



REQUEST FOR PROPOSAL (RFP)

Website Developer, UN Responsible Business and Human Rights Forum	DATE: April 2, 2021
	REFERENCE: RFP-2021-09

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services “ **Website Developer**”

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system (**4:00 PM, Bangkok Time, April 19, 2021**). Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days.

You are requested to indicate whether your company intends to submit a proposal by clicking “Accept Invitation” in the system.

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. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATED** and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. **The file with the “FINANCIAL PROPOSAL” must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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: <https://www.undp.org/content/undp/en/home/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/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera
Manager, Transactional Services Team, BRH
April 2, 2021

Description of Requirements

Context of the Requirement	<p>Background Information and Rationale, Project Description</p> <p>Every year, the Business and Human Rights Asia project co-organizes two major (sub)regional forums Business and Human Rights: the UN South Asia Forum on Business and Human Rights (SA Forum), and the UN Responsible Business and Human Rights Forum (RBHR Forum). With participants from government, business, and civil society (among others), the Forums aim to embed human rights in business activities in Asia, with a particular focus on the roles, duties and responsibilities of governments and businesses. The forums attempt to maintain and increase momentum on Business and Human Rights amid rapid economic growth and political change, and serve as a vital platform for the sharing of best practices from within Asian countries and beyond. UNDP intends to contract a Website Developer to develop a website for these two events.</p>
Brief Description of the Required Services	As indicated in the ToR attached as Annex 2
List and Description of Expected Outputs to be Delivered	As indicated in the ToR attached as Annex 2
Person to Supervise the Work/ Performance of the Service Provider	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location (with no travel)
Expected duration of work	As indicated in the ToR attached as Annex 2
Target start date	22 April 2021
Latest completion date	31 December 2023
Travels Expected	None
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None UNDP will support the contractor in gaining access to relevant information or UNDP platform if needed;
Implementation Schedule indicating breakdown and timing	<input checked="" type="checkbox"/> Required; As indicated in the ToR attached as Annex 2

of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required CVs and copies of certificates for key staff who will be engaged on the Contract should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<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
Payment Terms	As indicated in the ToR attached as Annex 2
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Qualifications of the firm - 10% <input checked="" type="checkbox"/> Methodology for the Completion of Services – 37.5% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 52.5% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ =price of the lowest priced proposal; z = price of the proposal being evaluated.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (services only)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <i>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.</i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Thitima Phuavong Executive/Operations Assistant Email: procurement.th@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</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>
Required Documents that must be Submitted to Establish Qualification of Proposers	<p><input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3;</p> <p><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years (2018 & 2019) and audited or unaudited financial statement in 2020;</p> <p><input checked="" type="checkbox"/> Document Stablishing Eligibility & Qualification of the Bidder as below: Please group them into one (1) single PDF document.</p> <ol style="list-style-type: none"> Duly accomplished Letter of Confirmation of Interest and Availability and Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. (Annex III) Curriculum Vitae of team members Brief description of why the applicant considers him/herself the most suitable candidate Methodology outlining how the assignment will be tackled, addressing specifically how a design plan will be agreed with UNDP and preliminary advice/approach on what and how to design.

	<p>e) Design portfolio of previously designed websites for (1) the company (2) Website Developer 1, and (3) website developer 2. (at least 3 portfolios in total).</p> <p><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the General Terms and Conditions for de minimis contracts (services only);
- Business Licenses – Registration papers;
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Submission of completed and Signed CV for the proposed key personnel as per ToR requirement
- Submission of document outlining the following information about events organized in 2020 and 2021: (1) list of all events organized in 2020-2021 (2) specifically mention the event with most registrations and the number of registrations/participants (3) specifically mention the event with largest number of content (for example, “25 hours of content”).

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Qualifications of the firm	100
2.	Methodology, approach and implementation plan	375
3.	Qualifications of key personnel	525
	Total	1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

1. Qualifications of the firm		Points Obtainable
1.1	Valid organizational license to operate	10
1.2	Demonstrable track record of designing websites	90
	Total	100

2. Methodology, approach, and implementation plan		Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	75
2.2	Description of the Offeror’s approach and methodology meeting or exceeding the requirements of the Terms of Reference	75
2.3	Details on how the different service elements shall be organized, controlled and delivered	75
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequences and if these are logical and realistic	75
2.5	Quality assurance procedures and risk mitigation measures	75
	Total	375

3. Qualifications of key personnel		Points Obtainable
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3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Website developer 1	
3.2.1	Bachelor's degree in graphic design, user experience design, industrial design, computer science	22.5
3.2.2	Proven technical expertise in creating and developing websites (demonstrated in portfolio)	115
3.2.3	Demonstrated minimum 2-year experience of UX/UI design and strategies. (demonstrated in portfolio)	100
3.3	Website developer 2	
3.3.1	Bachelor's degree in graphic design, user experience design, industrial design, computer science	22.5
3.3.2	Proven technical expertise in creating and developing websites (demonstrated in portfolio)	115
3.3.3	Demonstrated minimum 2-year experience of UX/UI design and strategies. (demonstrated in portfolio)	100
	Total	525

TERMS OF REFERENCE**a. Background information**

Every year, the Business and Human Rights Asia project co-organizes two major (sub)regional forums Business and Human Rights: the UN South Asia Forum on Business and Human Rights (SA Forum), and the UN Responsible Business and Human Rights Forum (RBHR Forum). With participants from government, business, and civil society (among others), the Forums aim to embed human rights in business activities in Asia, with a particular focus on the roles, duties and responsibilities of governments and businesses. The forums attempt to maintain and increase momentum on Business and Human Rights amid rapid economic growth and political change, and serve as a vital platform for the sharing of best practices from within Asian countries and beyond. **UNDP intends to contract a Website Developer to develop a website for these two events.**

b. Specific objectives

The objective of this contract is to build dedicated websites for the 2021 RBHR Forum and the 2022 SA Forum, as well as consecutive editions of said Forums.

c. Scope of services**Expected Outcomes and Deliverables:**

The Contractor will work under the guidance and supervision of the Business and Human Rights Specialist and in collaboration with project team members. Specific deliverables include the following:

1. Developing a design plan for a website which corresponds to the needs of UNDP. This deliverable shall include (but not necessarily be limited to) the following activities:

- Build one website with two main elements: a portal for the RBRH Forum and a portal for the SA Forum.
- Discuss with UNDP and Online Events Organizer contracted by UNDP to understand specific needs (other than those listed below) of UNDP for its website
- Advise UNDP on a design for the website (both in terms of graphics and functionality) corresponding to the needs of UNDP
- Develop a design plan for the website, to be approved by UNDP. Each Forum portal should be built on a platform that offer a user-friendly content management system (CMS) that can be managed by the project team.
- The website must be able to display (as an absolute minimum) the following information:
 - a user-friendly homepage with an overview of key information; a page showing an overview of the agenda/program of the Forum (highlighting different sessions at different times during various days) – preferably a template that can be used to publish event information in the upcoming years as well;
 - pages that show details for each session (e.g. purposes of sessions, speakers, questions, etc.) – preferably a template that can be used to publish event information in the upcoming years as well;
 - a page (or dynamic list) where speakers, their photos and bios can be showcased;
 - a page where one can access recordings of sessions (most likely YouTube videos);
 - a registration portal, which might be a from another website.
- Develop a user guide that explains the use of the CMS and provides information on how to build new pages based on the design templates for upcoming forums

2. Developing webpages for the RBHR Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements. This deliverable shall include (but not necessarily be limited to) the following activities:

- Based on the design plan start developing a website for the UN South Asia Forum on Business and Human Rights
- Proactively and upon request, continuously update UNDP on website design and integrate any feedback provided by UNDP
- Deliver a finalized website that can be used for the 2021 UN Responsible Business and Human Rights Forum (due to be held beginning of June 2020), and which can be edited and used in consequent years.
- Validation by Contractor and UNDP to ensure that the webpages correspond to the pre-identified needs of UNDP and the agreed design plan.
- Train project team on website management/editing/duplicating pages

3. Developing webpages for the SA Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements. This deliverable shall include (but not necessarily be limited to) the following activities:

- Based on the design plan start developing a website for the UN South Asia Forum on Business and Human Rights.
- Proactively and upon request, continuously update UNDP on website design and integrate any feedback provided by UNDP
- Deliver a finalized website that can be used for the 2022 UN South Asia Forum on Business and Human Rights, and which can be edited and used in consequent years.
- Validation by Contractor and UNDP to ensure that the webpages correspond to the pre-identified needs of UNDP and the agreed design plan.
- Train project team on website management/editing/duplicating pages

4. Completing website maintenance in 2021. This deliverable shall include (but not necessarily be limited to) the following activities:

- Assist in troubleshooting and update the website if any changes are required

5. Completing website maintenance in 2022. This deliverable shall include (but not necessarily be limited to) the following activities:

- Assist in troubleshooting and update the website if any changes are required

6. Completing website maintenance in 2023. This deliverable shall include (but not necessarily be limited to) the following activities:

- Assist in troubleshooting and update the website if any changes are required

d. Approach and methodology

UNDP is open to different approaches and methodologies in order to leave room for the bidders to propose a more detailed methodology that align with the prescribed scope and objectives. However, the production company should anticipate the following in order to complete this assignment:

1. Developing a design plan (see scope of work above)
2. Developing webpages based on agreed upon design plan (see scope of work above)
3. Validation of website to ensure everything works as agreed (see scope of work above)
4. Completing maintenance in the years 2021-2023

e. Deliverables and schedule

Description of deliverables	Percentage worth	Output Deadline
1. Developing a design plan for a website which corresponds to the needs of UNDP	9%	22 April 2021
2. Developing webpages for the RBHR Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements.	20%	1 May 2021
3. Developing webpages for the SA Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements.	20%	1 September 2021
4. Hosting website and completing website maintenance in 2021	17%	31 December 2021
5. Hosting website and completing website maintenance in 2022	17%	31 December 2022
6. Hosting website and completing website maintenance in 2023	17%	31 December 2023

f. Governance and accountability

The contractor would work closely with the UNDP Bangkok Regional Hub Business and Human Rights Specialist and team. Consistent reporting and relaying updates over the course of this assignment is deemed essential. The production company will have a fortnightly video conference call with members of the UNDP team throughout the process to communicate progress.

g. Facilities to be provided by UNDP

UNDP will not be responsible for providing any support personnel, support service, or logistics for the provision of these services. UNDP will support the contractor in gaining access to relevant information or UNDP platform if needed;

h. Expected duration of the contract/assignment

The period of the assignment is estimated to be from 22 April 2021 – 31 December 2023, for 59 working days. The contractor's presence is not required at UNDP Bangkok Regional Hub premises.

The contractor is expected to provide an update of progress to UNDP Bangkok Regional Hub Business and Human Rights Specialist and team monthly.

Description of deliverables	Estimated duration	Target date of completion	Approval
1. Developing a design plan for a website which corresponds to the needs of UNDP	5 days	22 April 2021	Business and Human Rights Specialist, Business and Human Rights Unit, UNDP BRH
2. Developing webpages for the RBHR Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements.	12 days	1 May 2021	Business and Human Rights Specialist, Business and Human Rights Unit, UNDP BRH
3. Developing webpages for the SA Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements.	12 days	1 September 2021	Business and Human Rights Specialist, Business and Human Rights Unit, UNDP BRH
4. Hosting website and completing website maintenance in 2021	10 days	31 December 2021	Business and Human Rights Specialist, Business and Human Rights Unit, UNDP BRH
5. Hosting website and completing website maintenance in 2022	10 days	31 December 2022	Business and Human Rights Specialist, Business and Human Rights Unit, UNDP BRH
6. Hosting website and completing website maintenance in 2023	10 days	31 December 2023	Business and Human Rights Specialist, Business and Human Rights Unit, UNDP BRH

i. Duty station

Home-based. No travel.

j. Professional qualifications of the successful contractor and its key personnel

The Contractor should be a studio or an agency that provides UI/UX design solutions with a particular focus on user experience. The firm should also have web development capacity and experience producing web-based and interactive concepts.

The Contractor should have the following qualifications and experience:

Company Qualifications:

- Proven ability to manage projects in collaboration with large organizations and with reliable financial predictions and full implementation of outputs;
- Minimum 4 years of relevant experience in UX design;
- Minimum 4 years of experience in web development capacity and experience producing web-based contents and applications;
- Experience working with UN or similar organizations in the process operation is an advantage.

Website developer 1

- Bachelor's degree in graphic design, user experience design, industrial design, computer science
- Proven technical expertise in creating and developing websites (demonstrated in portfolio)
- Demonstrated experience of UX/UI design and strategies. (demonstrated in portfolio)
- Good English written and communication skills

Website developer 2

- Bachelor's degree in graphic design, user experience design, industrial design, computer science
- Proven technical expertise in creating and developing websites (demonstrated in portfolio)
- Demonstrated minimum 2-year experience of UX/UI design and strategies. (demonstrated in portfolio)
- Good English written and communication skills

k. Price and schedule of payments

The company is responsible for delivering all deliverables

Description of deliverables	Percentage worth	Deadline
1. Developing a design plan for a website which corresponds to the needs of UNDP	9%	22 April 2021
2. Developing webpages for the RBHR Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements.	20%	1 May 2021
3. Developing webpages for the SA Forum based on the agreed plan under deliverable 1, though allowing for minor changes. And validating the website for the RBHR Forum to ensure that all tools work according to the requirements.	20%	1 September 2021
4. Hosting website and completing website maintenance in 2021	17%	31 December 2021
5. Hosting website and completing website maintenance in 2022	17%	31 December 2022
6. Hosting website and completing website maintenance in 2023	17%	31 December 2023

l. Additional references or resources

The old, soon-to-be retired website of the RBHR Forum, is available here: <https://www.rbhrforum.com/>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Qualifications of the firm	100
2.	Methodology, approach and implementation plan	375
3.	Qualifications of key personnel	525
	Total	1000

Technical Evaluation Passing Thershold – 70% of the Total Points obtainable

1. Qualifications of the firm		Points Obtainable
1.1	Valid organizational license to operate	10
1.2	Demonstrable track record of designing websites	90
	Total	100

2. Methodology, approach, and implementation plan		Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	75
2.2	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference	75
2.3	Details on how the different service elements shall be organized, controlled and delivered	75
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequences and if these are logical and realistic	75
2.5	Quality assurance procedures and risk mitigation measures	75
	Total	375

3. Qualifications of key personnel		Points Obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Website developer 1	
3.2.1	Bachelor's degree in graphic design, user experience design, industrial design, computer science	22.5
3.2.2	Proven technical expertise in creating and developing websites (demonstrated in portfolio)	115
3.2.3	Demonstrated experience of UX/UI design and strategies. (demonstrated in portfolio)	100
3.3	Website developer 2	
3.3.1	Bachelor's degree in graphic design, user experience design, industrial design, computer science	22.5
3.3.2	Proven technical expertise in creating and developing websites (demonstrated in portfolio)	115
3.3.3	Demonstrated experience of UX/UI design and strategies. (demonstrated in portfolio)	100
	Total	525

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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 – 10%

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, contact 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 – 37.5%

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.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel – 52.5%

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.*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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. Cost Breakdown per Deliverable*

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

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

B. 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				

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*