



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

NAME & ADDRESS OF FIRM	DATE: June 30, 2021
	REFERENCE: <b>SOUTH AFRICA YOUTH BAROMETER SURVEY: PARIS AGREEMENT CLIMATE CHANGE</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **SOUTH AFRICA YOUTH BAROMETER SURVEY: PARIS AGREEMENT CLIMATE CHANGE**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than **16h00 Monday, July 12, 2021** via e-Tendering system.

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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 : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit  
UNDP South Africa  
6/30/2021*

## Description of Requirements

Context of the Requirement	<p>The United Nations Development Programme (UNDP) is a core member of the Partnership for Action on a Green Economy (PAGE) together with the International Labor Organisation (ILO), UN Environment (UNEP), UN Industrial Development Organization (UNIDO) and UN Institute for Training and Research (UNITAR). The PAGE South Africa chapter is strengthened through the cooperation of the Department of Forestry, Fisheries and the Environment (DFFE); the Department of Trade, Industry and Competition (DTIC); and the Department of Science and Innovation (DSI).</p> <p>Since its launch in 2015, PAGE in South Africa has supported the strengthening of national coordination in green economy capabilities across Departments and sectors, for a transition to a low-carbon and inclusive green economy. An important PAGE outcome is a deepened collaboration on green economy policy and planning processes across government and key institutions, as well as a social compact to support sectoral change on issues relating to a just transition to a green, low-carbon and climate-resilient economy.</p> <p>It is well recognized that SDG7/Energy, is central to COVID-19 economic recovery for its role as a major input to any economy, and central in the just transition process associated with a shift from coal to a transition to a low carbon economy. De-coupling economic growth from emissions while achieving the SDGs, is complex and requires inter-sectoral coordination and implementation. South Africa is updating its Nationally Determined Contribution (NDC) to the Paris Agreement with enhanced ambition on both mitigation and adaptation in 2021, prior to COP26.</p> <p>As the general awareness of the climate crisis has grown, the just transition has also become specifically tied to climate action, and specifically in addressing the energy complex, which is manifested as a key issue in UNFCCC negotiations and in the NDC enhancement process of the Paris Agreement. All of this comes at a time when the global climate movement is gaining momentum, also seen in South Africa through several NGOs and youth organisations.</p> <p>The youth constituency is by far the most significant group associated with unemployment and unemployability in South Africa. Through a principal survey approach, this assignment aims to support the South African Government in the NDC updating, and in pre- and post COP 26 national engagements, with a bottom-up perspective by highlighting youth voices ('Youth Barometer').</p> <p>Previous surveys have focussed on climate change/environment/energy/just transition issues in South Africa, such as Peoples' Climate Vote, the African Youth Survey 2020, the Afrobarometer 2018 and the latest South African Social Attitudes Survey (SASAS) (but not limited to those). Where possible, the Youth Barometer should build on and complement previously conducted surveys.</p> <p>The Youth Barometer should fundamentally be linked to the the South African NDC update, in support of the work programmes of the various national structures and mechanisms designated to drive the just transition and coordinated climate action.</p>
Implementing Partner of UNDP	The Department of Environment, Forestry and Fisheries (DEFF)

Brief Description of the Required Services <sup>1</sup>	<p>The Youth Barometer will be undertaken through a public survey methodology, coupled with a dialogue event bearing policy recommendations and a communications campaign. This assignment refers to a professional survey provider to undertake the survey and prepare an analysis report.</p> <p>The public survey will be conducted to shed light on attitudes/reflections/opinions of youth, for example unemployed youth and youth from mine affected communities. The findings will be analysed and presented in a dialogue event in September 2021, before COP 26. The responses from the public dialogue will be consolidated into a final report and social media feeds that lay out bottom-up policy recommendations.</p>		
List and Description of Expected Outputs to be Delivered	<b>Deliverable</b>	<b>Description</b>	<b>Timeline</b>
	<b>1. Inception phase completed (Deliverable 1)</b>		
	1.1 Inception meeting	UNDP will organise the inception meeting. Service provider to present a preliminary approach at the inception meeting.	
	1.2 Inception report	Service provider to submit a final inception report incorporating the discussions in the inception meeting.	Up to 3 days after inception meeting
	<b>2. Survey co-designed and developed (Deliverable 2)</b>		
	2.1 Draft survey design	The service provider to do research and design the survey; UNDP will convene necessary discussions with stakeholders on survey design.	
	2.2 Final survey design	The service provider to incorporate final inputs into survey design.	Up to 1 week after inputs on draft survey
	<b>3. Survey conducted and draft analysis report prepared (Deliverable 3)</b>		
	3.1 Survey Roll-out	The service provider to conduct the survey in accordance to agreed design.	Mid/end July
	<b>4. Final analysis report and communication material prepared (Deliverable 4)</b>		
	4.1 Draft survey analysis report	Service provider to prepare an analysis report bearing quantitative and qualitative findings of the survey as per agreed survey design.	End August
4.2 Final survey analysis report, PowerPoint presentation & 2-3 pages of infographics on key findings	Finalise the analysis report, incorporating inputs from UNDP and stakeholders. The service provider is also required to submit a PowerPoint presentation highlighting the key findings as well as 2-3 pages of infographics on key findings.	Mid-September	
	The service provider will also be expected to work with another service provider responsible for developing a final Youth Barometer		

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

		report, including policy recommendations.	
Person to Supervise the Work/Performance of the Service Provider	The consultant will report to a UNDP South Africa, Focal Point in Nature, Climate and Energy (NCE)		
Frequency of Reporting	The consultant will report to a UNDP South Africa, Focal Point in Nature, Climate and Energy (NCE). UNDP will work closely with NDC Unit in DFFE and other key bodies assigned to support the NDC and related youth processes throughout the course of this Assignment		
Progress Reporting Requirements	Meetings and reports as and when required		
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location		
Expected duration of work	15 September 2021		
Target start date	Upon contract signature/s by both parties)		
Latest completion date	30 September 2021		
Travels Expected	n/a		
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required		
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)		

Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms <sup>3</sup>	<ul style="list-style-type: none"> <li>• Deliverable 1: 15% of contract value</li> <li>• Deliverable 2: 45% of contract value</li> <li>• Deliverable 3: 25% of contract value</li> <li>• Deliverable 4: 15% of contract value</li> </ul> <p>All payment will be effected within 30 days of receipt of an invoice upon final and approved submission of all deliverables connected to each activity. The UNFCCC Focal point will approve the deliverables which will trigger payment from UNDP.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The UNDP South Africa NCE focal point will approve the deliverables which will trigger payment from UNDP.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services

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

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

	<div><input type="checkbox"/> Long-Term Agreement<sup>4</sup></div> <div><input type="checkbox"/> Other Type of Contract</div>
Criteria for Contract Award	<div><input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers</div> <div><input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</div> <div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.</div>
Criteria for the Assessment of Proposal	<div><div><div>Technical Proposal (70% of the overall proposal - 140 points)</div><div><div>Selection criteria and score (max 100)</div><div><div>Knowledge of the context, legislation and policies of South Africa on equality, jobs and decent labour in the context of a just transition to a low-carbon economy (15)</div><div>Experience of similar assignments/knowledge of –youth on environmental, climate change, energy, employment or socio-economic issues (10)</div><div>Experience in designing and conducting innovative and cost-effective surveys, giving examples (20)</div><div>Experience in preparation of infographics and visuals, giving examples (20)</div><div>Experience in data mining, analysis and information consolidation, giving examples (15)</div><div>Experience in preparing reports or knowledge products, giving examples (15)</div><div>Experience of working with international organisations and government stakeholders (5)</div></div></div><div><div>(minimum qualifying score – 70 points)</div><div>Financial Proposal (30%)</div><div>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</div></div></div></div>
UNDP will award the contract to:	<div><input checked="" type="checkbox"/> One and only one Service Provider</div> <div><input type="checkbox"/> One or more Service Providers, depending on the following factors:</div>

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<i>Procurement Unit</i> <a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a> 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]	

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

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