid and become part of the tender through issuance of a written amendment to the RFP.
- Presentation and Q&A will be posted on eTendering and UNDP procurement notice website.
- Bidders who are registered through eTendering will receive automatic notification



Procurement Process

- Request for proposal (RFP) >> Expect the most suitable solution that responds to our requirement and provides best value for money
- Tender open for international competition
- UNDP plans to contract one service provider
- Contract type: Long-term agreement (LTA) for 3 years with possibility of extension for additional 2 years, subject to UNDP needs, availability of budget and satisfactory contract performance

Evaluation of offers in two stages:

- **Technical:** Preliminary review (completeness, screening against pre-established eligibility & qualifications criteria, etc.) and scored technical evaluation in line with Section 4 (pages 20-23)
- **Financial:** only proposals that meet the passing score of 70% (700points) in technical evaluation will be considered. The lowest priced proposal takes the full 30% score and other offers will be rated on a pro-rata basis
- Award based on combined scoring method, i.e. 70% technical and 30% financial



Submission requirements:

- Technical proposal and financial proposal to be submitted under **separate files**
- Financial proposal must be **password protected**
- Technical proposal **should not include** any price or financial information
- Financial proposal should be consistent with the methodology in the technical proposal
- Templates provided as part of the RFP package:
 - Technical proposal: Forms A, B, C, D, and E
 - Financial proposal: Forms F & G

People for 2030 – Purpose and Focus Areas



People for 2030 is a 3-year strategy (2019-2021) in which ALL persons at UNDP have a stake.

This strategy aims to **progressively transform UNDP's culture and capacity to deliver more and better development results.**



RFP - Provision of Service to develop and facilitate a candidate assessment program



As part of implementing the People for 2030 Strategy, UNDP aims to improve its talent assessment and selection programs as well as its succession management initiatives. UNDP is working to further enhance the assessment and selection of staff by building on best practices in assessment solutions and succession planning.

Scope of the Service		
Candidate Pools	<ul style="list-style-type: none">• Design and delivery of virtual and/or In-Person Assessment Centers for Candidate Pools	<ul style="list-style-type: none">• Online exercises, interviews and psychometric tests for Candidate Pool Assessment Centers
Senior Management Positions	<ul style="list-style-type: none">• Design and delivery of an assessment framework and virtual interactive assessment services for Senior Positions	<ul style="list-style-type: none">• Online exercises, interviews and psychometric tests for Senior Management Recruitments

Reminders

- Submission through **UNDP eTendering** System (Event ID: **UNDP1-CPUP21-004**)
- Register to UNDP eTendering System ASAP to avoid delays and problem -- we may not be able to troubleshoot technical issue at the last minute.
- Deadline: **10 May 2021 at 15:00hrs (NY time)**
- Responses to all questions received will be posted in UNDP eTendering and UNDP Procurement Notice site as Q&A
- Follow-up clarification questions can be sent to cpu.bids@undp.org until 10 days before submission deadline, UNDP will respond on rolling basis
- Regularly check UNDP procurement notice site for updates including amendments, Q&A, etc.



Questions?