* United Nations Development Programme*

 **REQUEST FOR PROPOSAL**

**Research on Current Offer and Needs of the Market in Relation to Digital Skills**

 RFP No.: 014-21

 Project: Activate! Integrated Social Protection and Employment to Accelerate Progress for

 Young People in Montenegro

 Country: Montenegro

 Issued on: 21/06/2021

 **Contents**

[Section 1. Letter of Invitation 5](#_Toc69497872)

[Section 2. Instruction to Bidders 6](#_Toc69497873)

[A. GENERAL PROVISIONS 6](#_Toc69497874)

[1. Introduction 6](#_Toc69497875)

[2. Fraud & Corruption, Gifts and Hospitality 6](#_Toc69497876)

[3. Eligibility 6](#_Toc69497877)

[4. Conflict of Interests 7](#_Toc69497878)

[B. PREPARATION OF PROPOSALS 7](#_Toc69497879)

[5. General Considerations 7](#_Toc69497880)

[6. Cost of Preparation of Proposal 7](#_Toc69497881)

[7. Language 7](#_Toc69497882)

[8. Documents Comprising the Proposal 8](#_Toc69497883)

[9. Documents Establishing the Eligibility and Qualifications of the Bidder 8](#_Toc69497884)

[10. Technical Proposal Format and Content 8](#_Toc69497885)

[11. Financial Proposals 8](#_Toc69497886)

[12. Proposal Security 8](#_Toc69497887)

[13. Currencies 9](#_Toc69497888)

[14. Joint Venture, Consortium or Association 9](#_Toc69497889)

[15. Only One Proposal 10](#_Toc69497890)

[16. Proposal Validity Period 10](#_Toc69497891)

[17. Extension of Proposal Validity Period 10](#_Toc69497892)

[18. Clarification of Proposal 10](#_Toc69497893)

[19. Amendment of Proposals 11](#_Toc69497894)

[20. Alternative Proposals 11](#_Toc69497895)

[21. Pre-Bid Conference 11](#_Toc69497896)

[C. SUBMISSION AND OPENING OF PROPOSALS 11](#_Toc69497897)

[22. Submission 11](#_Toc69497898)

[23. Deadline for Submission of Proposals and Late Proposals 13](#_Toc69497899)

[24. Withdrawal, Substitution, and Modification of Proposals 13](#_Toc69497900)

[25. Proposal Opening 13](#_Toc69497901)

[D. EVALUATION OF PROPOSALS 13](#_Toc69497902)

[26. Confidentiality 13](#_Toc69497903)

[27. Evaluation of Proposals 13](#_Toc69497904)

[28. Preliminary Examination 14](#_Toc69497905)

[29. Evaluation of Eligibility and Qualification 14](#_Toc69497906)

[30. Evaluation of Technical and Financial Proposals 14](#_Toc69497907)

[31. Due Diligence 15](#_Toc69497908)

[32. Clarification of Proposals 15](#_Toc69497909)

[33. Responsiveness of Proposal 15](#_Toc69497910)

[34. Nonconformities, Reparable Errors and Omissions 16](#_Toc69497911)

[E. AWARD OF CONTRACT 16](#_Toc69497912)

[35. Right to Accept, Reject, Any or All Proposals 16](#_Toc69497913)

[36. Award Criteria 16](#_Toc69497914)

[37. Debriefing 16](#_Toc69497915)

[38. Right to Vary Requirements at the Time of Award 16](#_Toc69497916)

[39. Contract Signature 16](#_Toc69497917)

[40. Contract Type and General Terms and Conditions 17](#_Toc69497918)

[41. Performance Security 17](#_Toc69497919)

[42. Bank Guarantee for Advanced Payment 17](#_Toc69497920)

[43. Liquidated Damages 17](#_Toc69497921)

[44. Payment Provisions 17](#_Toc69497922)

[45. Vendor Protest 17](#_Toc69497923)

[46. Other Provisions 17](#_Toc69497924)

[Section 3. Bid Data Sheet 18](#_Toc69497925)

[Section 4. Evaluation Criteria 22](#_Toc69497926)

[Section 5. Terms of Reference 31](#_Toc69497927)

[Section 6: Returnable Bidding Forms / Checklist 36](#_Toc69497928)

[**Form A:** Technical Proposal Submission Form 37](#_Toc69497929)

[[*Stamp with official stamp of the Bidder*]**Form B:** BidderInformation Form 38](#_Toc69497930)

[**Form C:** Joint Venture/Consortium/Association Information Form 40](#_Toc69497931)

[**Form D:** QualificationForm 41](#_Toc69497932)

[**Form E:** Format ofTechnical Proposal 44](#_Toc69497933)

[**Form F:** Financial Proposal Submission Form 47](#_Toc69497934)

[**Form G:** Financial ProposalForm 48](#_Toc69497935)

[1 48](#_Toc69497936)

[Preparatory phase 48](#_Toc69497937)

[1.1 48](#_Toc69497938)

[Detailed work plan and timeframe of all activities to be performed 48](#_Toc69497939)

[Lump sum 48](#_Toc69497940)

[Subtotal 1: 48](#_Toc69497941)

[2 48](#_Toc69497942)

[Analytical services 48](#_Toc69497943)

[2.1 48](#_Toc69497944)

[2.2 48](#_Toc69497945)

[Agriculture - Gender-sensitive climate risk assessments focusing on filling the gaps in information that were identified from the review and consolidation exercise that should identify prioritized actions that address climate-driven vulnerabilities and gender-disaggregated impacts. 48](#_Toc69497946)

[2.3 49](#_Toc69497947)

[Water sector - Gender-sensitive climate risk assessments focusing on filling the gaps in information that were identified from the review and consolidation exercise that should identify prioritized actions that address climate-driven vulnerabilities and gender-disaggregated impacts. 49](#_Toc69497948)

[2.4 49](#_Toc69497949)

[Health - Gender-sensitive climate risk assessments focusing on filling the gaps in information that were identified from the review and consolidation exercise that should identify prioritized actions that address climate-driven vulnerabilities and gender-disaggregated impacts. 49](#_Toc69497950)

[2.5 49](#_Toc69497951)

[Subtotal 4: 49](#_Toc69497952)

[3 49](#_Toc69497953)

[Management costs 49](#_Toc69497954)

[3.1 49](#_Toc69497955)

[Back-office management/administration 49](#_Toc69497956)

[3.2 49](#_Toc69497957)

[On-site management / administration 49](#_Toc69497958)

[3.3 49](#_Toc69497959)

[Administrative costs (insurances, guarantees, Basel Convention fees) 49](#_Toc69497960)

[4 49](#_Toc69497961)

[Other costs 49](#_Toc69497962)

[4.1 49](#_Toc69497963)

[Indicate other costs not specified above 49](#_Toc69497964)

# 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

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.

Please acknowledge receipt of this RFP by sending an email to procurement.me@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by: Approved by:

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

|  |  |
| --- | --- |
| Name: Mirko Bracanovic Title: Procurement AssociateDate:21-06-2021 | Name: Miodrag DragisicTitle: Assistant RRDate: 21-06-2021 |

# Section 2. Instruction to Bidders

|  |
| --- |
| 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 <http://www.un.org/depts/ptd/pdf/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:
1. they have at least one controlling partner, director or shareholder in common; or
2. any one of them receive or have received any direct or indirect subsidy from the other/s; or
3. they have the same legal representative for purposes of this RFP; or
4. 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;
5. 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
6. 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:
1. 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.
2. 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:
3. Bear the name and address of the bidder;
4. Be addressed to UNDP as specified in the BDS
5. 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 100Total 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) | Not Allowed |
| 3 | 20 | Alternative Proposals  | Shall not be considered |
| 4 | 21 | Pre-proposal conference  | Will not be conducted  |
| 5 | 10 | Proposal Validity Period | 90 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: 0.5Max. number of days of delay 30, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | N/A |
| 10 | 18 | Currency of Proposal  | Local currency EUR |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 5 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions  | Focal Person in UNDP: Mirko Bracanovic Address: UN Eco Building, st. Stanka Dragojevica bb, 81000 Podgorica, Montenegro E-mail address: procurement.me@undp.org;  |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posted directly to eTendering and Posting on the website http://www.me.undp.org/content/montenegro/en/home/operations/procurement  |
| 14 | 23 | Deadline for Submission  | **12/07/2021** |
| 15 | 22 | Allowable Manner of Submitting Proposals | Proposals submitted **ELECTRONICALLY** should be sent to: procurement.me@undp.org , which is the official address for e-submission. Technical proposals and financial proposals must be sent as separate PDF files in separate emails 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. |
| 16 | 22 | Proposal Submission Address  | procurement.me@undp.org  |
| 17 | 22 | Electronic submission (eTendering) requirements | Proposals submitted ELECTRONICALLY should be sent to: procurement.me@undp.org, which is the official address for e-submission. Technical proposals and financial proposals must be submitted in separate emails. The technical proposal should not be password protected. In the eventuality, files containing the technical proposals exceed the 10MB permitted file size for attachments, should be broken down to several files and sent sequentially. Each file should be named as follows: <proposer name–technical proposal file no. N> (N=1, 2, 3, etc). The financial proposals should be sent in PDF format and password protected so that they cannot be opened otherwise. Password for the financial proposal must not be provided to UNDP until it is formally requested by UNDP procurement focal point.: Mirko Bracanovic, at procurement.me@undp.org  |
| 17 | 2736 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectivelyThe minimum technical score required to pass is 70% of the total points of each of the tables provided in the Section 1, Section 2 and Section 3 of the respective decontamination option in the Evaluation Criteria Section. |
| 18 |  | Expected date for commencement of Contract | July 2021 |
| 19 |  | Maximum expected duration of contract  | 10 weeks, but not later than end of September 2021  |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract  | Contract for Goods and Services for UNDPContract Face Sheet (Goods and-or Services)<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> |
| 23 |  | Other Information Related to the RFP | n/a |

# 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
* Technical and Financial Proposals submitted separately
* Bid Validity
* Bid Security submitted as per RFP requirements with compliant validity period

**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. | 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 RFP 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 |
|  | Vendor should possess required permits and certificated in accordance to international standards and procedures  |  |
| **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 2 contracts of similar value, nature and complexity implemented over the last 5 years. *(For JV/Consortium/Association, lead partner should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of EUR 50,000.00 for the last 3 years. *(For JV/Consortium/Association, lead partner in the business association should meet requirement* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Local support**  |  |  |
| **Warranty** |  |  |
|  | Any additional criteria if required |  |

**Technical Evaluation Criteria**

UNDP is inviting an eligible, qualified and experienced legal entity to undertake research and analysis of the supply and demand related to the IT/digital skills in Montenegro.

The minimum score required to consider the offer as technically acceptable is 70% of the total points of each of the tables provided in the Section 1, Section 2 and Section 3 below.

|  |  |
| --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience  |  400 |
| 2. | Proposed Methodology, Approach and Implementation Plan |  400 |
| 3. | Management Structure and Key Personnel |  200 |
|  | **Total** | **1000** |

|  |  |
| --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | **Points obtainable** |
|  | Reputation of Organization and Staff Credibility / Reliability / Industry Standing  | **60** |
| General reputation, description of company, litigation history | **10** |  |
| Poor | 1-2 |
| Good | 3-6 |
| Excellent | 7-10 |
| Financial stability  | **10** |
| Minimum 50,000 EUR of annual turnover | 3 |
| 100,000 EUR of annual turnover | 4-6 |
| 200,000 EUR or more of annual turnover | 7-10 |
| Years of relevant experience | **35** |
| 5 years | 1-10 |
| 6-10 years | 111’25 |
| More than 10 years | 26-35 |
| Organizational Commitment to Sustainability: Provide information on obtained Quality Certificates (e.g., ISO, etc. EMAS, ISO 9001, ISO 14001, OHSAS 18001) and/or other similar certificates, awards and citations received by the Bidder, commitment to sustainability through other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues. Commitment to sustainability, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues. | **5** |
| Offeror’s experience in review and analysis in the areas of skills, employment, economy, business for last 5-8 years | **70** |
| 2 such analysis produced | 1-20 |
| 3 to 5 such analysis produced | 21-35 |
| 6-10 such analysis produced | 35-70 |
| Offeror’s experience in designing and conducting quantitative research  | **120** |
| 5 quantitative researches conducted  | 1-40  |
| 6-10 quantitative researches conducted | 41-80  |
| More than 10 quantitative researches conducted | 81-12 0 |
| Offerors experience in designing and conducting qualitative research, using interviews and focus groups | **80**  |
| Minimum 5 qualitative researches conducted  | 1-10  |
| 6-10 qualitative researches conducted | 11-30  |
| More than 10 qualitative researches conducted | 30-50  |
|  |  |
|  |  |
|  |  |
| Number of contracts of similar value, nature and complexity  | **50** |
| Minimum 2 projects | 1-10 |
| 3 – 5 projects | 11-30 |
| More than 5 projects | 30-50  |
| Number of provided references for projects on similar nature and complexity  | **20** |
| Minimum 2 references | 1-10 |
| More than 2 references | 11-20 |
| **Total Section 1** | **400** |  |

|  |  |
| --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | **Points obtainable** |
|  | General work plan and schedule implementable and meets the requirements under Terms of Reference | **50** |
| Poor | 1-15 |  |
| Satisfactory | 16-30 |
| Good | 31-40 |
| Excellent | 41-50 |
| Proposed methodology for the qualitative and quantitative research  | **300** |
| Poor | 1-30 |  |
| Satisfactory | 31-60 |
| Good | 61-90 |
| Excellent | 91-110 |
| Proposed methodology/outline of the desk analysis | **50** |
| Poor | 1-15 |  |
| Good | 16-35 |
| Excellent | 36-50 |
| **Total Section** **2** | **400** |

|  |  |
| --- | --- |
| **Section 3. Management Structure and Key Personnel** | **Points obtainable** |
|  | Qualifications of key personnel proposed | **200** |
|  | Team leader | **35** |
| General Experience | 10 |  |
| 5 - 10 years of experience  | 1-5 |
| 10 - 15 years of experience  | 6-10 |
| Specific Experience relevant to the assignment  | 20 |
| Up to 5 years of experience  | 1-8 |
| 6-8 years of experience  | 9-15 |
| 9 and more years of experience  | 16-20 |
| Expert(s) for desk review and analysis  | **50** |
| 3 - 5 years of specific experience relevant to the assignment, per expert  | 1-15 |  |
| 5-8 years of specific experience relevant to the assignment, per expert  | 16-30 |
| 8 and more years of specific experience relevant to the assignment, per expert  | 31-50 |
| Expert(s) for quantitative and qualitative research  | 110 |
| 3 - 5 years of experience , per expert  | 1-30 |
| 5-8 years of experience , per expert  | 31-80 |
| 8 and more years of experience , per expert  | 81-110 |
|  | Language Qualifications of the team | **5** |  |
|  | English | 1-3 |  |
|  | English and Local | 4-5 |  |
| **Total Section 3**  | **200** |

# Section 5. Terms of Reference

**Summary of the assignment:**

The main objective of the assignment is to conduct a rapid assessment of current supply (workforce) and demand (market) related to the digital skills and competencies. Based on quantitative and qualitative research, the assessment should result in data on the current state of digitally skilled workforce in the market and, on the other side, emerging and long-term needs of employers/market. In addition, the analysis should indicate the quality of academic programs and curricula for strengthening digital skills, which employees/workforce attend or have attended.

The specific objectives of the assignment are:

* Provide desk review of available data and analysis related to the IT/digital skills demand and supply, including identification of all the key stakeholders in this area, as well as educational offer and its quality where possible,

Identify representative sample of minimum 300 representatives from ICT community, freelancers, businesses that need digital skilled workforce and operate in development sectors recognized within the Economic Reform Program 2021-2023 and sector of creative industries. Representative sample should include all sizes of businesses that are active for the last three years and ensure equal representation by region.

* Based on the abovementioned, representative sample, design and conduct quantitative data collection, on the current state and needs for IT/digitally skilled workforce, emerging and long-term needs of employers/market and their perceptions on the quality of skills of the available workforce.. the survey should also solicit concrete proposals of employers for improving digital skills so as to match the market needs. The data obtained from the survey should be presented and made available in raw form, processed and analysed, and the contractor should provide technical support if the database is to be used in further research.

• Organize and conduct qualitative research through in-depth interviews and focus groups that will provide inputs from employers, academia, experts, freelancers, civil society, on the needs and recommendations for strengthening digital skills in the labour market. The composition of focus groups should respect social, geographical and gender parameters.

* Design the report including the presentation and analysis of both qualitative and quantitative research, including concrete recommendations related to the subject of the research.

**Background:**

According to the latest data the employment rate in Montenegro is 46% and it is especially low for women and young people. To reach the EU average of 65%, Montenegro would need to create another 40,000 jobs. Digital technology proved necessary and critical during COVID-19. Companies are aware of the needs, but they are not ready to investment and transfer business operations to electronic form, so there are fewer market opportunities for employees to improve skills and adopt digital tools. Currently, ICT employees make up 2.8% of the total number of employees in Montenegro. The EU-28 average is 3.7%, although Finland, Sweden and Estonia, outperform on this benchmark. The ICT industry is one of the largest suppliers of high-paying jobs in Montenegro, with a significant wage gap between private and public sector ICT specialists. Despite a relatively low number of employees, ICT currently accounts for 6% of GDP in Montenegro – and is continuing on an upward trend.

Gaps and inconsistencies between the educational structure and the labour market are evident, especially in STEM and specific ICT and creative industries. Some of the key challenges hindering growth in the ICT sector continues to be inadequate IT and computer literacy and creative skills, but also institutionalized assistance by the government to the ICT and creative industries. It is not encouraging that fewer than one in three IT company representatives reported that their employees have adequate skills to undertake work and just 19% rated the digital skills of their employees as very good. Outside of the IT sector, only 54% of companies estimate that their employees have a sufficient level of digital skills to efficiently carry out their work. Despite this, just 27% employees express an interest in acquiring or upgrading their digital skills that would enable them to become more competitive in the labour market or to make a better use of the internet in their everyday lives. Given the emerging digital future of work, the range of job roles vocational institutions in Montenegro seek to prepare tomorrow’s workforce for requires reconsideration. Popular areas for study among secondary school students include generic programmes and qualifications, business, administration and law, and engineering, manufacturing and construction, while strong gender-based differences in study preference exists. In the school year 2019/2020, the total number of secondary school students in the ICT field was only 1,056 and was only higher than the number of students in the fields of agriculture and arts. While vocational schools provide low-level ICT specialization that is not competitive in the market without additional improvement, interest in the development of digital skills stands relatively high. Yet female secondary school students appear uninterested in ICT – a trend that could benefit from shifting, given the emerging automation and ICT opportunities in Montenegro. Specialization in natural sciences, mathematics and statistics, social sciences and journalism, and for jobs in education sector remain unpopular among secondary school students. As stated in the Strategy for the Development of Vocational Education 2020-2024, the education sector in the previous period, through the improvement of regulations, created systemic preconditions for cooperation and dialogue with representatives of the business sector which is involved in all phases of the development of standards and programs.

Roughly 25,000 students are enrolled in Montenegro’s institutions of higher education. The largest increase in university graduates registered by the Employment Office as being unemployed between 2014 and 2019. The high unemployment rate of university graduates is among others a consequence of a perceived lack of the skills students should acquire during their higher education and disharmonized content of higher education programmes and labour market needs. The undertaking of analysis on the economic and social demands in Montenegro, the existing higher education trends and the development of new technologies and new professions is needed in order to craft a new enrolment policy for Montenegro’s institutions of higher education. Additionally, as the curricula of Montenegro’s higher education institutions clearly do not correspond to the needs of the labour market, the sector-level commissions do not seem fit for purpose. CEOs around the world confirm a shift from seeking internationally experienced professionals to a focus on reskilling and upskilling their existing workforce. A redesign of the curricula of higher education so that they align with the real and prospective needs of Montenegro’s emerging digital economy stands out as an urgent need.

These skills broadly map onto employers’ expectations of their future labour force, where it is anticipated that most employees will need basic digital literacy skills in their work. This is already the case in most administrative jobs, but as other sectors become digitized and automated, the need for these skills is becoming increasingly prevalent. The Adult Education Plan for the period 2019–2022 emphasizes the need to strengthen the digital, social and other ‘soft’ skills of adults, from problem-solving to conflict resolution.

To build a flexible system of (vocational) education and training, harmonized with the needs of the labour market and based on learning outcomes, it is necessary to improve the mechanisms for researching the needs of the labour market. It is necessary to identify and learn about digital skills needed in key business sectors in Montenegro and learn about expectations of employers when it comes to digital skills needed and their willingness to invest in personnel growth and skills development.

**Duties and Responsibilities**

Under the direct supervision of UNDP Project Manager, and subject to approval before deployment, the contractor shall carry out the following tasks:

* Deliver the detailed action plan with timeframe for all deliverables
* Prepare a desk review and analysis of already available data related to the digital/IT skills supply and demand, including all the key stakeholders in this area, as well as educational offer and its quality where possible
* Finalize detailed methodology and timeframe for which the assessment will be designed and conducted
* Ensure appropriate sample structuring for both quantitative and qualitative parts of the research, based on the information presented in the section *Summary of the assignment*
* Design and conduct the survey for the quantitative and qualitative data collection in line with the objective of the assignment
* Produce the final report which should include detailed presentation and analysis of the data, including recommendations. The report should be accompanied with the presentation of the findings and recommendations in PPT format.
* Provide the databases with raw data for further use of UNDP, including technical support to UNDP staff related to the use of the database

Expected tasks and deliverables:

|  |
| --- |
| Task 1: Detailed action plan with timeframe for all deliverables |
| Deliverables under task 1: |
| * Action plan
* Timeframe
* Quality assurance measures
 |

|  |
| --- |
| Task 2: Prepare a desk review and analysis of already available data related to the digital/IT skills supply and demand, including educational offer and its quality where possible |
| Deliverables under task 2: |
| * Collect available data and analysis of the current state of the art in the area of supply and demand of IT/Digital skills
* Prepare related report/analysis
 |

|  |
| --- |
| Task 3: Design of the final version of the research methodology |
| Deliverables under task 3: |
| * Produce final, detailed methodology and timeframe of the research including:
* Design of the research tools, including surveys and interview guides
* Sample structuring
 |

|  |
| --- |
| Task 4: Design and conduct the survey for the quantitative data collection in line with the objective of the assignment |
| Deliverables under task 4: |
| * Based on the samples, identify and recruit respondents
* Implement quantitative and qualitative research, using the previously submitted and approved final methodology
 |

|  |
| --- |
| Task 5: Prepare the final report |
| Deliverables under task 5: |
| * Produce the final report which should include detailed presentation and analysis of the data, including recommendations.
* The report should be accompanied with the presentation of the findings and recommendations in PPT format.
* Provide the databases with raw data for further use of UNDP, and provide technical support to UNDP staff related to the use of the database if the database is to be used in further research
 |

Payments shall be executed by UNDP upon satisfactory completion of works and acceptance of works according to Terms of Reference, and upon receipt of respective invoice by the Contractor along with the requested confirmation documents.

The Bidder shall submit Financial Proposals with proposed payment(s) sequence.

**Duration of the Work**

The Contractor will be engaged during the period July 2021 – September 2021

Reporting language: Outputs will be delivered in English. and ability to deliver in local language would be considered as an asset.

**Deliverables**

The Deliverables shall be submitted in electronic format (MS Word, Excel, Pdf, PPT versions). The raw data format will be agreed on based on best usability by UNDP team.

**Reporting**

The Contractor shall report to the Project Manager on behalf of UNDP, on weekly basis. The UNDP shall be timely advised on any potential gaps and delays.

The draft research report will be submitted to UNDP for review and approval. After receipt of comments provided by UNDP and the relevant national stakeholders, the final version of the reports will be issued.

**Language**

The language of reporting and communication shall be English. All deliverables shall be in English language.

Therefore, excellent English communication skills (oral, written, and presentation) are essential. Excellent knowledge of Montenegrin is required as well.

# 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
 | ☐ |
| * All Required Documents that must be Submitted listed in Form B Bidder Information 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 examples of tasks/products similar to this assignment.
* 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
* Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation
* Duly notarized Agreement among the legal entities, if the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal
* Quality Certificate and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any and relevant for the ToR,
* Latest Financial Statement (Income Statement and Balance Sheet) for the past *[3 years]*
* Statement of Satisfactory Performance from the Top *[5]* Clients in terms of Contract Value in the period of last 5 years the past *[more than 5 years]* including contacts for reference
 |

## **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$/ € EUR) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | 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 8 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 3 (three) Clients or more.

**Financial Standing**

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

|  |  |
| --- | --- |
| **Financial information**(EUR) | **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, providing data for those requirements that are relevant for the ToR. 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**

- Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration. Describe the organizational and management capability of the bidder, including information related to the set-up of the internal organizational structure (consortium members/subcontractors, if any), description of proposed distribution of work within the bidder, including subcontractors; size and technical profile of all entities involved in the bid; presentation of capacity to cover the complete range of services required for the contract (provide information on the capacity of each member of the tender in key skills areas).

- Track Record and Experiences: Provide the following information regarding corporate experience within the last 5 to eight (8) years which are related or relevant to those required for this Contract (Note thatif a subcontractor, as indicated in the proposal, will provide some of the services, the experience of the subcontractor will be evaluated):

- Proven experience in conducting quantitative and qualitative research

- Proven experience in the research and analysis in the areas of skills, education, employment, business and economic emerging needs/development.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

- Organizational Commitment to Sustainability: Provide information on obtained Quality Certificates (e.g., ISO, etc. EMAS, ISO 9001, ISO 14001, OHSAS 18001) and/or other similar certificates, awards and citations received by the Bidder, commitment to sustainability through other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.

**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.

Please describe the overall project workplan and time schedule, providing an organizational chart to indicate supervision and control mechanisms, including risk management. This shall include the approximate timing of the major steps in the delivery of the assignment, listed under deliverables and tasks section. This section should demonstrate the Offeror’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

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

- Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

- Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)*

- Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| 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 an envelope 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.

Where a cost element is not appropriate for the proposed contract, please indicate “Not applicable” or “NA” on the form.

**Currency of the proposal:** [Insert Currency]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Activity**  | **Quantity** | **Unit** | **Unit price, Euro** | **Total,** **Euro** |
| **1** | **Preparatory phase** |
| 1.1 | Detailed action plan with timeframe for all deliverables |  | Lump sum |  |  |
|  | **Subtotal 1:** |  |
|  |  |  |
|  |  |  |
| **2** | **Analytical services** |
| 2.1 | Desk review and analysis of already available data related to the digital/IT skills supply and demand, including educational offer and its quality where possible |  | Day |  |  |
| 2.2 | Design of the final version of the research methodology |  | Day |  |  |
| 2.3 | Implement quantitative and qualitative research, in line with the objective of the assignment, including sampling and recruitment of respondents  |  | Day |  |  |
| 2.4 | Prepare the final report, including PPT version and raw databases provision |  | Day |  |  |
|  | **Subtotal 4:** |  |
|  |  |
|  |  |
| **3** | **Management costs** |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 3.3 |  () | 1 |  |  |  |
|  | **Subtotal 5:** |  |
| **4** | **Other costs** |
| 4.1 | Indicate other costs not specified above |  |  |  |  |
|  | **Subtotal 6:** |  |
|  | **TOTAL** |  |

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)