



REQUEST FOR PROPOSAL (RFP)
(Services)

	DATE: September 13, 2021
	REFERENCE: RFP/UNDP/RCO/TT/10/2021

We kindly request suitable qualified Local Firms to submit a Proposal for the implementation of a **Socio-Economic Survey**.

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

Proposals may be submitted on or before Tuesday, September 28, 2021 at 4:00p.m. via the email address below with the following subject lines, in two separate emails:

Submission email: procurement.tt@undp.org

Subject: Consultant Firm -Technical Proposal – Socio-Economic Survey

Subject: Consultant Firm - Financial Proposal – Socio-Economic Survey

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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,



Beverly Charles
Operations Manager
13/09/2021

ANNEX 1

Description of Requirements

Context of the Requirement	<p>The United Nations Resident Coordinator’s Office (RCO) is supporting the carrying out of a survey designed by the Central Statistical Office (CSO) of the Republic of Trinidad and Tobago. The CSO and the Government of the Republic of Trinidad and Tobago seek to gauge the socio-economic impact of COVID19, a task that is difficult to operationalize using traditional methods given current pandemic conditions. The need for data on the socioeconomic impact of COVID19 exists both within the Government and the United Nations Country Team (UNCT). It would allow to identify intervention areas and assist in the design, development and implementation of relevant projects. It would also lead to an alignment of data between the Government and development partners in this key area and create space for greater evidence-based cooperation and collaboration. While Trinidad and Tobago’s response to the pandemic has been recognized and praised internationally, additional data will strengthen future policies as the country and the world adjust to the new normal.</p> <p>The survey seeks to reach a wide cross-section of the population of Trinidad and Tobago. It requires an innovative approach to collecting data, namely the use of online or cellular surveys which allow for large scale participation without exposing surveyors or respondents to exposure to COVID19. A survey of this scale requires logistical and technical assistance from proven service providers with access to large databases, the ability to conduct extensive outreach and secure a high number of survey responses. The successful service provider will also be tasked with assisting the CSO with adapting the survey for digital distribution, ensuring equitable sampling across geographical areas, gender and age; and providing cloud storage and raw datasets for CSO to develop a report on. The report is expected to play a key role in the development of future interventions to deal with the socioeconomic impact of COVID19.</p>
----------------------------	--

	<p>The RCO is supporting this endeavor in order to ensure alignment between the data used by the Government and the UNCT. The UNCT Socioeconomic Response Plan (SERP) to COVID19 that was developed in 2020 and implementing agencies, funds and programmes will also benefit from the survey in terms of valuable data for regular monitoring, reporting and tweaking of activities. The United Nations have a long-standing relationship with the CSO and this engagement is a deepening of that strategic partnership.</p> <p>The survey is due to <u>take place up to three times between October 2021 and December 2022.</u></p>
Implementing Partner of UNDP	UN Resident Coordinator’s Office (RCO)
Brief Description of the Required Services	<p>The United Nations RCO is seeking to contract a service provider to carry out the proposed surveys. The selected service provider’s Long-Term Agreement will be to produce a maximum of three surveys from the start of the contract date until 31 December 2022. Beyond the confirmed first survey, the United Nations Resident Coordinators Office will agree with other relevant stakeholders on further surveys and notify the service provider accordingly. The final value of the contract will be determined by the number of surveys carried out by 31 December 2022.</p>
List and Description of Expected Outputs to be Delivered	<p>The firm will be responsible for the following:</p> <ul style="list-style-type: none">i. Adapt the CSO survey for online/cellular useii. Distribute the survey to its database of subscribers/clients/users. Send notifications and reminders during the survey period to increase response rate;iii. Create and implement an outreach campaign across different media platforms.iv. Monitor response rate to ensure equitable distribution by geographic location, gender and age;v. Provide cloud storage for survey responses and provide raw datasets to CSO for analysis.vi. Prepare a final report on response figures and distribution.

Person to Supervise the Work/Performance of the Service Provider	The CSO will provide the survey and will have a final say on any changes and adjustments that may be necessary to carry it out. The United Nations Country Team through the RCO will provide additional outreach as required and support the service provider and the CSO with any logistical and/or technical support that can be provided by agencies, funds and programmes in Trinidad and Tobago and the wider region.
Frequency of Reporting	As and when required
Progress Reporting Requirements	As and when required
Location of work	Trinidad and Tobago
Expected duration of work	15 months from the signature of the contract
Target start date	October, 2021
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
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	<div><input checked="" type="checkbox"/> Required</div> <div><i>CVs and copies of certificates for the team lead and at least two team members that will be engaged on the Contract meeting the qualifications and experiences indicated in the TOR (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i></div>

Currency of Proposal	<input checked="" type="checkbox"/> Trinidad and Tobago Dollars																		
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes <i>VAT registered firms must indicate the VAT component separately after the net price.</i>																		
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<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	<p>The consulting firm is expected to produce the deliverables listed below. The proposed payment schedule for this engagement is upon the completion and acceptance of each deliverable by the Project Oversight Committee</p> <p>Deliverables:</p> <p style="text-align: center;">SURVEY 1</p> <table><tr><th>Deliverable</th><th>Timeline</th><th>Terms of Payment</th></tr><tr><td>1. Adapting and Advertising the Survey</td><td>October 2021</td><td>40% of total contract</td></tr><tr><td>2. Data Collection Survey</td><td>After survey ends</td><td>60% of total contract</td></tr></table> <p style="text-align: center;">SURVEY 2-IF REQUIRED</p> <table><tr><th>Deliverable</th><th>Timeline</th><th>Terms of Payment</th></tr><tr><td>1. Adapting and Advertising the Survey</td><td>May/June 2022</td><td>40% of total contract</td></tr><tr><td>2. Data Collection Survey</td><td>May/June 2022</td><td>60% of total contract</td></tr></table>	Deliverable	Timeline	Terms of Payment	1. Adapting and Advertising the Survey	October 2021	40% of total contract	2. Data Collection Survey	After survey ends	60% of total contract	Deliverable	Timeline	Terms of Payment	1. Adapting and Advertising the Survey	May/June 2022	40% of total contract	2. Data Collection Survey	May/June 2022	60% of total contract
Deliverable	Timeline	Terms of Payment																	
1. Adapting and Advertising the Survey	October 2021	40% of total contract																	
2. Data Collection Survey	After survey ends	60% of total contract																	
Deliverable	Timeline	Terms of Payment																	
1. Adapting and Advertising the Survey	May/June 2022	40% of total contract																	
2. Data Collection Survey	May/June 2022	60% of total contract																	

	SURVEY 3-IF REQUIRED											
	<table><tr><th>Deliverable</th><th>Timeline</th><th>Terms of Payment</th></tr><tr><td>1.Adapting and Advertising the Survey</td><td>November/December 2022</td><td>40% of total contract</td></tr><tr><td>2.Data Collection Survey</td><td>November/December 2022</td><td>60% of total contract</td></tr></table>	Deliverable	Timeline	Terms of Payment	1.Adapting and Advertising the Survey	November/December 2022	40% of total contract	2.Data Collection Survey	November/December 2022	60% of total contract		
Deliverable	Timeline	Terms of Payment										
1.Adapting and Advertising the Survey	November/December 2022	40% of total contract										
2.Data Collection Survey	November/December 2022	60% of total contract										
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	United Nations Resident Coordinator’s Office (RCO)											
Type of Contract to be Signed	☒ Contract Face Sheet (Goods and-or Services) UNDP -Long-Term Agreement (<i>The UNDP will issue a Purchase Order, as instrument for signaling and executing call-offs. The Purchase Order must be sent and accepted by the LTA holder.</i>)											
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ 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.											
Structure of the Technical Proposal	Please see Annex 2. A. Qualifications of service provided B. Proposed Methodology for completion of services C. Qualifications of Key Personnel											
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> • Bidder’s qualification, capacity and experience -35%; • Proposed Methodology, Approach and Implementation Plan -17.5%; and • Management Structure and Key Personnel -17.5% Financial Proposal (30%) To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.											

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ¹	<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
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) ²	Procurement Associate procurement.tt@undp.org Subject: Queries— <i>Socio-Economic Survey</i> Deadline for queries: September 21st, 2021 at 4:00 p.m. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other	<i>N/A</i>

¹ 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.

² 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.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder’s qualification, capacity and experience	50
2.	Proposed Implementation Plan	25
3.	Management Structure and Key Personnel	25
	Total	100

Section 1. Bidder’s qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	10
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	20
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	20
Total Section 1		50

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference	15
2.2	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	5
2.3	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
Total Section 2		25

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?	5
3.2	Qualifications of key personnel proposed	
3.2 a	Project Lead/s	12
	- Diploma/Certificate in Media Communications or related field	2
	-A minimum of 15 years of experience in surveys and data collections and storage;	6
	- Practical and proven experience in managing in the virtual landscape, multi-tasking and communication	3

	-Fluency in English		1
3.2b	Assistant(s)		8
	- Diploma/Certificate in Media Communications or related field		2
	-At least 10 years of experience in digital media, surveys, data collection and/or storage		5
	-Proven experience in working with multiple stakeholders and multitasking.		2
	-Fluency in English		1
Total Section 3			25

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL³

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery⁴)

[insert: Location].
[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Company 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 Statements (2018,2019 and 2020) – 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.*

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

⁴ 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

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*

Financial Proposal (must be sent in a separate email)

A. Cost Breakdown per Deliverable*
SURVEY 1

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price TTD <i>(Lump Sum, All Inclusive)</i>
1.	Adapting and Advertising the Survey	40%	
2.	Data Collection Survey	60%	
			TTD
		VAT	TTD
	TOTAL	100%	TTD
	SURVEY # 2- IF REQUIRED		
1.	Adapting and Advertising the Survey	40%	
2.	Data Collection Survey	60%	
			TTD
		VAT	TTD
	TOTAL	100%	TTD
	SURVEY #3-IF REQUIRED		
1.	Adapting and Advertising Survey	40%	
2.	Data Collection Survey	60%	
			TTD
		VAT	TTD
	TOTAL	100%	TTD

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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



ANNEX 3

TERMS OF REFERENCE
SOCIO-ECONOMIC SURVEY- LONG TERM AGREEMENT
UNITED NATIONS COUNTRY TEAM IN TRINIDAD AND TOBAGO

1. Introduction / Background

The Resident Coordinator’s Office (RCO) is supporting the carrying out of a survey designed by the Central Statistical Office (CSO) of the Republic of Trinidad and Tobago. The CSO and the Government of the Republic of Trinidad and Tobago seek to gauge the socio-economic impact of COVID19, a task that is difficult to operationalize using traditional methods given current pandemic conditions. The need for data on the socioeconomic impact of COVID19 exists both within the Government and the United Nations Country Team (UNCT). It would allow to identify intervention areas and assist in the design, development and implementation of relevant projects. It would also lead to an alignment of data between the Government and development partners in this key area and create space for greater evidence-based cooperation and collaboration. While Trinidad and Tobago’s response to the pandemic has been recognized and praised internationally, additional data will strengthen future policies as the country and the world adjust to the new normal.

The survey seeks to reach a wide cross-section of the population of Trinidad and Tobago. It requires an innovative approach to collecting data, namely the use of online or cellular surveys which allow for large scale participation without exposing surveyors or respondents to exposure to COVID19. A survey of this scale requires logistical and technical assistance from proven service providers with access to large databases, the ability to conduct extensive outreach and secure a high number of survey responses. The successful service provider will also be tasked with assisting the CSO with adapting the survey for digital distribution, ensuring equitable sampling across geographical areas, gender and age; and providing cloud storage and raw datasets for CSO to develop a report on. The report is expected to play a key role in the development of future interventions to deal with the socioeconomic impact of COVID19.

The RCO is supporting this endeavor in order to ensure alignment between the data used by the Government and the UNCT. The UNCT Socioeconomic Response Plan (SERP) to COVID19



The survey is due to take place up to three times between October 2021 and December 2022.

The United Nations RCO is seeking to contract a service provider to carry out the proposed surveys. The selected service provider's Long-Term Agreement will be to produce a maximum of three surveys from the start of the contract date until 31 December 2022. Beyond the confirmed first survey, the United Nations Resident Coordinators Office will agree with other relevant stakeholders on further surveys and notify the service provider accordingly. The final value of the contract will be determined by the number of surveys carried out by 31 December 2022.

2. Duties and Responsibilities

The selected service provider will ensure the following:

- i. Adapt the CSO survey for online/cellular use
- ii. Distribute the survey to its database of subscribers/clients/users. Send notifications and reminders during the survey period to increase response rate;
- iii. Create and implement an outreach campaign across different media platforms.
- iv. Monitor response rate to ensure equitable distribution by geographic location, gender and age;
- v. Provide cloud storage for survey responses and provide raw datasets to CSO for analysis.
- vi. Prepare a final report on response figures and distribution.

The CSO will provide the survey and will have a final say on any changes and adjustments that may be necessary to carry it out. The UNCT through the RCO will provide additional outreach as required and support the service provider and the CSO with any logistical and/or technical support that can be provided by agencies, funds and programmes in Trinidad and Tobago and the wider region

3. Deliverables

SURVEY #1

Deliverable	Details	Timeline	Payment Terms
1. Adapting and	- Adapting the CSO survey to a format that allows	October 2021	40%

Advertising the Survey	<p>dissemination via cellphone and/or email.</p> <ul style="list-style-type: none"> - Notification of database users across various platforms at weekly intervals. - Advertising of survey on various social media and digital platforms. 		
2. Data Collection Survey	<ul style="list-style-type: none"> - Provide updates on number of survey responses. - Provide storage for responses. - Provide raw datasets of all responses. - Prepare a report on responses based on geographic location, age and gender. 	After survey ends.	60%
SURVEY # 2- IF REQUIRED			
3. Adapting and Advertising the Survey (if required)	<ul style="list-style-type: none"> - Adapting the CSO survey to a format that allows dissemination via cellphone and/or email. - Notification of database users across various platforms at weekly intervals. - Advertising of survey on various social media and digital platforms 	May/June 2022	40%

4. Data Collection Survey	<ul style="list-style-type: none"> - Provide updates on number of survey responses. - Provide storage for responses. - Provide raw datasets of all responses. - Prepare a report on responses based on geographic location, age and gender. 	May/June 2022	60%
SURVEY #3-IF REQUIRED			
5. Adapting and Advertising Survey	<ul style="list-style-type: none"> - Adapting the CSO survey to a format that allows dissemination via cellphone and/or email. - Notification of database users across various platforms at weekly intervals. - Advertising of survey on various social media and digital platforms 	November/December 2022	40%
6.Data Collection Survey	<ul style="list-style-type: none"> - Provide updates on number of survey responses. - Provide storage for responses. - Provide raw datasets of all responses. - Prepare a report on responses based on geographic location, age and gender. 	November/December 2022	60%
Total			100%

Bids are to be submitted indicating the cost of an individual survey. Only the first survey is guaranteed while the follow up surveys are pending. The cost of the first survey, which is to be detailed out in the bid, will be replicated for the subsequent surveys. Bidders are advised to note any potential costs that apply for the first survey but may not for the subsequent ones.

4.Competencies and experiences of the service provider

- At least 15 years of experience in various aspects of polling, data collection and outreach across different media platforms;
- Access to large databases for sampling and dissemination purposes;
- Extensive previous experience in conducting large sample surveys using innovative approaches and technology;
- Proven ability to design, develop and implement successful outreach campaigns and motivate high survey turnout;
- Ability to effectively communicate with the media across different platforms;
- Demonstrated clientele of local, regional and international clients will be an asset.

5. Qualifications

- **Project Lead/s**
 - Degree or diploma in a related field (Communications, Entertainment Management, Business Management etc.);
 - A minimum of 15 years of experience in surveys and data collections and storage;
 - Ability to work independently with multiple stakeholders;
 - Practical and proven experience in managing in the virtual landscape, multi-tasking and communication; and
 - Fluency in English.
- **Assistant(s)**
 - Relevant University degree or diploma (Communications, Business Management etc.)
 - At least 10 years of experience in digital media, surveys, data collection and/or storage.
 - Proven experience in working with multiple stakeholders and multitasking.
 - Fluency in English



6. Call-Off Mechanism

A Long-Term Agreement (LTA) is a written agreement between UNDP and a supplier that is established for specific goods or services at prescribed prices or pricing provisions for a defined period of time against which specific Orders (call-offs) can be placed at any time, during the defined period and with no legal obligation to order any minimum or maximum quantity.

Whenever a need arises, UNDP on behalf of UNRCO will invite the respective LTA holder through an email requesting confirmation of the availability to provide survey, four weeks prior to the issuance of the survey. Upon confirmation from the LTA holder of the ability to offer the required services, considering completion time, availability, accessibility to the required multidisciplinary team, price, etc. The LTA holder shall use the price agreed in the LTA. The UNDP will issue a Purchase Order, as instrument for signaling and executing call-offs. The Purchase Order must be sent and accepted by the LTA holder.

UNRCO reserves the right to review the billing and reports submitted by the LTA holder to ensure the quality of the services provided and the competitiveness of their price.

7. Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder’s qualification, capacity and experience	50
2.	Proposed Implementation Plan	25
3.	Management Structure and Key Personnel	25
	Total	100

Section 1. Bidder’s qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	10

1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	20
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	20
Total Section 1		50

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference	15
2.2	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	5
2.3	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
Total Section 2		25

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?		5
3.2	Qualifications of key personnel proposed		
3.2 a	Project Lead/s		12
	- Diploma/Certificate in Media Communications or related field		2
	-A minimum of 15 years of experience in surveys and data collections and storage;		6



	- Practical and proven experience in managing in the virtual landscape, multi-tasking and communication		3
	-Fluency in English		1
3.2b	Assistant(s)		8
	- Diploma/Certificate in Media Communications or related field		2
	-At least 10 years of experience in digital media, surveys, data collection and/or storage		5
	-Proven experience in working with multiple stakeholders and multitasking.		2
	-Fluency in English		1
Total Section 3			25