* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Three Technical Service Providers (National NGOs and CBOs) to provide social and economic empowerment training and services for women in three states of South Sudan: Juba, Torit and Yambio.**

RFP No.: Q-035/21

Project: STARR

Country: The South Sudan

Issued on: 14 June 2021

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# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form
* Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

**Search for BU:** SSD10 **Event ID:** 0000009498

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

**Username:** event.guest

**Password:** why2change

Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (120) days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **“Accept Invitation”**. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications email; [**procurement.info.ss@undp.org**](mailto:procurement.info.ss@undp.org), kindly communicate with the contact person/s identified in the Bid Data Sheet as the focal point for queries on this RFP.

It shall remain your responsibility to ensure that your proposal is submitted into the system by the deadline appearing on e-Tendering portal. Kindly ensure that **supporting documents required are signed and in pdf format**, and **free from any virus or corrupted files**.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer’s name and address. The file with the “**FINANCIAL PROPOSAL” must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. **Financial proposals not encrypted with password shall be automatically disqualified.**

FOR YOUR FINANCIAL PROPOSAL: INSERT ONLY 1 IN THE SYSTEM AND UPLOAD FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT. DO NOT DISCLOSE YOUR PRICE OFFER IN THE SYSTEM.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by: Approved by:

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| Name: Aicha A Cherif  Title: Procurement Specialist  Date: June 14, 2021 | Name: Blessed Chirimuta  Title: DRR Operations  Date: June 14, 2021 |

# Section 2. Instruction to Bidders

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| GENERAL PROVISIONS | |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>   2. Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.   3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid 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. |
| Fraud & Corruption,  Gifts and Hospitality | * 1. 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 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_andinvestigation.html#anti>   2. 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 or dinners.   3. In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, 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.   4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf> |
| Eligibility | * 1. A vendor should 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.   2. 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. |
| Conflict of Interests | * 1. Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:   2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;   3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.   6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:   7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.   * 1. 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal. |
| PREPARATION OF PROPOSALS | |
| General Considerations | * 1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.   2. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP |
| Cost of Preparation of Proposal | * 1. The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | * 1. The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:   2. Documents Establishing the Eligibility and Qualifications of the Bidder;   3. Technical Proposal;   4. Financial Proposal;   5. Proposal Security, if required by BDS;   6. Any attachments and/or appendices to the Proposal. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction. |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.   2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.   3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP   4. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. |
| Financial Proposals | * 1. The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.   2. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.   3. Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Proposal Security | * 1. A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.   2. The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.   3. If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.   4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.   5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:      1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;      2. In the event that the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or   6. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder. |
| Currencies | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:  1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and 2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above. |
| Joint Venture, Consortium or Association | * 1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.   2. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.   3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.   4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.    2. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only One Proposal | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.   2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this RFP; or   6. 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 Proposal of, another Bidder regarding this RFP process;   7. they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or   8. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal. |
| Proposal Validity Period | * 1. Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.   2. During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.   2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.   3. The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated. |
| Clarification of Proposal | * 1. Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   3. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of Proposals | * 1. At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.   2. If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals. |
| Alternative Proposals | * 1. Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.   2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| Pre-Bid Conference | * 1. When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Submission | * 1. The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.   2. The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.   3. Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions. |
| **Hard copy (manual) submission**  **Email Submission**  **eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   2. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.   3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:   i. Bear the name and address of the bidder;  ii. Be addressed to UNDP as specified in the BDS   1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.   If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.   * 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. 3. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.    1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 6. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. 7. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. 8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| Deadline for Submission of Proposals and Late Proposals | * 1. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP   2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.   2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”   3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.   4. Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened |
| Proposal Opening | * 1. There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | * 1. Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.   2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| Evaluation of Proposals | * 1. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.   2. Evaluation of proposals is made of the following steps:   3. Preliminary Examination   4. Minimum Eligibility and Qualification (if pre-qualification is not done)   5. Evaluation of Technical Proposals   6. Evaluation of Financial Proposals |
| Preliminary Examination | * 1. UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;   6. They are able to comply fully with UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical and Financial Proposals | * 1. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.   2. In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.   3. The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.   4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:   Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Due Diligence | * 1. UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:      1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;      2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;      3. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;      4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;      5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;      6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Proposals | * 1. To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.   2. UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.   3. Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals. |
| Responsiveness of Proposal | * 1. UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.   2. If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.   2. UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.   3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:  1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.    1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Proposals | * 1. UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| Award Criteria | * 1. Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS. |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed. |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP reserves the right to vary 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. |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| Contract Type and General Terms and Conditions | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default> |
| Liquidated Damages | * 1. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract. |
| Payment Provisions | * 1. Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer> |

# Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Proposal | English |
| 2 |  | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Allowed per LOTs defined below;  LOT1: Central Equatoria State, Juba (Konyo Konyo, Jebel, Gudele)  LOT2: Eastern Equatoria State, Torit (Greater Torit, Greater Magwi and Greater Kapoeta Counties).  LOT3: Western Equatoria State, Yambio (Yambio, Maridi and Greater Mundri Counties)  **NB:** Partial bidding within a given LOT shall lead to disqualification of proposal. |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will be conducted through zoom on Monday 21 June 2021; 08:00 AM GMT+2 or 10:00AM South Sudan Local Time.  Proposers should send an email expressing interest and share email contact for the zoom connection to [procurement.info.ss@undp.org](mailto:procurement.info.ss@undp.org), by Friday 18th June 2021, 17:00hrs GMT+2. |
| 5 | 10 | Proposal Validity Period | 120 days |
| 6 | 14 | Bid Security | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  Percentage of contract price per day of delay: 0.5%  Max. number of days of delay: 10, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 5 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | [procurement.info.ss@undp.org](mailto:procurement.info.ss@undp.org)  Subject: RFP Q-035/21 – Request for clarifications |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posted directly to eTendering |
| 14 | 23 | Deadline for Submission | As specified in etendering system.  **Note:**   * The time zone in etendering system is in EST/EDT (New York) time zone. * Bid Submission deadline appearing on e-Tendering portal will be FINAL and prevail on deadlines appearing on other websites. |
| 14 | 22 | Allowable Manner of Submitting Proposals | **e-Tendering only**  Bidders are requested to ensure that all documents related to their proposals are correctly uploaded before the deadline, free of viruses and not corrupted. |
| 15 | 22 | Proposal Submission Address | <https://etendering.partneragencies.org>  **BU Code:** SSD10  **Event ID:** 0000009498 |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * Format: PDF files only * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted. * Do not password encrypt your technical proposal. * Financial proposals MUST be encrypted with password. * Password for financial proposal must not be provided to UNDP until requested for by UNDP.   Max. File Size to Upload in etendering:50MB |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively    The minimum technical score required to pass is 70%. |
| 18 |  | Expected date for commencement of Contract | Upon award |
| 19 |  | Maximum expected duration of contract | Seven (7) months from contract start date |
| 20 | 35 | UNDP will award the contract to: | One or more Proposers, depending on the following factors:  Highest combined score per LOT. |
| 21 | 39 | Type of Contract | Purchase Order and Contract for Goods and Services for UNDP  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Minimum documents provided as required in FORM B
* Technical and Financial Proposals submitted separately, and Financial proposals password encrypted.
* Bid Validity 120 days

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity.  Certificate of incorporation including Articles of Association showing details of shareholders and directors of the company. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-1)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | Minimum **5 years** of relevant experience. | Form D: Qualification Form |
| Minimum **3 contracts** implemented over the last 3 years. One of the contracts must be of amount exceeding USD 100,000  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Latest Audited books of account or Financial Assessment (HACT Assessment) within the last 3 years. | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. | Form D: Qualification Form |

**Technical Evaluation Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | | | | **Points Obtainable** |
| 1. | | Bidder’s qualification, capacity and experience | | 300 |
| 2. | | Proposed Methodology, Approach and Implementation Plan | | 400 |
| 3. | | Management Structure and Key Personnel | | 300 |
|  | | **Total** | | **1000** |
| **Section 1. Bidder’s qualification, capacity and experience** | | | **Points obtainable** | |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | | 50 | |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | | 90 | |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country | | 70 | |
| 1.4 | Quality assurance procedures and risk mitigation measures | | 60 | |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)  -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points  -Organization is a member of the UN Global Compact -5 points  -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | | 30 | |
| **Total Section 1** | | | **300** | |

|  |  |  |
| --- | --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 80 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 100 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered | 50 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 50 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 70 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 50 |
|  |  |  |
| **Total Section** **2** | | **400** |

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| --- | --- | --- | --- |
| **Section 3. Management Structure and Key Personnel**  NB: Consultancy firms intending to submit proposals for more than one LOT must present appropriate personnel in line with RFP requirements. | | | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 60 |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | Team Leader |  | 120 |
|  | - Qualification   * Minimum bachelor’s degree in economics, management, rural Development, or other relevant subject | 30 |  |
| - Specific Experience relevant to the assignment   * 5 years of professional experience in the related field. | 50 |
| - Regional/International experience   * Experience in South Sudan and or East Africa Region | 30 |
| - Language Qualifications   * Ability to speak in both English. Arabic will be added advantage | 10 |
|  |  |
| 3.2 b | Instructors |  | 80 |
|  | - Qualification   * Diploma in related subject from the recognized institutions | 10 |  |
| - Specific Experience relevant to the assignment   * At least 3 years of practical experience in delivering training in the complex settings. | 40 |
| - Regional/International experience   * Experience in South Sudan and or East Africa Region | 20 |
| - Language Qualifications   * Ability to speak in both English, and Arabic will be added advantage | 10 |
|  |  |
| 3.2 c | Business Development facilitator |  | 40 |
|  | - Qualification   * Minimum Bachelor’s degree in Business Studies or agriculture/livestock promotion and etc. | 10 |  |
| - Specific Experience relevant to the assignment   * At least 5 years of professional experience in business development services, market development and financial inclusion focusing women entrepreneurship development in the complex settings. | 20 |
| - Language Qualifications   * Ability to speak in both English, and Arabic will be added advantage | 10 |
|  |  |
| **Total Section 3** | | | **300** |

# Section 5. Terms of Reference

**Terms of Reference**

|  |  |
| --- | --- |
| **Request for Proposals** | Three Technical Service Providers (National NGOs and CBOs) to provide social and economic empowerment training and services for women in three states of South Sudan: **Juba, Torit and Yambio** |
| **Programme Unit** | Stabilization, Recovery and Resilience **(STARR)** |
| **Duration** | July – February 2022 |
| **Starting Date** | 1 July 2021 |
| **Expected Ending Date** | February 2022 |
| **Project Locations** | Juba (Konyo Konyo, Jebel, Gudele), Torit (Greater Torit, Greater Magwi and Greater Kapoeta Counties) and Yambio (Yambio, Maridi and Greater Mundri Counties) |
| **Project Title** | **Social and Economic Empowerment of Women in South Sudan** |

1. **Project Background**

South Sudan is one of the poorest countries in the world, attaining poor scores in almost every socioeconomic category. Decades of conflict have undermined the development gains achieved and created a serious humanitarian situation. These had a devastating effect on the country’s economic growth and established dependence on oil, which accounts for almost all the country’s exports; and more than 40 percent of its Gross Domestic Product (GDP)[[2]](#footnote-2). Coupled with natural calamities like floods, droughts, and pestilence (fall army worms and recently, locusts), these disasters have extracted a heavy toll on people’s livelihoods and the economy, as well as the country’s ability to deliver basic services to its people.

It is estimated that more than 80 percent of South Sudanese are living below the absolute poverty line. Chronic food insecurity plagues the country with almost 51 percent[[3]](#footnote-3) of its population estimated to have required urgent food assistance between February to April 2020 alone. The global economic backlash from the COVID-19 Pandemic has the World Bank projecting a bleak outlook for the country- a return to negative growth this year.

Women account for over 60 percent of South Sudan’s population. They provide 80 percent of the farm labor in the country where about 90 percent[[4]](#footnote-4) of the population live in rural areas and naturally, are mostly involved in agriculture. While this demonstrates the significant contribution of women to the local economy in general, South Sudan’s highly patriarchal society perpetuate gender disparities across most sectors of the society hindering women from fully participating in economic activities.

Access to education has been skewed, with adult literacy among males at 40.26 percent[[5]](#footnote-5) while that among adult females stands at 28.86 percent[[6]](#footnote-6). Together with a nascent private sector this perpetuates a weak entrepreneurial culture which may otherwise provide an avenue for women to earn a living. Illiteracy together with lack of access to training, also robs women of business skills and knowledge they need to run successful enterprises.

The socioeconomic disempowerment of women is worsened by lack of access to a legal justice system that has been eroded by years of conflict. Together with traditional practices that put women and girls at risk including gender-based violence because “many men and women in South Sudan still are unaware of what constitutes GBV”[[7]](#footnote-7) or social norms where “men are justified in beating women”[[8]](#footnote-8) have robbed women of the ability to ably participate in rebuilding the country’s economy as well as in decision making processes aimed at reconstructing the country’s social fabric torn apart by conflict.

Recovery and resilience interventions, focusing on the provision of agriculture and natural resource value chain livelihoods and skills development are key to ensuring income generation particularly for women, ensuring national development, demonstrating peace dividends, and laying the foundation for sustainable peace. UNDP has mobilized resources to undertake social and economic empowerment interventions for ensuring durable peace and pave the way for development.

Women have been identified as beneficiaries for this training program; which aims at contributing towards empowering women by imparting life-skills in identified training areas in agriculture value chain (crop production, animal husbandry/livestock raising, etc.) and other technical-vocational skills in response to the market demand (opportunities) and service needs of communities as well as enhancing entrepreneurship and business sustainability through product development and marketing, support to market access (including export) and provision of sustainable microfinance through digital financing platform. The skills and products/services that will be selected for training and development, respectively shall be informed by UNDP’s Labor Market and Agriculture and Natural Resource Value Chain Studies in relevant locations. Furthermore, the design of the intervention is expected to take into consideration existing and forthcoming interventions in the areas to build on partnerships, convergence and complementarity to enhance sustainability and impact on communities.

The Project seeks to achieve two outcomes:

**Outcome 1:** Increased productivity, income, and engagement in sustainable economic and livelihood activities for women in targeted areas

**Outcome 2:** Women actively involved in business are empowered and engage in sub-national peace processes.

In this regard, UNDP is looking to engage the services of reputable national NGOs/CSOs that have a presence or are operating in the target area/s to provide skills and business development support (Outcome 1) while linking these to the Project’s second outcome.

Successful organizations are expected to deliver on the following activities as guided by the outcomes:

***Outcome 1: Increased productivity, income and engagement in sustainable economic and livelihood activities for women in targeted areas.***

**Act. 1.1:** Training on sustainable agricultural livelihood value chain and entrepreneurship skills for 1,100 women with focus on vulnerable/hard to reach women (400 in Juba, 350 in Torit and 350 in Yambio)

**Act. 1.2:** Provision of startup kits to 1,100 women-led enterprises (400 in Juba, 350 in Torit and 350 in Yambio). The startup support should be in kind for group or individuals that ensures employability.

**Act. 1.3:** Support to business development and registration to 1100 Women/Girls (400 in Juba, 350 in Torit and 350 in Yambio)

**Act. 1.4:** Organization of 50 women cooperatives and/or VLSAs groups (20 in Juba, 15 in Torit and 15 in Yambio)

**Act. 1.5:** Provision of micro-grant to 50 women cooperatives and/or VLSAs groups (20 in Juba, 15 in Torit and 15 in Yambio) through a digital financing platform.

**Act. 1.7:** Capacity building in product identification, branding, packaging, and market penetration to 50 women cooperatives and/or VLSAs groups (20 in Juba, 15 in Torit and 15 in Yambio)

**Act. 1.8:** Branding of six (2 in Juba, 2 in Torit and 2 in Yambio) high-value products with positive messages on women rights and innovations

**Act. 1.9:** Facilitate in access to markets to 50 women cooperatives and/or VLSAs groups (20 in Juba, 15 in Torit and 15 in Yambio)

**Act.1.10:** Provision of continued business development support through the deployment of intermediary service deliverers/experts.

Successful organizations shall also closely work with and support the mobilization and availing of the trainee beneficiaries to UNDP’s Access to Justice/Rule of Law (A2J) and Peace and Community Cohesion (PACC) teams to undertake and complete activities under the Project’s Outcome 2:

***Outcome 2: Women actively involved in business are empowered and engage in sub-national peace processes***

**Act.2.1** Capacity building of 125 law enforcement officers in Juba (75), Torit (25), and Yambio(25) on trade, commerce and revenue law and gender-based crimes that women businesses face.

**Act.2.2** Provision of legal aid services and legal information to 50 women-led business groups in Juba (20), Torit (15), and Yambio (15).

1. **Objectives and Outputs**

The overall objective for the Project is to enhance the social and economic empowerment of women by providing 1,100 women (400 in Juba, 350 in Torit and 350 in Yambio) with livelihood and entrepreneurial skills, coupled with business and product development services, extension of micro-credit, and product development support that will lead towards income generation and increased contribution of women in durable peace solutions.

UNDP is looking for three (3) dynamic, innovative and market-oriented Service Providers - one in each area - to target and select beneficiaries and implement a comprehensive empowerment program looking to provide livelihood skills and business and product development services through the establishment of village savings and loans associations (VSLAs) or cooperatives. The services will be complemented by the provision of micro-credit using a digital platform and the establishment of a market linkage facility focusing on vulnerable women and those in hard-to-reach areas.

The following outputs are expected;

* Provide livelihood and entrepreneurship training as per standard module training curriculum. Choice of trade may change as per demands of each location and substitution is permissible, upon consultation and approval by UNDP. Where relevant, the trades shall be informed by UNDP’s Labor Market and Agriculture and Natural Resource Value Chain studies. Furthermore, the intervention is expected to identify complementarity and opportunities for convergence with other existing or forthcoming initiatives as well as community and market needs to enhance sustainability and relevance.
* The training must be delivered and completed over the acceptable period while exploring market linkages for collaboration, placement and/or service provision for the trainees.
* Raw materials, tools and equipment and classroom/training venue required for the training will be provided by the trainer/Service Provider. Where VTCs are available and feasible, such should be used for the conduct of trainings.
* The trainees must be able to imbibe and apply the necessary theoretical and practical aspects of their training to become successful entrepreneurs.
* Provide start-up kits to the trainees in the mentioned trades. The start-up kits must be relevant and sufficient to enable the trained women to have successful and operational businesses. The Service Provider will devise the best way of identifying and giving out the start-up kits in full consultation with UNDP and partners.
* Organize trainees into business groups- VSLA’s or cooperatives for increased sustainability.
* The Service Provider shall provide business development support by providing entrepreneurship training and facilitation in business registrations.
* The Service Provider shall provide product/service development and marketing services from conceptualization, market identification, production to packaging (where needed) and branding with positive messaging on women’s rights identifying the products/service with the highest market potentials in each of the areas.
* The Service Provider shall provide micro-credit grants to organized VSLAs/cooperatives through a digital financing platform.
* The Service Provider shall collaborate with UNDP’s A2J and PACC units in the different location to ensure women trained are empowered and engage in sub-national peace processes to ensure achievement of the Project’s overall objectives.
* The Service Provider will facilitate branding, packaging and marketing of Six (6) high-value products with positive messaging on women’s rights and are up to existing standards – Juba (2 products), Torit (2 products) and Yambio (2 products).
* In collaboration with UNDP’s A2J and PACC units the Service Provider shall ensure that legal aid services and legal information is provided to the 50 women-led business groups in Juba (20), Torit (15), and Yambio (15).
* The training program should ensure achievement of the overall project objectives.
* The Service Provider should establish a database on the training and trainees to include trainees’ s profile, business development service provided etc. Feedback report from the participants on the training provided and their learning experience is to be documented and shared with UNDP at the end of each training session.
* A certificate of completion of training will be issued to beneficiaries after successful completion of the course and to be endorsed by concerned state counterparts.
* The Service Provider should develop a support mechanism as an integral part of its exit strategy ensuring sustainability of the groups and enterprises assisted or formed.

1. **Scope of service**
2. **Livelihood, Skills and Entrepreneurship Trainings, Value Chain Development, Provision of Business Development Service and Distribution of Start-up Kits**

The achievement of this outcome requires the delivery of all stipulated activities in order to ensure that the businesses established by the women are viable and sustainable. The entrepreneurship skills and value chain businesses are to be delivered either through institution or community-based trainings. If available and feasible, institution-based training should be conducted in Vocational Training Centers (VTCs) in the area. Community-based value chain trainings should be provided by mobile teams deployed to the communities. One-stop hubs hosted in the VTCs of the various locations can be tapped to provide the business development services with technical support and follow-up extended at community level. Micro-credit/finance support to women business groups should be administered through a digital financing platform using mobile money. The granting of financial support will be informed by and only after the organization and establishment of the women business cooperatives/VSLA’s. These women-led businesses will be included in the Business Portal that is lodged with the Ministry of Trade’s E-Commerce Hub in order to facilitate access to business networking and linkages. The continued provision of technical advice and support on value chain development, and the monitoring of the 1,100 businesses and 50 women cooperatives or VSLA’s will be undertaken by the Service Provider under the leadership of UNDP YEEP personnel on the ground.

The Service Providers should also ensure the following;

1. Fulfilment of the functions and realization of key deliverables as per Terms of Reference (TOR) and assessment by UNDP and/or third-party monitoring and evaluation commissioned by UNDP.
2. Engage qualified and experienced trainers for training in trades while exploring and setting up vertical and horizontal private sector linkages.
3. Develop an effective post-service delivery tracking system including an accountability system for the start-up kits and micro-credit grants.
4. Ensure healthy, safe and environmentally sustainable provision training ensuring public health standards and guidelines on COVID-19 mitigation as well as other communicable diseases are observed.
5. Establish inventory for tools and equipment of targeted trades.
6. The livelihood, skills and entrepreneurship trainer curriculum should be in English and translation services provided where deemed necessary.
7. Development and design of micro-credit provision, disbursement and management strategy using a digital/mobile money platform. f
8. One thousand one hundred (1,100) women trainees - Juba (400 women in Konyo Konyo, Gudele, Jebel), Torit (350 women in Greater Torit, Greater Magwi and Greater Kapoeta Counties) and Yambio (350 women in Yambio, Maridi and Greater Mundri Counties) - graduated having obtained sufficient theoretical and practical training ready for self-employment.
9. Formation and registration of 1,100 micro enterprises and provision of business development support, start-up kits, etc. for sustainable business operation.
10. Fifty (50) business groups (VSLAs/cooperatives) - 20 in Juba (Konyo Konyo, Gudele, Jebel), 15 in Torit (Greater Torit, Greater Magwi and Greater Kapoeta Counties) and 15 in Yambio (Yambio, Maridi and Greater Mundri Counties) - provided capacity building in product identification, branding, packaging, and market penetration; and micro-credit grants through a digital (mobile money) platform.
11. Organization of graduation and product launching ceremonies and invite all stakeholders after consultation with UNDP and the state government in the selected locations mindful of COVID-19 protocols.
12. Present regular progress reports and a final comprehensive report to UNDP South Sudan after completion of the services provided.
13. Develop and operationalize a technical support mechanism and exit strategy to ensure sustainability of the groups assisted or formed.
14. **Access to Justice and Rule of Law and Peace and Community Cohesion Projects**

Creating an enabling environment for women economic activities to prosper and empower them is crucial for sustainability. The realization of this outcome entails easing access to legal information and legal aid services to quickly address the grievances, disputes and violations faced by women at home and during their business activities. The provision of legal service, legal information and specialized essential police and justice services for women supported with on-the-job-training for the police on gender-based crimes will create referral avenues for women led businesses to seek protection and remedies from the justice system.

The use of branding women’s business commodities to campaign with positive messages on justice for women and the sensitization of the women entrepreneurs on their rights is essential in terms of advocacy of women’s rights and protection, as well as their protection.

Outcome 2 activities (training of law enforcement, legal aid, and interdependency initiatives) will be undertaken through UNDP’s A2J Programme and shall serve as complementary initiatives, creating an enabling environment for the women trained, organized, and supported economically under Outcome 1.

Through common targeting, the Service Providers should ensure the following;

* Collaborate with UNDP A2J and PACC activities in the target locations in the training of law enforcement officers and ensure that trained officers are deployed in the same markets/areas where the women-led businesses are operating in order to ensure their protection from undue taxation, harassment, and corrupt practices.
* Six (6) branded and packed or packaged high-value products with positive messaging on women’s rights and are up to existing standards – Juba (2 products), Torit (2 products) and Yambio (2 products) - are produced and successfully marketed.

1. **Cross-cutting Issues**

***Gender issues*:** The Youth Employment and Empowerment Project encourages increased gender inclusivity and sensitivity for participation in the training. UNDP will advocate and encourage equal access and participation of interested females in training programs as per the eligibility criteria laid down.

***Environmental impact*:** In the case of agricultural and natural resource management value chain livelihood activities, service provides must ensure that there is no environmental impact or should be kept at a minimum if any. Participants will be encouraged to carry out their activities in an environmentally sustainable and friendly manner.

***Employment opportunities:*** The Project has a direct employment dimension as it deals with employability and productivity. Trainees will acquire skills in trades in sync with the market demand.

1. ***COVID-19***

The Service Provider should strictly adhere to all Covid-19 protocols measures as stipulated by the states and national government through-out the implementation period. The Service Providers should ensure trainers and personnel supporting project implementation, and trainees, are sensitized and required to observe COVID-19 protocols on handwashing/sanitizing, physical distancing, reporting of symptoms, and accessing of common areas. In accordance with the said guidelines, the following will need to be enforced by the Service Providers:

* The sanitization of training sites and equipment/materials prior to the conduct of activities. Trainers will undertake the sanitization of all equipment/materials before and after each session;
* Common rooms and surfaces will be regularly sanitized, as well as, prior to and after the conduct of the trainings each day;
* All rooms to be used for the trainings should be well ventilated;
* Installation of handwashing/sanitizing facilities on site. All trainers and trainees will be required to handwash for at least 20 seconds or sanitize before each training session and encouraged to undertake this activity regularly during the training. When accessing the training site/facility, all persons will be required to handwash/sanitize;
* A facility for taking of temperature should be offered. The temperature of all trainers and trainees should be taken and recorded upon entry into the training facility and prior to the commencement of the training session. Persons with temperature exceeding the normal range should be assisted to the nearest health facility;
* Each session should accommodate only a maximum of 10 trainees. This is dependent on space and where the training space is small/limited, then the number of trainees should be reduced;
* All trainers and trainees will be required to maintain a physical distancing of at least 2 meters. Areas where trainees could congregate should be marked clearly to ensure compliance with the 2 meters distance;
* All trainers and trainees will be required to wear a face mask at all times during the training sessions and even when in the vicinity of the training facility; and
* Information on COVID-19 measures should be placed in highly visible areas as a constant reminder to the trainer’s and trainees. These communication materials should also include information on how to report illnesses to health professionals and the services available to them.
* Adhere to Ministry of Health’s and relevant government provisions on conducting activities during the Pandemic.

1. **General Selection Criteria**

Selected Service Providers will target beneficiaries who are interested in one of the sustainable livelihood skills identified from Juba, Torit and Yambio. About 80 percent of the women beneficiaries selected should include youth[[9]](#footnote-9) or young women as this initiative intends to address the youth bulge by giving women alternatives to a life of violence/conflict and making them aware of the rights and protection. The remaining 20 percent of women to be targeted should be above 30 years old and will serve a good balance to the younger cadre of women given the maturity, stability, and life experiences that the mature women will give towards the women business groups. Aside from the balancing factor the more mature women will provide, they will also serve as mentors and guides for the younger women engaged. This is likewise hoped to bridge gaps between the age groups which can contribute to strengthening of the social fabric. Underserved and vulnerable women such as children formerly associated with armed forces and groups (CAAFAGs, Youth gang groups), SGBV survivors and the disabled should also be given consideration as long as they meet the requirements.

The selection of trainees will be conducted by the Service Providers, stakeholders (relevant state government line ministries and chamber of commerce), in collaboration with UNDP. The Service Providers are expected to draw up a mobilization and engagement strategy, including the selection criteria and process to ensure a transparent and fair beneficiary targeting. The Service Providers together with state government and/or relevant line ministries, the chamber of commerce and other relevant stakeholders in the area will conduct face-to-face interviews for potential candidates. Special considerations will apply where necessary to select deserving women who may not have considerable command of English Language.

1. **Bid Price and Schedule of Payments**

Payment will be made after compilation of the below milestones as shown in the below schedule.

| **S/N** | **Milestone** | **Target per Location** | **Payment Structure** |
| --- | --- | --- | --- |
| 1. | Submission of Inception Report and Engagement Plan |  | 20% |
| 2. | Identification/Interviews/ Selection of trainees and training modules in place | 400 in Juba/ 350 in Torit/ 350 in Yambio | 30% |
| 3. | Training, graduation and provision of start-up kits | 200 in Juba/ 175 in Torit/ 175 in Yambio | 20% |
| 4. | Registration of at least 550 women-led micro enterprises (Report and database) | 200 in Juba/ 175 in Torit/ 175 in Yambio |
| 5. | 26 women VSLA’s provided with financial capital (Report and database) | 10 in Juba/ 8 in Torit/ 8 in Yambio |
| 6. | Product launch and marketing of 3 branded products with positive messaging on women’s rights | 1 product in Juba, 1 product in Torit, and 1 product in Yambio |
| 7. | Act as liaison where necessary between beneficiaries and A2J in the provision of legal aid services and legal information to the trained 26 women led VSLA’s/cooperatives | Juba (10), Torit (8), and Yambio (8); |
| 8. | Act as liaison where necessary between beneficiaries and PACC in undertaking interdependency initiative and social cultural events for women and girls to raise awareness on the need for social cohesion to create platforms for trust building among the women who are working together at Torit and Yambio Markets | Torit (175) and Yambio (175) |
| 9. | Training, graduation and provision of start-up kits | 200 in Juba/ 175 in Torit/ 175 in Yambio | 20% |
| 10. | Registration of at least 550 women-led micro enterprises (Report and database) | 200 in Juba/ 175 in Torit/ 175 in Yambio |
| 11. | 24 women VSLA’s provided with financial capital (Report and database) | 10 in Juba/ 7 in Torit/ 7 in Yambio |
| 12. | Product launch and marketing of 3 branded products with positive messaging on women’s rights | 1 product in Juba, 1 product in Torit, and 1 product in Yambio |
| 13. | Act as liaison where necessary between beneficiaries and A2J in the provision of legal aid services and legal information to the 24 women-led VSLA’s/cooperatives | Juba (10), Torit (7), and Yambio (7); |
| 14. | Act as liaison where necessary between beneficiaries and PACC in undertaking interdependency initiatives and social cultural events | Torit (175) and Yambio (175) |

|  |  |  |  |
| --- | --- | --- | --- |
| 15. | Submission of final (end of contract) report |  | 10% |

**7. General Responsibilities / Requirements.**

The Service Provider shall be responsible for smooth running of the day-to-day activities during the training duration which includes; yet not be limited to liaising and maintaining strong working relations with all stakeholders, obtain all required documentations necessary for conducting the courses.

**7.1 Reporting**

The selected sustainable livelihood training providers shall furnish UNDP with a monthly progress reports according to a template/format provided by UNDP, aside from payment linked milestones report, as follows:

1. Attendance register reflecting the numbers and names of trainees trained for the period for each category.
2. Progress and evaluation report for the trainees.
3. List of activities undertaken, and training accomplished

**7.2 Communication and Visibility**

The Service Provider/ trainer should develop and implement communication and visibility strategy including the use of print media, social media, radio, press release, newsletters/bulletin to ensure maximum visibility for UNDP and African Development Bank. UNDP may involve its own media reporting channels to complement the Service Providers’ communication and visibility campaign.

**7.3 Post-training Support**

Post training support shall include provision of continued business advisory services, linking organized groups and individual women to markets- both local and outside their counties and legal aid and legal services. Service Providers are required to work with and support UNDP’s A2J and PACC teams to link the women beneficiaries to activities under Outcome 2 of the Project.

Post training support services will include provision of start-up kits, linking the trainees to placement companies/businesses/firms, and facilitate/assist trainees with abilities/initiatives to register own business ventures.

**8 . Profile of Service Providers**

**8.1 Technical and Professional Qualification**

1. Project team leader must have Minimum bachelor’s degree in economics, management, rural Development, or other relevant subject with 5 years of professional experience in the related field
2. The instructors must have at lease Diploma in related subject from the recognized institutions and at least 3 years of practical experience in delivering training in the complex settings.
3. The proposed Business Development and Agriculture Value Chain Facilitator must have minimum Bachelor’s degree in Business Studies or agriculture/livestock promotion and etc. having at least 5 years of professional experience in business development services, market development and financial inclusion focusing women entrepreneurship development in the complex settings.
4. The Service Provider must be based in the area and should possess an extensive network and excellent appreciation of local dynamics and characteristics
5. Ability to train in both English and Arabic is an advantage

Application procedures:

The Service Provider/National NGO is required to provide the following.

1. Technical proposal on how the assignment will be conducted.
2. Appropriate timelines to perform the assignment (work plan).
3. Financial Proposal –The financial proposal shall show clearly the breakdown of costs, payment modalities among others.
4. Relevant certificates/license for the institution

The following criteria are used in technical qualification evaluation:

1. The Service Provider Related Experience - 30% points
2. Proposed Approach & Methodology - 40% points
3. CVs of trainers/consultants fronted by Service Provider - 30% points

**8.2 Competencies**

1. Political, cultural sensitivity and commitment to diversity
2. Ability to contextualize local needs and in situ conditions
3. Ability to communicate effectively and in a timely manner
4. Ability in meeting strict deadlines

**9. Contract Duration**

The successful training provider will enter into a contract with UNDP up to the end of project date (15 December 2021).

# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Proposal Security Form |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## **Form A:** Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. 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;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form B:** BidderInformation Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured * Certificate of Incorporation/ Business Registration * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder * Latest **Audited** Financial Statements from the last 3 years – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. * Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; * Statements of satisfactory performance from three relevant clients in the last 3 years. |

## **Form C:** Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Form D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

  Attached are the Statements of Satisfactory Performance from the Top three Clients or more, from the past 3 years.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## **Form E:** Format ofTechnical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

NB: Consultancy firms intending to submit proposals for more than one LOT must present appropriate CVs of the proposed personnel in line with RFP requirements.

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## **Form F:** Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form G:** Financial ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a **password-protected** file separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal:** USD

**Table 1: Cost breakdown per deliverable/activity Per LOT (Please indicate the applicable LOT)**

| **S/N** | **Deliverable/Activity description** | **Target per Location** | **% OF Payment** | **Amount (USD)** |
| --- | --- | --- | --- | --- |
| 1. | Submission of Inception Report and Engagement Plan |  | 20% |  |
| 2. | Identification/Interviews/ Selection of trainees and training modules in place | 400 in Juba/ 350 in Torit/ 350 in Yambio | 30% |  |
| 3. | Training, graduation and provision of start-up kits | 200 in Juba/ 175 in Torit/ 175 in Yambio | 20% |  |
| 4. | Registration of at least 550 women-led micro enterprises (Report and database) | 200 in Juba/ 175 in Torit/ 175 in Yambio |
| 5. | 26 women VSLA’s provided with financial capital (Report and database) | 10 in Juba/ 8 in Torit/ 8 in Yambio |
| 6. | Product launch and marketing of 3 branded products with positive messaging on women’s rights | 1 product in Juba, 1 product in Torit, and 1 product in Yambio |
| 7. | Act as liaison where necessary between beneficiaries and A2J in the provision of legal aid services and legal information to the trained 26 women led VSLA’s/cooperatives | Juba (10), Torit (8), and Yambio (8); |
| 8. | Act as liaison where necessary between beneficiaries and PACC in undertaking interdependency initiative and social cultural events for women and girls to raise awareness on the need for social cohesion to create platforms for trust building among the women who are working together at Torit and Yambio Markets | Torit (175) and Yambio (175) |
| 9. | Training, graduation and provision of start-up kits | 200 in Juba/ 175 in Torit/ 175 in Yambio | 20% |  |
| 10. | Registration of at least 550 women-led micro enterprises (Report and database) | 200 in Juba/ 175 in Torit/ 175 in Yambio |
| 11. | 24 women VSLA’s provided with financial capital (Report and database) | 10 in Juba/ 7 in Torit/ 7 in Yambio |
| 12. | Product launch and marketing of 3 branded products with positive messaging on women’s rights | 1 product in Juba, 1 product in Torit, and 1 product in Yambio |
| 13. | Act as liaison where necessary between beneficiaries and A2J in the provision of legal aid services and legal information to the 24 women-led VSLA’s/cooperatives | Juba (10), Torit (7), and Yambio (7); |
| 14. | Act as liaison where necessary between beneficiaries and PACC in undertaking interdependency initiatives and social cultural events | Torit (175) and Yambio (175) |
| **Total (USD)** | | | |  |

**Table 2: Cost Breakdown by Cost Component per LOT (Please indicate the applicable LOT)**

NB: Consultancy firms intending to submit proposals for more than one LOT must present Financial Proposals for each LOT.

**Cost Schedule for the provision of Social and Economic Empowerment Training and services to 1100 women in Torit, Yambio and Juba**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. N** | **Position** | **UoM** | **No. of Staff** | **Duration (Month)** | **Rate per Month (In USD)** | **Amount (USD)** | **Remarks** |
| **Professional cost** | |  |  |  |  |  |  |
| 1 | Team leader/ Project Manager/Project Coordinator | Person | 1 | 12 |  |  |  |
| 2 | Skills trainers (Maximum Training period 3 Months of each trades) | Person |  |  |  |  |  |
| 3 | Business Development and Agriculture Value Chain Facilitator | Person | 1 | 12 |  |  |  |
| **Training Cost** | |  |  |  |  |  |  |
| 4 | Training Cost (vocational skills and entrepreneurship training) including duration of each trainee | Trainee |  |  |  |  |  |
| 5 | Business/Enterprises Start-up/Marketing Support | Person |  | 1 |  |  | Reference with proposed methodology |
| 6 | Cooperative/ VSLA related expanses/packaging and branding | Time/ Group |  | 1 |  |  |  |
|  | **Others/ Administrative Cost** |  |  |  |  |  |  |

Name of Bidder [and designation] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-1)
2. The World Bank, South Sudan Overview – World Bank data base. [↑](#footnote-ref-2)
3. Food Assistance Factsheet, USAID. Updated March 2020. [↑](#footnote-ref-3)
4. African Development Bank Group. South Sudan: An Infrastructure Action Plan A Program for Sustained Strong Economic Growth (2013) [↑](#footnote-ref-4)
5. World Bank Databank [↑](#footnote-ref-5)
6. Ibid. [↑](#footnote-ref-6)
7. Cone, Devon. Still in Danger: Women and Girls Face Sexual Violence in South Sudan Despite Peace Deal (Field Report, 2019). [↑](#footnote-ref-7)
8. Ibid. [↑](#footnote-ref-8)
9. For this purpose, the Draft South Sudan National Youth Development Policy’s definition of youth to be between 15-35 years old shall be considered. [↑](#footnote-ref-9)