



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

CONSULTANCY TO DESIGN AND DEVELOP AN INTEGRATED WEB PORTAL FOR THE AFRICAN BORDERLANDS ENCYCLOPEDIA

To Bidders	DATE: 26/07/2021
	REFERENCE: RFP//014/2021 –Design and Development of an Integrated Web Portal for the African Borderlands Encyclopedia

Dear Sir / Madam,

We kindly request you to submit your Proposal for **Designing and Development of an Integrated Web Portal for the African Borderlands Encyclopedia**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the E-Tendering system. Bids must be submitted in the online E-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide. Your proposal must be expressed in English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

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

Please be advised that, if selected, you will be required to sign a UNDP contract and work under UNDP contract terms and agreement. UNDP will not sign any external contracts or agreements other than the UNDP contract.

Thank you and we look forward to receiving your Proposal.

Yours sincerely,
Taye Amssalu
Deputy Resident Representative (Operations)
Date: 26/07/2021

Annex 1

Description of Requirements

Context of the Requirement	Design and Development of an Integrated Web Portal for the African Borderlands Encyclopedia
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<ol style="list-style-type: none"> 1) Develop and install a comprehensive and secure Integrated Web Portal with corresponding dashboard which is consistent with UNDP ABC's pre-determined and modifiable indicators; with the ability to adequately pull together data from external sources including but not limited to the UN system, non-profit partners, academia, development partners and African countries. 2) Develop standard procedures and guidelines for maintaining the Integrated Web Portal. 3) Improve the competence (application of knowledge and skills) of UNDP ABC's staff in using and maintaining the Integrated Web Portal and standards.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Database system. 2. Management Dashboard 3. Standard Operating Procedures (SOP) Manual. 4. Training report on Data entry and use. 5. Integrated Web Portal.
Person to Supervise the Work/Performance of the Service Provider	<p>The Consulting Firm will work under the direct supervision of the ABC Data Lead and supported by an International Consultant.</p> <p>The overall supervision will be overseen by the ABC Project Advisor. The Consulting Firm's Team Leader will be responsible for all the assignment deliverables.</p>
Frequency of Reporting	As agreed during inception meeting
Progress Reporting Requirements	TBA
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location - This is a home-based/remote contract and does not require any travel.
Expected duration of work	90 working days spread over a period of four months
Target start date	23 rd August 2021
Latest completion date	22 December 2021
Travels Expected	None for this assignment

Special Security Requirements	N/A <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 type="checkbox"/> Others <i>[pls. specify]</i>														
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A <input checked="" type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>														
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 as per the Terms of Reference Ability to communicate effectively in written and spoken English; Contacts of three recent clients for whom the vendor delivered services comparable with the specifications listed above. <input type="checkbox"/> Not Required														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency (KSH)														
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/>														
Payment Terms	<table border="1"> <thead> <tr> <th>#</th><th>Deliverable</th><th>Description</th><th>Payment</th><th>Responsibility</th></tr> </thead> <tbody> <tr> <td>1</td><td>Inception report and work-plan</td><td>Provides a detailed Solution Architecture,</td><td>15%</td><td>Consulting Firm submits inception report</td></tr> </tbody> </table>					#	Deliverable	Description	Payment	Responsibility	1	Inception report and work-plan	Provides a detailed Solution Architecture,	15%	Consulting Firm submits inception report
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			schedule of tasks and timelines.		and workplan to ABC Data Lead
	2	Development of the database system	The database will store, organize, and structure all the information and data for the Borderlands Encyclopedia.	20%	Consulting Firm develops database and conducts a presentation walkthrough to ABC Team.
	3	Development of a Management Dashboard	Module to manipulate, summarize, compare, and visualize the data.	25%	Consulting Firm develops the Management Dashboard and conducts a presentation walkthrough to ABC Team.
	4	Development of the Integrated Web Portal.	Platform to enable interactive querying, visualization, and the integration of data across databases.	25%	Consulting Firm develops the Integrated Web Portal and conducts a presentation walkthrough to ABC Team.
	5	Training report on Data entry and use	Describes the objectives and scope of the training.	15%	Consulting Firm submits training report to ABC Data Lead
	6	Development of Standard Operating Procedures (SOP) Manual	The manual will detail all operational aspects of the Integrated Web Portal.		Consulting Firm submits SOP Manual to ABC Data Lead.
Is Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Africa Borderlands Centre (ABC) Data Lead				

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 <input type="checkbox"/> Long-Term Agreement.
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodological design and timelines (Max 40 points) <input checked="" type="checkbox"/> Management Structure and Qualifications of Key Personnel (Max 10 points) <u>Financial Proposal (30%)</u> 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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input type="checkbox"/> Detailed TOR <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	For how to apply questions and TOR clarifications request – contact: UNDP Kenya Procurement Unit Undp.kenya.procurement@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.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of bids through UNDP e-tendering portal Email:
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only - Technical and Financial proposals should be separated. <input checked="" type="checkbox"/> Digital Certification/Signature: Required

Deadline of Submission	Friday, 06 August 2021 5.00 P.M (GMT+3.00)
Other Information [pls. specify]	The successful vendor will be issued with a Purchase Order (PO) after signing the contract to trigger payments

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

Nairobi
July 26, 2021

To: The Deputy Country Director (Operations)
UNDP Kenya
UN Complex Gigiri, Block N, Level 3
P.O. Box 30218-00100,
Nairobi, Kenya

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 7/26/2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. 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:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

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.

C. Qualifications of Key Personnel/Project Focal Point

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

#	Deliverable	Payment
1	Inception report and work-plan	15%
2	Development of the database system	20%
3	Development of a Management Dashboard	25%
4	Development of the Integrated Web Portal.	25%
5	Training report on Data entry and use	15%
6	Development of Standard Operating Procedures (SOP) Manual	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				

b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

TERMS OF REFERENCE

CONSULTANCY TO DESIGN AND DEVELOP AN INTEGRATED WEB PORTAL FOR THE AFRICAN BORDERLANDS ENCYCLOPEDIA

II. Background Information

Africa's borderlands have a combined population significantly larger than any single state on the continent. These are sites of enormous innovation, creativity, and economic potential, containing both the human and natural resources to support thriving communities and fast-growing local economies. Despite their potential, borderlands tend to be underserved by national institutions and suffer from endemic poverty and underdevelopment. Increasingly they are being left behind, as development agendas have centred on capital cities and other large urban centres across the continent. The challenges and opportunities of borderlands can only be properly understood through a regional and cross-border perspective, and the case is becoming critical for approaches to development programming in Africa that are more explicitly cognizant of dynamics at a regional level. African borderlands exhibit a high prevalence of extreme poverty and tend to be under-served by national institutions in terms of their basic services (notably of security, education, and healthcare). They have been "left behind", even as development progress has begun to pick up in many urban centres across the continent. Data is not easily available which easily disaggregates information regarding poverty levels across Africa's borderlands, nor is there data which measures exclusion and inequality (a problem in itself which require urgent attention).

Currently there is insufficient understanding of and engagement with borderlands issues across Africa. Although countries are all grappling with their own complex borderland dynamics and challenges, there has only been very limited research, data collection and analysis undertaken of these areas, and even this has tended not to be conducted or collated in any systematic kind of way. Macro, comparative analysis generally fails to capture the fine-grained, context-specific detail needed to operate effectively in these complex environments. Meanwhile, ethnographic research, where it is conducted, tends to be confined to academic analysis, and the information has not often been synthesised into knowledge that can be easily and effectively utilised by policy-makers to ensure more effective engagement with borderland issues.

Against this background, the UNDP ABC is therefore, inviting proposals from qualified Consulting Firms to develop a comprehensive Integrated web-based portal platform to support the effective storage, processing, visualization and sharing of borderlands data and information. The Consulting Firm will also be required to build capacity within UNDP ABC to use and maintain the developed portal platform.

III. Objective of the Consultancy

Overall Objective:

The overall objective of the assignment is to design and develop an Integrated Web Portal to upload, store and execute interactive multi-media data visualizations

Specific Objectives:

The objectives of this consultancy are to:

- 1) Develop and install a comprehensive and secure Integrated Web Portal with corresponding dashboard which is consistent with UNDP ABC's pre-determined and modifiable indicators; with the ability to adequately pull together data from external sources including but not limited to the UN system, non-profit partners, academia, development partners and African countries.
- 2) Develop standard procedures and guidelines for maintaining the Integrated Web Portal.

3) Improve the competence (application of knowledge and skills) of UNDP ABC's staff in using and maintaining the Integrated Web Portal and standards.

IV. Scope, Nature of Work and Deliverables

Whereas UNDP ABC has provided the general scope of work for this assignment below, the Consulting Firm is expected to propose a plausible approach for undertaking this assignment and subsequently the linking and integration of the dashboard. The scope of the task covers the following key components (i) development of database system (ii) Management Dashboard (iii) Standard Operating Procedures (SOP) Manual. (iv) Training of ABC staff on Data entry and use.

- Develop a **database system** which is specific to the needs of UNDP ABC, as well as uploading and cleaning procedures.
- Design a **Management Dashboard** to visualize and report critical information and make this information accessible online. The Dashboard should allow for vivid/graphical presentation of information (Infographs), real time manipulation of data by time, period and/or selection/ de-selection of variables to:
 - a) aggregate statistics and summary visuals.
 - b) overlay and/ or compare data.
- Develop a **Standard Operating Procedures (SOP) Manual**.

The Consulting Firm will develop a standard operating procedures manual that will include an explanation on how:

- a) data are entered/ uploaded.
 - b) to store, retrieve and freeze data.
 - c) to secure and protect data.
- **Training on Data entry and use.** The Consulting Firm will train UNDP ABC staff on the various procedures for the database system, including data extraction, analysis, visualisation, reporting/transfer, and management.
- Develop the overarching **Integrated Web Portal** which is secure and linked to multi-database systems.
- Review and validation. The Consulting Firm is expected to work hand in hand with UNDP ABC to ensure approval of the prototype Integrated Web Portal and dashboard in accordance with UNDP corporate policies and procedures and guidance by the ABC team. This will entail product presentation and walk through.

The Consulting Firm is expected to produce an inception report, work plan and schedule of tasks, with corresponding deliverables as part of the proposal to undertake the assignment. To be submitted 13 working days after signing of contract.

- Expected outputs and deliverables
 - Database system.
 - Management Dashboard
 - Standard Operating Procedures (SOP) Manual.
 - Training report on Data entry and use.

- Integrated Web Portal.

V. Duration

Deliverable Schedule

#	Deliverable	Description	Payment	Responsibility
1	Inception report and work-plan	Provides a detailed Solution Architecture, schedule of tasks and timelines.	15%	Consulting Firm submits inception report and workplan to ABC Data Lead
2	Development of the database system	The database will store, organize, and structure all the information and data for the Borderlands Encyclopaedia.	20%	Consulting Firm develops database and conducts a presentation walkthrough to ABC Team.
3	Development of a Management Dashboard	Module to manipulate, summarize, compare, and visualize the data.	25%	Consulting Firm develops the Management Dashboard and conducts a presentation walkthrough to ABC Team.
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5	Training report on Data entry and use	Describes the objectives and scope of the training.	15%	Consulting Firm submits training report to ABC Data Lead
6	Development of Standard Operating Procedures (SOP) Manual	The manual will detail all operational aspects of the Integrated Web Portal.		Consulting Firm submits SOP Manual to ABC Data Lead.

The Consultancy is expected to take 90 working days staggered across a four months period starting on 23rd August to 22nd December 2021. Additionally, the Consulting Firm will be required to provide free monitoring, maintenance and technical support services including fixes and troubleshooting for a period of three months after portal completion

Proposed Timeframe	Activity
26 th July to 06 August 2021	Advertisement

09 th August to 17 th August 2021	Evaluation and Selection
23 rd August 2021	Contract signing
23 rd August – 09 September 2021	Preparation period for the Consulting Firm's team/ clarification from ABC. Document review and analysis for Inception Report and workplan.
10 September to 03 rd December	Development of the Integrated Web Portal with supporting database system, Management dashboard and manual.
(1 working day)	Initial product presentation and walkthrough.
(1 working day)	Post review production presentation and walk through.
8 th December (1 working day)	Borderlands Encyclopedia Launch.
31 st March 2022 (3 months after completion).	Comprehensive quality assurance and testing.

Reporting and feedback mechanism

At the beginning of the assignment, the Consulting Firm will present to the ABC Data Lead an inception report including a workplan on how it will execute the assignment based on the interpretation of the Terms of Reference.

The Consulting Firm will be participating in initial meetings with the Africa Borderlands Centre on how the assignment and tasks will be implemented and report regularly on progress as guided by the expected deliverables.

The Consulting Firm will work under the direct supervision of the ABC Data Lead and supported by an International Consultant.

The overall supervision will be overseen by the ABC Project Advisor. The Consulting Firm's Team Leader will be responsible for all the assignment deliverables.

Consulting Firm Eligibility Requirements	
<p>Registered IT Firms are eligible to apply for this consultancy. The Firms should:</p> <ol style="list-style-type: none"> 1) Have at least 7 years' experience in Web-based applications design and development. 2) Have experience in web-based applications development and management in at least 5 (five) sites using WordPress (Provide evidence-contracts/LPOs and certificate of completion for the works done). 3) Have at least 7 years' experience related to data management/database development and archiving, including the use of web-enabled platforms and common statistical analysis tools. 4) Experienced with data management of data sets from developing countries, systems development and management within Africa are highly desirable. 5) Prior working experience with the UN system is an added advantage. <p>Technical proposal (10 pages max): This should detail:</p> <ol style="list-style-type: none"> 1) The Solution Architecture with clear timelines that shows an understanding and interpretation of the assignment. 2) Short bios/ CVs of the assignment team. 3) Evidence-contracts and certificates of completion for three previous similar assignments. 4) Contacts of three recent clients for whom the vendor delivered services comparable with the specifications listed above. <p>Financial proposal: Consulting Firms are required to provide a lumpsum quotation to deliver the outputs required under this TOR. The selection of Consulting Firms will be conducted on a price-performance basis.</p> <p>Only Consulting Firms obtaining a minimum of 70% of the total technical points will be considered for financial proposal evaluation. UNDP shall not be liable for unanticipated expenditure and/or errors in costing.</p> <p>Interested Consulting Firms must submit the following documents /information to demonstrate their qualification, experience, and suitability to undertake the assignment.</p> <ol style="list-style-type: none"> 1) CVs of all key personnel to undertake the consultancy, indicating all experience from similar projects. 2) Provide evidence-contracts/LPOs and certificate of completion for the works done of at least 5 (five) sites using WordPress. 3) Letter of Confirmation of Interest and Availability and Financial Proposal indicating professional and service fee. <p>Incomplete proposals will not be considered.</p> <p>Key qualifications The Consulting Firm's Team Lead is free to propose a team and skill compositions appropriate to their work plan. However, the team will comprise of, at the least, the following key staff.</p>	
Qualifications for team members	
Team Leader/ Project Manager Education & Experience and	<ol style="list-style-type: none"> i. Advanced degree (Masters Level) in a relevant field (Computer Science, Data/Information Management, Advanced Statistical Analysis, Information Technology, and Software Engineering).

Technical Competencies	<ul style="list-style-type: none"> ii. Have at least 5 years' experience in Web-based applications design and development using CMS (both Joomla and WordPress) iii. Have experience in web-based applications development and management in at least 5 (five) sites using WordPress (Provide evidence-contracts/LPOs and certificate of completion for the works done). iv. Have at least 5 years' experience related to data management/database development and archiving, including the use of web-enabled platforms and common statistical analysis tools. v. Prior experience with data management of data sets from developing countries, systems development and management within Africa are highly desirable. vi. Prior working experience with the UN system is an added advantage. <p>Technical and functional competencies</p> <ul style="list-style-type: none"> i. Strong expertise in the development of web-based applications. ii. Knowledge in MySQL database management, WordPress website development, CSS, Graphics design etc. iii. Strong analytical, writing, communication, reporting and presentation skills. iv. Demonstrated evidence of having completed similar assignments. v. Ability to communicate effectively in written and spoken English.
Web Developer/ Programmer	<ul style="list-style-type: none"> i. Bachelor of Science in either of the following: - Computer Science, Software Engineering, Computer engineering or any other relevant field. ii. Knowledge in MySQL database management, WordPress Website development, CSS, Graphics design etc. iii. Have at least 5 years' experience in programming. iv. Have experience in website developments and management in at least at least 5 (five) sites using WordPress v. Experience in Responsive Joomla template development vi. Prior work experience with United Nations agencies and/or other international organizations is an asset. <p>Technical and functional competencies</p> <ul style="list-style-type: none"> i. Strong expertise in the development of web-based applications. ii. Proven ability to write code, program parameters for data integrity, and extract data from relational databases using SQL. iii. Demonstrated expertise in software architecture, object-oriented design, design patterns, data structures and multi-threading iv. Strong analytical, writing, communication, reporting and presentation skills. v. Ability to communicate effectively in written and spoken English.
Web Graphic Designer	<ul style="list-style-type: none"> i. Bachelor's degree in Graphic Arts, Design, Communications, or related field ii. 3-5 years of experience in Graphic Design iii. Understanding of website design, corporate identity, product packaging, and multimedia design.

	<ul style="list-style-type: none"> iv. Knowledge of layouts, graphic fundamentals, typography, print, and the web. v. Familiarity with HTML and CSS preferred vi. Knowledge of Adobe Photoshop, Illustrator, Sketch, InDesign, and other graphic design software <p>Technical and functional competencies</p> <ul style="list-style-type: none"> i. Strong experience in developing innovative multimedia products and websites. ii. Strong analytical, writing, communication, reporting and presentation skills. iii. Demonstrated evidence of having completed similar assignments. iv. Ability to communicate effectively in written and spoken English.
Core Competencies for all team members	<p>PROFESSIONALISM: Sound knowledge of and exposure to a range of development assistance issues, including on action research that informs development programmes design and management for borderland areas; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; demonstrates professional competence and mastery of subject matter; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.</p> <p>COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.</p> <p>PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.</p> <p>TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.</p> <p>ORGANIZATIONAL AWARENESS: Demonstrate corporate knowledge and sound judgment</p>

	<p>ACCOUNTABILITY: Takes ownership of all responsibilities and delivers outputs in accordance with agreed time, cost, and quality standards</p> <p>COLLABORATION AND PARTNERSHIP: the ability to develop, maintain, and strengthen partnerships with others inside (programmes/ projects) or outside the organization who can provide information, assistance, and support.</p> <p>KNOWLEDGE MANAGEMENT: the ability to capture, develop, share, and effectively use information and knowledge.</p> <p>INNOVATION: Ability to propose new and useful ideas that are practical and work.</p> <p>DELIVERY: Ability to get things done while exercising good judgement.</p> <p>INTEGRITY AND ETHICS: Demonstrates integrity by modelling the UN's values and ethical standards</p>
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Criteria for the Assessment of Proposal

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Firm				
				A	B	C	D	E
1.	Expertise of Firm (examples of similar service in company's portfolio)	20%	20					
2.	Methodological design and timelines.	40%	40					
3.	Management structure and qualifications of key personnel.	10%	10					
4.	Financial proposal	30%	30					
	Total		100					

Technical Proposal Evaluation (70%) Form 1		Points obtainable	Company / Firm				
			A	B	C	D	E
Expertise of the Firm (examples of similar service in company's portfolio)							
1.1	Prior experience providing dedicated web design and development services	10					
1.2	Minimum seven (7) years of operation	5					

Technical Proposal Evaluation (70%) Form 1		Points obtainable	Company / Firm				
			A	B	C	D	E
1.3	Prior work experience with United Nations agencies and/or other international organizations	5					
Total part 1		20					
Technical Proposal Evaluation Form 2		Points Obtainable	Company / Firm				
			A	B	C	D	E
Methodological design and timelines							
2.1	Quality of the proposed methodology with a focus on clarity of the explanations, user experience and management flows.	15					
2.2	Aspects of web development work	10					
2.3	Timeliness of the implementation plan	5					
2.4	Proposal on technical support	5					
2.5	Proposal on training	5					
	Total Part 2	40					
Technical Proposal Evaluation Form 3		Points Obtainable	Company / Firm				
			A	B	C	D	E
Management structure and qualification of key personnel							
3.1	Quality and experience of staff	5					
3.2	Flexible working hours	5					
	Total Part 3	10					

Financial Proposal Evaluation Form 1		Points Obtainable	Company / Firm				
			A	B	C	D	E
Management structure and qualification of key personnel							
4.1	To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.	30					
	Total	30					

Annex 3

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in

reasonable places shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of

civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition.

The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.