



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

TO INTERESTED VENDORS/COMPANIES	DATE: April 26, 2021
	REFERENCE: UNDP-CB-RFP-2021-008

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Global Conflict Prevention and Peacebuilding Research**.

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

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering 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 **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. 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 Financial Proposal files **MUST BE COMPLETELY SEPARATE** and sent separately and clearly marked as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL," as appropriate. Each document shall include the Proposer's name and address.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ali Tahsin Jumah
Chief

26-Apr-2021

Central Procurement Unit, New York
United Nations Development Programme

Annex 1

Description of Requirements

Context of the Requirement	UNDP Peace Frontiers Research
Implementing Partner of UNDP	NA
Brief Description of the Required Services	International Research organization for global conflict prevention and peacebuilding research and consortium development
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Setting the research agenda: <ul style="list-style-type: none"> • Literature review on conflict prevention and peacebuilding -10 page max.; • Virtual Consultation/s with UN/DP and researchers/practitioners on conflict prevention and peacebuilding evidence gaps and priorities; These consultations can be organized bilaterally or in larger forums • Based on the outcome of the literature review and consultation develop an options paper that outlines most relevant research options, identifying gaps and new innovative possibilities, including cross thematic research 2. Implementation of a research: <ul style="list-style-type: none"> • Based on options paper, a decision by UNDP will be made on a preferred research to initiate in its first phase. Implement the research as agreed by UNDP, in consultations with researchers and practitioners within UN/DP and external partners. Elaborate the research concept, including consultation roadmap, case studies etc 3. Design of a research consortium: <ul style="list-style-type: none"> • Stakeholder mapping of prevention and peacebuilding research experts/organizations, as well as similar consortiums; • Virtual consultations to define the Terms of Reference (TOR) of the consortium; • Final ToRs outlining a proposition for a global research consortium with potential partners/members across the South and North.
Person to Supervise the Work/Performance of the Service Provider	<i>Conflict Prevention and Peacebuilding Team Leader, UNDP</i>
Frequency of Reporting	<i>As per TOR attached</i>
Progress Reporting Requirements	As per TOR attached
Location of work	The vendor will be required to work remotely
Expected duration of work	6 months (tentative timeline included in the Terms of Reference. The workplan will be finalized upon agreement of the successful bidder/vendor and UNDP.)

Target start date	21 June 2021				
Latest completion date	15 December 2021				
Travels Expected	Travel is not expected in this assignment. Please refer to TOR				
Special Security Requirements	NA				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	NA				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				
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 (Counting for the last day of submission of quotes)	<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.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted				
Payment Terms	Outputs	Percentage	Expected delivery date ¹	Condition for Payment Release	

¹ Please note that these timelines are tentative, the workplan will be finalized upon agreement of the successful bidder/vendor and UNDP after the signing of the contract.

	Research agenda developed through a consultative process and agreed to by UNDP	25%	23/07/2021	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 Receipt of invoice from the Service Provider.	
	Terms of reference for a research consortium finalized through a consultative process	25%	01/09/2021		
	Implementation of research	50%	15/12/2021		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Conflict Prevention and Peacebuilding Team Leader, UNDP Crisis Bureau				
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"/> Expertise of the Firm: 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan, approach to the assignment and detailed workplan: 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 20% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer (Form 4) to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP				

Contract General Terms and Conditions ²	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁴	<i>cpu.bids@undp.org</i> Ugyen Wangmo, Central Procurement Unit 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]	Requests for clarifications shall be submitted to UNDP by email to cpu.bids@undp.org until one week before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform. Any delay in UNDP's response shall not be 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.
eTendering submission	<ul style="list-style-type: none"> • Electronic submission through eTendering shall be governed as follows: • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: eTendering guide

TECHNICAL EVALUATION CRITERIA

Summary

Proposals received will be screened against the following minimum requirements (YES/NO Criteria).

Mandatory requirements	PASS/FAIL
At least 10 years of field experience in design and implementation of quantitative and qualitative research in the field of conflict prevention and peacebuilding	
At least 5 years of experience of research and/or programming on conflict prevention, peacebuilding, social cohesion, reconciliation and related interventions across multiple conflict and crisis-affected contexts	
Demonstrated experience in designing and producing knowledge products in different formats (for confirmation list of publications, report samples, list of clients for similar services, indicating description of contract scope, contract duration)	
Demonstrated experience in coordinating research with multiple stakeholders/research organizations/researchers (for confirmation letters of recommendation, list of clients for similar services, indicating description of contract scope, contract duration)	
Previous experience working with UNDP or other international organizations / institutions	
Proposed Methodology for Completion of Services meets minimum requirements (providing a detailed description of the case studies that will be selected; the methods through which data for the case studies will be developed; typology of services to be examined and ways of measurement; methodology for how the research questions will be addressed)	
CVs of the team members. At least three team members with relevant competencies (in accordance with evaluation criteria outlined below)	
Completeness of Proposal without material deficiencies in submission documents (Annex 3, Form 1)	
Acceptance of UNDP General Terms and Conditions	

Only proposals who prove to comply with the minimum requirements will be considered during a technical desk review based on the following technical evaluation criteria:

<u>Technical Proposal Evaluation (70%)</u>			
Summary of the evaluation criteria of the Technical Proposal		Weight score	Points
1.	Expertise and experience of the Firm	20%	200
2.	Technical offer, elaborating the approach to the assignment and detailed workplan	30%	300
3.	Management Structure and Qualifications of Key Personnel	20%	200
Total			700

Evaluation of the technical proposal Form 1		Points
Expertise and experience of the Firm		
1.1	At least 10 years of field experience in design and implementation of quantitative and qualitative research in the field of conflict prevention and peacebuilding, with particular familiarity on conflict analysis methodologies; (for confirmation letters of recommendation, list of clients for similar services, indicating description of contract scope, contract duration, contact references may be used (last 15 years); <i>10 years of experience: 50 points; for every additional year of experience: 5 points (max. 70 points);</i>	70
1.2	At least 5 years of experience of research and/or programming on conflict prevention, peacebuilding, social cohesion, reconciliation and related interventions across multiple conflict and crisis-affected contexts (for confirmation letters of recommendation, list of clients for similar services, indicating description of contract scope, contract duration, contact references may be used (last 15 years); <i>5 years of experience: 30 points; for every additional year of experience: 5 points (max. 50 points in total);</i>	50
1.3	Demonstrated experience in designing and producing knowledge products in different formats (for confirmation list of publications, report samples, list of clients for similar services, indicating description of contract scope, contract duration, contact references may be used (last 10 years) <i>Experience in 5 products: 10 points; for every additional source of experience: 5 points (max. 20 points in total)</i>	20
1.4	Demonstrated experience in coordinating research with multiple stakeholders/research organizations/researchers (for confirmation letters of recommendation, list of clients for similar	40

	services, indicating description of contract scope, contract duration, contact references may be used) <i>Experience coordinating 3 multi-stakeholder research teams/consortiums products:20 points; for every additional team/consortium: 5 points (max.40 points in total)</i>	
1.5	Previous experience working with UNDP or other international organizations / institutions <i>Experience in 3 projects: 8 points; every additional project: 4 points (max. 20 points in total)</i>	20
		200
Evaluation of the technical proposal Form 2		Points
Approach to the assignment, draft workplan and methodology		
2.1	Rigor and relevance of proposed approach to the research and workplan: <i>200 points; Methodological rigor and relevance of research outline and methodology is adequate: 100 points; is robust 150 points; is exceptional 200 points.</i>	200
2.2	Rigor and relevance of the proposed consortium design/stakeholder engagement strategy: 100 points. <i>Proposed strategy is adequate: 50 points; is robust; 75 points; is exceptional 100 points.</i>	100
		300
Form 3		Points
Qualifications of Key Personnel		
3.1	Research lead	
		Sub Evaluation
	General qualification	100
	Compliance with the requirements	

Master's degree or equivalent in social sciences, political sciences, international development, international relations, or related field * <i>In the presence of a masters's degree or relevant – 20 points, PhD or higher – 30 points.</i>	30		
Field experience in design of qualitative and quantitative research in the field of conflict prevention and peacebuilding (at least 5 years) * <i>with 5 years of experience – 20 points, then 5 points for each additional year, but not more than 30 points in total.</i>	30		
Confirmed experience of research and programming experience in conflict and crisis-affected contexts (at least 3 years) * <i>with 3 years of experience – 4 points, then 2 points for each additional year, but not more than 10 points in total.</i>	10		
Demonstrated awareness of and experience in social cohesion, reconciliation, dialogue, mediation, inclusive peace processes, WPS, YPS, climate security and conflict sensitivity issues * <i>in the presence of confirming information (certificates, publications, projects, etc.) – 20 points</i>	20		
Previous experience of working with UNDP or other UN organizations (at least 2 years) * <i>with 2 years of experience – 6 points, then 1 point for each additional year, but not more than 10 points in total.</i>	10		

	Language qualifications <i>* Knowledge of English language – 5 points, both -additional 5 points, for additional UN languages</i>	10	
		100	
3.2	Research team member 1		
		Sub valuation	
	General qualification	50	
	Compliance with the requirements		
	Advanced-level (university or similar) education in social sciences, political sciences, international development, international relations, or related field <i>* In the presence of a bachelor's degree or relevant – 10 points, master or higher – 15 points.</i>	15	
	Field experience in design of qualitative and quantitative data collection methodologies and tools (at least 5 years) <i>* with 3 years of experience – 10 points, then 1 point for each additional year, but not more than 15 points in total.</i>	15	
	Demonstrated experience in designing and producing knowledge products in different formats (at least 5 publications, knowledge products) <i>*in the presence of confirming information (projects, publications, research, etc.) – 15 points</i>	15	
	Language qualifications <i>* Knowledge of English language – 5 points</i>	5	
		50	
3.2	Research team member 2		
		Sub valuation	
	General qualification	50	
	Compliance with the requirements		

	Advanced-level (university or similar) education in social sciences, political sciences, international development, international relations, or related field <i>* In the presence of a bachelor's degree or relevant – 10 points, master or higher – 15 points.</i>	15		
	Field experience in design of qualitative and quantitative data collection methodologies and tools (at least 5 years) <i>* with 3 years of experience – 10 points, then 1 points for each additional year, but not more than 15 points in total.</i>	15		
	Demonstrated experience in designing and producing knowledge products in different formats (at least 5 publications, knowledge products) <i>* in the presence of confirming information (projects, publications, research, etc.) – 15 points</i>	15		
	Language qualifications <i>* Knowledge of English language – 5 points</i>	5		
		50		
				200

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Annex 2

TERMS OF REFERENCE

Position:	Global Conflict Prevention and Peacebuilding Research
Type of Contract:	
Duty Station:	Home-based
Duration:	deliverable based

Background:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Crisis Bureau guides UNDP's corporate crisis and fragility related strategies and vision for crisis prevention, response and recovery. The Bureau has the responsibility for support to prevention, crisis response, resilience, recovery and peacebuilding work under the auspices of UNDP's Strategic Plan. The Conflict Prevention, Peacebuilding and Responsive Institutions (CPPRI) Team covers the following thematic/programming areas as part of the Global Policy Network (GPN):

1. Conflict prevention and Peacebuilding;
2. Preventing Violent Extremism (PVE);
3. Core government functions, including local governance
4. Climate Security.

During 2020, the UNDP has further initiated a process to re-articulate UNDP's Prevention and Peacebuilding offer, informed by engagement with UNDP Regional Bureaus and Country Offices and consultations with international development partners. UNDP's Prevention Offer is grounded in UNDP's role as the knowledge frontier organization within the UN system, and is informed UNDP's global, regional and country-level research on shifting peace and conflict dynamics, as well as by the findings of the UN-WB Pathways for Peace study.⁵

These efforts aim to concretize UNDP's engagement on Conflict Prevention and Peacebuilding, in line with the General Assembly and Security Council resolutions on the Review of the United Nations Peacebuilding Architecture adopted in 2016 and to support delivery on SDG 16 on Peaceful, Inclusive Societies in the Decade of Action.

Objective:

In line with UNDP efforts to expand the knowledge base on the emerging challenges and responses to conflict dynamics globally, UNDP Conflict Prevention and Peacebuilding Team's medium-term objective is to establish a Peace Frontiers Research Hub, equipped with a cutting edge research agenda coupled with an inclusive consortium of global **research organizations on conflict prevention and peacebuilding**. The objective for this consultancy is to do an initial mapping and exploratory study to identify UNDP's forward-looking research needs, identify relevant stakeholders to include in the Consortium and propose the consortium's terms of reference, and conduct a research from the options as agreed by UNDP.

Concretely, the consultancy entity is expected to both map UNDP's research needs in conflict prevention and peacebuilding, and map relevant researchers/research institutions in South and North to involve and support the

⁵ <https://unsdg.un.org/resources/pathways-peace-inclusive-approaches-preventing-violent-conflict>

initial conceptual development of future consortium of researchers to lead a cutting-edge research in the field of conflict prevention and peacebuilding. By setting up this research consortium the aim is to expand the evidence base for future prevention and peacebuilding efforts of UNDP, the UN system and more broadly international development and peacebuilding partners.

The consultancy entity will support the initial stages of setting up UNDP's **research on conflict prevention and peacebuilding** specifically through:

1. Developing a forward-looking research agenda through a consultative process and agreed to by UNDP;
2. Designing a research consortium with partners across the South and North;
3. Implement a research from the forward-looking options, as agreed by UNDP.

The work will be conducted in close dialogue with UNDP Crisis Bureau Conflict Prevention and Peacebuilding team, with day to day management of the Conflict Prevention and Peacebuilding Team Leader.

Scope of work:

1. Develop a research agenda through a consultative process and agreed to by UNDP
 - a. Conducting a literature review to map out and identify research gaps on current and emergent conflict prevention and peacebuilding issues (maximum 10-pages);
 - b. Virtual consultations with UN/DP and researchers/practitioners on conflict prevention evidence gaps and priorities;
 - c. Based on the outcome of the literature review and consultations, develop an options paper that outlines most relevant research options.
2. Design of a research consortium
 - a. Conduct a stakeholder mapping of prevention and peacebuilding research experts/organizations, as well as similar consortia;
 - b. Virtual consultations to define the Terms of Reference of the consortium;
 - c. Final Terms of Reference outlining a proposition for a global research consortium with potential partners across the South and North.
3. Implement a research from the forward-looking options, as agreed by UNDP
 - a. Develop a research outline and brief methodology
 - b. Implement the research as agreed by UNDP, in consultation with researchers and practitioners within UN/UNDP and external partners.

Expected results and payments:

No.	Results	Percentage of payments
1	Develop a research agenda through a consultative process	25%
2	Design of a research consortium	25%
3	Implementation of a research as agreed by UNDP	50%
	Total	100%

Responsibility:

The consultancy entity will report directly to the Team Leader- Conflict Prevention and Peacebuilding/ UNDP's Crisis Bureau.

Recruitment Qualifications:

Required Qualifications and Experience of the Entity/Company

- At least 10 years of field experience in design and implementation of quantitative and qualitative research in the field of conflict prevention and peacebuilding, with familiarity on conflict analysis methodologies
- At least 5 years of experience of research and/or programming on conflict prevention, peacebuilding, social cohesion, reconciliation and related interventions across multiple conflict and crisis-affected contexts
- Demonstrated experience in designing and producing knowledge products in different formats
- Demonstrated experience in coordinating research with multiple stakeholders/research organizations/researchers
- Previous experience working with UNDP or other international organizations / institutions

Required Qualifications and Experience of the Staff

- For the research lead: Master's degree or equivalent in social sciences, political sciences, international development, international relations, or related field. For research team members: University degree or equivalent in social sciences, political sciences, international development, international relations, or related field.
- Field experience in design of qualitative and quantitative research in the field of conflict prevention and peacebuilding (at least 5 years)
- Confirmed experience of research and programming experience in conflict and crisis-affected contexts (at least 3 years)
- Demonstrated awareness of and experience in social cohesion, reconciliation, dialogue, mediation, inclusive peace processes, WPS, YPS, climate security and conflict sensitivity issues
- For Research Lead: Previous experience working with UNDP and other UN organizations is an asset
- For Research Team Members: Demonstrated experience in designing and producing knowledge products in different formats

Language:

- Fluency in written and spoken English is required;
- For the Research Lead: Good command of additional UNDP working languages is an asset.

Skills/ Competencies:

Professional Skills:

- Excellent research, analytical, writing and communication skills;
- Capacity to translate conceptual knowledge into accessible written and knowledge products including substantive and innovative training methodologies;
- Deep knowledge and/or research experience in conflict prevention, peacebuilding, conflict sensitivity and social cohesion;

Interpersonal and communication skills:

- Strong communication skills and proven ability to collaborate between different actors and high level of internal and external relationship management;
- Uses tact and sensitivity when delivering sensitive information or resolving delicate issues;

- Demonstrates openness to change and ability to manage complexities;

Evaluation of applications

Consultancies will be evaluated based on a cumulative analysis taking into consideration the combination of the applicant's qualifications and financial proposal as follows:

- Technical Criteria weight: 70%
- Financial Criteria weight: 30%

The award of the contract shall be made to the consultancy entity whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Note: only the highest ranked candidates who have obtained a minimum of 49 points (70%) on the technical evaluation will be considered for the financial evaluation.

Financial Evaluation: 30% of total evaluation (maximum 30 points).

Please submit an all-inclusive lump sum based on the deliverables.

Financial proposals must be all inclusive. The term "all inclusive" implies that all costs (professional fees, communications, utilities, consumables, insurance) that could possibly be incurred by the Contractor are already factored into the fee.

In the case of unforeseeable mission travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between UNDP and Consultancy Entity, prior to travel and will be reimbursed. In general, UNDP will not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

No travel is expected for the Consultancy Entity in the context of this assignment.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)*

[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. Expertise and Experience of the firm

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

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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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.*

FINANCIAL PROPOSAL:**(This form should be submitted as a separate file and be password protected)**

- Financial proposals must be all inclusive and must be expressed with a breakdown of costs. The term 'all inclusive' implies that all costs (professional fees, communications, utilities, consumables, insurance, travel, etc.) that could possibly be incurred by the Service Provider are already factored into the final amounts submitted in the proposal.
- Travel related expenses, if applicable, must include tickets, lodging and terminal expenses. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resource
- Payments will be made upon submission of final deliverables and a certificate of payment request, indicating outputs delivered to be verified and cleared for payment by the Project Management Team.

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 Research agenda development	25%	
2	Deliverable 2 Research consortium design	25%	
3	Deliverable 3 Finalization of research	50%	
	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. Communications				
2. Reproduction				
3. Equipment Lease				
4. Others				
III. Other Related Costs				

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

[Designation]

[Date]