



REQUEST FOR PROPOSAL (RFP)

UNITED NATIONS DEVELOPMENT PROGRAMME PROJECT NAME AND ID: “Alliances for Change – Ending Sexual and Gender-Based Violence and Harmful Practices in Central Asia (Spotlight Initiative regional programme for Central Asia and Afghanistan)”, 00123511	DATE: September 2, 2021 REFERENCE: RFP-2021-044 Regional Study and Participatory Discussion of Recommendations on Strengthening the Architecture of Response to Violence Against Women in the Countries of Central Asia
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Dear Sir / Madam:

We kindly request you to submit your Proposal for provision of services on Regional Study and Participatory Discussion of Recommendations on Strengthening the Architecture of Response to VAW (Violence against women) in the countries of Central Asia.

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

Proposals (Technical and Financial; **Financial proposal must be password protected**) must be submitted on or before **September 16, 2021, 10.00 AM by Nur-Sultan time (GMT+6)** and via email, courier mail or fax to the email address procurement.kz@undp.org with mandatory indication of the Reference **RFP-2021-044** in the subject of your letter.

Your Proposal must be expressed in the Russian language, and valid for a minimum period of **90 days**.

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/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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Zhanat Tileumuratova
Procurement Associate
Date: 31-Aug-2021

Zhanat Tileumuratova

Annex 1**Description of Requirements**

Context of the Requirement	Alliances for Change – Ending Sexual and Gender-Based Violence and Harmful Practices in Central Asia (Spotlight Initiative regional programme for Central Asia and Afghanistan), #00123511
Brief Description of the Required Services	Regional Study and Participatory Discussion of Recommendations on Strengthening the Architecture of Response to VAW in the countries of Central Asia
List and Description of Expected Outputs to be Delivered	As per TOR (Annex 4)
Person to Supervise the Work/Performance of the Service Provider	UNDP head of Governance Unit and Spotlight Initiative project officer
Frequency of Reporting	As per TOR
Progress Reporting Requirements	As per TOR
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	This assignment is expected to be completed within 6 months
Target start date	Approximately October 2021
Latest completion date	Approximately March 2022
Travels Expected	As per TOR
Special Security Requirements	As per TOR
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As per TOR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

Currency of Proposal	<input checked="" type="checkbox"/> Local Currency, Kazakhstan tenge												
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (if applicable)												
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												
The pre-bid conference meeting will take place:	Time: 14:30 pm Date: September 08, 2021 Location: Zoom-call In case of interest on participation at the pre-bid conference, please send notification on your participation not later than 16:00 pm, September 07, 2021 to email procurement.kz@undp.org ; with copy to Nurlan.tleubayev@undp.org ; UNDP will provide the meeting link with all interested participants one day before the pre-bid meeting.												
Payment Terms	<table border="1"> <thead> <tr> <th>#</th><th>Deliverables</th><th>Payment, %</th></tr> </thead> <tbody> <tr> <td>1</td><td>Develop detailed plan of action and schedule of deliverables for specific activities to be undertaken for the purpose of this assignment. Justify research methodology, including definition and forms of violence and groups of beneficiaries (i.e. urban, rural, migrant, disabled women), methods of data collection, the range of respondents, interviewing strategies, data collection, and reporting. It is imperative to produce comparative results across all five countries.</td><td>20</td></tr> <tr> <td>2</td><td>Conduct review of initiatives by national, local and international organisations on availability and access of survivors of violence to services by country to map major actors, services, and referral pathways. Conduct qualitative survey of survivors' expectations seeking help using in-depth interviews, focus groups, observations, expert interviews. The range of participants of the study must include but not be limited to the key actors and experts representing response and prevention side of EVAW work.</td><td>50</td></tr> <tr> <td>3</td><td>Produce and present data and findings in a regional analytical report. Organize national and regional validation discussions of study findings and recommendations with the key SI Regional Programme partners and stakeholders including civil society, government actors, Spotlight Initiative country programme teams, international organizations.</td><td>20</td></tr> </tbody> </table>	#	Deliverables	Payment, %	1	Develop detailed plan of action and schedule of deliverables for specific activities to be undertaken for the purpose of this assignment. Justify research methodology, including definition and forms of violence and groups of beneficiaries (i.e. urban, rural, migrant, disabled women), methods of data collection, the range of respondents, interviewing strategies, data collection, and reporting. It is imperative to produce comparative results across all five countries.	20	2	Conduct review of initiatives by national, local and international organisations on availability and access of survivors of violence to services by country to map major actors, services, and referral pathways. Conduct qualitative survey of survivors' expectations seeking help using in-depth interviews, focus groups, observations, expert interviews. The range of participants of the study must include but not be limited to the key actors and experts representing response and prevention side of EVAW work.	50	3	Produce and present data and findings in a regional analytical report. Organize national and regional validation discussions of study findings and recommendations with the key SI Regional Programme partners and stakeholders including civil society, government actors, Spotlight Initiative country programme teams, international organizations.	20
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	4	Develop a final report with recommendations (executive summary, full report, ppt presentation, annexes) on architecture of VAW prevention and response in the countries of Central Asia and interactive visualisations.	10																				
	Total		100																				
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP head of Governance Unit and Spotlight Initiative project officer																						
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																						
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 criteria 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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (45%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%)																						
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	1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing. <i>Bidder shall:</i> 1) Provide brief description of the organization including its size and management structure. 2) Submit a copy of registration certificate and charter document. 3) Outline core activities of the organisation. 4) Outline competitive advantages of the organisation and list awards, certificates (if applicable).	50
	1.2	Financial stability Balance sheets for 2019-2020 to indicate its financial stability, liquidity, credit standing and market reputation; certificate confirming debt absence in tax authorities and banks. Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.	50
	1.3	General Organizational Capability Proven experience in advocacy and capacity building engagement with civil society organisations on gender equality, human rights, empowerment of women, EVAW. 1- 5 years – 40 More than 5 years – 95 <i>Bidder shall:</i> a) Include a description of past and present experiences that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in Central Asia.	95
	1.4	Relevance of specialized knowledge and experience on similar engagements done in the region. <i>Bidder shall:</i> a) Demonstrate organizational ability to conduct (quantitative and qualitative) research covering several countries (very important). <i>Including:</i>	100
		1.4.1 – Proven experience in conducting research in social field, preferably related to gender and human right topics. Less than 5 years = 20 More than 5 years = 45	45
		1.4.2 – Strong networks of the organization in Central Asia countries to ensure access to data, sources of information, institutions, and organizations. No information or weak relevance = 0 Partial relevance = 10 Fully relevant = 20 <i>The Bidder shall provide description how the bidder will ensure access to data and respondents.</i>	20

		<p>1.4.3 – Record of cooperation with international organizations on development projects, including policy analysis, capacity development, training.</p> <p><i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 20</i></p> <p><i>The Bidder shall provide at least 3 references with the following information: client, contract value, period of performance (from/to), role in relation to undertaking the goods/services/works; reference contact details (name, phone, e-mail)</i></p>	20
		<p>1.4.4 – Experience in facilitating civil society organisations (CSO) networks on gender equality, women's rights, empowerment of women, participatory decision-making, CSO engagement.</p> <p><i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 15</i></p> <p><i>The Bidder shall provide the following information: name of the network, membership, objective, role of the Bidder in relation to the network</i></p>	15
	1.5	<p>Quality assurance procedures, risk, and mitigation measures</p> <p><i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 20</i></p> <p><i>The Bidder shall describe the potential specific risks for the performance of the TOR that may impact achievement and timely completion of expected results and define measures to mitigate these risks.</i></p>	20
	Total		315
	Proposed Methodology, Approach and Implementation Plan		Max Points
	2.1	Important aspects of the task have been addressed in sufficient detail, and correspond to the Terms of Reference:	110
		<p>2.1.1 - Thoroughness of methodology</p> <p><i>Methodology is outlined in general = 20</i> <i>Methodology is justified and described in sufficient detail = 50</i></p>	50
		<p>2.1.2 - Logical framework</p> <p><i>Objectives, activities, outputs and outcomes are defined = 20</i> <i>Objectives are set and logical connection between activities, outputs and outcomes is drawn = 60</i></p>	60
	2.2	Proposed work plan is logical, timely and technically realistic:	100

		2.2.1 – Depth of planning: <i>Work plan is relevant = 10.</i> <i>Work plan is realistic, defines main phases and deliverables = 20.</i> <i>Work plan defines main phases and deliverables with specific outputs at each phase = 50.</i>	50
		2.2.2 – Planning for contingencies <i>Work plan contains some provisions to respond to changing circumstances = 20.</i> <i>Work plan provides for flexibility to adapt to changing context = 50.</i>	50
		Total	210
	Management Structure and Qualification of Key Personnel		
		Proposal must contain description of team composition and division of labour indicating the roles, responsibilities, reporting lines and accountability, including: a) <i>Structure of the proposed team/personnel, an organigram of proposed team/personnel illustrating reporting lines and the scope of work for each team member (including Team leader).</i> b) <i>Names and qualifications of the key personnel to perform the services indicating the Team Leader, programme and support positions, etc.</i> c) <i>CVs and confirmation of qualifications for the team members.</i> Failure to provide any of the above will result in deduction of 20 points from maximum score	60
		Proposal must contain the provisions if any work would be subcontracted, rationale for subcontracting, to whom, percentage of work, and the roles of the proposed sub-contractors.	10
		Management Structure and Qualification of Key Personnel	70
	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The financial offer must be password protected.		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 2a and 2b) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)		

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Procurement Specialist, Nurlan Tleubayev Nurlan.tleubayev@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Procedure for filing an electronic proposal</p>	<p>IMPORTANT: Applicants must submit their bids via electronic mail procurement.kz@undp.org; The technical and financial parts of the Proposal should be presented in separate files. Financial offer (Annex 2b) should be password protected. The password to the Financial Proposal should not be provided to UNDP until a request has been received from the UNDP representative, Nurlan Tleubayev. Document format: PDF files only; A maximum of 60 characters should be included in the names of the files and should not contain any special characters other than letters; The files to be sent must not contain viruses or be damaged; Maximum file size for one electronic transmission: up to 20 MB; If more than 1 message is used, enter a serial number in the subject. Maximum number of electronic transmissions: 5 messages; Mandatory indication of the subject RFP-2021-044 "Regional Study and Participatory Discussion of Recommendations on Strengthening the Architecture of Response to VAW (Violence against women) in the countries of Central Asia"</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

To: Zhanat Tileumuratova
Procurement Associate

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP-2021-044** dated 9/2/2021 , 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 :

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) Provide brief description of the organization including its size and management structure;
- b) Submit a copy of registration certificate and charter;
- c) Outline core activities of the organisation;
- d) Outline competitive advantages of the organisation and list awards, certificates (if applicable);
- e) Balance sheets for 2019-2020 to indicate its financial stability, liquidity, credit standing and market reputation;
- f) Certificate confirming debt absence in tax authorities and banks.
- g) Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer;
- h) Proven experience in advocacy and capacity building engagement with civil society organisations on gender equality, human rights, empowerment of women, EVAW. Include a description of past and present experiences that have a direct relationship to the performance of the TOR.;
- i) Relevance of specialized knowledge and experience on similar engagements done in the region. Bidder shall demonstrate organizational ability to conduct (quantitative and qualitative) research covering several countries (very important).

Including:

- Proven experience in conducting research in social field, preferably related to gender and human right topics.
- Strong networks of the organization in Central Asia countries to ensure access to data, sources of information, institutions, and organizations. The Bidder shall provide description how the bidder will ensure access to data and respondents.

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

– *Record of cooperation with international organizations on development projects, including policy analysis, capacity development, training.*

The Bidder shall provide at least 3 references with the following information: client, contract value, period of performance (from/to), role in relation to undertaking the goods/services/works; reference contact details (name, phone, e-mail)

– *Experience in facilitating civil society organisations (CSO) networks on gender equality, women's rights, empowerment of women, participatory decision-making, CSO engagement .*

The Bidder shall provide the following information: name of the network, membership, objective, role of the Bidder in relation to the network

j) Quality assurance procedures, risk, and mitigation measures

Bidder shall describe the potential specific risks for the performance of the TOR that may impact achievement and timely completion of expected results and define measures to mitigate these risks.

k) 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.

- 1. Important aspects of the task have been addressed in sufficient detail, and correspond to the Terms of Reference (Thoroughness of methodology and Logical framework).*
- 2. Proposed work plan is logical, timely and technically realistic (Depth of planning and Planning for contingencies).*

C. Qualifications of Key Personnel

The Bidder must provide :

- a) Structure of the proposed team/personnel, an organigram of proposed team/personnel illustrating reporting lines and the scope of work for each team member (including Team leader);*
- b) Names and qualifications of the key personnel to perform the services indicating the Team Leader, programme and support positions, etc;*
- c) CVs and confirmation of qualifications for the team members;*
- d) Proposal must contain the provisions if any work would be subcontracted, rationale for subcontracting, to whom, percentage of work, and the roles of the proposed sub-contractors.*

Annex 2b

D. Cost Breakdown per Deliverable according to TOR

ANNEX 2b MUST BE PASSWORD PROTECTED!

#	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Develop detailed plan of action and schedule of deliverables for specific activities to be undertaken for the purpose of this assignment. Justify research methodology, including definition and forms of violence and groups of beneficiaries (i.e. urban, rural, migrant, disabled women), methods of data collection, the range of respondents, interviewing strategies, data collection, and reporting. It is imperative to produce comparative results across all five countries.	20%	
2	Conduct review of initiatives by national, local and international organisations on availability and access of survivors of violence to services by country to map major actors, services, and referral pathways. Conduct survey of survivors' expectations seeking help using in-depth interviews, focus groups, observations, expert interviews. The range of participants of the study must include but not be limited to the key actors and experts representing response and prevention side of ERAW work.	50%	
3	Produce and present data and findings in a regional analytical report. Organize national and regional validation discussions of study findings and recommendations with the key SI Regional Programme partners and stakeholders including civil society, government actors, Spotlight Initiative country programme teams, international organizations.	20%	
4	Develop a final report with recommendations (executive summary, full report, ppt presentation, annexes) on architecture of VAW prevention and response in the countries of Central Asia and interactive visualisations.	10%	
	Total all-inclusive price	100%	

*This shall be the basis of the payment tranches.

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

Description of Activity	Payment per month	Duration of services (months)	No. of Personnel	Total Rate
1. Personnel Services (according to the Terms of Reference)				

Team Leader		6	1	
2. Communication and Internet				
3. Bank expenses (if applicable)				
4. Travel Costs				
5. Daily Allowance				
6. Equipment Lease				
7. Unexpected expenditures (if yes, please specify)				
VAT (if applicable)				
Grand total in KZT				

[Name and Signature of the Bidder's Authorized Person]
[Designation]
[Date]