



REQUEST FOR PROPOSAL (RFP)

Developing a Toolkit on smart cities, business and human rights	DATE: September 10, 2021
	REFERENCE: RFP-2021-035

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Developing a Toolkit on smart cities, business and human rights**

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

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

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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 (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>). The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

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/condict_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team

10 September 2021

Description of Requirements

Context of the Requirement	<p>Urbanisation is a defining trend of the 21st Century. By 2050, nearly 70% of the world's population - an additional 2.5 billion people - will live in urban areas. Much of this increase in urbanisation will occur in Africa and Asia. These regions will experience an increase in both 'megacities' and smaller urban settlements. Accompanying the pace and extent of urbanisation are a number of positive and negative trends - from increased economic opportunities, improvements in lives and livelihoods, through to the potential for greater urban-rural disparity, lower quality-of-life, and conflict.</p> <p>According to UNDP's Global Center for Technology, Innovation and Sustainable Development, building and shaping inclusive, liveable, and sustainable urban areas is an essential development priority. Smart cities are intended to use technology and innovation to improve the urban environment - leading to improved quality of life, greater prosperity and sustainability, and engaged and empowered citizens. More broadly, proponents of digitalisation have described it as a key driver in improving lives and livelihoods.</p> <p>A smart city is a place where traditional networks and services are made more efficient with the use of digital solutions for the benefit of its inhabitants and business. Smart cities use various digital technologies, including information and communication technologies, to achieve digital interconnectedness and smarter urban solutions such as smart transportation, smart water and energy supply, smart manufacturing, data collection, storage, and use, and following the open data protocol, smart buildings, smart city administration, and so forth. Smart cities are projected by governments and planners as an efficient solution to urban problems, by using innovation in its broadest sense - whether technology, different ways of working, or even nature-based solutions – in order to improve the urban living environment for people. Technology has significant potential to make a difference, but improvements need to also come from good city management, skilled public workers and well-planned public realms, and citizen engagement and inclusion. Smart cities are about people, and not just about technology.</p> <p>Drawing on the 17 Sustainable Development Goals, UNDP works on making cities inclusive, sustainable, and adaptable to social and environmental shocks. While smart cities in Asia traditionally have or are being realized in developed cities such as Singapore or Taipei, increasingly there are plans in various countries across south and southeast Asia to make their cities 'smart.' It is important to ensure that the design and implementation of smart cities happens in a way that is consistent with international norms and standards, is equitable and provides widened access to all, and is aligned with principles of business and human rights such as the UN Guiding Principles on Business and Human Rights (UNGPs) and other appropriate international standards.</p>
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	<p>It is within this context that UNDP's regional project on business and human rights in Asia intends to hire an organization to conduct research, organize consultations, and eventually develop a toolkit for states and businesses on how to ensure that (their conduct in the context of) smart cities are compatible with business and human rights.</p> <p><i>(Please see details in the TOR attached as Annex 2)</i></p>	
Implementing Partner of UNDP	N/A	
Brief Description of the Required Services	<p>The ultimate objective of this contract is to develop a toolkit for governments and businesses on making smart cities compatible with business and human rights (through alignment with the UNGPs potentially other existing or future policy or legislative frameworks on business and human rights) to enable smart cities that integrate business respect for human rights. To achieve this objective, the contractor shall conduct desk research and develop a preliminary methodology for the toolkit, organize consultations to gather inputs from a wide range of stakeholders and relevant actors, develop a draft version of the toolkit, integrate feedback gained from user testing and behavioral experiments conducted by an organization that shall be contracted separately by UNDP, and deliver the final toolkit.</p> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>	
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Target Due Dates
	Deliverable 1: Inception report (containing preliminary findings from desk review and the proposed methodology for the toolkit)	30 November 2021
	Deliverable 2: Inputs to and facilitation of consultations	31 December 2021
	Deliverable 3: Draft toolkit (based on consultations with a wide range of stakeholders, including civil society organizations, governments and businesses)	1 April 2022
	Deliverable 4: Final toolkit (which integrates findings from user testing and behavioral experiments conducted by UNDP using a draft version of the toolkit)	1 June 2022
	<i>(for detail please see the TOR attached as Annex 2)</i>	
Person to Supervise the Work/Performance of the Service Provider	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.	
Frequency of Reporting	As indicated in the ToR attached as Annex 2	
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2	

Location of work	<input checked="" type="checkbox"/> At Contractor's Location			
Expected duration of work	8 months (estimated 100 working days)			
Target start date	15 October 2021			
Latest completion date	15 June 2022			
Travels Expected	As indicated in the ToR attached as Annex 2			
Special Security Requirements	N/A			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2			
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 completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> US Dollar			
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"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Deliverable 1: Inception report (containing preliminary findings from desk review and the proposed methodology for the toolkit)	25%	30 November 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written
	Deliverable 2: Inputs to and facilitation of consultations	35%	31 December 2021	

	<p>Deliverable 3: Draft toolkit (based on consultations with a wide range of stakeholders, including civil society organizations, governments and businesses)</p> <p>Deliverable 4: Final toolkit (which integrates findings from user testing and behavioral experiments conducted by UNDP using a draft version of the toolkit)</p>	<p>25%</p> <p>15%</p>	<p>01 April 2022</p> <p>01 June 2022</p>	<p>acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Person(s) to review/ inspect/ approve outputs/completed services and authorize the disbursement of payment	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub			
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy			
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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <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 40% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i>			
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal:</p> <p>$p = y (\mu/z)$, where:</p> <p>p=points for the financial proposal being evaluated;</p> <p>y=maximum number of points for the financial proposal;</p> <p>μ=price of the lowest priced proposal;</p> <p>z = price of the proposal being evaluated.</p>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <i>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.</i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Analyst; Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be Submitted to Establish minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<p><input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2018, 2019 & 2020); <input checked="" type="checkbox"/> List of similar projects successfully completed within the last 10 years (the list should include: Project Title, Contract Amount, Start and end Date, Client/Organization name and contact details who may be contacted for further information/reference check on those contracts); <input checked="" type="checkbox"/> List and Value of ongoing Projects with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Documents to establish the minimum experience requirement for the bidder (Reference documents such as: copy of contracts /completion certificates) as below:</p> <ul style="list-style-type: none"> ▪ Minimum 7 years of experience on business and human rights;

	<ul style="list-style-type: none"> ▪ Published minimum 10 reports on digital technology and business and human rights; ▪ Organized minimum 3 consultations on business and human rights. <p><input checked="" type="checkbox"/> Proposed composition of team structure, and Completed and signed CVs of the proposed key personnel;</p> <p><input checked="" type="checkbox"/> Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement for the bidder:
 - Minimum 7 years of experience on business and human rights;
 - Published minimum 10 reports on digital technology and business and human rights;
 - Organized minimum 3 consultations on business and human rights.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience (30%)	300
2.	Proposed Methodology, Approach and Implementation Plan (30%)	300
3.	Management Structure and Key Personnel (40%)	400
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Organization has minimum 7 years of experience on business and human rights	75
1.2	Organization has published 10 reports on digital technology and business and human rights	150
1.3	Organization has conducted 3 consultations on business and human rights	75
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	50
2.2	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference	50

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Assessment of the implementation plan: are the activities are properly sequences and if these are logical and realistic	50
2.5	Does the proposed implementation plan reflect inclusive consultation and engagement of a wide range of stakeholders?	50
2.6	Quality assurance procedures and risk mitigation measures	50
Total Section 2		300

Section 3. Management Structure and Key Personnel				Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?			50
	<i>Qualifications of key personnel proposed</i>			
3.2	Researcher 1			175
3.2.1	Master's degree in law, political science, business, development, or related disciplines	10		
3.2.2	12 years of working experience on business and human rights	75		
3.2.3	Authored 5 publications on digital technology and business and human rights	60		
3.2.4	Demonstrable work experience with different stakeholder groups, including governments, businesses and civil society organization	30		
3.3	Researcher 2			175
3.3.1	Master's degree in law, political science, business, development, or related disciplines	10		
3.3.2	12 years of working experience on business and human rights	60		
3.3.3	7 years of working experience on sustainable development in cities	45		
3.3.4	Authored 5 publications on sustainable development in cities	30		
3.3.5	Demonstrable experience working with city administration or municipalities on sustainable development issues.	30		
Total Section 3				400

Terms of Reference

PROJECT TITLE: Developing a toolkit on smart cities, business and human rights
AGENCY/PROJECT NAME: Business and Human Rights Unit, UNDP BRH

1) PROJECT DESCRIPTION

Urbanisation is a defining trend of the 21st Century. By 2050, nearly 70% of the world's population - an additional 2.5 billion people - will live in urban areas. Much of this increase in urbanisation will occur in Africa and Asia. These regions will experience an increase in both 'megacities' and smaller urban settlements. Accompanying the pace and extent of urbanisation are a number of positive and negative trends - from increased economic opportunities, improvements in lives and livelihoods, through to the potential for greater urban-rural disparity, lower quality-of-life, and conflict.

According to [UNDP's Global Center for Technology, Innovation and Sustainable Development, building and shaping inclusive, liveable, and sustainable urban areas is an essential development priority](#). Smart cities are intended to use technology and innovation to improve the urban environment - leading to improved quality of life, greater prosperity and sustainability, and engaged and empowered citizens. More broadly, proponents of digitalisation have described it as a key driver in improving lives and livelihoods.

A smart city is a place where traditional networks and services are made more efficient with the use of digital solutions for the benefit of its inhabitants and business. Smart cities use various digital technologies, including information and communication technologies, to achieve digital interconnectedness and smarter urban solutions such as smart transportation, smart water and energy supply, smart manufacturing, data collection, storage, and use, and following the open data protocol, smart buildings, smart city administration, and so forth.

Smart cities are projected by governments and planners as an efficient solution to urban problems, by using innovation in its broadest sense - whether technology, different ways of working, or even nature-based solutions – in order to improve the urban living environment for people. Technology has significant potential to make a difference, but improvements need to also come from good city management, skilled public workers and well-planned public realms, and citizen engagement and inclusion. Smart cities are about people, and not just about technology.

Drawing on the 17 Sustainable Development Goals, UNDP works on making cities inclusive, sustainable, and adaptable to social and environmental shocks. While smart cities in Asia traditionally have or are being realized in developed cities such as Singapore or Taipei, increasingly there are plans in various countries across south and southeast Asia to make their cities 'smart.' It is important to ensure that the design and implementation of smart cities happens in a way that is consistent with international norms and standards, is equitable and provides widened access to all, and is aligned with principles of business and human rights such as the UN Guiding Principles on Business and Human Rights (UNGPs) and other appropriate international standards.

It is within this context that UNDP's regional project on business and human rights in Asia intends to hire an organization to conduct research, organize consultations, and eventually develop a toolkit for states and businesses on how to ensure that (their conduct in the context of) smart cities are compatible with business and human rights.

2) SCOPE OF WORK

The ultimate objective of this contract is to develop a toolkit for governments and businesses on making smart cities compatible with business and human rights (through alignment with the UNGPs potentially other existing

or future policy or legislative frameworks on business and human rights) to enable smart cities that integrate business respect for human rights. To achieve this objective, the contractor shall conduct desk research and develop a preliminary methodology for the toolkit, organize consultations to gather inputs from a wide range of stakeholders and relevant actors, develop a draft version of the toolkit, integrate feedback gained from user testing and behavioral experiments conducted by an organization that shall be contracted separately by UNDP, and deliver the final toolkit.

The Contractor will work under the guidance and supervision of the Business and Human Rights Specialist and in collaboration with project team members. Deliverables and associated tasks include the following:

Deliverable 1: Inception report (containing preliminary findings from desk review and the proposed methodology for the toolkit).

Expected tasks to complete this deliverable include but are not necessarily limited to:

- Conduct desk-based research on the interface between business and human rights and smart cities in Asia;
- Develop a preliminary methodology for the toolkit;
- Develop an inception report that captures the preliminary findings from desk review and how this can translate into a methodology for the toolkit.

Deliverable 2: Inputs to and facilitation of consultations

- Develop a consultation plan which outlines the scope, structure and content of consultations, target audience, organizations and experts of interest;
- Provide technical inputs to and facilitate consultations co-organized by UNDP with a wide range of stakeholders and relevant actors on business and human rights in the context of smart cities;
- Provide technical support on business and human rights and smart cities to organize the consultations;
- UNDP shall provide administrative support to organize the consultations, including by providing the virtual platform through which consultations can be held online.

UNDP will manage the back-end (admin, technology and so on) of the consultations.

Deliverable 3: Draft toolkit (based on consultations with a wide range of stakeholders, including civil society organizations, governments and businesses).

Expected tasks to complete this deliverable include but are not necessarily limited to:

- From the information gathered, revise the toolkit methodology, thematic scope, and other factors required to create a relevant and usable toolkit for governments and businesses;
- Draft toolkit (based on desk review and consultations with a wide range of stakeholders, including civil society organizations, governments and businesses).

Deliverable 4: Toolkit (which integrates findings from user testing and behavioral experiments conducted by UNDP using a draft version of the toolkit).

Expected tasks to complete this deliverable include but are not necessarily limited to:

- Based on desk-based research and inputs gained from consultations, develop a toolkit that guides States and businesses on how to ensure that smart cities align with business and human rights;

- Once the contractor has developed a draft version of the toolkit, another organization contracted by UNDP will conduct user testing and behavioral experiments of the tool among the targeted actors. The contractor shall revise the toolkit based on insights gained from user testing and behavioral experiments.

3) EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Target Due Dates	Contract value	Review and Approvals Required
Deliverable 1: Inception report (containing preliminary findings from desk review and the proposed methodology for the toolkit)	30 November 2021	25%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
Deliverable 2: Inputs to and facilitation of consultations	31 December 2021	35%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
Deliverable 3: Draft toolkit (based on consultations with a wide range of stakeholders, including civil society organizations, governments and businesses)	1 April 2022	25%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
Deliverable 4: Final toolkit (which integrates findings from user testing and behavioral experiments conducted by UNDP using a draft version of the toolkit)	1 June 2022	15%	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

Final report in a layout and format ready to be published (printing costs are not expected to be borne in this contract).

The contractor will use their own equipment and software.

Intellectual Property

All information and production of report to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

4) INSTITUTIONAL ARRANGEMENTS

The contractor will work under the overall guidance of the Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

Fortnightly reporting will be required, and each deliverable shall be presented to the Business and Human Rights Specialist for review and approval.

The project will not be required to provide any facilities or other support, though the Business and Human Rights Specialist or other team members may provide guidance.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration

The assignment is estimated to commence on 15 October 2021. The assignment will need to be completed by 15 June 2022 at the latest. Estimated 100 working days.

Duty Station

The contractor shall work at their own location and shall set-up a schedule to engage with the project team through video conference or other remote communication tools.

6) MINIMUM REQUIRED DEGREE OF EXPERTISE AND QUALIFICATIONS

Bidder's qualification, capacity and experience

- Bidder must have minimum 7 years of experience on business and human rights
- Published minimum 10 reports on digital technology and business and human rights
- Organized minimum 3 consultations on business and human rights

Education and Experience of Team Members

Researcher 1:

- Minimum Master's degree in law, political science, business, development, or related disciplines
- Minimum 12 years of working experience on business and human rights
- Authored minimum 5 publications on digital technology and business and human rights
- Demonstrable work experience with different stakeholder groups, including governments, businesses and civil society organization

Researcher 2:

- Minimum Master's degree in law, political science, business, development, or related disciplines
- Minimum 12 years of working experience on business and human rights
- Minimum 7 years of working experience on sustainable development in cities
- Authored at least 5 publications on sustainable development in cities
- Demonstrable experience working directly with city governments/municipalities

10) PAYMENT TERMS

The lump-sum price is fixed regardless of changes in the cost components.

- First Tranche – 25 % upon submission and approval of Deliverable 1 (Inception report)
- Second Tranche – 35% upon submission and approval of Deliverable 2 (Inputs to and facilitation of consultations)
- Third Tranche – 25% upon submission and approval of Deliverable 3 (Draft toolkit)
- Fourth Tranche – 15% upon submission and approval of Deliverable 4 (Final toolkit)

TECHNICAL PROPOSAL SUBMISSION FORM

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Developing a Toolkit on smart cities, business and human rights** in accordance with your Request for Proposal No. **RFP-2021-035** dated: **10 September 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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

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

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

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

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

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

Contact: _____

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL²

A. Qualifications of the Service Provider

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

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

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

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

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

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

[Designation]

[Date]

² This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL³**(Must be Password Protected)*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Developing a Toolkit on smart cities, business and human rights** in accordance with your Request for Proposal No. **RFP-2021-035** dated **10 September 2021**. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

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

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

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

[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]

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1: Inception report (containing preliminary findings from desk review and the proposed methodology for the toolkit)	25%	
2	Deliverable 2: Inputs to and facilitation of consultations	30%	
3	Deliverable 3: Draft toolkit (based on consultations with a wide range of stakeholders, including civil society organizations, governments and businesses)	25%	
4	Deliverable 4: Final toolkit (which integrates findings from user testing and behavioral experiments conducted by UNDP using a draft version of the toolkit)	15%	
	Total	100%	

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

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

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact: _____

Telephone: _____

Email: _____