



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP Project - Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia VET Phase 2)	Date: 06 May 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services Impact Assessment of the Project as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Konstantine Kobakhidze

Title: Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia VET Phase 2 – Project Manager

Date: 20/05/2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>27 May 2021, 4 PM, Tbilisi, Georgia Time (GMT+4)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>Bid submission address:</p> <p>United Nations Development Programme UN House 9, Eristavi St. Tbilisi, 0179, Georgia</p> <p>Sealed and Stamped envelope should be placed in the box titled Tender - Impact Assessment of the Project on the first floor of the UN House. Envelope should bear the name of the tender and submitting organization.</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p>

	<p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in <u>United States Dollars (USD)</u></p> <p>Payment will be done in <u>Georgian Lari (GEL)</u> according to UN exchange rate at the date of payment.</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or

	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration Certificate;</p> <p><input checked="" type="checkbox"/> At least 3-year experience in conducting impact assessment (please provide a list and value of projects, as well as contact details of contractors);</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Financial turnover – bank letter certifying financial turn over minimum USD 100,000 (per year) during the last 2 years (minimum requirement)</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p>Proposed personnel should comply with the following requirements:</p> <p>Team Leader</p> <ul style="list-style-type: none"> • Master's degree in strategic/financial planning, agriculture, education, economics, statistics or any related field • Experience in managing at least 2 impact assessments of similar complexity • At least 2-years' experience in elaboration analytical reports/policy papers <p>Data quality control supervisor</p> <ul style="list-style-type: none"> • Bachelor's degree in strategic/financial planning, agriculture, education, economics, statistics or any related field • At least 5-years practical experiences in the data quality control • At least 2-years' experience in elaboration analytical reports/policy papers <p>Fieldwork Manager</p> <ul style="list-style-type: none"> • Bachelor's degree in strategic/financial planning, agriculture, education, economics, statistics or any related field • At least 5-year experience in fieldwork management <p>Questionnaire revision and logical control specialist</p> <ul style="list-style-type: none"> • Bachelor's degree in strategic/financial planning, agriculture, education, economics, statistics or any related field • At least 5-year experience in questionnaire revision and logical control

	Coding specialist <ul style="list-style-type: none"> • Bachelor's degree in strategic/financial planning, agriculture, education, economics, statistics or any related field • At least 2-year experience in coding
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation(invoice). <input checked="" type="checkbox"/> UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs. Payment will be released only after review/inspect/ approve outputs/completed services and authorize the disbursement of payment by Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: Lika.alavidze@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated by email by 25 May 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet
Expected date for	11 June 2021

contract award.	
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE **IMPACT ASSESSMENT OF THE PROJECT**

Project:	Modernization of the Vocational Education and Training and Extension Systems related to Agriculture in Georgia
Proposal Title:	Project Mid Term and Final Impact Assessments
Duty Station:	Tbilisi, Georgia
Starting date:	11 June 2021 - 4 November 2022
Duration of Contract:	16 months 3 weeks- (9 working weeks for each assessment)

1. BACKGROUND

The agricultural sector plays an important role in social and economic development of Georgia as it is the dominating source of financial and non-financial incomes for the rural population. The development of a high-quality training and extension system is an important element in providing support to the farming world that will provide farmers with the necessary knowledge to increase their productivity and incomes.

The UNDP/SDC collaboration on VET and Agricultural Extension (AE) started in 2008. Support was provided for effective policy making, developing capacities of VET service providers, and improving quality of VET services and Extension with the aim of increasing (self) employability VET graduates and effectiveness of self-employed farmers. In 2013 the SDC and UNDP cooperation intensified, and, together with MoESCS and MEPA, the four partners emphasised more on systemic change and focused on the biggest community of rural population – the farmers. An extensive 5-year project started to contribute to the development of a system of high-quality VET and AE services in agriculture that results in improved livelihoods of the rural population.

The “Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia VET Phase 2)” project provides support to further development and strengthening effective public private partnerships and well-developed A-VET and extension systems that ensure improved delivery of relevant, high quality A-VET and extension services.

During the 2nd phase of 4 year, at impact level, the project continues to contribute to improving agricultural knowledge and skills of female and male secondary school leavers and farmers that will result in higher productivity, increased incomes, and enhanced self-employment.

The project will emphasise on institution building and system development on one hand and on improving service provision on the other. It will work closely with and support public and private sector partners intervening at national as well as regional level and support the development of a system of high-quality VET and extension services in agriculture. The project will achieve three outcomes:

- A coherent coordination in A-VET and extension services is established and working.
- Public-private partnerships of A-VET and extension providers ensure delivery of relevant and high-quality services.
- Men and women farmers and A-VET graduates learn and apply need-based agricultural knowledge and skills.

The United Nations Development Program designed and developed the systems for delivery of flexible and demand driven vocational education training and re-training programmes in agriculture. The trainings to farmers were provided by the public and educational institutions along with private institutions and service providers. The goal of the VET models and new training programmes was to increase the farmers’ knowledge, which improved the quality of their produce and increased their productivity and income.

In the framework of the project during 2018-2020, there were farm consulting and farmers’ training activities implemented in four regions (Guria, Samtskhe Javakheti, Samegrelo Zemo Svaneti and Racha Lechkhumi

Kvemo Svaneti) through different interventions. At least 7500 farmers have been consulted and trained by the partner organizations including regional NGOs and ICCs.

Together with farm consulting and training, implementation of modular programs in VET institutions resulted in 575 VET graduates who graduated the targeted VET colleges and got employed in 2018-2020 years.

In addition, project implementing partners (example of Georgian Farmers Association) conducted work in different directions and contributed to the overall results achieved by the project during 2018-2020.

The Project Logical Framework clearly defines overall goal of the project and the set of impact indicators that are to be used to measure the impact of the project.

To gain evidence on the results of the above-mentioned activities United Nations Development Program intends to perform the Project Mid-Term Impact Assessment.

This assessment will inform SDC and UNDP about the impact of the project on beneficiaries and will be presented to the management for learning and consideration in future interventions.

2. AIMS OF THE IMPACT ASSESSMENTS

The main goal of the Mid-term and Final Impact Assessment are to collect, analyze and provide traceable information on wider economic effects of the project: "Modernization of the VET and Extension System related to Agriculture in Georgia" on farmers, VET students and rural households. For this purpose, the assessments will identify the change produced by project activities on key impact indicators:

1. Improved living conditions of rural population;
2. Increase in farming and non-farming income.
3. Increase in gross margin of top 5 crops;
4. 60 % all graduates of modular programmes, 70 % of (b) all trained farmers and (c) all advised farmers are applying improved agricultural practices, gained knowledge and/or recommendations
5. Increased attractiveness and 10% yearly growth of VET graduates involved in Work-based Learning` (WBL).

Assessment will be conducted through the following components:

1. Adjustment of the methodology used for "First Phase Impact Assessment Survey" to the needs of the mid-term impact assessment including impact assessment related survey instruments (including questionnaire and sampling based on the initial survey sampling);
2. Desk review
3. Survey of farmers in the target regions
4. Survey of VET graduates, including WBL participants
5. Analysis and interpretation of the desk research and survey results
6. Drafting final report and presentations.

3. IMPACT ASSESSMENTS' METHODOLOGY

In consultation with the project team, the Contractor will use the methodology that will enable measuring the objectives outlined above, as well as any other pertinent questions that may arise to adequately assess the project impact. The Contractor must act in full accordance with the UNDP Monitoring and Evaluation Guidelines and the project monitoring and evaluation framework.

The assessments shall be conducted through two major forms of data collection – background review (desk research) and primary data collection.

The Contractor shall adjust the survey the methodology used for the "Final Impact Assessment of the First Phase of VET project" and present to UNDP as a separate paper, that will explain how the Contractor will make use of the available from the initial survey, also additional data collected during the course of UNDP implemented project (which UNDP will present to Contractor) and collect additional data to evaluate impact of the project on farmers against set project log-frame impact level indicators. As part of the adjusted the methodology paper, it is envisaged that the Contractor may use the following research tools, but may need to propose more tools:

- a. **Desk Research** will be implemented through secondary data analysis and is estimated to include examination of national trends on agriculture and livelihoods, relevant projects in the country, reports submitted to the donor during the project implementation, baseline and end line reports conducted, also any other applicable documents provided by the project.

- b. Primary research** will aim at forming new knowledge through accumulating the gender-disaggregated information across the project intervention areas on specific indicators as defined by the project log-frame. Primary research shall gather data from project beneficiaries and will be conducted through quantitative data collection method.

4. SPECIFIC ACTIIVITIES OF THE IMPACT ASSESSEMENT

It is envisaged that the Impact Assessment will be conducted through the following activities though additional activities might be added according to the necessity emerged and the detailed assessment the methodology (to be approved):

4.1. Desk Research

In cooperation with the project staff, the Contractor's team shall review project documents, including progress reports submitted to the project from the implementing partners, to the donor during the project implementation; information from the project Monitoring and Evaluation matrix, secondary sources will also inform analysis of national trends on agriculture and livelihoods, major stakeholders in this field and projects that can be relevant to the objectives of this particular task.

4.2. Development Sampling Approach

The Impact Assessments will utilize a mixed-methods' approach, with both quantitative and qualitative data using a quasi-experimental evaluation design. More specifically, sample for both survey components will be driven from the pool of project beneficiaries which is the following:

- **Beneficiary farmers (from Guria, Samtskhe Javakheti, Samegrelo Zemo Svaneti and Racha Lechkhumi Kvemo Svaneti):**
 - o **Farmers served by A-VET and AE delivery 15000 farmers (*program target*)**
 - **Face to face and Group consultations 6000 (each assessment)**
 - **Group consultation participants – 8879 farmers (each assessment)**
 - **Short term training participants – 3500 farmers (each assessment)**
- **VET graduates (all over the country):**
 - o **Graduates for 2018-2022 years – 618 students**
 - o **WBL Graduates for 2018-2022 years – 306 students**

Contractor shall collect data from (*at least*) 10% of the representatives of the project beneficiaries and corresponding control groups. The project team will provide the Contractor with relevant information and documentation that include available baseline data on target indicators. Correspondingly, Contractor should analyze existing baseline data, where available, to establish link between the intervention and the impacts. Qualitative methods (i. e. in-depth interviews) can be applied for establishing attribution between project interventions and benefits of the target group.

While developing samples for the two survey components, the following requirements should be considered:

- **Farmers' survey should be representative at regional level (four target regions - Guria, Samtskhe Javakheti, Samegrelo Zemo Svaneti and Racha Lechkhumi Kvemo Svaneti) so that it will provide results for three regions separately.**
- **Farmers' survey should differentiate types of training / consulting (face-to-face and group consulting and trainings);**
- **VET graduates' survey should enfold the VET programs supported by the project in entire Georgia.**
- **Result of the surveys of project beneficiaries should be comparable to those of the control groups, as well as to the results of the respective national and sectorial statistical and the survey data as per the same indicators.**

4.3. Development of Survey Instruments

Contractors' team should adjust and pilot/test quantitative survey instrument for two survey components: (1) farmers' survey and (2) VET graduates' survey using the initial questionnaires (used for the "Farmers Needs for Skills and Knowledge Survey"). The adjustment should ensure that the main topics of the questionnaire are aligned with the objectives of the assignment and will cover the main research questions in a way to capture indicator-wise data. Survey instruments shall collect information at least on the following topics:

- Improved living conditions of rural population
- Increase in farming and non-farming income

- Increase in gross margin of top 5 crops;
- Percentage of a) all graduates of modular programmes, (b) all trained farmers and (c) all advised farmers applying improved agricultural practices, gained knowledge and/or recommendations

To assess impact on the above indicators, the company may need to examine the following information, and propose additional issues for the survey.

- Farmers' gained knowledge and skills after the capacity building
- Needs for new knowledge
- List of crops produced
- Productivity increase in farms after the capacity building and consultations for each crop targeted through the program
- List of modern technologies and technics adopted after the project intervention.
- Number of graduates of the VET colleges with new employment and WBL experience.
- Non-farm income increase after the project intervention.
- Other issues as agreed with UNDP and its partners.

The Contractor shall ensure identification of the age and gender of the beneficiaries.

4.4. Primary Data Collection

Data collection activities should be planned in the most time-effective manner to meet the program scheduling requirements. In this regard, consultants are expected to apply electronic data collection means (CAPI, CATI).

Contractor should recruit experienced field personnel and deliver training tailored to the objectives of this mid-term assessment.

In addition to the detailed fieldwork implementation plan, applicants are required to propose data quality and collecting mechanism that allows to control crews' performance in the field in order to minimize the time to be allocated for quality control purposes.

4.5. Analysis and Interpretation of the Desk Research and Survey Result

Contractor should apply relevant statistical software such as STATA, SPSS or Excel to analyze quantitative survey results. Results of the farmers and VET graduates' surveys should be analyzed against target indicators and survey results should be contextualized through desk review findings.

5. DRAFTING FINAL REPORT AND PRESENTATIONS

For the both assessments, the Contractor shall develop analytical report presenting main findings of the assessment. The maximum size of the final reports (each) should not exceed 30 pages (excluding annexes) and should be delivered in electronic copy in appropriate formats (to be agreed with UNDP). In addition, the Contractor should deliver a Power Point Presentations (not more than 15 slides) presenting the mid-term and final findings, lessons learnt and recommendations.

6. DURATION, TIMELINE AND LIST OF DELIVERABLES

The surveys including analytical work will be carried out:

Mid-term Impact Assessment - in the period June – August 2021:

Activity	Timeline
Assessment methodology paper (including desk review findings)	Two weeks after contract signing
Sample (for surveys)	Two weeks after contract signing
Survey questionnaires / pilot tested (for both surveys)	Two weeks after contract signing
Field work completed	Six weeks after contract signing
Report on fieldwork implementation	Seven weeks after contract signing

Analysis and conclusions	Eight weeks after contract signing
Final report and Presentation	Nine weeks after contract signing

Final Impact Assessment - in the period September – November 2022:

Activity	Timeline
Assessment methodology paper (including desk review findings)	16 September 2022
Sample (for surveys)	16 September 2022
Survey questionnaires / pilot tested (for both surveys)	16 September 2022
Field work completed	14 October 2022
Report on fieldwork implementation	21 October 2022
Analysis and conclusions	21 October 2022
Final report and Presentation	4 November 2022

7. PAYMENT TERMS

Outputs			Percentage	Timing
Mid-Term Impact Assessment	Deliverable 1	<ul style="list-style-type: none"> Assessment methodology paper (including desk review findings) Sample (for surveys) Survey questionnaires / pilot tested (for both surveys) 	15%	Two weeks after contract signing
	Deliverable 2	<ul style="list-style-type: none"> Field work completed Report on fieldwork implementation Analysis and conclusions Final report and Presentation 	35%	Nine weeks after contract signing
Final Impact Assessment	Deliverable 3	<ul style="list-style-type: none"> Assessment methodology paper (including desk review findings) Sample (for surveys) Survey questionnaires / pilot tested (for both surveys) 	15%	16 September 2022
	Deliverable 4	<ul style="list-style-type: none"> Field work completed Report on fieldwork implementation Analysis and conclusions Final report and Presentation 	35%	4 November 2022

8. LOCATION AND LANGUAGE OF WORK

The surveys should be performed in project target areas. The deliverables should be submitted to UNDP in English language.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Previous relevant 3-year experience in conducting impact assessment projects (please fill below table)	
Name of previous contracts	Client & Reference Contact Details including e-mail

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: **USD**

Ref	Description of Deliverables	Price
1.	<ul style="list-style-type: none">•Assessment methodology paper (including desk review findings)•Sample (for surveys)•Survey questionnaires / pilot tested (for both surveys)	
2.	<ul style="list-style-type: none">•Field work completed•Report on fieldwork implementation•Analysis and conclusions•Final report and Presentation	
3.	<ul style="list-style-type: none">•Assessment methodology paper (including desk review findings)•Sample (for surveys)•Survey questionnaires / pilot tested (for both surveys)	
4.	<ul style="list-style-type: none">•Field work completed•Report on fieldwork implementation•Analysis and conclusions•Final report and Presentation	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Team Leader	day			
Data quality control supervisor	day			
Fieldwork Manager	day			
Questionnaire revision and logical control specialist	day			
Coding specialist	day			
Support Staff:				
Expert 1	day			
Expert 2	day			
...	day			
Other expenses				
Subsistence allowance				
Accommodation				
Local Transportation				
Communication				
Printing				
Translation				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Validity of Quotation 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Compliance with TOR requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company

Authorized Signature:

<p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Date:Click or tap here to enter text.</p> <p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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