



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

	DATE: May 31, 2021
	REFERENCE: MONITORING AND EVALUATION OF SUSTAINABLE HOUSEHOLD GARDEN

Dear Sir / Madam:

We kindly request you to submit your Proposal: **MONITORING AND EVALUATION OF SUSTAINABLE HOUSEHOLD GARDEN PROJECT IN KWAZULU NATAL, SOUTH AFRICA.**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-mail bid.pretoria@undp.org no later than 16h00 **Tuesday, June 15, 2021** South African time.

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

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
5/31/2021

Description of Requirements

Context of the Requirement	During the COVID-19 pandemic, the United Nations Development Programme (UNDP) and the Institute of Natural Resources (INR) partnered to implement a sustainable household garden project that sought to strengthen the resilience of vulnerable communities. Three types of gardens were constructed and installed at 127 households around the KwaZulu Natal (KZN) province in South Africa, between September and December 2020. To effectively evaluate the impact of the interventions on household nutrition, food security and COVID 19 infections, a company is required to undertake a 3-month monitoring and evaluation (M&E) exercise for this project. The three garden types included trench beds, tower gardens and keyhole gardens. In addition, three small livestock options (egg laying hens, indigenous chickens and meat rabbits) were provided to households.	
Implementing Partner of UNDP	Institute of Natural Resources (INR)	
Brief Description of the Required Services ¹	The company is required to assess the impact of all interventions on the participating households. Impact as it relates to household food security and nutrition, income/financial savings, skills development, social cohesion and COVID 19 resilience must be evaluated.	
List and Description of Expected Outputs to be Delivered	Outputs	Delivery Dates
	1. Project inception report incorporating a well-defined and clearly thought through plan of work, tasks and timeline which respond to the terms of reference (TOR). The sequence of activities and the planning are logical, realistic and promise efficient implementation to the project. The frameworks, tools, and research methods are outlined.	2 weeks after project commencement
	2. Mid-term presentation and draft report covering results and findings. All expected outcomes/outputs of the TOR are addressed. Draft Images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings.	1.5 months after project commencement
	3. Final report and presentation capturing major findings, lessons and recommendations, addressing all aspects of the TOR. Final version of images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings.	3 months after project commencement
Person to Supervise the Work/Performance of the Service Provider	The company will be directly supervised and will report to the Head of Experimentation at UNDP’s Accelerator Laboratory in South Africa. All approvals/acceptances of outputs will be communicated through this supervisor. The supervisor will bring in other teams of UNDP experts to co-evaluate and design outputs.	

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

Frequency of Reporting	Report intervals as deemed necessary by the UNDP supervisor, but will be expected to provide feedback at least once a month
Progress Reporting Requirements	During progress feedback the company may be required to produce presentations or documents covering work to date.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	3 moths
Estimated Target start date	1 July 2021
Latest completion date	Last day of September 2021
Travels Expected	As per TOR's
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

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

Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>								
Payment Terms ³	<table border="1"> <thead> <tr> <th data-bbox="457 705 924 737">Outputs</th><th data-bbox="924 705 1412 737">Delivery Dates</th></tr> </thead> <tbody> <tr> <td data-bbox="457 737 924 898"> 1. Project inception report incorporating a well-defined and clearly thought through plan of work, tasks and timeline which respond to the terms of reference (TOR). </td><td data-bbox="924 737 1412 898"> 20% </td></tr> <tr> <td data-bbox="457 898 924 1150"> 2. Mid-term presentation and draft report covering results and findings. All expected outcomes/outputs of the TOR are addressed. Draft Images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings. </td><td data-bbox="924 898 1412 1150"> 50% </td></tr> <tr> <td data-bbox="457 1150 924 1371"> 3. Final report and presentation capturing major findings, lessons and recommendations, addressing all aspects of the TOR. Final version of images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings. </td><td data-bbox="924 1150 1412 1371"> 30% </td></tr> </tbody> </table> <p>(Percentages are subject to change depending on agreement with the Project Manager).</p>	Outputs	Delivery Dates	1. Project inception report incorporating a well-defined and clearly thought through plan of work, tasks and timeline which respond to the terms of reference (TOR).	20%	2. Mid-term presentation and draft report covering results and findings. All expected outcomes/outputs of the TOR are addressed. Draft Images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings.	50%	3. Final report and presentation capturing major findings, lessons and recommendations, addressing all aspects of the TOR. Final version of images/diagrams/tables/charts/flow diagrams, etc., are incorporated to present major trends and findings.	30%
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	The company will be directly supervised and will report to the Head of Experimentation at UNDP’s Accelerator Laboratory in South Africa. All approvals/acceptances of outputs will be communicated through this supervisor. The supervisor will bring in other teams of UNDP experts to co-evaluate and design outputs.								

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>												
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.												
Criteria for the Assessment of Proposal	<p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Technical Proposal (70%) = 70 points</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Max. Point</th></tr> </thead> <tbody> <tr> <td><u>Technical</u></td><td></td></tr> <tr> <td>Proposed Work Plan and Approach: <ul style="list-style-type: none"> The scope of work is well defined and responds to the TOR The proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines. The frameworks, tools, and research methods for data collection and analysis are clearly outlined. </td><td>40</td></tr> <tr> <td>Expertise of company submitting proposal demonstrates the following: <ul style="list-style-type: none"> a) Knowledge and expertise in required fields of study as per the TOR. b) The project leader and team have the required experience. c) Project teams comprise a good distribution of experience levels and fields of expertise, and include KZN locals. d) Experience running projects in KwaZulu Natal, familiarity with local communities, their culture and language. e) Previous projects with intergovernmental organizations/donors, and national government. </td><td>30</td></tr> <tr> <td><u>Financial</u></td><td></td></tr> <tr> <td>Financial Proposal: <ul style="list-style-type: none"> Budget is realistic and comparable to market-related costs for similar services Expected outputs are achievable within the proposed budget The budget provides for the most development impact for this project </td><td>30</td></tr> </tbody> </table> <p>Financial Proposal (30%)</p>	Criteria	Max. Point	<u>Technical</u>		Proposed Work Plan and Approach: <ul style="list-style-type: none"> The scope of work is well defined and responds to the TOR The proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines. The frameworks, tools, and research methods for data collection and analysis are clearly outlined. 	40	Expertise of company submitting proposal demonstrates the following: <ul style="list-style-type: none"> a) Knowledge and expertise in required fields of study as per the TOR. b) The project leader and team have the required experience. c) Project teams comprise a good distribution of experience levels and fields of expertise, and include KZN locals. d) Experience running projects in KwaZulu Natal, familiarity with local communities, their culture and language. e) Previous projects with intergovernmental organizations/donors, and national government. 	30	<u>Financial</u>		Financial Proposal: <ul style="list-style-type: none"> Budget is realistic and comparable to market-related costs for similar services Expected outputs are achievable within the proposed budget The budget provides for the most development impact for this project 	30
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input checked="" type="checkbox"/> Others ⁷ E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> procurement.enquiries.za@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

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

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.