



REQUEST FOR QUOTATION (RFQ) (Services)

NAME & ADDRESS OF FIRM	DATE: May 11, 2021
	REFERENCE: RFQ - 78454

Dear Sir / Madam:

We kindly request you to submit your quotation for a **National Institute to Conduct a Review of UNDP Performance , to feed into the Independent Subregional Programme Evaluation (ISRPE) of the Subregional programme for the Pacific Island Countries and Territories (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 May 25, 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, 25 May 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,
Harvey Garcia
Evaluation Specialist
May 11, 2021

Independent Programme Evaluation
The Pacific Subregion
(Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu)



Terms of Reference for
National Think Tank/Research Institute to Conduct Outcome Analysis

Background

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) will conduct an Independent Subregional Programme Evaluation of the Pacific (ISRPE) in 2021. Typically completed in the penultimate year of a programme cycle, this evaluation is expected to inform the new subregional program. In addition to providing evaluative evidence of UNDP's contribution to the subregion's development priorities. The purpose of an ISRPE is to:

- Support the development of the next UNDP Subregional Programme Document (SRPD) for the Pacific island countries and territories
- Strengthen accountability of UNDP to national stakeholders
- Strengthen accountability of UNDP to the Executive Board
- Contribute to lessons learning in UNDP

From May 2021 through February 2022, IEO will conduct the ISRPE of the UNDP Subregional Programme for the Pacific Island Countries and Territories (2018-2022), which is framed within the larger United Nations Pacific Strategy, 2018-2022.

Objective

In this regard, the IEO is seeking a **think tank/ research institute/ evaluation firm**, for the assessment of the following programme areas as defined in the UNDP Subregional Programme and the United Nations Pacific Strategy. 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.

Outcome 1. Climate change, disaster resilience, and environmental protection

This outcome assists the Pacific island countries and territories in strengthening legal and institutional frameworks in addressing environmentally sustainable development. It tackles both climate change adaptation and mitigation. The outcome also focuses on resilience to disasters using a humanitarian-development nexus approach. It also includes promotion of blue and green economies through poverty reduction, sustainable livelihoods, and climate resilience initiatives.

Outcome 2. Sustainable and inclusive economic development

This outcome supports the subregion by implementing inclusive growth policies and strategies towards increasing financial inclusion and reaching out to the poor, including helping strengthen business policies and initiatives to increase the competitiveness of small and medium-sized enterprises. It further aims to localize the Sustainable Development Goals (SDGs), to generate and collate data to formulate evidence-based policy and for SDG Acceleration Frameworks. The outcome supports SDG Goal 17 through fostering South-South and Triangular Cooperation and supporting cooperation mechanisms.

Outcome 3. Effective governance for service delivery

This outcome aims to improve the capacities of parliaments, sub-national government ministries, and civil society organizations to improve service delivery, inclusive decision-making, and promote social cohesion. It also encompasses the portfolio of work on gender equality, good health and well-being, peacebuilding, the rule of law and access to justice, and transparency and accountability. The outcome aims to create innovative mechanisms to increase discussions with marginalized groups, particularly women, youth, and marginalized communities.

The evaluation will be conducted in accordance with the United Nations Evaluation Group (UNEG) Norms & Standards.³ It will address the following main evaluation questions:

1. What did the UNDP subregional programme intend to achieve during the period under review?
2. To what extent is the strategy and programming of UNDP's Pacific programme responding to the complex nature of the subregion and evolving context?
3. How is UNDP maintaining internal coherence across its programming? How is UNDP positioning itself in the Pacific vis a vis other UN entities and regional actors?
4. To what extent has the programme achieved (or is likely to achieve) its intended objectives? What factors contributed to, or hindered UNDP's performance?
5. To what extent has UNDP adapted to the COVID-19 pandemic and supported the Pacific subregion's preparedness, response, and recovery process?
6. To what extent is UNDP's programme and results responding to cross-cutting themes such as gender equality and women empowerment, social inclusion, and climate change?
7. To what extent is UNDP's structure and governance in the Pacific fit for purpose? What contributed to the efficient delivery of its programmes, and what can be improved?
8. To what extent did the results of UNDP in the Pacific achieve broader adoption (mainstreaming, replication, sustainability, scaling, market change)?

Duties and responsibilities

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

- **Conduct desk review** of reference material provided by the IEO. For each of the issue areas in the outcome(s) under review, conduct a preliminary analysis of the national contexts, trends in government and international efforts, and the UNDP support strategy during the period 2018-2021, based on available documentation. Provide any relevant, additional documents that could strengthen the contextual analysis and assessment of UNDP's programmatic performance in relevant areas.

³ <http://www.uneval.org/document/detail/1914>

- **Design and conduct data collection** for the assigned outcome area(s). Develop an appropriate data collection plan, considering potential COVID-related restrictions and security issues. It should include appropriate data collection methods and instruments (e.g. interview protocols, surveys), identification of target stakeholders, and a contingency plan in case an alternative data collection method may be required. Collect required data and information accordingly, in full and routine consultation with the IEO Lead Evaluator. Ensure that all relevant stakeholder groups are covered in a timely manner, including government (central and local), national project implementation partners, UN agencies, donors, private sector, civil society organizations, and beneficiaries.
- **Conduct in-depth country case studies** for selected Pacific subregion countries. The main purpose of the country studies is to enhance the evidence base of the evaluation, provide more in-depth analysis answering 'how' and 'why' questions. The country case studies are not intended to draw generalizations of UNDP's contribution but rather to provide further insights into processes and outcomes, and factors in the contribution of UNDP. Country case studies will comprise a comprehensive analysis of UNDP's contribution in that country given its context.
- **Prepare an outcome analysis paper** for each of the outcome areas under review based on the framework provided by the IEO. Revise and adjust, as per comments from the IEO. The analysis should: i) be objective and based on triangulation of all data gathered; ii) identify key factors contributing to or hindering programme performance. Cross-cutting issues such as gender equality and women's empowerment will be included in each outcome. Develop forward-looking recommendations for UNDP's next country programme cycle 2023-2027, based on evaluative evidence and lessons learned.
- **Participate in the evaluation team meetings** as required by the team, including the team's preliminary briefing to the country office at the end of the data collection phase for presentation and subsequent adjustment of the team's emerging, preliminary evaluation findings and discussions.
- **Review and contribute to the draft ICPE report.** Once a draft ISRPE report has been prepared by the IEO, review and comment on the overall report, including the contextual analysis. Correct any errors and/or misinterpretation in the initial analysis and data prepared by the institute. Contribute to the formulation of the 'recommendations,' which should be sensible to and reflect the Pacific subregion's context.

Expected outputs and indicative timeframe

The research institute/ think-tanks/evaluation firm, under the guidance of the IEO 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:

- **Inception report:** 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.
- **Thematic outcome papers including analysis of the country case studies** reports of up to 20 pages as 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 ISRPE report. Due one week after requests for review.

All report will be produced in English.

Remuneration and duration of contract

The duration of the consultancy contract is estimated to between 20-40 days per outcome. The contract will be the date of contract signature until February 2022 with most of the work happening between June and October 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 acceptance of the inception report by the Lead Evaluator	20%
Upon completion of the data collection, submission of outcome papers and acceptance of the paper by the Lead Evaluator	50%
Upon acceptance by the Lead Evaluator of necessary adjustments to the outcome papers and inputs to the ISRPE report	30%

Eligibility

Academic institutions, research institutions and think-tanks based in the Pacific subregion and/or in the Asia-Pacific 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 Mutli-Country Office in the Pacific subregion 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 the Pacific subregion 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 May 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 the Pacific subregion 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) Climate change, disaster resilience, and environmental protection
 - 2) Sustainable and inclusive economic development
 - 3) Effective governance for service delivery
- At least 7 years of relevant experience;
- Strong understanding of the UN/UNDP mandate, operations and programmes in the Pacific subregion;
- 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 25 May2021, 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 Pacific subregion and indicates any involvement with UNDP activities in the Pacific subregion during the period of 2018 to the present. The cover letter should also include an overview of the institute's proposed approach for conducting outcome level analysis, 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 reference

