



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

NAME & ADDRESS OF FIRM	DATE: March 31, 2021
	REFERENCE: RFP-GNB0000133894

Dear Sir / Madam:

We kindly request you to submit your proposal for a study of status, gaps and assessment of needs in selected food-water-energy-health sectorial policies/nexus (if any) investment opportunities in Guinea Bissau in the context of green economy and Covid-19 as a pilot for integrated multi-sector approach to recovery (including private sector role) and the identification, scoping and recommendations of prioritized integrated actions and interventions, including the methodology thereof to for example accelerate SDGs achievements, youth and female entrepreneurship, quality water access, improving local communities' livelihoods).

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

Proposals should be submitted on or before Sunday, April 25, 2021 via e-tendering platform only.

United Nations Development Programme

[insert address]

[insert name of focal person]

[insert fax number and email address of the focal person]

Your Proposal must be expressed in the English, and valid for a minimum period of 4 months.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Mme Safiata Dia Date
Safiata Dia Date
Deputy Resident Representative Operation
3/31/2021

Annex 1

Description of Requirements

Context of the Requirement	National study/analysis including needs assessment on the food-water-energy-health nexus investment opportunities in Guinea-Bissau in the context of Green economy / Covid-19
Implementing Partner of UNDP	
Brief Description of the Required Services	<p>Please note that a comprehensive ToR is included in Annex 3.</p> <p>The main expected results of study are to provide essential knowledge of the status and assess needs and gaps in the food-water-energy-health nexus investment opportunities in Guinea Bissau in the context of green economy and Covid-19 as a pilot for integrated multi-sector approach to recovery (including private sector role) and to define interventions and integrated actions on the ground, determine bottlenecks (for example institutional capacity, vocational training) and high impact strategic objectives (for example accelerate SDGs achievements, youth and female entrepreneurship, quality water access, improving livelihoods for vulnerable groups).</p> <p>Recommendations shall include proposals to support Micro-, Small and Medium-sized Enterprise (MSMEs) to improve inclusiveness in value added chains and the utilization of cluster development approach, with a focus on youth and women entrepreneurship empowerment, taking into consideration the most vulnerable local communities' needs.</p>
List and Description of Expected Outputs to be Delivered	Please refer to ToR
Person to Supervise the Work/Performance of the Service Provider	Strategic Cluster
Frequency of Reporting	<i>Bi-weekly.</i>
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> Guinea Bissau <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	120 working days in six (6) month period

Target start date	15 May 2021																			
Latest completion date	15 October 2021																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Guinea-Bissau</td><td>20 days</td><td>Field mission</td><td>June/July 2021</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Guinea-Bissau	20 days	Field mission	June/July 2021								
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Guinea-Bissau	20 days	Field mission	June/July 2021																	
Special Security Requirements	<input checked="" type="checkbox"/> Contract needs to be signed by both parties prior to start of travel to Bissau, Guinea-Bissau. <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others - Medical clearance to travel to Guinea-Bissau																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>																			
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 checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency																			
Value Added Tax on Price Proposal ¹	<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																			

¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 <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>			
Payment Terms ²	Outputs	Percentage	Timing	Condition for Payment Release 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. c) To be breakdown as per deliverables and upon submission of the payment certification
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Strategic cluster team			
	<input type="checkbox"/> Purchase Order			

² 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 type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ³ <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input 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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40 % <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40%
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

³ 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 \$200,000.00.

⁴ 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.

Annexes to this RFP ⁵	<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 type="checkbox"/> Others ⁶ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement.gw@undp.org</i> <i>Please note, no proposal should be submitted or sent to this email. It serves for clarifications only.</i></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 extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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, contract 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E. 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				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
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]

TERMS OF REFERENCE

1. BACKGROUND

Guinea Bissau has a surface of 36,125 km², 28,000 km² on land, and 8,120 km² at sea, including 88 islands and islets in the Atlantic (the Bijagós archipelago) of which only 17 are inhabited. It has an ecologically rich and diverse Exclusive Economic Zone of around 123,725 square km. Around 60% of the population are under 25 years of age. On Average, agriculture, fishery, and forestry contribute up to 47% of GDP. Economic Growth is highly erratic, fragile, and narrow-based. In 2019, the Gross Domestic Product (GDP) grew by 5%, mainly driven by private consumption and exports of cashew nuts, which account for more than 90% of exports, around 80% employment (mostly smallholder farming and seasonal daily labor), and 13% of government's revenue. Fish and wood account for 7% for 3% of exports, respectively.

The country was significantly impacted by COVID-19. The pandemic has affected the main economic actors, like informal workers and MSMEs. Sectors like agriculture, transport, and tourism suffered the most. The poor and vulnerable segments of the population, mostly relying on small-scale agriculture and natural resources were the most affected. Among the important natural resources accessible to the local population, marine resources, including fishery, had already suffered under climate pressure, and a weak governance framework. Lack of data and policy-oriented studies to inform public choice and guide government policies hinder the formulation of coherent recovery plans. Significant capacity building is required for national actors to make rational and sustainable choices regarding the utilization of natural resources in a transparent and accountable manner. Blue economy can be the key to recovery from COVID-19 impacts and to embark on a greener and more sustainable and inclusive development pathway in Guinea-Bissau.

A coherent and applicable national SIDS strategy requires the engagement of all, particularly women and youth. The participation of youth and women in formal economic activities is very low considering that youth, mainly young women, represent 72% of the unemployed population in the country. In addition to the lack of economic opportunities, social and cultural norms continue to limit their participation to the informal sector, thus perpetuating and increasing inequality and depriving the country of the potential productivity of a large portion of its human resources.

Through the Rapid Financing Facility (RFF) \$ 1,5 million is allocated to support the green recovery efforts of Guinea Bissau for COVID-19. Over the upcoming 18 months, the project will highlight Guinea-Bissau's status as a Small Island Developing State (SIDS) and its opportunities to tap into its vast Blue Economy potential to lead an inclusive and sustainable socio-economic recovery that leaves no one behind. The project will play a catalyst role in supporting the development of an overarching National Blue Economic Strategy, improving the governance framework and transparency for marine resources, and supporting entrepreneurship with particular attention to youth and females. It will be implemented in full synergy and complementarity with other relevant interventions within UNDP, other UN agencies, and national

partners. The ambition is to provide direct support to private sector, create an enabling environment for the participation of all stakeholders, and enhance the institutional capacity of implementation.

The purpose of the assignment is to provide scientific evidence in supporting sustainable development policy. The importance of cross-sectoral links for increasing overall resource use efficiency applies at all levels, from local to national and even global. The study will provide much needed enhancement of the evidence-base in Guinea-Bissau and will provide recommended actionable interventions that can be implemented by UNDP, national and international partners. This is essential to support faster recovery from economic impacts of COVID-19.

2. METHODOLOGICAL APPROACH

The consultancy should be a combination of desk research and field mission(s) in Guinea-Bissau. Three main phases are envisaged.

Phase 1 Desk review for Baselines and benchmarks

- a) Review and analysis existing sectorial framework and policies of food, water, energy, health in Guinea-Bissau and how they align to SDG targets.
- b) Assess and determine existing, nexus studies or studies on interlinkages on the above-mentioned sectors in Guinea Bissau (if any).
- c) If existing, provide assessment of existing nexus studies and nexus relevant studies of selected combinations of food-water-energy-health nexus Guinea-Bissau.
- d) Consult relevant nexus initiatives from comparable SIDS countries, which countries to compare is subject to agreement between the contractor and UNDP.
- e) Prepare detailed work plan, including field mission and stakeholder consultations and questionnaire, to be agreed with UNDP before proceeding to the subsequent phases.

Phase 2 Undertake necessary work (remote and field mission (s) as basis for gap analysis and needs assessments

- f) Conduct a national nexus assessment in accordance with the agreed work plan in phase 1; composed of desk studies and complemented by field missions in Guinea-Bissau where necessary.
- g) Produce a 1st version of 1st part of report on gap analysis and needs assessments, including a mapping and analysis of the roles and responsibilities of key stakeholders.
- h) Revise (if necessary), the gaps analysis and needs assessment.
- i) Determine potential opportunities and bottlenecks of nexus.

The above mentioned will guide the phase 3 implementation but is not considered comprehensive. The consultancy firm will discuss the methodology with UNDP and national stakeholders.

Phase 3 Identify, scope, recommend and prioritize interventions

- j) Suggest and agree methodology for proposed interventions and integrated actions on the ground, determine bottlenecks (for example institutional capacity, vocational training) and high impact strategic objectives (for example accelerate SDGs achievements, youth and female entrepreneurship, quality water access, improving livelihoods for vulnerable groups).
- k) Following agreement on gaps and needs assessment and methodology, proceed to scope recommended interventions and actions (incl. implementation modalities and resource estimates) by;
 - a. UNDP/UN agencies,

- b. National partners and,
- c. International partners (governmental or non-governmental entities
- l) Finalization and fine-tuning of study/assessment and the recommended interventions.

3. OBJECTIVES OF THE CONSULTANCY

The main expected results of consultancy are to provide essential knowledge of the status and assess needs and gaps in selected food-water-energy-health sectorial policies/nexus (if any) investment opportunities in Guinea Bissau in the context of green economy and Covid-19 as a pilot for integrated multi-sector approach to recovery (including private sector role).

The knowledge provided through studies, analysis and needs assessment shall provide the fundament to identify, scope, recommend and prioritize integrated actions and interventions, including the methodology thereof to for example accelerate SDGs achievements, youth and female entrepreneurship, quality water access, improving local communities' livelihoods).

The proposed interventions shall also contribute to the creation of an enabling environment for the private sector's green recovery. They shall include proposals to support MSMEs to improve inclusiveness in the defined value chains, with a focus on youth and women entrepreneurship empowerment.

Particular attention shall be given to a gender analysis, given the importance of the differentiated impact of climate risk on the various vulnerable coastal populations, in line with the leave no one behind ambition for sustainable growth.

It is therefore essential that the team is composed of experts from a sufficient range of disciplines and experiences.

The consultancy is commissioned undertaken under the umbrella of a project that is implemented in full synergy and complementarity with other relevant interventions within UNDP, other UN agencies, and national partners. The ambition is to create an enabling environment for the participation of all stakeholders, particularly the private sector, and enhances the institutional capacity of implementation.

4. EXPECTED DELIVERABLES, TIME, AND PAYMENT TERMS

The duration planned for the completion of this work is estimated at 6 months. The accomplishment of this mission and the human resources to be mobilized are estimated at 120-man days.

The service provider is called upon to deliver the deliverables (digital media) according to the completion deadlines and the payment terms described in the following table:

Deliverable number	Deliverable title	Completed within	Approved by	Payments
1	Preparation and design of detailed workplan, incl. anticipated field missions	10 days from kick-off		10% of contract amount
2	First draft report (Literature review/analysis and detailed work plan, stakeholder and gender analysis, strategy for consultations)	40 days from kick-off		20% of the contract amount after approval

3	Proposal of suggest methodology for defining proposed interventions	50 days from kick off		
4	Report on recommended interventions (incl. implementation modalities and resource estimates)	110 days from kick-off		20% of the contract amount after approval
5	Finalizations of study, analysis, and needs assessment and recommendations t (i.e., final version of deliverable 2 and 4)	110 days from kick-off		40 % of the contract amount to after approval
6	Executive summary of the main findings and recommendations, incl. ppt presentation	120 days from kick-off		
7	Translation of Executive summary of the main findings and recommendation into Portuguese and French, incl. ppt presentation	120 days from kick-off		1 0 % of the contract amount after approval

5. QUALIFICATION OF EXPERTS

The team must be led by a lead partner who will be the only one vis-à-vis and will coordinate with the UNDP specialist. He/she should have great communication skills and aptitude for presentation, animation, and consultation.

Carrying out this assignment requires the mobilization of a team made up of experts with the following competencies represented; Economics, environmental/natural sciences, social sciences, as further detailed in the subsequent paragraphs.

The bidder is invited to add other relevant profiles if they think it is relevant. However, those profiles will not be evaluated, as we will evaluate the ones we request.

It is expected that senior staff/experts from the contracted is operationally involved in the study, including field missions to ensure high quality and expertise in the effectuation.

5.31. Experience requested from the company and the team of experts proposed for the task

- Relevant experience in similar diagnostic sectorial assessment, nexus studies and needs assessments;
- Demonstrable experience in providing and scoping concrete, actionable interventions that can be tailored to the capacities and scope of different actors (UN agencies, national authorities, international/national governmental or non-governmental donors)
- Knowledge of the socio-economic situation of Guinea-Bissau and / or the countries of the sub-region will be an advantage, experience from Western Africa and/or SIDS context is mandatory.
- Multi-disciplinary team with demonstrated broad competences is a pre-requisite, composed of

experts with proven capacities in fields such as economics, environmental/natural sciences, and social sciences to ensure an integrated multi-sector approach.

- References in the development of studies, reports, analyzes or expert work in general in the field of gender equality.

5.32. Academic Education

- The team must hold Masters'/PhD degrees covering the skills listed.

5.33. Language Skills

- The team must include personnel that are fluent in English, French and Portuguese. Please note that proficiency in Crioulo will most likely be required to effectively conduct field missions.
- The assignment shall be delivered in English.

6. LOCATION OF WORK

While most of the assignment may be conducted remotely, partial presence in Guinea-Bissau will be required (i.e., field missions).

7. METHODOLOGY FOR EVALUATION OF PROPOSALS

1.1 Constitution of technical and financial offers

The tenderer is requested to respond precisely to the request for proposal by presenting a separate technical and financial offer as follows:

✓ **The technical offer** must include the following documents:

- Presentation of the company, relevant references and supporting documents;
- The following administrative documents:
 - Extract from the Trade Register or any other document attesting to the status of the company;
 - A certificate of registration / payment issued by the tax administration certifying that the tenderer is up to date with its tax obligations or a certificate of tax exemption, if the tenderer enjoys such a privilege;
 - A written declaration of non-inclusion on the UN Security Council 1267/1989 list, the UN Procurement Division list, or any other UN exclusion list.
 - A summary presentation of the proposed team of experts, specifying the role of each of them and the expert appointed as Team Leader.
 - The CVs of the proposed experts clearly showing the relevant references;
 - A methodology describing all the tasks to be carried out with an emphasis on the process, the tools, the methodology and sources of information.
 - A schedule for carrying out the planned tasks, including the level of effort per task (in man days) assigned to the proposed experts.

- **The financial offer** must integrate and show the unit costs and total man-days of the experts, the flat-rate costs relating to air transport and stay in Guinea-Bissau for experts not resident in Guinea-Bissau and other costs. Consequently, the UNDP will not cover the costs of air transport and stay in Guinea-Bissau of the non-resident experts of the selected tenderer, given that these costs have been incorporated in advance in its financial offer.

The financial offer must be separated from the technical offer and presented in a separate document sealed with the words "do not open - financial offer". Failure to comply with this clause will automatically result in the elimination of the tender.

7.2 Evaluation of the proposals

- The evaluation committee will not consider offers which do not comply with the subject matter or which do not meet the conditions of the tender associated with these ToR.
- The evaluation committee will evaluate the technical offers (among the admissible offers) by following the technical evaluation methodology developed below.
- Only bids that have obtained a technical score greater than or equal to 700 points will be considered for the financial evaluation.
- The evaluation committee will evaluate the financial offers (relating to technical offers having obtained a technical score equal to or greater than 700 points) by following the financial evaluation methodology developed below.
- The evaluation will be the subject of a best value selection taking into account a weighting of 70% of the technical score and 30% of the financial score.

7.3 Evaluation of the technical offers

Technical offers will be evaluated on the basis of their compliance with these ToR, using the following evaluation criteria and scoring scale:

Summary of technical bid evaluation forms	Weighting	Maximum points
1. Expertise of the company	20%	200
2. Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	400
3. Management Structure and Qualification of Key Personnel	40%	400
Total	100%	1000

Evaluation of the technical submission	Maximum points
Criteria 1	
Expertise of the company	200
1.1 Demonstrated experience in sectorial analysis, nexus studies and needs assessments: None: 0 points	100

	Between 1 et 5 examples: 50 points 6 or more examples: 100 points	
1.2	Demonstrated experience in scoping and presenting for actionable interventions tailored to the capacities and scope of different actors (UN agencies, national authorities, international/national governmental or non-governmental donors): None: 0 points Between 1 et 5 references: 50 points 6 or more references: 100 points	100

Evaluation of the technical submission		Points
Criteria 2		Maximum
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		400
2.1	How well does the bidder understand the ToR and the objectives of the assignment?	150
2.2	Does the proposed methodology and plans appear well defined, logical and realistic to meet the following deliverables? <ol style="list-style-type: none"> 1. Preparation and design of detailed workplan, incl. anticipated field missions. (30 points) 2. First draft report (Literature review/analysis and detailed work plan, stakeholder and gender analysis, strategy for consultations). (30 points) 3. Proposal of suggest methodology for defining proposed interventions. (30 points) 4. Report on recommended interventions (incl. implementation modalities and resource estimates). (30 points) 5. Finalizations of study, analysis, and needs assessment and recommendations t (i.e., final version of deliverable 2 and 4). (30 points) 6. Executive summary of the main findings and recommendations, incl. ppt presentation. (30 points) 7. Translation of Executive summary of the main findings and recommendation into French and Portuguese, incl. ppt presentation. (20 points) 	200
2.3	Have the planning and timing per task and per expert been provided and do they appear allow the assignment to be carried out on time and with the required quality?	50

Evaluation of the technical submission	Points maximum
Criteria 3	
Management Structure and Qualification of Key Personnel	400
Lead partner	100
<ul style="list-style-type: none"> - No Master's/PhD degree covering minimum one of the profiles listed under paragraph 5, Qualifications of experts: 0 points - Master's/PhD degree covering the skills listed under paragraph 5, Qualifications of experts: 10points 	10
<p>Demonstrated professional experience in diagnostic sectorial and assessment, nexus studies and needs assessments:</p> <ul style="list-style-type: none"> • Less than 5 years : 0 points • Between 5 and 10 years : 15 points • More than 10 years : 30 points 	30
<p>Demonstrated experience in integrated public policy elaboration and scoping and prioritization of interventions and integrated actions be tailored to the capacities and scope of different actors (UN agencies, national authorities, international/national governmental or non-governmental donors).</p> <ul style="list-style-type: none"> • None : 0 points • Between 1 et 5 references : 15 points • 6 or more references : 30 points 	30
<p>Demonstrated knowledge of the socio-economic situation of Guinea-Bissau and / or the countries of the sub-region and experience from Western Africa and/or SIDS context:</p> <ul style="list-style-type: none"> • None : 0 points • Between 1 et 5 references : 15 points • 6 or more references : 30 points 	30
Expert (s) in economics (notably in an SIDS context)	100
<ul style="list-style-type: none"> - No expert (s) economist (MA or above) included in the team: 0 points - Expert (s) economist (MA or above) included in the team: 05 points 	05
<p>Demonstrated professional experience from Western Africa and/or SIDS context.</p> <ul style="list-style-type: none"> • Less than 5 years : 0 points • Between 5 and 10 years : 10 points • More than 10 years : 15 points 	15
<p>Demonstrated experience from participation in diagnostic sectorial and assessment, nexus studies and needs assessments.</p> <ul style="list-style-type: none"> • No reference: 0 points • Between 1 et 7 references: 20 points • 8 or more references: 40 points 	40
<p>Demonstrated experience from participation in providing and scoping concrete, actionable interventions that can be tailored to the capacities and scope of different</p>	40

<p>actors (UN agencies, national authorities, international/national governmental or non-governmental donors).</p> <ul style="list-style-type: none"> • No reference: 0 points • Between 1 et 7 references: 20 points • 8 or more references: 40 points 	
Expert (s) in environmental/natural sciences	100
<ul style="list-style-type: none"> - No expert (s) environmental/natural sciences, (MA or above) included in the team: 0 points - Expert (s) environmental/natural sciences, (MA or above) included in the team: 5 points 	05
<p>Demonstrated professional experience from Western Africa and/or SIDS context.</p> <ul style="list-style-type: none"> • Less than 5 years : 0 points • Between 5 and 10 years : 10 points • More than 10 years : 15 points 	15
<p>Demonstrated experience from participation in diagnostic sectorial and assessment, nexus studies and needs assessments, including environmental impact assessment (EIA).</p> <ul style="list-style-type: none"> • No reference: 0 points • Between 1 et 7 references: 20 points • 8 or more references: 40 points 	40
<p>Demonstrated experience from participation in providing and scoping concrete, actionable interventions that can be tailored to the capacities and scope of different actors (UN agencies, national authorities, international/national governmental or non-governmental donors).</p> <ul style="list-style-type: none"> • No experience: 0 points • Between 1 et 7 references: 200 points • 8 or more references: 400 points 	40
Expert (s) in social sciences	100
<ul style="list-style-type: none"> - No expert (s) social sciences (MA or above) included in the team: 0 points - Expert (s) social sciences (MA or above) included in the team: 5 points 	05
<p>Demonstrated professional experience from Western Africa and/or SIDS context.</p> <ul style="list-style-type: none"> • Less than 5 years : 0 points • Between 5 and 10 years : 10 points • More than 10 years : 15 points 	15
<p>Demonstrated experience from participation in diagnostic sectorial and assessment, nexus studies and needs assessments.</p> <ul style="list-style-type: none"> • No experience: 0 points • Between 1 et 7 references: 20 points • 8 or more references: 40 points 	40
<p>References in the development of studies, reports, analyzes or expert work in general in the field of gender equality and the inclusion of vulnerable groups.</p>	40

<ul style="list-style-type: none">• No experience: 0 points• Between 1 et 7 references: 20 points• 8 or more references: 40 points	
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