



## REQUEST FOR PROPOSAL (RFP)

UNDP/STABILIZATION LAKE CHAD	DATE: June 29, 2021
	REFERENCE: RFP/DRH/STAB-LC/012/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for a **technical Service Provider to Provide TAP Review, edit and finalization and Steering Committee Reporting**

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

Proposals may be submitted on or before **Friday 13 Aout 2021** at **17h GMT**, through **[rcd.soumissions@undp.org](mailto:rcd.soumissions@undp.org)**. Bids submitted through any other media shall not be considered.

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

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 **[rsc.info@undp.org](mailto:rsc.info@undp.org)**, indicating whether you intend to submit a Proposal or otherwise. 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.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password to be provided only after formal request by UNDP. **Financial proposals not encrypted with password shall be automatically disqualified.**

FOR YOUR FINANCIAL PROPOSAL: INSERT ONLY 1 IN THE SYSTEM AND UPLOAD FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT. DO NOT DISCLOSE YOUR PRICE OFFER IN THE SYSTEM.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Aicha A Cherif,  
Procurement Specialist

6/28/2021



## Description of Requirements

Context of the Requirement	TAP Review, edit and finalization and Steering Committee Reporting
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Carry out a thorough technical and strategic review, editing, formatting and finalization of the TAPs
List and Description of Expected Outputs to be Delivered	As per TOR attached.
Person to Supervise the Work/Performance of the Service Provider	LCBC Stabilization Coordinator
Frequency of Reporting	<i>As per deliverables in the TOR</i>
Progress Reporting Requirements	As per TOR
Location of work	Home based
Expected duration of work	43 working days
Target start date	August 2021
Travels Expected	It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense as per the TOR requirement.
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required <i>CVs and copies of certificates for the 3 key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex</i>

completing the services	2) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	N/A
Payment Terms <sup>1</sup>	Within 30 days upon certification of completed deliverables and submission of invoice.
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	LCBC Stabilization Coordinator
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> i. The Service Provider's Related Experience (30% points). ii. Proposed Approach & Methodology: (40% points). iii. CVs of trainers/consultants fronted by organization (30% points)
UNDP award will the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: Highest Combined Score per LOT (based on the 70% technical offer and 30% price weight distribution).
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order

<sup>1</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement <sup>2</sup> and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> ) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions <sup>3</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 1) <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input type="checkbox"/> Others <sup>5</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>The procurement Unit</i> <a href="mailto:rcd.soumissions@undp.org">rcd.soumissions@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>3</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

**B. Proposed Methodology for the Completion of Services**

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

**C. Qualifications of Key Personnel**

*The Service Provider must provide:*

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

**Financial Proposal Template:**

**D. Cost Breakdown per Deliverable\***

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Deliverables 5: <ul style="list-style-type: none"> <li>• Participate in LGA Steering Committee meeting on july and produce high quality outcome statement/communiqué in English and French</li> </ul>	Yes	10%
2 <sup>nd</sup> Installment	Deliverables 1&2 <ul style="list-style-type: none"> <li>• Review, edit and finalize TAPs of North and Far North regions</li> <li>• Review, edit and finalize TAPs of Lac and Hadjer Lamis provinces</li> </ul>	Yes	45%
3 <sup>rd</sup> Installment	Deliverables 3&4 <ul style="list-style-type: none"> <li>• Review, edit and finalize TAPs of Diffa region and Yobe State</li> <li>• Review, edit and finalize TAPs of Borno and Adamawa States</li> </ul>	Yes	45%

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

**E. Cost Breakdown by Cost Component:**

Description of Activity	UOM	No. of Personnel	Total Period of Engagement (Month)	Remuneration Per Unit (US\$)	Total Rate (US\$)
<b>Personnel Services</b>					
<b>1. Key staff assigned for the project</b>					
1. Team Leader	Pers/day	1	43 days		
2. Lead Consultant / Senior Expert	Pers/day	1	43 days		
3. Specialist Writers and Editors	Pers/day	1	43 days		
<b>2. Other Staff assigned (*)</b>					
<b>II. Out of Pocket Expenses</b>					
1. Travel Costs; Round Trip ticket (if required)	Once	1			
2. Daily Allowance	Days				
3. Communications	Once				
3. Others					
<b>III. Other Related Costs (Please Specify)</b>					
<b>Administrative fee (not exceeding 7%)</b>					

(\*) indicate the position and provide proposed staff CV in the technical proposal

[Name and Signature of the Service Provider's

Authorized Person]

[Designation]

[Date



## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

## Annex 2: Terms of Reference

### I. BACKGROUND / PROJECT DESCRIPTION

The Lake Chad Region has been severely impacted by the crisis triggered by the Boko Haram insurgency. This has coalesced with other root causes, leading to massive internal and cross-border displacement, destroying the social fabric and property, increasing human rights abuses and disrupting government institutions and services. The Regional Strategy for the Stabilization, Recovery and Resilience of the Boko Haram-affected Areas of the Lake Chad Basin<sup>9</sup> (RSS) provides a robust framework for addressing these many complex and urgent challenges. It recognises the need for a comprehensive, multi-sectoral and coordinated set of national and cross-border efforts. The Strategy notes that humanitarian-development-peace collaboration is also vital for long-term stabilisation, recovery and resilience. The RSS was formally validated by the Lake Chad Basin Commission (LCBC) Council of Ministers in August 2018 and endorsed by the African Union (AU) in December 2018. The Strategy has nine pillars of intervention and forty (40) strategic objectives.

The RSS will be operationalized through eight (8) Territorial Action Plans (TAPs) for the eight states/regions/provinces that are most affected by Boko Haram in the LCB region<sup>10</sup>. Although regional in scope, this Strategy through the TAPs is predicated upon the principle of national and local ownership, National Governments, through the Governors of the affected territories will engender robust and inclusive participation of the local communities in the stabilisation, recovery and resilience efforts across the region. The proximity of the Governors to the constituencies affected by the crisis affords them an indispensable role in guiding and monitoring the implementation of the RSS and other initiatives for stabilisation, peacebuilding and sustainable development in a way that can translate into positive change on the ground.

The TAPs have as objective, to outline each state's unique and comprehensive approach for the implementation of the RSS and its nine pillars, through the identification of activities and programmes that will support effective Stabilisation, Recovery, and Resilience as well as the financial resources and gaps for

<sup>9</sup> Regional Strategy for the Stabilization, Recovery & Resilience of the Boko Haram-affected Areas of the Lake Chad Basin Region, Lake Chad Basin Commission and African Union Commission, August 2018 (<http://www.cblt.org/en/news/regional-stabilization-strategy>)

<sup>10</sup> Borno, Yobe and Adamawa States in Nigeria; Diffa region in Niger; Région du Lac and Hajder-Lamis Region in Chad; Far North and North Region in Cameroon.

implementation of priority programmes. The TAPs are thus timely and have been developed collaboratively by humanitarian, peace and development actors following months of consultation and engagement. These consultations were led by the Governors of the affected areas to ensure local ownership and decision-making.

As of 30 July 2021, the eight territorial action plans are all drafted and have been through a technical review at the territorial level by the Pillar Working Groups (PWGs). There is need for an overall in-depth technical and strategic review and alignment of the various submissions, for the endorsement of the RSS Steering Committee and appropriation at the national level in each of the four LCB countries.

To achieve this, the RSS Secretariat is looking for an experienced content editor, as Senior Language Review Consultant who will carry out a thorough technical and strategic review, editing and finalization of the eight TAPs to international publishable standards.

The LGA Steering Committee meeting on 25 August 2021, will include lessons learned from the TAPs process as a critical agenda item at the meeting.

## II. SCOPE OF THE WORK

Under the supervision of the LCBC Stabilisation Coordination, the specific roles and responsibilities are:

### 1. Background Reading and Meeting

- Background reading of all relevant materials on the Regional Strategy for Stabilisation Recovery and Resilience, including the RSS Project Document, TAPs, Strategic Summaries and Annexes, PWG terms of Reference, TAPs development Guidance Notes and Template

### 2. Full content editing, alignment and formatting

- Carry out a thorough technical and strategic review, editing, formatting and finalization of the TAPs

### 3. Participate in LGA Steering Committee meeting

- Attendance and production of the Outcome Statements of the LGA Steering Committee Meeting

## III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Duration	Review and Approvals Required
1.	Review, edit and finalize TAPs of North and Far North regions	10 working day	July to September	Coordinator / Head of Stabilisation Secretariat
2.	Review, edit and finalize TAPs of Lac and Hadjer Lamis provinces	10 working day		
3.	Review, edit and finalize TAPs of Diffa region and Yobe State	10 working day		
4.	Review, edit and finalize TAPs of Borno and Adamawa States	10 working day		
5.	Participate in LGA Steering Committee meeting and produce high quality outcome statement/communiqué in English and French	3 days	July to August -	LGA Stabilisation Specialist

## IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance and direct supervision of the Coordinator/Head of Stabilisation Secretariat, the firm will carry out the following responsibilities: familiarize themselves with all background documents,



attend and produce Outcome statement/communique revise and submit TAPs of international publishable standards.

#### **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT FIRM**

UNDP will ensure that the Firm receives access to the necessary documentation of the Regional Stabilization Secretariat and any support necessary for the completion of the exercise.

#### **VI. DURATION OF THE WORK**

During the period of July to September 2021, the Firm will work for a total of 43 days. The firm is expected to submit the main deliverables after every deliverable as stated above.

#### **VII. QUALIFICATIONS OF THE SUCCESSFUL FIRM**

UNDP is looking for a firm to support TAPs review and finalization and to participate at key strategic meetings with the view to produce the main outcome statements in English and French.

The consulting firm interested in this assignment should be a reputable institution focused on the production, review of strategic documents, and overall communications on issues of governance, stabilization, peacebuilding and international cooperation. The firm or institution must demonstrate a good track record of providing similar services with 3 samples, of providing writing and editing services. The firm should have relevant equipment required for virtual participation in meetings all and be required to meet the following criteria:

##### **Minimum Organization Requirements**

The prospective institution or firm is expected to meet the following requirements:

- It must have at least three years of practical experience in governance, peacebuilding, human rights and stabilization preferably have a proven record working with UN agencies;
- Knowledge of crisis context and response approaches by various humanitarian, development and peace actors in the Lake Chad region;
- Experience working with the UN or other international organizations is beneficial;
- Capability to deploy strong analytical aptitude, communication and presentation expertise;
- Capability to deploy good communication expertise in English and French languages;
- Certification from an accredited institution recognized by the UN
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach.

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

##### **Team Leader**

##### **Academic Qualification:**

- At least a Master's degree in political science, law, social science, international studies, public administration, economics or related fields.

##### **Experience:**

- A minimum of ten (10) years of progressively responsible experience in governance, policy work or project management or the private sector and/or crisis/ post-conflict management or other related area is required.
- Experience working in the LCB on stabilization or post-conflict peacebuilding is desirable.
- Experience producing high quality documents at high level political and development forums is desirable.

##### **Competencies:**

- Ability to provide general leadership and direction to the document reviewing and report writing;
- Excellent research and advocacy skills relating to stabilization and peacebuilding;
- Strong organizational skills;
- Strong communication skills;
- Proficiency in English and French

### **Lead Consultant / Senior Expert**

#### **Academic Qualification:**

- At least a Master's degree in Communications, political science, law, social science, international studies, public administration, economics or related fields

#### **Experience:**

- A minimum of seven (07) years of progressively responsible experience in governance, policy work or project management or the private sector and/or crisis/ post-conflict management or other related area is required.
- Experience working in a country with stabilization and peacebuilding is desirable. Relevant field experience in the field (actual setting where a mission and/or project is being implemented) in emergencies (complex emergency or natural disaster) is desirable.
- Experience in the UN Common System is desirable.

#### **Competencies:**

- Ability to undertake technical policy-focused review and revision of strategic documents related to stabilization and development.
- Ability to work under pressure and to deliver promptly without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills;
- Proficiency should be in English and proficiency of French language will be an added advantage.
- Excellent command on both written and spoken English is essential.

### **Specialist Writers and Editors**

#### **Academic Qualification:**

- At least a Master's degree in Communications, political science, law, social science, international studies, public administration, economics or related fields.

#### **Experience:**

- A minimum of five (05) years of professional experience and proven expertise and experience in governance, institutional development for international organizations such as UN agencies.

#### **Competencies:**

- Training and hands-on experience in governance and institutional development preferably in the LCB region;
- Proven experience in drafting high quality Outcome statements and Communiques for high level meetings
- Strong writing and proofreading skills skills;
- Strong presentation and facilitation skills;
- Proficiency in English and French.

## **VIII. RECOMMENDED DOCUMENTATION OF TECHNICAL PROPOSAL**

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, prospective applicants are given a proposed **Table of Contents**. All Proposal Submissions must have at least the preferred contents which are outlined in the Proposal Submission Form incorporated hereto.



#### IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified firms are expected to submit both the Technical and Financial Proposals. Accordingly, firms will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

#### X. PAYMENT MILESTONES AND AUTHORITY

The prospective firm will indicate the cost of services for each deliverable in US dollars **lump-sum contract amount** when applying for this assignment. The firm will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The firm shall receive lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	• Deliverables 5	Yes	10%
2 <sup>nd</sup> Installment	• Deliverables 1&2	Yes	45%
3 <sup>rd</sup> Installment	• Deliverables 3&4	Yes	45%