



REQUEST FOR PROPOSAL (RFP)

Consultancy to Assist in the Conduct of a Gender Study to Strengthen the Role of Women in the Security Sector in Iraq	DATE: 10 August 2021
	REFERENCE: RFP-284-21

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of **Consultancy to Assist in the Conduct of a Gender Study to Strengthen the Role of Women in the Security Sector in Iraq**

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

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 the UNDP eTendering website.**

In case your company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company/firm:

Username: event.guest

Password: why2change

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

You may acknowledge receipt of this RFP by utilizing 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.

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Shadi Hussein
Team Lead, Procurement Specialist

Description of Requirements

Context of the Requirement	The overall objective of the study is to assess and identify priority actionable recommendations where UNDP and other International Partners (IP) can assist Mol in meeting its targets/ milestones under NAP as well as to replicate the study overtime across other relevant ministries and agencies responsible for implementing Gol Security Sector Reform Programme.
Implementing Partner of UNDP	n/a
Brief Description of the Required Services ¹	Please see Terms of Reference (Annex 1).
List and Description of Expected Outputs to be Delivered	<p>A. Preparatory Phase: (September - October 2021)</p> <p>In close consultation with UNDP and Mol and under the overall guidance of UNDP:</p> <ol style="list-style-type: none"> Finalize interview and short survey questionnaires in Arabic and English languages Review desk review already conducted by UNDP for any omissions of relevant documents where appropriate. Identify and finalize sample size for interviews from Mol directorates and agencies in the target provinces. Finalize data analysis and reporting template. <p>B. Undertake study (October - November 2021)</p> <p>In close consultation with UNDP and Mol and under the overall guidance of UNDP:</p> <ol style="list-style-type: none"> Conduct field interviews and short surveys as outlined in the methodology section above. Finalise desk review already completed by UNDP with any additional information where appropriate. <p>C. Data analysis, triangulation and report writing (November 2021 -January 2022)</p> <p>In close consultation with UNDP and Mol and under the overall guidance of UNDP:</p> <ol style="list-style-type: none"> Undertake data analysis and data cleaning. Data triangulation by question, location, gender, employed/ unemployed and urban- rural. Report writing – the report will focus on key findings and recommendations (Arabic and English) Submit report to UNDP and Mol for input and comments. Submit final report (Arabic and English) <p>The selected research organization/ think tank will also avail itself to attend bi-weekly meetings with UNDP team to report deliverable updates. It will also avail itself to attend and facilitate discussions on the joint seminar that UNDP-Mol will organise to present findings and recommendations from the study to key stakeholders from Mol and International Partners (IPs)</p> <p>The selected research organization/ think tank will submit a bi- weekly summary progress report to UNDP on an agreed template. (maximum 2 pages)</p>

Person to Supervise the Work/Performance of the Service Provider	Security Sector Reform/ Rule of Law (SSR/RoL) Programme Manager
Frequency of Reporting	Bi-weekly meetings with UNDP team to report deliverable updates. Attend and facilitate discussions on the joint seminar that UNDP-Mol will organise to present findings and recommendations from the study to key stakeholders from Mol and International Partners (IPs)
Progress Reporting Requirements	The selected research organization/ think tank will submit a bi- weekly summary progress report to UNDP on an agreed template. (maximum 2 pages).
Location of work	The target locations for the study will include six provinces in Iraq Baghdad, Basra, Karbala, Salah al-Deen, Anbar and Ninewa
Expected duration of work	The study will require an estimated five months period to conduct including the preparatory phase and finalizing the outcome report.
Target start date	September 2021
Latest completion date	January 2022
Travels Expected	Please see Terms of Reference (Annex 1).–
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	As per Annex 1 – ToR <input checked="" type="checkbox"/> Required as per the ToR – Annex 1.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <ul style="list-style-type: none"> ○ One team leader to oversee the overall assignment and guide and manage rest of the research team. ○ Six trained and experienced researchers to undertake interviews and mini-surveys and to assist with data triangulation ○ One lead researcher to undertake data analysis and report writing. For more details, please refer to Annex 1, the ToR.
Currency of Proposal	<input checked="" type="checkbox"/> USD
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Payment shall be provided upon satisfactory completion of the specified period aligned to each deliverable outlined below: <ul style="list-style-type: none"> ○ First payment 40%: Upon satisfactory completion of all tasks under the first deliverable Preparatory Phase. ○ Second payment 30%: Upon satisfactory completion of all tasks under the second deliverable Undertake study ○ Third and final payment 30%: Upon satisfactory completion of all tasks under the third deliverable Data analysis, triangulation and report writing
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Security Sector Reform/ Rule of Law (SSR/RoL) Programme Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) The minimum technical score required to pass the technical evaluation is 70%. <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35% The minimum technical score required to pass the technical evaluation is 70% . <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The detailed evaluation criteria is mentioned in Section 11 of the TOR.
UNDP will award the contract to:	<input checked="" type="checkbox"/> Only one Service Provider. The payment will be done to one single bank account identified by the Joint Venture/Consortium.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Servi

	ces%20only)%20-%20Sept%202017.pdf
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed Terms of Reference (ToR) – Annex 1 <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Financial Proposal Form – Annex 3 <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 5)
Contact Person for Inquiries (Written inquiries only) ⁷	<i>dolores.maitim@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-Tendering module. Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone). PLEASE NOTE: - Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. 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 to the system. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. Note: for registration please refer to E-tendering instruction manual and FAQ.
Method of Submission	Proposals must be submitted as follows: <input checked="" type="checkbox"/> E-tendering <ul style="list-style-type: none"> ▪ File Format: PDF and BOQ in PDF and EXCEL ▪ 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. ▪ Max. File Size per transmission: 20MB [For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information] <ul style="list-style-type: none"> • Insert BU Code and Event ID number ▪ The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered. Financial Proposal Password: Password for financial proposal must not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note

	<p>their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted.</p> <p>While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p> <p>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-notice/resources/</p>
<p>Joint Venture, Consortium or Association</p>	<ol style="list-style-type: none"> a. 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. b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. c. 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. d. 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. e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: <ol 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. f. 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

	<p>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>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>
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Annex 1

Terms of ReferenceConsultancy to Assist in the Conduct of a Gender Study to Strengthen the Role of Women in the Security Sector in Iraq**1. Background:**

UNDP Country Office Security Sector Reform/Rule of Law Programme in Iraq ensures the incorporation of gendered approaches including principles of gender integration and gender equality with a strong commitment to United Nations Security Council Resolution (NSCR) 1325 on women, peace and security. The overall programme of work also recognises that advancing gender quality, and gender integration in the Iraqi security sector is a long- term goal. Programme activities therefore are being designed and continuously reviewed to act as a precursor to achieving this long- term goal.

In view of the above and in support of GoI efforts to promote gender, peace and security in Iraq, UNDP plans to undertake a 'Gender Study' in partnership with the Ministry of Interior (MoI) with a view to assisting and supporting the implementation of Iraq's National Action Plan (NAP). The overall objective of the study will be to assess and identify priority actionable recommendations where UNDP and other International Partners (IP) can assist MoI in meeting its targets/ milestones under NAP as well as to replicate the study overtime across other relevant ministries and agencies responsible for implementing GoI Security Sector Reform Programme.

The study findings and recommendations will also provide a sound evidence-based foundation for the short – long term planning for MoI interventions in close collaboration with UNDP and like -minded IP in this important area of work.

2. The scope and relevance to the National Action Plan:

The proposed study will identify MoI's existing strengths and capacities at institutional level (i.e. structures and policies), and short – medium term priority actions and long- term institutional reforms including required advice and assistance from IP to improve the role and participation of female officers/personnel across the police service and other MoI services in Iraq in a meaningful and sustainable manner.

Within this backdrop, UNDP has identified the requirement to hire an Iraqi research organization/ think tank to assist UNDP in undertaking the desk review, field interviews and data collection and analysis of the above study.

The target locations for the study will include six provinces in Iraq Baghdad, Basra, Karbala, Salah al-Deen, Anbar and Ninewa.

The study corresponds directly to the following identified MoI milestones under the Second National Action Plan (NAP) for the Implementation of the United Nations Security Council Resolution 1325 (2021 – 24):

- Pillar 1: Participation
- Objective 1: Improving the active participation of women in achieving and sustaining peace
- Outcome 3: Women are represented and influential in leadership positions within the security sectors and justice systems
- Activity 1: Conducting gender surveys in all security sectors and workers in the field of investigation and the justice system to determine the number and roles of women working in them. ¹

The study is expected to:

- (a) Identify institutional structures and policies that enables the advancement of the role of women in the MoI including in Iraqi police.
- (b) Identify and prioritise immediate / short term and long-term reforms and technical support from the international community, required by the MoI for the advancement of the role of women in the MoI including in Iraqi police
- (c) Establish an evidence baseline for the MoI to plan and implement a strategy for the advancement of the role of women in the MoI including in Iraqi police.

¹ At p. 4 of the Action Plan Framework.

3.Study methodology:

The study will be conducted using multiple tools:

- semi-structured questionnaires for interviews with the senior leadership and senior management
- short surveys to seek feedback from junior officers of the MoI (both men and women)
- Desk review using open-source documents/reports.

4.Time frame:

The study will require an estimated five (5) months period to conduct including the preparatory phase and finalizing the outcome report.

5.Expected deliverables:

Under the supervision of the Security Sector Reform/ Rule of Law (SSR/RoL) Programme Manager, the selected Iraqi research organization / think tank will deliver the following outputs:

D. Preparatory Phase: (September - October 2021)

In close consultation with UNDP and MoI and under the overall guidance of UNDP:

- e) Finalize interview and short survey questionnaires in Arabic and English languages
- f) Review desk review already conducted by UNDP for any omissions of relevant documents where appropriate.
- g) Identify and finalize sample size for interviews from MoI directorates and agencies in the target provinces.
- h) Finalize data analysis and reporting template.

E. Undertake study (October – November 2021)

In close consultation with UNDP and MoI and under the overall guidance of UNDP:

- c) Conduct field interviews and short surveys as outlined in the methodology section above.
- d) Finalise desk review already completed by UNDP with any additional information where appropriate.

F. Data analysis, triangulation and report writing (November 2021 – January 2022)

In close consultation with UNDP and MoI and under the overall guidance of UNDP:

- f) Undertake data analysis and data cleaning.
- g) Data triangulation by question, location, gender, employed/ unemployed and urban- rural.
- h) Report writing – the report will focus on key findings and recommendations (Arabic and English)
- i) Submit report to UNDP and MoI for input and comments.
- j) Submit final report (Arabic and English)

The selected research organization/ think tank will also avail itself to attend bi-weekly meetings with UNDP team to report deliverable updates. It will also avail itself to attend and facilitate discussions on the joint seminar that UNDP-MoI will organise to present findings and recommendations from the study to key stakeholders from MoI and International Partners (IPs)

The selected research organization/ think tank will submit a bi- weekly summary progress report to UNDP on an agreed template. (maximum 2 pages).

6.Method of payment

Payment shall be provided upon satisfactory completion of the specified period aligned to each deliverable outlined below:

- First payment 40%: Upon satisfactory completion of all tasks under the first deliverable **Preparatory Phase**.
- Second payment 30%: Upon satisfactory completion of all tasks under the second deliverable **Undertake study**
- Third and final payment 30%: Upon satisfactory completion of all tasks under the third deliverable **Data analysis, triangulation and report writing**

7. Key Performance Indicators during implementation of Services

- Provision of clear and comprehensive deliverables specified under outputs
- Timely completion of deliverables
- Appropriate coordination with all relevant parties.
- Excellent communication skills both written and verbal in Arabic and English.

8.. Estimated start and end dates of the consultancy

All deliverables mentioned above should be implemented within a period of five- months (05) starting from **1 September 2021 to 31 January 2022**

9. Team Composition

Proposals should identify personnel overseeing the proposed assignment. Explain which proposed personnel would be facilitating which activity and provide a biographical paragraph for key member of the survey team. The team should be composed of:

- **One team leader** to oversee the overall assignment and guide and manage rest of the research team.
- **Six trained and experienced researchers** to undertake interviews and mini- surveys and to assist with data triangulation
- **One lead researcher** to undertake data analysis and report writing.

Proposals should include a brief description of the capability of the Service Provider to carry out above study/ assignment describing any prior experience undertaking public perception surveys in Iraq with a specific focus on the six target locations. The Team Leader will have the overall responsibility to oversee the implementation of each deliverable/ output and aligned tasks mentioned above.

A description of their responsibilities, qualifications, skills and professional experience is listed below:

A. Team Leader

The team leader will be responsible for the overall coordination and quality control of the outputs/deliverables for this assignment and will lead and guide the development and implementation process of the proposed assignment.

Qualifications, skills and professional experience of the Team Leader should include the following.

- Advanced university degree (Master's degree or equivalent) in subjects related to anthropology peace, security and conflict studies or related field.
- Minimum 5 years professional experience working in Iraq on policy research is essential with a specific focus on the six target locations of the study.
- In-depth understanding of and experience in undertaking and managing policy research in Iraq is essential.
- Experience in managing and training a six-member research team is essential
- Excellent written and spoken Arabic and English language skills are essential
- Good knowledge and understanding of gender and related issues in Iraq.

B. Researchers (06) with gender parity to the extent possible

- University degree (Bachelor's degree or equivalent) in subjects related to anthropology, peace, security and conflict studies or related field
- Minimum 3 years professional experience conducting policy research interviews/ surveys in Iraq is essential with a specific focus on one or more of the study target locations
- Excellent written and spoken Arabic language skills are essential
- Knowledge of English would be an asset.
- Good knowledge and understanding of gender and related issues in Iraq.
- Researcher team composition must include minimum 2 female researchers.

C. Lead Researcher

- University degree (Bachelor's degree or equivalent) in subjects related to anthropology, peace, security and conflict studies or related field
- At least 5 years professional experience undertaking policy research analysis and report writing is essential.

- Excellent written and spoken Arabic and English language skills are essential
- Good knowledge and understanding of gender and related issues in Iraq.

10. Qualification of the service provider

- Possess minimum of five years professional experience in conducting policy research in a post- conflict context with at least one-year professional experience in Iraq in the fields of public policy, security, justice, gender, and related topics.
- Strong track record having worked with government ministries and agencies in Iraq at the senior level.
- Possess minimum five years professional experience in producing robust policy research reports in the fields of public policy, public policy, security, justice, gender, and related topics.
- Previous experience working with the UN agencies, international development partners or donor-financed similar projects/ policy research will be an asset.
- Three references from previous work in the past three years.

11. Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	25%	250
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel including the level of gender parity in the composition of the research team	35%	350
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organisation and Staff / Credibility / Reliability / Industry Standing - Organizational previous Clients List (minimum 3 projects similar in nature) 3 projects – 40 points; more than 3 projects – 50 points	50
1.2	Minimum 5 years of demonstrated experience in similar work 5 years – 40 points More than 5 years – 50 points	50
1.3	Three references from projects/ assignments conducted in the last 5 years	50
1.4	UN agencies, international development partners or donor-financed similar projects/ policy research - International development partners – 30 points - Donor-financed projects – 30 points - UN agencies – 40 points	100

		250
Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	50
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.5	Is the conceptual framework adopted appropriate for the task?	100
2.6	Is the scope of task well defined and does it correspond to the TOR?	100
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
		400

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Team Leader		
		Sub-Score	95
	General Qualification		
	Suitability for the Project		
	Educational qualification: Advanced university degree (Master's degree or equivalent) in subjects related to anthropology peace, security and conflict studies or related field. Masters degree – 15 points	15	
	At least 5 years professional experience working in Iraq on policy research is essential with a specific focus on the six target locations of the study. 5 years of experience = 10 points; more than five years of experience = 15 points	25	
	In-depth understanding of and experience in undertaking and managing policy research in Iraq is essential. Minimum 3 projects = 20 points; more than 3 projects = 25 points	25	
	Good knowledge and understanding of gender and related issues in Iraq. Minimum 3 projects = 10 points; more than 3 projects = 15 points	15	
	Experience in managing and training a six-member research team is essential 1 year experience - 3 points; more than 1 year- 5 points	05	

	Excellent written and spoken Arabic and English language skills are essential <i>Arabic and English – 10 points</i> <i>Arabic only – 5 points</i> <i>English only – 5 points</i>		10	
3.2	Researchers (Six) CVs must be provided. The final scores would be the sum total of the scores of the 6 CVs divided by 6.			
			Sub-Score	160
	General Qualification			
	Suitability for the Project			
	Educational qualifications: University degree (Bachelor's degree or equivalent) in subjects related to anthropology, peace, security and conflict studies or related field <i>Bachelor = 20 points; Master and above = 40 points</i>		40	
	At least 3 years professional experience conducting policy research interviews/ surveys in Iraq is essential with a specific focus on one or more of the study target locations. <i>3 years of experience = 40 points; above 3 years of experience = 50 points</i>		50	
	Good knowledge and understanding of gender and related issues in Iraq. <i>3 years of experience = 25 points; above 3 years of experience = 30 points</i>		30	
	Level of gender parity in the research team <i>(minimum 2 female researchers =5points, minimum 3 or more female researchers =10 points)</i>		10	
	Excellent written and spoken Arabic language skills are essential		25	
	Knowledge of English would be an asset.		05	
3.3	Lead Researcher			
			Sub- score	95
	General Qualification			
	Suitability for the Project			
	Educational qualifications: University degree (Bachelor's degree or equivalent) in subjects related to anthropology, peace, security and conflict studies or related field <i>Bachelor = 25 points; Master and above = 30 points</i>		30	
	At least 5 years professional experience undertaking public policy research analysis and report writing is essential. <i>5 years of experience = 20 points; above 3 years of experience = 35 points</i>		35	
	Good knowledge and understanding of gender and related issues in Iraq. <i>1 year of experience = 15 points; above 1 years of experience = 20 points</i>		20	
	Excellent written and spoken Arabic and English language skills are essential <i>Arabic and English – 10 points</i> <i>Arabic only – 5 points</i> <i>English only – 5 points</i>		10	
	Total Part 3			350

Note: The CVs of all personnel are required to check the suitability with the requirement.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: UNDP Iraq

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the Request for Proposal referenced **RFP-284-21** dated **10 August 2021**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business/core activities, year of foundation, legal status (for consortiums/joint ventures please provide written confirmation from each member) field of expertise, number of staff, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Registration name/legal address & Registration in Iraq/actual address*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references; Details of the completed minimum 2 similar works supervision services.*
- d) Certificates and Accreditation – including Quality Certificates.*
- e) Contact Person(s) of the Consortium/Joint Venture, name, email, phone*
- 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.*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

The Service Provider must provide:

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

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

Financial Proposal

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. 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. The Financial Proposal must be password protected.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

D. Cost Breakdown per Deliverable*

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	No. of Personnel	Fee Rate USD	No. of Days ²	Total Amount
			A	B	C=A+B
	Team Leader	1			
	Researchers	6			
	Lead Researcher	1			
	Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price USD	Total Amount USD
Transportation	1	Lumpsum		
Other Costs (Communication, internet, Survey, study tools, equipment, and requirements, etc.) please specify	1	Lumpsum		
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Total USD
○ First payment 40%: Upon satisfactory completion of all tasks under the first deliverable Preparatory Phase.	
○ Second payment 30%: Upon satisfactory completion of all tasks under the second deliverable Undertake study	
○ Third and final payment 30%: Upon satisfactory completion of all tasks under the third deliverable Data analysis, triangulation and report writing	
TOTAL	

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

[Designation]

[Date]

Annex 4: UNDP General Terms & Conditions

[https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

Annex 5: Proposal Submission Form

To: Procurement Unit, UNDP IRAQ

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *90 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]