



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

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|--|-----------------------------------|
|  | DATE: June 7, 2021                |
|  | REFERENCE: Rapid Needs Assessment |

Dear Sir / Madam:

We kindly request you to submit your Proposal: **Rapid Needs Assessment For Digital And Future Skills For Decent Jobs For Youth In Or Tambo District Municipality, Eastern Cape.**

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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 to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than 16h00 **Tuesday, June 15, 2021** South African time

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/unsc/condct\\_englsh.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condct_englsh.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Lerato Maimela*  
Procurement Associate  
6/7/2021

## Description of Requirements

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| Context of the Requirement                              | <p>The DDM proposes that national and provincial governments support and strengthen the capacity of municipalities to better design and manage their own affairs and play a developmental role, where local government is committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives.</p> <p>Subsequently, The United Nations in South Africa, in line with its human centered development approach and the Sustainable Development Goals (SDGs), responded to the Government’s call for support through engaging the Department of Cooperative Governance and Traditional Affairs (COGTA) and framing pilot support to three districts: O.R. Tambo District Municipality, Eastern Cape; Waterberg District Municipality, Limpopo and eThekweni Metropolitan Municipality, Kwa Zulu Natal.</p> <p>In April 2021 the United Nations in collaboration with COGTA launched the DDM support project in O.R Tambo District. The adaption and implementation of the DDM in OR Tambo district is focused on the use of three signature project interventions, interchangeably referenced as delivery mechanisms: The Business Solutions Centres, the Thuthuzela Care Centres, and the Thusong Centres. O.R. Tambo District is rich in many aspects of resources, however there are skills mismatches in terms of skills distribution and utilisation. The framework of the “Digital Skills for Jobs” campaign of Decent Jobs for Youth, the overall objective of this digital skills development initiative is to contribute to improving youth transitions to decent work by developing and implementing a digital skills for decent jobs strategy to ensure that young women and men in South Africa are equipped with a full range of digital skills required to compete in today’s digital economy and are connected to job opportunities thereby contributing to the attainment of Sustainable Development Goal (SDG)<sup>1</sup> and Targets.</p> |
| Implementing Partner of UNDP                            | Department of Cooperative Governance and Traditional Affairs (COGTA)   |
| Brief Description of the Required Services <sup>2</sup> | Rapid Needs Assessment For Digital And Future Skills For Decent Jobs For Youth In Or Tambo District Municipality, Eastern Cape   |

<sup>1</sup> This includes SDG targets 4.3, 4.4, 4.5, 4.c, 5.5, 5.b, 8.5 and 8.6.

<sup>2</sup> 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.

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| List and Description of Expected Outputs to be Delivered         | <p>a) Inception report outlining the understanding of the Terms of Reference, methodology and the reasons for the chosen methodology. Inception report must include implementation plan, activity schedule, milestones, resource breakdown and timelines.</p> <p>b) Draft needs assessment report which will be presented to all stakeholders for inputs and comments. All comments, questions and inputs shall be responded to and incorporated to the final report for approval by Management.</p> <p>c) The final report must have concrete recommendations on pilot project of this nature and its link to DDM and future considerations for programming and any other useful information that may assist improve delivery and management of partnerships of this nature and magnitude.</p> <p>d) Selection (functionality assessment) Tool.</p> <p>e) During the course of the assignment, the contractor may be required to prepare and do presentations on progress to Management.</p> |
| Person to Supervise the Work/Performance of the Service Provider | UNDP team including Project Manager.  |
| Frequency of Reporting   | As agreed with Contractor & Project Manager   |
| Progress Reporting Requirements                                  | The Contractor shall submit draft and final reports which clearly present work undertaken outlining activities and deliverables thereof. Any proposed deviations from the original project implementation plan shall be explained to the UNDP in writing and be approved by the UNDP Senior Management.   |
| Location of work   | <input type="checkbox"/> Exact Address/es <i>[pls. specify]</i><br><input checked="" type="checkbox"/> At Contractor's Location   |
| Expected duration of work  | 25 days spread until beginning of December 2021   |
| Estimated Target start date                                      | 01 <sup>st</sup> July 2021  |
| Latest completion date   | 30 <sup>th</sup> August 2021  |
| Travels Expected   | n/a   |
| Special Security Requirements                                    | <input type="checkbox"/> Security Clearance from UN prior to travelling<br><input type="checkbox"/> Completion of UN's Basic and Advanced Security Training<br><input type="checkbox"/> Comprehensive Travel Insurance<br><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<br><input type="checkbox"/> Land Transportation<br><input checked="" type="checkbox"/> Others n/a  |                |                                       |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities      | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required   |                |                                       |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required   |                |                                       |
| Currency of Proposal  | <input type="checkbox"/> United States Dollars<br><input type="checkbox"/> Euro<br><input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS   |                |                                       |
| Value Added Tax on Price Proposal <sup>3</sup>  | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes<br><input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes   |                |                                       |
| Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> ) | <input type="checkbox"/> 60 days<br><input checked="" type="checkbox"/> 90 days<br><input type="checkbox"/> 120 days<br>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<br><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>   |                |                                       |
|   | <b>Deliverable</b>  | <b>Payment</b> | <b>Timeframe</b>                      |
|   | 1. Inception Report with detailed methodology and Project Implementation Plan (PIP) with clear timelines.   | 25%            | Within 5 days of contract signing.    |
|   | 2. Draft Needs Assessment Report  | 40%            | Within 10-15 days after commencement. |

<sup>3</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

| Payment Terms <sup>4</sup>  | 3. Final Needs Assessment Report & Selection Tool.  | 35%                  | Within 20-25 days after commencement and upon approval. |                        |  |                  |                     |  |                      |   |  |           |   |  |    |
|---|---|----------------------|---|------------------------|--|------------------|---------------------|--|----------------------|---|--|-----------|---|--|----|
| Person(s) to review/inspect / approve outputs/compl eted services and authorize the disbursement of payment | <ul style="list-style-type: none"> <li>•Project monitoring, control and evaluation will be done by UNDP Management.</li> <li>•Project Manager will administer progress, contractual obligations, and provide required information or data for analysis.</li> <li>•Project Manager will do quality assurance and approve the final report.</li> </ul>  |                      |   |                        |  |                  |                     |  |                      |   |  |           |   |  |    |
| Type of Contract to be Signed   | <input checked="" type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> Institutional Contract<br><input type="checkbox"/> Contract for Professional Services<br><input type="checkbox"/> Long-Term Agreement <sup>5</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i><br><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<br><input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)<br><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><b><u>Technical Proposal (70%) = 70 points</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Criteria for Selection</th> <th>Points Allocated</th> </tr> </thead> <tbody> <tr> <td colspan="2">(As per RFQ or RFP)</td> <td><b>Per Criterion</b></td> </tr> <tr> <td style="text-align: center;">1</td> <td><b>Technical Proposal (overall presentation)</b></td> <td style="text-align: center;"><b>40</b></td> </tr> <tr> <td style="text-align: center;">a</td> <td>Expertise and reputation of a Contractor submitting Proposal demonstrating relevance of:</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> |                      |   | Criteria for Selection |  | Points Allocated | (As per RFQ or RFP) |  | <b>Per Criterion</b> | 1 | <b>Technical Proposal (overall presentation)</b> | <b>40</b> | a | Expertise and reputation of a Contractor submitting Proposal demonstrating relevance of: | 20 |
| Criteria for Selection  |   | Points Allocated     |   |                        |  |                  |                     |  |                      |   |  |           |   |  |    |
| (As per RFQ or RFP)   |   | <b>Per Criterion</b> |   |                        |  |                  |                     |  |                      |   |  |           |   |  |    |
| 1   | <b>Technical Proposal (overall presentation)</b>  | <b>40</b>            |   |                        |  |                  |                     |  |                      |   |  |           |   |  |    |
| a   | Expertise and reputation of a Contractor submitting Proposal demonstrating relevance of:  | 20                   |   |                        |  |                  |                     |  |                      |   |  |           |   |  |    |

<sup>4</sup> 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.

<sup>5</sup> 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.

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|  |  | - Specialized Knowledge in digital skills/ICT<br>- Experience on producing needs assessments   |            |
|  | b  | Proposed Work Plan and Approach:<br>- Is the scope of task well defined and does it respond to the TORs?<br>- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?   | 20         |
| 2  |  | <b>Education, Knowledge, Skills and Experience</b>   | <b>60</b>  |
|  | a.   | <b>Team leader:</b> Post Graduate Degree (Masters or equivalent) in ICT or any other relevant post-graduate qualification with specialized knowledge of development management, public management, planning, digital skills development and economics.   | 20         |
|  | b.   | <b>Other team members:</b> Not more than 2 team members with University Degree in ICT, Planning, Local Government Management, Public Management or Public Administration.  | 10         |
|  | c.   | <b>Knowledge and Skills:</b> Knowledge of conducting needs assessments, development interventions development, functionality assessment tools, knowledge of post school education and training, Official Report Writing, Socio-Economic impact assessment system, understanding of development and job creation landscape in South Africa, functioning of government and international development organisations, knowledge of District Development Model. | 15         |
|  | d.   | <b>Experience:</b> Team Leader must have more than 7 years of experience in development management and planning environment, Strong record of conducting needs assessments of development projects, preferably ICT sector projects.  | 15         |
| <b>TOTAL TECHNICAL SCORE (Passing Rate = 70%)</b>  |  |  | <b>100</b> |
| <p><b>Financial Proposal (30%)</b><br/>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |  |  |            |
| UNDP will award the contract to:   | <input checked="" type="checkbox"/> One and only one Service Provider<br><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 <sup>6</sup>   | <input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)<br><br>Applicable Terms and Conditions are available at:  |  |            |

<sup>6</sup> 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.

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|   | <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>   |
| Annexes to this RFP <sup>7</sup>                                      | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)<br><input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i><br><input checked="" type="checkbox"/> Others <sup>8</sup> E-tendering User-guide for bidders                                      |
| Contact Person for Inquiries<br>(Written inquiries only) <sup>9</sup> | <i>Procurement Unit</i><br><a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a><br>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<br><i>[pls. specify]</i>                            |   |

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>9</sup> 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.