



REQUEST FOR QUOTATION (RFQ) (Services)

NAME & ADDRESS OF FIRM	DATE: Click here to enter a date.
	REFERENCE: RFQ - xxxx

Dear Sir / Madam:

We kindly request you to submit your quotation for a **National Institute to Conduct a Review of UNDP Performance and a Formative Analysis of UNDP's Strategy and Positioning, to feed into the Independent Country Programme Evaluation (ICPE) of the UNDP India Country Programme (2018-2022)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **April 15, 2021** and via (choose appropriate box) ☒ *e-mail*, ☐ *courier mail* or ☐ *facsimile* to the address below:

United Nations Development Programme
Independent Evaluation Office
ieo.procurement@undp.org

Quotations submitted by email must be virus-free and no more than 2 email transmissions. They must be free from any form of corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Exact Address/es of Delivery Location/s (identify all, if multiple)	Quotations are to be submitted via the IEO Procurement email: ieo.procurement@undp.org
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: <i>[pls. specify]</i>
Tax on Price Quotation	<input checked="" type="checkbox"/> Service provider is responsible for all applicable taxes on fees
Deadline for the Submission of Quotation	5:00pm Eastern Standard Time, 15 April 2021
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and required documents in accordance with the terms of reference in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Payment Terms	Payment will be made in tranches, as detailed in Annex 1 of this document, pending satisfactory performance/delivery.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Contract General Terms and Conditions	<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) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods/Services based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Information for Inquiries (Written inquiries only) ²	<i>IEO Procurement</i> <i>ieo.procurement@undp.org</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.

Goods/Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

At any time during the validity of the quotation, 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 quotation. 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.

² 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

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

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Ana Rosa Soares

*Chief, Corporate and Thematic
Evaluations*

April 1, 2021



India

Independent Country Programme Evaluation (ICPE)

Terms of Reference for

**National Think Tank/Research Institute to Conduct a Review of UNDP Performance and
a Formative Analysis of UNDP's Geographical Strategy and Positioning**

Background

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) conducts independent country programme evaluations (ICPEs) to capture and demonstrate evaluative evidence of UNDP's contributions to development results at the country level, as well as the effectiveness of UNDP's strategy in facilitating and leveraging national efforts for achieving those results. The purpose of an ICPE is to: a) Support the development of the next UNDP Country Programme Document; b) Strengthen accountability of UNDP to national stakeholders; c) Strengthen accountability of UNDP to the Executive Board; and d) Contribute to organizational learning and decision-making.

From April through December 2021, IEO will conduct the ICPE of the UNDP India country programme (2018-2022), which is framed within the larger United Nations System Development Framework (UNSDF) 2018-2022 in the India.

Objective

In this regard, the IEO is seeking a **think tank/ research institute/ evaluation firm**, based in the India, for the assessment of the following programme areas as defined in the UNDP country programme in India and the United Nations Development Assistance Framework (UNDAF). The candidates may apply for one or more areas below based on their expertise. Analysis of cross-cutting issues such as gender will be part of all areas.

- 1) **Strengthening Institutions and system**, including health systems management, e-governance, Digital India, citizen-centric service delivery, effective implementation, effective justice delivery and SDG planning, budgeting, coordination and monitoring.
- 2) Accelerating **Inclusive Growth** through strengthening institutional linkages between enterprise and skills-training providers and identifying synergies between national programmes and missions to assist marginalized groups³ access to sustainable skills, jobs, livelihoods and productive assets.
- 3) **Energy, environment and resilience** with focus on environmental and natural resource management, clean energy and energy conservation, climate change, community resilience, waste management and disaster risk management.

The evaluation will address the following four evaluation questions, based on which data collection and analysis will be carried out.

- To what extent has the programme achieved (or is likely to achieve) its intended objectives?
- To what extent has UNDP been able to adapt to the COVID-19 pandemic and support country's preparedness, response and recovery process?

³ Women, youth, tribal communities, disabled, persons affected by HIV, transgender.

- What factors contributed to or hindered UNDP's performance and eventually, the sustainability of results?
- What are the key forward looking conclusions and recommendations regarding UNDP's leadership, strategies and positioning, and partnerships for building back forward?

Duties and responsibilities

Under the overall guidance of the IEO Lead Evaluator, supported by the Associate Lead Evaluator, the think tank/research institute/evaluation firm will carry out the following assignments:

- Conduct preliminary research and desk review of relevant documents provided by IEO for the assigned thematic area;
- Develop a data collection plan including the data collection instruments to be used and a list of key stakeholders for interviews;
- Collect, analyse and synthesize primary and secondary data for the assigned thematic area, through interviews and meetings (virtual) with relevant UN staff, and key partners such as government counterparts, beneficiaries, local partners, civil society organisations, private sector and academia, to provide the core inputs for the outcome analysis paper;
- Support data collection activities for the assessment of the assigned thematic areas and cross-cutting issues as might be required;
- Participate and contribute to the team's working sessions, including the analysis workshop and presentation of preliminary evaluation findings to the UNDP country office in India at the end of the data collection activities;
- Prepare an outcome analysis paper for the assigned thematic area and revise it as needed, as per comments received from the IEO; and
- Contribute to the preparation of the final ICPE report, as well as the following revisions based on the comments received from the IEO, CO, Regional Bureau, and other stakeholders.

Expected outputs and indicative timeframe

The consultant/ research institute/ think-tanks, under the guidance of the IEO Lead Evaluator, supported by the Associate 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:

- Draft analysis paper based on the desk review: a draft report containing preliminary findings of the desk review, summary of the context and other evaluative evidence, a specific theory of change of the thematic area and indication of any data gaps to be addressed during data collection in the country. As annexes the paper should include a data collection plan with a list of stakeholders to consult and any additional protocol questions, tools and instruments necessary for data collection specific to the thematic area. Due at least two weeks prior to the start of data collection activities.
- Data collection and final analysis paper: a report of up to 20 pages as an input to the evaluation report. Due two weeks after the data collection activities.

- Comprehensive review: necessary adjustments to the analysis papers and drafts of the ICPE report. Due one week after requests for review.

The analysis paper and ICPE report will be produced in English. It will follow the standard IEO publication guidelines.

Remuneration and duration of contract

The duration of the consultancy contract is estimated to be between 20-35 days per outcome. The date of contract signature and mid-November 2021 with most of the work happening between April and July 2021.

The total amount of the contract will be based on an agreed lumpsum. Payments will be based on the delivery of outputs, as follows:

Upon satisfactory presentation of the draft analysis paper and data collection plan	40%
Upon completion of the data collection and satisfactory presentation of final analysis paper	50%
Upon satisfactory review and necessary adjustments to the ICPE report	10%

Eligibility

Academic institutions, research institutions and think-tanks based in India and/or in the South Asia 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 India 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 India during the period.

Impact of COVID-19 on the assignment

The World Health Organization declared COVID-19 a global pandemic on 11 March 2020 as the new virus rapidly spread to all regions of the world. As of March 2021, when this TOR is being drafted, strict travel restrictions and confinement measures are being implemented globally; limiting the ability of the international evaluation team members to undertake a mission to India and conduct face to face interviews and field visits.

While these extraordinary circumstances present a critical limitation for the conduct of the evaluation, the IEO will continue to monitor the situation as it evolves and reserves the right to adjust the evaluation plan as appropriate and in line with UNDP's principles of 'do no harm' and 'duty of care' for its staff and consultants.

In line with UNDP's financial regulations, when determined by the IEO and/or the research institute that a deliverable or service cannot be satisfactorily accomplished, that deliverable or service cannot be paid. Due to the ongoing COVID-19 situation and its ramifications, the IEO may consider making a partial payment if the institute invested time towards the deliverable but was not able to complete it due to circumstances beyond its control.

Required Skills and Experience

The Institute may propose a team of 1 to 3 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 outcome area(s) below. The institute may select one or more of the outcome areas:
 - 1) Strengthening Institutions and system,
 - 2) Accelerating Inclusive Growth.
 - 3) Energy, environment and resilience
- At least 10 years of relevant experience;
- Strong understanding of the UN/UNDP mandate, operations and programmes in India;
- Documented track-record in outcome monitoring or related evaluation exercises;
- Extensive experience in programme evaluation and state-of-the-art mastery of social science methodology (data collection, quantitative and qualitative analysis);
- Excellent analysis and synthesis skills; experience in gender analysis is a must;
- Documented track record of delivering high-quality research, evaluations and assessments on time and on budget;
- Excellent writing skills in English.

Competencies

In addition to the required skills and experience above, all experts must possess the following competencies:

Functional competencies

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

Development and Operational Effectiveness

- Ability to work under pressure, multi-tasking skills; and
- Availability to conduct required analysis within the agreed timelines.

Corporate Competencies

- Ability to work in multicultural and multidisciplinary teams, acting with professionalism, diplomacy, tact and courtesy.

Application Instructions

Applicants are expected to submit their applications via email to ieo.procurement@undp.org by 5:00pm (EST) on 15 April 2021, following the instructions detailed in the RFQ. In addition, applications must include:

- A short **cover letter** that introduces the national institute and highlights relevant expertise and experience in the India and indicates any involvement with UNDP activities in the India during the period of 2018 to the present. The cover letter should also include an overview of the institute's proposed approach to this assignment, and links to relevant publications, ideally authored by the experts proposed for this assignment.

- CVs of all proposed experts in the format known as P11.
- Contact details of 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.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Prohibitions, Sanctions: 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"/>	Bankruptcy: 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"/>	Offer Validity Period: 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)				
Total				

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.	
<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>