



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

	DATE: March 26, 2021
	REFERENCE: Cost of Disability Study Part 2

Dear Sir / Madam:

We kindly request you to submit your Proposal: **Study On The Elements And Economic Costs Of Disability For Children With Disabilities And Persons With Physical Disabilities In South Africa.**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than 16h00 **Tuesday, April 20, 2021** South African time.

UNDP e-tendering user guide can be found on this link:

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 days**

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/unscsconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
3/26/2021

Description of Requirements

Context of the Requirement	<p>UNDP is committed to promoting human rights through a diverse range of programming activities, knowledge products, advocacy campaigns and capacity development tools. UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.</p> <p>The UN Country Team in South Africa, in partnership with the Department of Women, Youth and Persons with Disabilities (DWYPD), successfully applied for Multi-Party Fund from the United Nations Partnership to promote the Rights of Persons with Disabilities in South Africa for a period of 12 months, January to December 2021. A collaborative and working partnership between UNDP, OHCHR, UNICEF and DWYPD has been established to implement the expected deliverables and outcomes of the project.</p> <p>In year 2013 to 2015 this partnership has successfully implemented phase 1 & 2. In accordance with outcome 1 of phase 2, potential consultants are invited to submit proposal to conduct the research study on Economic vulnerability of persons with disabilities reduced through disability responsive budgeting (Cost of Disability Research Study, Part 2).</p> <p>The study will provide evidence for, among others, the determination of social security benefits, subsidisation of, among others, special schools and other services targeting persons with disabilities, as well as reasonable accommodation support. In that regard, the study will provide distinct costing of reasonable accommodation measures support intended to remove barriers to participation for persons with disabilities, including children with disabilities, and a model thereof.</p>
Implementing Partner of UNDP	Department of Women, Youth and Persons with Disabilities (DWYPD)
Brief Description of the Required Services ¹	<p>The consultant will conduct the research, information gathering and in-depth analysis on Economic vulnerability of persons with disabilities reduced through disability responsive budgeting (Cost of Disability Research Study, Part 2)</p> <p>The aims of the assignment are to reach saturation levels in participatory research on children with disabilities and persons with physical disabilities in order to complement The Elements of the Financial and Economic Costs of Disability to Households in South Africa (Part 1).</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	Activities and deliverable	Timeframe	Payment
	<ul style="list-style-type: none"> A research work plan and activity implementation plan containing: <ul style="list-style-type: none"> -research methodology and literature review -policy analysis and a brief overview within the context of the study inception report on how the research will be conducted. 	By end of May 2021	30%
	<ul style="list-style-type: none"> Draft report at validation workshop for final inputs. Submit the final edited consolidated report to DWYPD. This should be an easy-to-read document for target audience. 	By 16 September 2021	30%
	<ul style="list-style-type: none"> An analysis research report of costing imperatives for mainstreaming disability according to a CRPD- compliance disability model. This will be based on the entire study conducted on The Elements of the Financial and Economic Costs of Disability to Households in South Africa, Part 2. 	By End Of November 2021	30%
	Final report	By 10 th December 2021	10%
Person to Supervise the Work/Performance of the Service Provider	The consultant will report directly to a person designated by the Department of Women, Youth and Persons with Disabilities, as well as to a focal point in the UNDP, South Africa Upon award of the contract, a workplan based on the proposal will be developed with key milestones and indicators for monitoring.		
Frequency of Reporting	Monthly		
Progress Reporting Requirements	The Contractor will work under the supervision of UNDP designated Team Leader and DWYPD designated senior manager and in close coordination with the focal points at UNDP Country Offices and relevant units.		
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location		
Expected duration of work	120 days spread until beginning of December 2021		
Estimated Target start date	01 st May 2021		
Latest completion date	Beginning of December 2021		
Travels Expected	n/a		

Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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>

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ³	<table><tr><th>Outputs</th><th>%</th><th>Condition for Payment Release</th></tr><tr><td>-A research work plan and activity implementation plan -Inception report</td><td>30%</td><td rowspan="4">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.</td></tr><tr><td>-Draft report at validation workshop for final inputs. -Submit the final edited consolidated report to DWYPD</td><td>30%</td></tr><tr><td>-An analysis research report of costing imperatives for mainstreaming disability according to a CRPD-compliance disability model.</td><td>30%</td></tr><tr><td>Final Report</td><td>10%</td></tr></table>	Outputs	%	Condition for Payment Release	-A research work plan and activity implementation plan -Inception report	30%	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.	-Draft report at validation workshop for final inputs. -Submit the final edited consolidated report to DWYPD	30%	-An analysis research report of costing imperatives for mainstreaming disability according to a CRPD-compliance disability model.	30%	Final Report	10%
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Each deliverable as stated above is required to be delivered to UNDP designated Team Leader and DWYPD designated senior manager in satisfactory quality and in a timely manner. Each deliverable and change in the methodology, research objective has to be discussed and accepted by UNDP designated Team Leader and DWYPD designated senior manager.												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]												
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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 criterion and cannot be deleted regardless of the nature of												

³ 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.

⁴ 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 \$150,000.00.

	services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%) = 70 points</p> <ul style="list-style-type: none"> • Criteria A - At least five years of human rights, monitoring and evaluation and social research; – max. 30 points. • Criteria B – Proven experience in building partnerships on development issues, particularly disability related issues; – max. 30 points; • Criteria C– Proven track record of working with the civil society and disability sector organizations. – max. 20 points. • Criteria D – Experience on human rights policy analysis and development of human rights or social research reports, – max. 20 points; <p>Financial Proposal (30%) 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: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input checked="" 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
Annexes to this RFP ⁶	<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 checked="" type="checkbox"/> Others ⁷ E-tendering User-guide for bidders

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> procurement.enquiries.za@undp.org 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.
Other Information [pls. specify]	

⁸ 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.