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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| NAME & ADDRESS OF FIRM | **DATE: June 28, 2021** |
| **REFERENCE: ZMB/RFP/2021/002** |

Dear Sir / Madam:

We kindly request you to submit your Proposal **for The Development of Standard Operating Procedures (SOPs) for Meteorological Agriculture and Water Products and Services As Well As Stakeholder Engagement** .

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

Proposals may be submitted on or before **Thursday, July 08, 2021**

Via the procurement dedicated email address below: - [Procurement.zm@undp.org](mailto:Procurement.zm@undp.org)

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the RFP.

Should you require further clarifications, kindly communicate via email address above.

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of 90 Days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Roland SERI*

*Deputy Resident Representative*

6/28/2021

**Annex 1**

**Description of Requirements**

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| Context of the Requirement | Title: Development of Standard Operating Procedures (SOPs) For Meteorological, Agriculture and Water Products and Services as Well As Stakeholder Engagement. The Strengthening Climate Resilience of Agricultural Livelihoods in Agro Ecological Regions I and ll in Zambia (SCRALA) project, funded by the Green Climate Fund (GCF) through the United Nations Development Programme (UNDP), intends to strengthen the resilience to climate change risks of vulnerable smallholder farmers in the country's Agro-Ecological Regions I and II. The project will achieve this by taking a value chain approach, addressing risks posed across key stages of the value chain - planning, inputs, production, and post-production. The major risk across all stages of the value chain is climate induced shocks. Therefore, the project will focus on enhancing the understanding of climate risks in these regions and support the generation and provision of quality and consistent weather and climate services, agriculture and water advisories as well as early warning information and will involve strengthening stakeholder collaboration. In this regard, the current activity will support the development of Standard Operating Procedures (SOPs) for generating, packaging and disseminating meteorological, agriculture and water products and services as well as establishing and documenting SOPs for inter-agency stakeholder collaboration, coordination and co-production of services and advisories. The standard Operating Procedures are documents which will describe the regularly recurring operations to ensure that the operations are carried out correctly (quality) and always in the same manner (consistency). The SOPs will provide systematic procedures for intra and inter-agency coordination for co-production and dissemination of meteorological, agriculture and water advisories. This will provide guidelines on how each member institution will contribute and collaborate in the generation, packaging and provision of advisories. |
| Implementing Partner of UNDP | **The Zambia Meteorological Department (ZMD) under the Ministry of Transport and Communications.** |
| Brief Description of the Required Services[[1]](#footnote-2) | The consultants will familiarize themselves with the ISO9001:2015 Quality Management Standard to ensure that all implementations of the SOPs adhere to this standard. The consultant will conduct a gap analysis to identify the areas in ZMD that require change in order to be compliant with the ISO9001:2015 QMS standard.  The Consultant will also conduct a human resource review with management  team to identify the appropriate individuals to involve in creation of SOPs,  facilitate the development of each identified SOP, and develop standard  operating procedure manuals for each identified activity/process. |
| List and Description of Expected Outputs to be Delivered | **Deliverable 1: Inception report**  **Deliverable 2: Report on identified products and services and Developed SOPs**  **Deliverable 3: Report on Inter-agency coordination and co-production**  **Deliverable 4: Report on sensitisation of staff on SOPs and QMS certification**  **Deliverable 5: Completion report** |
| Person to Supervise the Work/Performance of the Service Provider | The Consultant will work under the supervision of the Director of Zambia Meteorological Department (ZMD). They will be directly responsible for, reporting to, seeking approval/acceptance of output from the Director of Zambia Meteorological Department. The consultants will provide progress reports as outlined in section E above. During the course of implementing the assignment, the Consultants will interact with all stakeholders to understand their expectations. |
| Frequency of Reporting | The consultant will give reports for each task upon completion of the task at prescribed times. |
| Progress Reporting Requirements | |  | | --- | | The consultant will submit reports in electronic format for review and comments. The consultant will submit the final reports in electronic and printed versions, which will account for correction, omissions and other issues raised during the review. | |
| Location of work | At Contractor’s Location    **During the contract duration, office space for the firm/consultant will be provided at the Zambia Meteorological Department** |
| Expected duration of work | **3 Months (66 Working Days)** |
| Target start date | **19 July 2021** |
| Latest completion date | **30th September 2021** |
| Travels Expected | N/A   |  |  |  |  | | --- | --- | --- | --- | | **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required |
| Currency of Proposal | United States Dollars |
| Value Added Tax on Price Proposal[[2]](#footnote-3) | must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | Not permitted |
| Payment Terms[[3]](#footnote-4) | |  |  |  |  | | --- | --- | --- | --- | | **Outputs** | **Percentage** | **Timing** | **Condition for Payment Release** | | Deliverable 1: Inception report | 20% | 1week after contract signing | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | Deliverable 2: Report on  identified products and  services and Developed SOPs | 30% | 4 weeks after deliverable 1 | | Deliverable 3: Report on Inter  30% 4 weeks after deliverable 1  10% 1 week after deliverable 2  agency coordination and coproduction  of information | 10% | 1 week after deliverable 2 | | Deliverable 4: Report on 30% 4 weeks after deliverable 3  sensitisation of staff on SOPs  and QMS certification. | 30% | 4 weeks after deliverable 3 | | Deliverable 5: Completion  report | 10% | 2 weeks after deliverable 4 | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | **The Consultant will report to the Director of Zambia Meteorological Department (ZMD).** |
| Type of Contract to be Signed | Purchase Order  Contract for Services |
| Criteria for Contract Award | Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal Percentage Rating: (70%)**  Expertise of the Firm **(30%)**  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **(40%)**  Management Structure and Qualification of Key Personnel **(30%)**  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider |
| Contract General Terms and Conditions[[4]](#footnote-5) | General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP[[5]](#footnote-6) | Form for Submission of Proposal (Annex 2)  Detailed TOR |
| Contact Person for Inquiries  (Written inquiries only)[[6]](#footnote-7) | *Attn: Procurement Unit Email:* [*procurement.zm@undp.org*](mailto:procurement.zm@undp.org)  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | NONE |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[7]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[8]](#footnote-9))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price (USD)**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1: **Inception Report** | **20%** |  |
| 2 | Deliverable 2: **Report on identified Products and Services and Developed SOPs** | **30%** |  |
| 3 | Deliverable 3: **Report on Inter-Agency Coordination and Co-production** | **10%** |  |
| 4 | Deliverable 4: **Report on Sensitisation of Staff on SOPs and QMS certification** | **30%** |  |
| 5 | Deliverable 5: **Completion report** | **10%** |  |
|  | Total | **100%** |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

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| --- | --- | --- | --- | --- |
| **Description of Activity** | **Daily Rate**  **USD** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  **USD** |
| **I. Personnel Services** |  |  |  |  |
|  |  |  |  |  |
| a. Expertise 1-**Team Leader** |  |  |  |  |
| b. Expertise 2-**Hydrology Expert** |  |  |  |  |
| c. Expertise 3-**Agriculture Expert** |  |  |  |  |
| d. Expertise 4-**Meteorology Expert** |  |  |  |  |
| e. Expertise 5-**Quality Management Expert** |  |  |  |  |
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| **II. Other Related Costs (Specify)** |  |  |  |  |
| **III. TOTAL** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-2)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-3)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-4)
4. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-5)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-6)
6. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-7)
7. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-8)
8. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)