

United Nations Development Programme



REQUEST FOR PROPOSAL

Hiring an IT firm for developing an interactive M&E and Knowledge Management web portal

RFP No.: RFP-BD-2021-024

Project: Gender-responsive Coastal Adaptation (GCA) project

Country: Bangladesh

Issued on: **28 July 2021**

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SECTION 1. LETTER OF INVITATION

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security **Not Applicable**

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

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

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

Issued by:



Name: Asma Nargis Sultana

Title: Programme Support Officer

Date: 28 July 2021

Approved by:



Name: Krishna Raj Adhikar

Title: Senior Operations Manager

Date: 28 July 2021

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint</p>

	venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
4. <i>Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or</p>

	omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. <i>Cost of Preparation of Proposal</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. <i>Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any</p>

	other place except in the financial proposal.
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<i>14. Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity</p>

	<p>identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. <i>Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP

	process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17. Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<i>18. Clarification of Proposal</i>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<i>19. Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<i>20. Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to</p>

	<p>award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.

<p>Email Submission</p> <p>eTendering submission</p>	<p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p><i>23. Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><i>24. Withdrawal, Substitution, and Modification of</i></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or</p>

<i>Proposals</i>	<p>modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at</p>

	this stage.
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
<i>30. Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p>

	<p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
<i>31. Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<i>32. Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<i>33. Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal</p>

	<p>is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p><i>34. Nonconformities, Repairable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<p>E. AWARD OF CONTRACT</p>	
<p><i>35. Right to Accept, Reject, Any or All Proposals</i></p>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<p><i>36. Award Criteria</i></p>	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<p><i>37. Debriefing</i></p>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist</p>

	the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<i>38. Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<i>39. Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>40. Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
<i>41. Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<i>42. Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
<i>43. Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44. Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45. Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal

	<p>to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
<i>46. Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 2:30 PM (BD local Time); Date: August 3, 2021 2:30 PM</p> <p>Venue: pre-proposal meeting will be held Online for the clarification on the bidding document and ToR, please log in using the following link.</p> <p>https://undp.zoom.us/j/88303072467?pwd=R2OrMHZKQ2tYL3JIMIRUdi85VWJTdz09</p> <p>RFP REF: RFP-BD-2021-024</p> <p>The UNDP focal point for the arrangement is: Ms. Asma Nargis Sultana, Procurement Unit e-mail: bd.procurement@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Applicable
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 15, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Applicable

10	18	Currency of Proposal	United States Dollar Local currency BDT
11	31	Deadline for submitting requests for clarifications/ questions	August 12, 2021, 10:30 AM (Bangladesh Time) [GMT+6]
12	31	Contact Details for submitting clarifications/questions	<p>Address: UNDP Bangladesh, IDB Bhaban, Dhaka E-mail address dedicated for this purpose: bd.procurement@undp.org <u>Reference of Email– RFP-BD-2021-024</u></p> <p>This email 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.</p> <p>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</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p><input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. Also will be posted on UNDP Bangladesh website: http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html</p>
14	23	Deadline for Submission	<p>Date: August 11, 2021 4:30 PM Bangladesh Time Zone Date and Time: As specified in the system (note that time zone indicated in the system is Eastern Daylight time zone). PLEASE NOTE: -</p> <ul style="list-style-type: none"> <i>Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</i> <p><i>Submit your bid a day prior or well before the closing time. Do not wait until the last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</i></p>
14	22	Allowable Manner of Submitting Proposals	e-Tendering

15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU: BGD10; Event ID: RFP-21-024</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Only ZIP format accepted. RAR is not acceptable. ZIP within ZIP folder- not acceptable ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: not exceeding 45 MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 49 or 70% of total technical points
18		Expected date for commencement of Contract	September 1, 2021
19		Maximum expected duration of contract	4 Months from the date of issuance of contract
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<p>The Financial Proposal and the Technical Proposal files <u>MUST BE COMPLETELY SEPARATE</u> and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. <u>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password.</u></p> <p><u>Special note:</u> <u>Do not disclose your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please enter '1' as your bid price in e-tendering line item.</u></p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate signatures of the Authorized Signatory of the Firm
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period (Not Applicable)

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Other	<ul style="list-style-type: none"> - Submission of valid and up to date Trade license/Business Registration, TIN certificate, VAT Identification Number, Updated Income Tax Payment Certificate - 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. 	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> - The firm should have at least 5 years' experience in developing similar type portals for development/Government organizations nationally and internationally. - The firm should have proven experience in geospatial DBMS, RDBMS, web application development, Bigdata analysis, android based application, web-GIS and related tools. - The firm should have completed at least 2 similar type of projects and must submit the completion certificates/satisfactory performance letter issued by the appropriate authority 	Form D: Qualification Form
Financial Standing	<ul style="list-style-type: none"> - Submission of latest 3 years Annual audit reports of the firm (2017-2018, 2018-2019 and 2019-2020) income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc -Minimum Average annual turnover is BDT 5.16 Million (USD 61,000) in the last 3 years is required. -List of clients along with the contract value and name of the projects implemented in the last 3 years. <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Key Personnel	<p>CVs of required key personnel</p> <p>Team composition and Team Experience:</p> <p><u>1. Project Manager/Team Leader (01)</u></p> <ul style="list-style-type: none"> • Minimum Graduation in Computer Science/ Engineering or any other relevant field • Minimum 8 years' experience in Solution Analysis, development, and Software Project management and experienced with Java Script, jQuery, React, AngularJS, AppML, ASP. Net, Java, PHP 7x, Laravel, Python 3.x, Django, Apache (Spark, Panda and Kafka), RDBMS (MySQL/ PostgreSQL / MS SQL), REST APIs, NoSQL (MongoDB/neo4), ArcGIS/QGIS, Geodatabase and Agile/Scrum & hybrid methodology 	Form E: Format of Technical Proposal (3.2 Format for CV of Proposed Key Personnel)

overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

2.Sr. Software Engineers (minimum - 2 persons):

- Minimum Graduation in Computer Science/ Engineering or any other relevant field
- Minimum 5 years' experience in Solution Analysis, design, development and implementation for Web system using Java Script, jQuery, React, AngularJS, ASP. Net, Java, PHP 7x, Laravel, Python 3.x, Django, RDBMS (MySQL/ PostgreSQL / MS SQL), REST APIs,

3.Software Engineers (minimum - 6 persons):

- Minimum Graduation in Computer Science/ Engineering or any other relevant field
- Minimum 3 years' experience In Solution Analysis, design, development and implementation for Web system using PHP, ASP. Net, Laravel, Java, JavaScript, MySQL/MS SQL, Python, RDBMS and NoSQL.

4.User Interface/UX Designers: (minimum – 2 persons)

- Minimum Graduation in computer engineering/science/mathematics/statistics or any other relevant field
- Minimum 5 years of progressive experience in designing web applications/ visualization or any other related field.

5.Web Designers (minimum - 2 persons):

- Minimum Graduation in Computer Science/ Engineering or any other relevant field
- Minimum 5 years' experience in CMS on Joomla/Drupal/Perl etc. preferably Drupal, PHP 7x, HTML, CSS, JavaScript, JSON, Python, QGIS/ArcGIS, REST API, MySQL/MS SQL for website Analysis, design, development and implementation.

6.Documentation Expert:

- Minimum Graduate in Computer Science and Engineering/ICT or any other related field.
- Minimum 3 years' experience of working with enterprise software development team with the role of documenting requirements, SRS (Software Requirements Specification), DFD (Data Flow Diagram), ERD (Entity Relationship Diagram) etc.

7.Database Expert:

- Minimum Graduate in Computer Science and Engineering/ICT or any other related field.
- Minimum 5 years' experience In Database design, development and administration using multiple DB including MySQL/ ORACLE/ MS SQL/ NoSQL, ASP.Net, PHP 7x, Java and JavaScript.

8.Android App Developers (minimum - 2 person)

- Minimum Graduate in Computer Science and Engineering/ ICT or any other related field.
- Minimum 3 years of experience with JavaScript, Java, XML, Python, PHP, JSON, React and android programming.

9.Software Testing Engineer's (minimum -2 person)

- Minimum Graduate in Computer Science and Engineering or any other related field.
- Minimum 3 years of progressive experience in the sector of software testing and quality assurance

10.Infrastructure Engineer

- Minimum Graduate In Computer Science and Engineering or any other related field.
- Minimum 3 years of progressive experience install, configure, develop and maintain infrastructure in on-premises and cloud environments to power different standard networks ensuring the highest security standards and best practices.

11.System Analyst

- Minimum Graduate In Computer Science and Engineering or any other related field.
- Minimum 5 years of progressive experience in analyzing complex business problems to be solved with automated systems and designing the system architecture.

12.Security Engineer

- Minimum Graduate in Computer Science and Engineering or any other related field.
- Minimum 3 years of progressive experience in the mobile app, RDBMS and web applications security related fields.
- Must have minimum 2 years' experience in assessments of technology implementations against published security standards
- Must have minimum 2 years' experience in Identification and Reporting of security vulnerabilities in associated technologies

13.Software/application trainers

- Minimum Graduate in computer science and engineering or any other related field.
- Minimum 3 years of progressive experience in similar type system development.
- Well oriented with the developed system as well as other software programs with strong communication skills.

	<ul style="list-style-type: none">• Proven experience of explaining the technical complexities of software effectively to the audience, that may include people with a wide range of computer skills and educational levels. <p>(Signed CVs of the above positions must be submitted stating relevant experience, as per the given template)</p> <p>Note: The firm can propose additional Human Resources if required for implementing the activities within the timeline as per the TOR, with proper justification.</p>	
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Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Previous experience of the firm and quality of work samples provided	200
2.	Relevance of Education, previous experience and the expertise of the key team members	300
3.	Proposed technical methodology and work plan	200
	Total	700

Sl.	Criteria	Weight	Max Points
1.	Previous experience of the firm and quality of work samples provided	20%	200
1.1	Relevant experience	10%	100
1.2	Quality of prior relevant work samples provided (contract, live portal/site links and preferably successfully completion certificates)	10%	100
2.	Relevance of Education, previous experience and the expertise of the key team members	30 %	300
2.1	Team leader	6%	60
2.2	Sr. Software Engineers (minimum - 2 persons)	3%	30
2.3	Software Engineers (minimum - 6 persons)	6%	60
2.4	User Interface/UX Designers: (minimum – 2 persons)	2%	20
2.5	Web Designers: (minimum - 2 persons)	2%	20
2.6	Documentation Expert	1%	10
2.7	Database Expert:	2%	20
2.8	Android App Developers: (minimum - 2 persons)	3%	30
2.9	Software Testing Engineers: (minimum -2 persons)	1%	10
2.10	Infrastructure Engineer	0.5%	5
2.11	System Analyst	1.5%	15
2.12	Security Engineer	1.5%	15
2.13	Software/application trainers	0.5%	5
3.	Proposed technical methodology and work plan	20%	200
3.1	Project management plan with logical flow of activities	5%	50
3.2	Level of understanding of the assignment & proposed solution design for the technical development	10%	100
3.3	Quality control (SDLC) mechanism and Risk Management Plan	5%	50
	Sub-total	70%	700
4.1	Financial Proposal	30%	300
	Grand Total		1000

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively

Therefore, rest of the 30% will be assessed against Financial Proposal

SECTION 5. TERMS OF REFERENCE

TITLE:	Hiring an IT firm for developing an interactive M&E and Knowledge Management web portal
AGENCY/PROJECT NAME:	Gender-responsive Coastal Adaptation (GCA) project
COUNTRY OF ASSIGNMENT:	Dhaka, Bangladesh
SUPERVISOR:	Programme Coordinator, GCA Project and KM-ICT Team of the project at UNDP Bangladesh Country Office
Duration of Initial Contract:	04 Months September – December 2021
A. Project Title	
Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity AKA Gender-responsive Coastal Adaptation (GCA) Project	
B. Project Description:	
<p>Climate change-induced soil and water salinity is projected to adversely impact freshwater dependent agricultural livelihoods (leading to loss of productivity or livelihoods) as well as the availability and quality of drinking water in the vulnerable coastal communities in Bangladesh. Furthermore, given the crucial role that women play in water security and household level resilience, and their socio-economic marginalization, the climate change-induced threat to agricultural livelihoods and drinking water security of the affected coastal communities disproportionately affects women and girls.</p> <p>Therefore, the key objective of the proposed project is to support the Government of Bangladesh (GoB) in strengthening the adaptive capacities of coastal communities, especially women, to cope with impacts of climate change-induced salinity on their livelihoods and water security. UNDP resources will be combined with GoB co-financing to address information, technical, financial and institutional barriers to implementing and managing resilient livelihoods and drinking water solutions for the vulnerable communities in the Southwestern coastal districts of Khulna and Satkhira. An estimated 719,229 people (about 245,516 direct and 473,713 indirect) will benefit from the proposed project interventions.</p> <p>The proposed project will empower target communities, especially women, as ‘change-agents’ to plan, implement, and manage resilient livelihoods and drinking water solutions. The project will enable those communities to address climate change risks on livelihood and drinking water security to promote synergistic co-benefits. It will enhance the adaptive capacities of these communities in the face of worsening impacts of climate-change induced salinity on their freshwater resources which in turn adversely affect livelihood and drinking water requirements. UNDP resources will be invested in promoting a diversification from currently non-adaptive, freshwater-reliant livelihoods of small-scale farmers, fishers, and agro-labourers towards climate-resilient agricultural livelihoods. GoB co-financing is leveraged to support adoption and scale of these alternative, climate-resilient agricultural livelihoods through strengthened value-chains and market linkages for their long-term viability in the face of increasing salinity and extreme weather. The project also utilizes UNDP and GoB resources to support investments in and management of climate-resilient drinking water solutions to secure year-round, safe drinking water supplies for the targeted communities. Access to reliable, safe drinking water enables the communities, especially women and girls in targeted households, to invest the resulting time and cost savings and health co-benefits in enhanced livelihoods and income generating and/or educational opportunities. In turn, the enhanced incomes and livelihoods will enable the communities to sustain the investments in the drinking water supply solutions in the long-term. Finally, through investments in institutional capacities, knowledge dissemination and evidence-based learning, the project will enable pathways for replication and scale of project impact to secure livelihoods and drinking water across the vulnerable districts of the southwest coast of Bangladesh. The project yields significant environmental, social (including gender), and economic co-benefits including enhanced integrity of coastal ecosystems and freshwater resources; improved gender norms and women empowerment; and increased income and health benefits, estimated at USD15 million and USD4 million respectively over the project lifetime.</p> <p>The project contributes towards GoB’s achievement of priorities outlined in the Nationally Determined Contributions (NDC) and its climate change strategies. The project objective speaks to the top five key near-term areas of intervention identified by the INDC to address adverse impacts of climate change including: (1) Food security, livelihood and health protection (incl. water security); 2) Comprehensive disaster management, 3) Coastal Zone Management, including Salinity Intrusion control, 4) Flood Control and Erosion protection, 5)</p>	

Building Climate Resilient Infrastructure. Directly aligned to six of the fourteen broad adaptation actions prioritized by INDC, the project is implementing improved EWS, supporting climate resilient infrastructure, Tropical cyclones and storm surge protection, stress-tolerant variety improvement and cultivation, and Capacity Building at individual and institutional level to plan and implement adaptation programmes and projects.

Project Strategy:

Firstly, the project will address the barriers related to low awareness of and access to resilient livelihood practices, lack of technical and financial capacities, and limited adoption and scalability hindering the small-scale farmers, fishers, and agro-laborers to diversify to climate-resilient livelihoods and implement adaptive livelihood strategies. UNDP resources, combined with leveraged GoB co-financing, will ensure that (i) communities, especially women, adopt and implement climate-resilient livelihoods; (ii) value-chains/market linkages for these alternative, resilient livelihoods are strengthened to ensure their adoption, sustainability, and scale; and (iii) communities have knowledge and capacity to continue to monitor, safeguard and adapt livelihoods and livelihood strategies to evolving climate risks. The proposed project facilitates the formation of peer-to-peer support groups (**Women Livelihood Groups – WLGs**) to empower women to identify, plan for, and implement climate-resilient livelihoods through awareness raising, skills development, knowledge transfer, and investments into livelihood assets. GoB resources will be directed towards enabling value-chain and market linkages development to spur adoption, sustainability, and scale of these alternative, resilient livelihoods. The proposed project will build the capacities of beneficiaries to implement climate risk reduction strategies (including through improved last-mile dissemination of EWs) and continually adapt and safeguard their livelihoods and assets as climate risks evolve. The project will, thereby, capacitate women to diversify to resilient livelihoods and implement adaptive livelihood strategies in face of worsening salinity. These investments are enabled by the time and cost savings and health co-benefits resulting from drinking water security promoted by the project.

Secondly, the project will address the barriers of limited understanding and, technical know-how and the constraints on vulnerable communities to safeguard against the deterioration of their drinking water resources due to climate change-induced salinity. Particularly, the project supports women and girls who are burdened with providing water for their families and additionally suffer from drinking water insecurity. UNDP resources will be used to invest in (i) formulating and facilitating establishment of women-based, Water User Groups (WUGs) to support participatory, gender responsive planning for distribution of and access to safe, year-round water supply; (ii) implementing gender-responsive, reliable and climate-resilient drinking water solutions including rainwater harvesting systems (at household, community, and institutional scales) and pond water systems; and (iii) strengthen community-centric capacities to plan for, operate, and manage the provision of drinking water as climate risks evolve. Community and GoB resources are leveraged to ensure sustained O&M of the resilient water supply systems, including a commitment to co-manage the systems beyond the project lifetime. The Project promotes synergistic benefits between the livelihood and water user groups as the same communities will be targeted for the interventions to jointly address climate change-induced salinity risks to the community freshwater resources. Access to reliable, year-round, safe drinking water enables the communities, especially women (including those supported through livelihood interventions) and girls in targeted households, to invest the resulting time and cost savings and health co-benefits in income generating and/or educational opportunities further reducing their vulnerabilities to climate change.

Finally, UNDP resources will be invested in building technical and coordination capacities of two (2) implementing ministries (Ministry of Women and Children Affairs and Local Government Division); facilitating knowledge generation and exchange; and establishing learning frameworks to sustain, replicate, and scale resilient livelihood and drinking water solutions for coastal communities. The project will: (i) strengthen institutional capacities for integrating climate risks in coastal livelihoods support efforts – the key implementing ministries benefit from technical capacity to support coastal communities in adaptive livelihood planning and implementation along with coordination capacities to integrate climate change and gender into cross-sectoral socio-economic activities. This will directly support the continued planning and effective implementation of the livelihood interventions in the targeted communities. It will also enable upward linkages to ensure that the key implementing ministries, in coordination with key ministries, is able to support replication and scale of climate-resilient livelihoods across the climate change affected communities along the Southwestern coast; (ii) enhance institutional capacities for technical innovation, design and implementation of climate-resilient drinking water solutions – the project will support key implementing agency (DPHE) on water related activities in building their technical capacity for innovation, design, and implementation of climate-resilient drinking water solutions for the Southwestern coast of Bangladesh. The enhanced technical capacities will ensure that DPHE is able to directly support the targeted communities and local government staff with the implementation and sustained O&M of

the project investments in the light of evolving climate risks. Improved institutional capacities to assess and incorporate climate risks will also enable DPHE to replicate and scale project interventions across the southwest coast; and (iii) improve knowledge management and learning for gender-based, climate-resilient livelihood and water security – the project will promote knowledge codification and dissemination and evidence-based learning through generation of knowledge related to climate risks and gender-responsive management of livelihood and drinking water solutions and impact evaluation designed to enable systemic learning, replication and scale of project impact. The project will also foster adaptive capacities of youth (boys and girls) through targeted behavioral change and awareness raising campaigns.

C. Background of the Assignment

Upon successfully awarding of the contract, a hired firm will be required to develop website and interactive mobile-app & web-based applications for the GCA project within the allocated timeline that meets the requirements described in the terms of reference (ToR). This ToR has been developed for an assignment to design and develop:

- a) Web-based MIS applications with M&E dashboard for tracking day to day progress of the project in terms of implementation and budget expenditure with custom visualization of location specific data for GCA project's information collection, storage, analysis, reporting, dissemination, flexible and secure interchanging data and having
 - I. A dynamic digital mechanism for exchanging the best practices and knowledge among the wider range of stakeholders
 - II. Well responsive GIS based API for collecting and visualizing the data from field.
 - III. Voice SMS and bulk SMS alert system for the project beneficiaries
- b) A website for the GCA project that will host to cloud or on-premises server as an interactive portal
- c) A robust and user-friendly mobile based application (Android) for form development, field deployment to collect and manage data and dissemination of data/info.
- d) Integrate a regional (Khulna & Satkhira district) database management system for water installations with geolocations and catchment statistics; the database should be compatible with DPHE's database management system.

D. Scope of Work

- a) **Web-based MIS applications with M&E dashboard for tracking day to day progress of the project in terms of implementation and budget expenditure with custom visualization of location specific data for GCA project's information collection, storage, analysis, dissemination, flexible and secure interchanging data.**
 - Develop a centralized, dynamic, and integrated web-based information management system for entire project operations such as:
 - Registering the targeted beneficiaries' profile for livelihood, water, EWS, GoB and other stakeholders and track all beneficiaries training records for individual & groups, delivered input sources, materials, and assets
 - Predesigned users' approval-based data input, verification and validation mechanism in the DBMS that should have different user level management and application allowing access, data insertion, modification and deletion based on user's profile rights set by the designated team of the project.
 - Web based custom forms/ questionnaires generation application for time-to-time data collection (including geodata) through synching questionnaire in handheld devices at field.
 - Ward level production cycle monitoring, secondary market profiling and financial inclusion data insertion system enabling the connection with each WLGs through beneficiary code/s. It will help the beneficiaries cost benefit analysis, market linkage with Joyeeta foundation/another platform for livelihood component.
 - Live complain management system for all types of water sources and reflection on dashboard.
 - Financial tracking and monitoring all responsible party (RP) NGOs and GoB part.
 - Risk assessment track of safeguard component in any cycle period of livelihood and water component.
 - Develop a user-friendly M&E dashboard, accessible to different stakeholders, in two different languages (English and Bangla), and with varying levels of access and authority.
 - Dashboard should have a reporting module to support different type of reporting and export mechanism. The report should be generated for both predefined reporting and customized reporting asked by query builder. Such as disaggregated data on any interventions at year, month, areas, and gender level.

- Web-based platform that contains and tracks down the achievement of performance indicators and targets of major planning and reporting documents in use by the GCA programme and implementation team such as the Results Framework, revised implementation plans, programme based budgets, and relevant information on state of operations.
- The system should contain the logic models of the above documents (outcome and output performance indicators, their targets, budget allocations showing data from all sources, aggregate statistics and summary visuals which illuminate what is and is not working.
- The beneficiary status will be tracking on map in concerned ward under each union, upazila and District with relevant input information.
- Rigorous analysis of beneficiary input status with custom report generation (table, marker map, graph charts etc) in interoperable and exportable formats (CSV, Excel, Doc, Pdf, jpeg etc)
- Tracking of women livelihood groups (WLGs) and Water User groups (WUGs) training records. Each WLG contains 25 beneficiaries and Water user groups contain varied number of beneficiaries according to the type of installations (**Annex I**)
- Users (based on the set permission) should be able to search for, view and/or download data, report and documents.
- The system must be designed in a way that all core monitoring and evaluation tasks can be easily undertaken by GCA staff. It will be basically a management dashboard that enable to explore the information by drilling down and provide custom reports. The custom reporting should cover data searching, comparative analysis on different parameters, i.e. upazila/unions, projection analysis through configurable parameters like geographical location, constituency, indicator/s, period/cycle, year, month etc.
- Custom generated information or message push system for handheld devices to disseminate contextual or emergency and early warning events.
- A digital knowledge (both primary and secondary) repository in MIS and pushing mechanism for dissemination among wide range of stakeholders including remote beneficiaries through handheld devices. The repository will be capable to store documents, audio and video contents, infographics and etc and open with any compatible application on the site.
- Users (based on the set permission) should be able to search for, view and/or download data, report and documents.
- Voice SMS and masking SMS alert system use to all beneficiaries and wide range of stakeholders for EWS & knowledge dissemination.
- Application compatible with latest web technologies and should be W3C compliant, use XHTML and MVC pattern.
- Application should have offline using excel template to online and vice-versa data and/or object synchronization option.
- Application should allow full auditing of all occurrences in the system (time, event, users, log-in success/failed, user and machine/pc, IP).
- Ensured secure hash algorithm - 2 (SHA-2) technics for all confidential information and system users IDs and password.
- RDBMS should be used 3rd normalizations and more specific SQL for faster data processing and presenting
- The data architecture should be multi layers and need to build using both RDBMS (Relational Database Management System) and Not only Structure Query Language (NoSQL).
- System will provide data platform to support data export/import/view in open, non-proprietary form such as xml, csv, json etc.
- Deploy the on-premises platform with load balancer keeping scalability issue in deployment.
- Structure and unstructured big data handling capacity in back-end platform.
- Provide a database administration module, allowing for advanced user management, with a staggered set of privileges for different users as well as user authorization, tracking/authorizing changes to results hierarchy, database download, online backup, and other necessary features; and

b) A website for the GCA project that will host to cloud or on-premises server as an interactive portal

- Create a dynamic, secure website for GCA project with administrative control panel to manage all contents/pages/documents/media contents for the web site. KM and ICT team will provide the website reference, design idea, contents and decide the number of pages for website's menu, sub-

menu and sections.

- Displayed reports on web portal from Internal MIS application by using APIs technique and integration with existing National and International network portal.
- The software developed must run optimally (page load time below 3-5 seconds) on a PC connected to a network with minimum network bandwidth of 56 kbps and easy accessibility and full responsive for any device. The system including the database must provide at least 5000 concurrent accesses.
- Any users should be able to sign up on the portal with credentials, the system administrator or super user will set the access role for user, like public, admin etc.
- Registered users should be able to download and upload documents based on the access role/s and system administrator's approval.
- System administrators should be able to delegate the approval role to any other user through mail notifications.
- The website should be capable of hosting discussion or allowing users to make comment regarding any report published on the website.
- Implement a basic "blog" function with integrated twitter and Facebook posting (GCA has active Twitter, Facebook page and YouTube channel; website should facilitate streaming of information between these different platforms)
- Public Users should be able to search for, view and/or download report and documents.
- The site should display some of the analytical statistics on central database in an interactive way and change with every scrolling.
- The website should be build using a content management system (CMS) that is well established (preferably Joomla, Drupal, Perl etc.)
- In web-portal has opportunity to login access the MIS application and should be displayed on control opportunity for donor, researcher, and internal and other stakeholders.

c) A robust and user-friendly mobile based application (Android) for form development, field deployment to collect and manage data and dissemination of data/info.

- A robust and easy to use during questionnaire development, field deployment, and data management.
- The software must be able to create questionnaire with close and open-ended answer format such as numeric, multiple choice, ranking; Easy and user-friendly synchronization of remotely questionnaire update should be ensured.
- The app must allow field user insert photograph/audio/video taken with the mobile device camera with GPS location receiving option while within the questionnaire. However, manual entry of GPS and attachment of photograph/audio/video must allow, if necessary.
- As the survey will conduct GCA project wide, different field users may need different questionnaire as per location, organization, period etc. The questionnaire must be quite easy to distribute to the ward facilitators/field user according to the structure of the particular survey campaign.
- The tool must support the update of the questionnaire already at the field level and synchronize without hampering or compromising already captured data.
- The app must support basic questionnaire navigation abilities, such as the possibility to move backwards in an interview, to pause an interview and resume it at the last answered question, and to complete a questionnaire in a non-linear way by moving from one non-sequential module to another. However, there must be facilities for the questionnaire designer to impose restrictions on navigation, if necessary.
- Custom message or information dissemination mechanism from management to field ward facilitators.
- For field users, the app should be as intuitive and easy to use and handle unlike paper questionnaire. Surveyors should be able to move through a digital instrument as effortlessly as they would through a paper counterpart and should be able to understand how to use the software environment without special instruction or additional technical skills.
- The interface should be user-friendly for the average field staff, and the tools for accomplishing all survey tasks must be straightforward and intuitive.
- Through the interface, field users can view status of all assigned tasks and track the progression of ongoing survey works.
- The interface must save all captured information in the offline mode. A customized feature must be incorporated whenever the device connected to internet.

- The interface must allow the field users to take backups to the external storage to avoid loss of data before exporting the results in case of shortage of storage in exceptional cases.
- For survey managers, the app should provide tools for survey management and for the prompt export of data into various interoperable formats, e.g .pdf, .xls, csv, jpeg, .png etc.
- Survey managers at various levels should have the means to track the progress of a survey through web-based M&E dashboard.
- The data managers must be able to manage through an easy-to-use interface with creation of users, assigning different level of role, management of data storage, configuration of the questionnaire creation tool with tracking of all assignments with history.
- The integrated GCA M&E dashboard must be developed for quick navigation through different visualization and easy management of overall apps capability.
- The app must provide mechanism for Data Quality control by allowing data manager to check quality component like Relevance, Accuracy, Timeline and Punctuality, Comparability, Coherence etc.
- The results of the survey must support all major visualization software/application and ready to customize as per visualization standards. The followings are desired characteristics of the require mobile app for field level survey.
- The captured data at field level export to a storage server with pre-configured and credentials so that field user able to transfer data with minimal interaction.
- The apps must support secure data transfer within devices. Data transfer features should be powerful in performing and tracking the success of data transfer.
- The Hardware and software needs: The mobile apps must support at least. 11 Pie (API level 30). Must be able to receive the GPS location of object. The mobile device must have audio-video capturing ability.

d) Develop an integrated water sources/installation database for coastal districts for DPHE

- Develop a separate GIS based water installations/source database under GCA project.
- Conduct technical need assessment at DPHE's ICT unit for making the water database compatible with DPHE.
- Host the water database on DPHE's server and ensure interoperability with GCA web portal

e) Domain, SSL certification, System infrastructures and application installation & hosting configurations

i. Domain:

- Purchase a domain from GoDaddy/ similar type domain and hosting company whereas KM& ICT team will propose domain name. The license will be purchased for 4 years.
- All credential information for domain registration will used GCA email ID that will be provided by KM & ICT team. The firm will be handover the administrative credential. All rights will be reserved to KM & ICT team.
- Domain renewal options should be activated whereas before going to domain expiration automatically get notification email in our respective email id.

ii. SSL certifications:

- Based on security experience to buy professional SSL certifications for websites security for 4 years.

iii. System Infrastructures services: (2 Servers in Dhaka based with fault tolerance & load balancing, power management with online UPS, LAN, cooling management (AC), Server rack, Dell/HP monitor, keyboard & mouse)

a) Server specifications:

Item	Item Description
Brand	Bidder to mention
Model No.	ProLiant DL380 Gen10 24SFF
Country of origin	USA
Processor	<ul style="list-style-type: none"> • DL380 Gen10 Intel Xeon-Gold 6130 (2.1GHz/16-core/120W) FIO Processor Kit • DL380 Gen10 Intel Xeon-Gold 6130 (2.1GHz/16-core/120W) Processor Kit
Chipset	Intel Xeon-Gold
Clock Speed	2.30 GHz
Memory	32 GB (2x16GB) Dual Rank x8 DDR4-2666 CAS-19-19-19

	Registered Smart Memory Kit
Hard Disk	<ul style="list-style-type: none"> (1.2TB x 2) SAS 12G Enterprise 10K SFF (2.5in) SC 3yr Warranty Digitally Signed Firmware HDD (1TB x 2) SSD PCIe NVME
RAID Controller	RAID Level 0, 1,5, 6, 1+0
NIC	1Gbps 4-Ports
Optical Drive	9.5mm SATA DVD-RW Optical Drive
Power Supply	Redundant (1+1) PSU 800W
Drive Bays	<ul style="list-style-type: none"> Smart Array P408i-a SR Gen10 (8 Internal Lanes/2GB Cache) 12G SAS Modular Controller DL38X Gen10 12Gb SAS Expander Card Kit with Cables
Supported Operating System	Original Windows Server 2022 Standard 16 core license and Volume Licensing Service Center (VLSC) information will be provided by KM & ICT team.
Form Factor	2U Small Form Factor Easy Install Rail Kit
Warranty	3 years
Rail Kit	Yes
Cable Management Arm	Yes

- b) UNDP should recommend procuring the servers and other infrastructure items from the **top-ranking hardware vendors' (HP, Dell, IBM) dealers** and the product should be **registered by GCA project's name**, whereas for any types of hardware and software failures should be **directly communicated to the dealers for claiming smooth service warranty** under the warranty period.

c) **Power management:**

- To install all sort of power supply work for server room.
- Purchase New good brand (i.e. Apollo) Online 3KV UPS.

d) **Local area Network (LAN) LAN, cooling management (AC), Server rack, Dell/HP monitor, keyboard & mouse:**

- Install & configure all kinds of network device D-Link 16 port switch and Mikrotik router 450g for server room.
- Purchase and install cooling system in server room, Server Rack 32U type preferably Toten, 24-inch Dell/HP monitor, keyboard and Mouse.

iv. **Application installation & hosting configurations**

- Configure RAID (1+0) service in server before installing windows Server OS.
- Install and configuration all kinds of applications and services for web portal and hosting services.

f) **Other Business:**

Training and Knowledge transfer

- Pre-launching trial and relevant bug fixing are the sole responsibility of the firm. Trial should run as much as needed by the firm.
- After completion of development of different system components, the firm must facilitate technical and operational workshops by expert trainer pool who are well oriented of the developed system and/or part of the development process.

Agency	Number of workshops	Venue/Location
GCA-PMU staffs	1	Dhaka
GCA-PMU staffs	1	Khulna
DWA & MoWCA	1	Dhaka
DPHE	1	Dhaka
RP's (PNGOs)	3	Dacope, Paikgacha and Khulna Upazila of Khulna District
RP's (PNGOs)	2	Assasuni and Shyamnagar Upazila of Satkhira District

- Firm must provide authentic access to GCA ICT team and experts all the source codes used for developing the whole system and applications and before expiree of the contract all relevant documents.
- Firm must developing user manuals (in both English and Bangla) and tutorials for role wise users. Manuals will include Technical Training Manual, User Training Manual, Hosting Specification

Document, Implementation Plan, SRS (Software Requirements Specification), Data Dictionary, Class Diagram, Process Flow Diagram and other necessary documents and will open those to GCA team during the contracted period and will finally handover all those to authorized GCA KM-ICT team. All the user manuals must be ready before the workshops.

- Firm will provide Technical Training to ICT, M&E and KM team of GCA for configuring and managing technology.
- The firm must address all the issues and feedbacks from the 9 training workshops at PMU-GCA, DWA, PNGOs. Firm has to arrange training venue, food and logistics.

Use of Source Code Management Tools

- The vendor must manage its source codes through a source code management tools like Subversion (SVN) and GIT or any other source code management tools, so that many programmers can work in parallel without duplication of work. It will also be a useful tool to track previous versions of the codes and will be useful for debugging purpose.
- In order to keep source codes organized, vendor must strictly follow standards for forms, reports, database, triggers, views, stored procedures, coding etc.

Ownership of Source Code and other Intellectual Property

- GCA project will be the rightful owners of the Source Code and all Intellectual Property associated with the system and they will have full rights over the ways they can use these resources. The developed system and applications will be the sole property of the GCA. The firm/software development Vendor (SDV) will have no right to commercially use or apply the software elsewhere.

Security:

- The firm should follow any of the industry standard secure development methodology such as (but not limited to) Comprehensive Lightweight Application Security Process (CLASP) by the Open Web Application Security Project (OWASP) etc.
- Firm should consider (but not limited to) common vulnerabilities such as SQL Injection, Cross Site Scripting (XSS), Denial of Service (DoS) attack, session fixation, code injection etc.
- Firm will undertake responsibility for the Input Validation Controls, Authorization/Authentication Control and other security controls in place in both test and production environment of application.

Maintenance and support:

- Final review of the rectified beta version by project management unit (PMU), upload the full working system to open access (on a server to be specified by the project) to allow data input and access by internal and external users and system will be facilitated all approval process through our office 365 email accounts.
- Continuous health check of database, tuning database, tuning codes & queries and mitigating the issues.
- Recording, managing reporting Issues and user level application related technical problems received through the method prescribed by GCA, develop and deploy necessary solutions.
- Providing active and operation support to data center in application/DB.
- Regular database tuning and application configuration support to hosted environment.
- Updating training manual adjusting the changes in the system.
- Fixing all bugs in the system irrespective of its nature and complexities.
- Continuous support in data exchange to the system by the various user groups.
- Firm will be provided 6 months free of cost maintenance support after delivered the products & services except server infrastructure.
- After completion the above 6 months maintenance contract, GCA project will go service level agreement (SLA) up to 31 December 2024.

Website and dashboard User Experience (UX) and User Interface (UI) design:

- Firm will sit all departments for better understanding schema design & process.
- The site should be device compatible, browser independent and mobile responsive; it must run on any screen sizes. Using modern UI frameworks for responsive design is highly recommended.
- System presentation language will be English bit data, reports, analytics and values can be both of Bangla and English.
- Site and dashboard color and design fashion will follow the GCA's branding scheme and will comply

look and feel of other GCA knowledge and logistical products.

Technology Specifications

- ASP. Net, Java
- PHP 7x; Open-source development framework, e.g. Laravel
- Python 3.x, Django
- Apache Spark
- Apache Panda
- Apache Kafka
- RDBMS (MySQL/ PostgreSQL / MS SQL)
- Java Script, jQuery, React, AngularJS and AppML
- REST APIs
- NoSQL (MongoDB/neo4)
- Visualization tools: Apache Superset, QGIS
- Geodatabase, GeoServer
- Should be developed in Agile and Scrum methodology.

E. Eligibility Criteria of the Firm and the key personnel

AS PER RFP DOCUMENT-SECTION 4 EVALUATION CRITERIA

Institutional Arrangement

The firm will report directly to the Programme Coordinator, GCA Project and KM-ICT Team of the project at UNDP Bangladesh Country Office.

F. Duration of the Work and Duty Station

The work will require a duration of 04 months from 1st September 2021 to 30 December 2021.

The duty station will be Dhaka. Firm also needs to participate in number of virtual and in-person meetings with GCA staffs and key stakeholders at different stage of the deliverable development.

G. Deliverables and Schedule of Payments

For each Phase, UNDP will make payments, by bank transfer to the contractor's bank account, upon acceptance by UNDP according to the deliverables specified in the ToR. Payments will be made in tranches based on milestone deliverables upon submission of invoice and upon certification of the work completed:

SL	Deliverable	Timeline	Payment
1	Delivery the Software Requirement specifications (SRS) documentation, Project Management plan, Solution Architecture, Workflow Diagram, Data Flow Diagram, Deployment Diagram, Security Control and Management, Business Continuity plan, Support and maintenance Plan, Risk Management plan, quality Assurance plan, Use Case diagram, schema diagram, UI and UX design for the website, mobile app & MIS application.	4 weeks upon the signing the contract.	15%
2	Live Website, Domain name & SSL certifications credential, Servers and infrastructure installation & configuration and other below deliverables.		35%
2.1	Delivery Domain name and SSL certifications for 4 years with all credentials.	End of 2 months upon the signing the contract	
2.2	Delivery Servers, Power management, Cooling system (AC), LAN, Server Rack, Online UPS		
2.3	Delivery and confirmed with the logical test between MIS and Content Manage System (CMS) full functioning website		
2.4	Delivery the demo version of Livelihood, water and Early Warning system and M&E modules		
2.5	delivery final version of UI and UX design and development		

2.6	APIs for exchanging data with mobile app & websites contents with MIS		
2.7	Delivery and ensured to protect website, mobile app and MIS application security from external users.		
2.8	Delivery the SRS documentation, schema & use case diagram for DPHE regional relational database management system (RDBMS) & digital exchange survey tool		
3	MIS Application, architecture of DPHE RDBMS, Digital exchange survey tools and below deliverables		20%
3.1	Delivery rest of the module with rectification of delivered 2 modules. - Enabling query building, custom search, custom report generation with graphs, charts, map, table	End of 3 months upon the signing the contract	
3.2	Demo version of regional RDMS for DPHE - Geospatial integration of the dashboard and location integrated custom visualization		
3.3	Demo version of dynamic digital exchange survey tool		
3.4	Prepare the website and applications hosting environment on-premises servers		
4	Final version of MIS application, DPHE regional RDBMS, Digital exchange survey tool and other below deliverables.		30%
4.1	Deliver the final product of all modules of MIS and Mobile Apps	End of 4 months upon the signing the contract	
4.2	Delivery DPHE regional RDBMS applications		
4.3	Delivery Digital exchange survey tool		
4.4	Ensured required maximum level of system security		
4.5	Handover User guide and Training Manual preparation and submission, verified Final version of source code for Android app & MIS, CMS		
4.6	Provide technical training		
4.7	Delivery 6 months maintenance support with free of cost after deliver all products & services		
100%			
H. Evaluation			
In response to the invitation of tender, the firm/ contractor will have to submit a Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the firms. Any firms getting more than 70% of the maximum achievable points (i.e. 490 points out of 700) in the technical proposal will be considered for financial appraisal, and therefore, for contracting.			
The technical proposal will be evaluated based on the following criterions and score breakdown.			
AS PER RFP DOCUMENT-SECTION 4 EVALUATION CRITERIA			
The total scoring points for both the evaluations will be 1000; the technical evaluation will be based on 700 points and the rest 300 points are to be allotted to the bidder proposing lowest price.			
A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:			
<ul style="list-style-type: none">Responsive/compliant/acceptable with reference to this ToR, and;Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 70:30 respectively.Under the cumulative analysis scheme, a total score is obtained upon the combination of weighted			

technical and financial attributes. An offeror's response to the solicitation document is evaluated and points are attributed based on how well the offer meet.

- In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = y (\mu/z)$$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

Key performance indicator

- The quality of works and deliverables to be produced by the firm/company according to the ToR will also be monitored by the contract administrator. The proposed performance indicators of the contractor's deliverables are illustrated below:
- Bug free 100% accurate and fully functional system development as described in the ToR and agreed by the firm
- Milestones achieved as per the plan submitted by the contractor
- Quality of the deliverables in segments and level of understanding the requirements

I. Responsibilities of the contractor regarding cost component

To produce deliverables stipulated in the ToR, the firm will bear all necessary cost relating to required fees of the assignment, logistics, accommodation, food etc. UNDP will not be liable to arrange any travel, required in this assignment.

J. Identification of risk and risk mitigation plan

The firm must identify key risks and outline how it will mitigate against them. Clear understanding about this assignment could be one of potential risks. To mitigate this risk, project will organize briefing sessions with the selected firm and supporting team members to clarify the objectives, activities and outputs of this assignment.

K. Supervision and Performance Evaluation

The firm will report to the GCA Project Coordinator, who will also carry out a performance evaluation at the end of the assignment. The work will also be guided and reviewed by the KM-ICT team of the project.

Annex-I

Summary of different types of drinking water intervention under GCA project



	Project Summary Table													
Location	# of Union	# of Wards	#of HH	Target Beneficiary Households	HH based RWHS	Proposed Technology								Community based Pond Water Treatment System (Sky-hydrant)
						Community-scale RWHS				Institution-scale RWHS				
						in buildings		in buildings with		in buildings		in buildings with		
						Small Tanks (25 HHs)	Medium Tanks (50 HHs)	Small Tanks (25 HHs)	Medium Tanks (50 HHs)	Large Tanks (75 HHs)	Very Large Tanks (100 HHs)	Large Tanks (75 HHs)	Very Large Tanks (100 HHs)	
Dacope	9	22	9166	3752	980	1	9	2	10	0	2	0	0	12
Koyra	7	16	10235	4075	1729	7	14	4	19	0	0	2	1	1
Paikgacha	5	12	6327	5687	3212	8	15	1	23	0	2	2	0	0
Khulna	21	50	25728	13514	5921	16	38	7	52	0	4	4	1	13
Assasuni	10	30	16695	13007	6096	14	28	7	43	1	3	1	3	14
Shyamnagar	8	21	13841	4413	1291	6	4	2	11	0	0	1	1	14
Satkhira	18	51	30536	17420	7387	20	32	9	54	1	3	2	4	28
Grand total	39	101	56264	30934	13308	36	70	16	106	1	7	6	5	41

Summary of different types of livelihood intervention under GCA project

Location	# of Union	# of Ward	Types and No. of Livelihood groups									No. of HHs
			Sesame	Homestead Gardening	Hydroponics	Aqua Geoponics	Plant Nursery	Crab Farming	Feed Processing	Crab Nursery	Total Groups	
Dacope	9	22	32	44	91	10	8	0	0	0	185	4625
Koyra	7	16	25	38	77	5	10	0	0	0	155	3875
Paikgacha	5	12	7	12	2	9	8	82	7	2	129	3225
<i>Khulna</i>	<i>21</i>	<i>50</i>	<i>64</i>	<i>94</i>	<i>170</i>	<i>24</i>	<i>26</i>	<i>82</i>	<i>7</i>	<i>2</i>	<i>469</i>	<i>11725</i>
Assasuni	10	30	46	76	202	31	15	0	0	0	370	9250
Shyamnagar	8	21	0	23	38	6	4	94	11	2	178	4450
<i>Satkhira</i>	<i>18</i>	<i>51</i>	<i>46</i>	<i>99</i>	<i>240</i>	<i>37</i>	<i>19</i>	<i>94</i>	<i>11</i>	<i>2</i>	<i>548</i>	<i>13700</i>
Grand total	39	101	110	193	410	61	45	176	18	4	1017	25425

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

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

Financial Proposal

(Must be submitted separate and password protected)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

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

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

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

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

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

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

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

- ☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

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

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

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]
	[INSERT]
PROFESSIONAL CERTIFICATIONS	[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]
	<ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]
	[INSERT]
REFERENCES	[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]
	REFERENCE 1: [INSERT]
	REFERENCE 2: [INSERT]

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

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

(Must be submitted as a separate file and should be password protected. UNDP will seek password from Technically Qualified Bidder)

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

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

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

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

(Must be submitted as a separate file and should be password protected. UNDP will seek password from Technically Qualified Bidder)

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Programme and Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Position	Minimum no. of Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=AxB
Team Composition:				
Team Leader	1			
Sr. Software Engineers	2			
Software Engineers	6			
User Interface/UX Designers	2			
Web Designers	2			
Documentation Expert				
Database Expert				
Android App Developers	2			
Software Testing Engineers	2			
Infrastructure Engineer				
System Analyst				
Security Engineer				
Software/application trainers				
Sub total Professional Fees:				

Table 3: Programme and Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
			Sub Total	
			Sub Total	
			Total Training Costs:	

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/Activity description	Percentage	Amount
Deliverable 1:		
Deliverable 2:		
Deliverable 3:		
Deliverable 4:		

FORM H: FORM OF PROPOSAL SECURITY (NOT APPLICABLE)

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: Hiring an IT firm for developing an interactive M&E and Knowledge Management web portal

Reference: RFP-BD-2021-024

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,