



REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 16, 2021
	REFERENCE: RFP/MWI/009-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Services to Develop Policy Briefs on MW2063 aspirations and Malawi Implementation Plan 1 Strategic Interventions.

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

Proposals may be submitted and via email:

Proposals should be submitted on or before **Thursday, September 30, 2021** using this generic email etenderbox.mw@undp.org with the **Mandatory email subject: Consultancy Services to Develop Policy Briefs on MW2063 aspirations and Malawi Implementation Plan 1 Strategic Interventions (bids will not be considered, if failed to adhere to this instruction) address only.**

Your Proposal must be expressed in the English, 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tirnesh Prasad
Head of Procurement

Description of Requirements

Context of the Requirement	Consultancy Services to Develop Policy Briefs on MW2063 aspirations and Malawi Implementation Plan 1 Strategic Interventions.
Implementing Partner of UNDP	Malawi Government
Brief Description of the Required Services ¹	Development of relevant policy briefs along the enablers of MW2063
List and Description of Expected Outputs to be Delivered	<p>Policy briefs in line with the MW2063 Enablers</p> <ul style="list-style-type: none"> • Output 1 - Mindset Change policy brief • Output 2 - Effective Governance Systems and Institutions policy brief • Enhanced Public Sector Performance policy proposition • Output 4 - Private Sector Dynamism • Output 5 - Human Capital Development policy proposition • Output 6: Economic Infrastructure policy proposition • Output 7: Environmental Sustainability policy proposition for an ecosystem conservation
Person to Supervise the Work/Performance of the Service Provider	The consulting firm will directly report to UNDP Portfolio Manager - Governance in consultation with Foresight and Anticipatory Governance Technical Committee under the leadership of National Planning Commission.
Frequency of Reporting	Once a week
Progress Reporting Requirements	As indicated on the deliverable table and in terms of reference below.
Location of work	Lilongwe, Malawi
Expected duration of work	75 working Days
Target start date	15 October 2021
Latest completion date	31 December 2021
Travels Expected	Travel is expected to include Blantyre, Lilongwe and Mzuzu for Regional Validation of Policy Briefs

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Consultant to indicate any related costs in the financial proposal e.g land transportation and air ticket
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) OR Malawi Kwacha (MWK) Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at http://treasury.un.org/operationalrates/OperationalRates.aspx
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (on a separate) line <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	<input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Payment upon submission of acceptable inception report to include: understanding of the task, the methodology and detailed workplan. *Draft policy briefs under each pillar, enabler and MIP strategic intervention and SDG area.	10%	5 Days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Payment upon submission and acceptance of following deliverables: * Validation workshop reports on consensus reached (based on evidence so far provided) on proposed re-designing or new design of policies) highlighting policy issues, goals, strategies, policy holders and key partners, and resource issues).	30%	35 Days	
	Payment upon submission and acceptance of following deliverables: * Final Policy briefs with foresight elements, presented by pillar and enablers, MIP priority interventions and SDGs	20%	21days	
	Payment upon submission and acceptance of following deliverables:	40%	14 days	

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<div>* Final Policy briefs with foresight elements</div> <div></div> <div></div> <div></div>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Governance Portfolio manager in consultation with Foresight Technical Committee members
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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 21% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 28% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 21% <p><u>Financial Proposal (30%)</u></p>

	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 <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>procurement.mw@undp.org;</i></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>

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ 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>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> • Documentations to be provided: • Appropriate signatures • Power of Attorney • Bid Validity • CVs of all key personnel proposed for this consultancy. • Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; • Business Licenses – Registration Papers, Tax Payment Certification, etc. • Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. • Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references; • Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. • 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.
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Terms of Reference

Consultancy to Develop Policy Briefs for MW2063 Aspirations and Malawi Implementation 1(MIP1) Strategic Interventions

1.0 Background

The National Planning Commission (NPC) in collaboration with the Ministry of Economic Planning, Development and Public Sector Reforms (MEDP&PSR) and the United Nations Development Programme (UNPD) are implementing a collaborative initiative called Foresight and Anticipatory Governance project. The project is aimed at developing foresight capabilities within the three organizations by introducing new capacities for policymaking to induce new paradigms of accountability, trust, and renewal in Malawi's governance and development space. The overall objective of the project is to build strong capacities in government that will enhance evidence-based development policy formulation and programs design, key to the attainment of the aspirations espoused in the national vision (MW2063), the achievement of goals in the first 10-year Malawi Implementation Plan (MIP1) operationalizing the vision, and the Sustainable Development Goals (SDGs).

The project is currently in the initiation phase, where core focus is drawing lessons from the current experiences in Malawi's development and governance space as part of building foresight and horizon scanning capabilities within the NPC, Government Ministries, Departments and Agencies (MDAs) and also the UNDP. Key to this is derivation of intelligence from relevant global, regional and local development trends on various development related issues. The data and information will be used to inform design of policies that will enable successful implementation of short, medium and long-term development interventions in the country.

As part of enhancing policy dialogue in a bid to trump up forward-looking evidence-based policy formulation to guide Ministries, Departments and Agencies (MDAs) and other development stakeholders' interventions for actualizing MW2063 aspirations, achieving goals of the vision's first operationalizing strategy – the Malawi Implementation Plan 1 (MIP1) - and attaining the Sustainable Development Goals (SDGs), **a firm** is being sought to lead the development of relevant policy briefs along the enablers of MW2063. The following are the policy outputs that the consulting firm will be expected to produce during the assignment.

Output 1 - Mindset Change policy brief to guide on building Malawi's capability in Visionary and Transformative Leadership to instill patriotism in its citizens; and ensure adoption of moral values, integrity, the spirit of hard-work, self-reliance, and positivity; and fostering a culture that does not accommodate mediocrity and commercialization of politics.

Output 2 - Effective Governance Systems and Institutions policy brief that would facilitate the creation of a policy enabling environment for meaningful participation of citizens in development processes including elections; public access to information and promotion of accountability to and from the citizenry; observance and enforcement of laws; protection of the rights of children and future generation; prudence in financial and economic management; realizing and protecting human rights; and ensuring sustainable peace and security.

Output 3 - Enhanced Public Sector Performance policy proposition for radical public sector reforms agenda that seeks to rectify institutional inefficiencies, lack of transparency and corruption; effective public service delivery ensuring efficient use of resources with binding national service charters coupled with efficient and competent personnel in the Public Service. The policy proposition would also provide policy guidance for instilling ethical conduct to create positive values of honesty, integrity, fairness, equality and non-discrimination, diversity and respect for human rights and dignity in all public sector officials.

Output 4 - Private Sector Dynamism: A policy proposition that would create a business policy environment for the development of macroeconomic environment and economic infrastructure that is pro-investment; promote digital economy to ensure adoption of new online business technologies for promoting e-commerce through digital platforms; promoting small and medium enterprises for inclusive participation in the development process and development of a vibrant and significant ‘middle class’; and for anchoring firms development to promote the establishment of large-scale firms with strong connections to local and global market value chains.

Output 5 - Human Capital Development policy proposition for education and skills development; science, technology, and innovation; a healthy and nutritious population; a managed population growth; safe water and sanitation practices; women and youth empowerment; and for ensuring knowledgeable people, improved life expectancy, improved physical and mental development, reduced gender inequality and cushioned lives of marginalized and vulnerable people for equal access to economic resources, basic social needs and decision-making at all levels of society. 1

Output 6: Economic Infrastructure policy proposition for infrastructure financing to be based on legal frameworks that provide a conducive environment for unlocking alternative sources including Public-Private Partnerships (PPP) arrangements, robust capital market and utilization of pension funds backed with proper legislation; Energy Development to diversify the number of independent power producers, largely focusing on renewable and sustainable energy to reduce the overdependence on hydro-generated power; Transport Development for few impactful Flagship projects for a multi-modal transport system consisting of road, rail, air and inland water transport; and ICT Development for promoting investment in ICT infrastructure to increase digital access and technological adoption.

Output 7: Environmental Sustainability policy proposition for an ecosystem conservation that embrace ecosystem-based approaches to natural resource management; a waste management and green economy for adequate waste disposal, treatment and recycling air and water pollution management and water resource management; Environment and Climate Change Financing for mitigation of and adaptation to effects of climate change; and Natural Disasters and Climate Adversities Preparedness for disaster preparedness, mitigation and adaptation.

Considering the diverse range of expertise required to cover all enablers in this assignment, the applicants are expected to indicate in their applications which of the above pillars and enablers of the vision they would produce policy briefs under. In the task, the consultants are to refer to prioritized interventions, game changers, and flagship projects in the MIP1, which are broken down from the aspirations under the pillars and enablers of MW2063. The consultants will also be required to refer to the thematic areas of the SDGs in coming up with the policy propositions and briefs.

The policy propositions and briefs are aimed at providing impetus for review, realignment, and development of new or restructuring of existing sectoral policies in line with the country’s development frameworks; MW2063, MIP1 and the SGDs. The consultants are to draw from relevant and up-to-date analysis of global, regional, and local dynamics and trends of issues

impacting Malawi's development and governance space, within the realm of the new vision, MIP1 and SDGs.

PART TWO

1. Objective of the consultancy

The key objective of the consultancy is to develop policy briefs that will:

- Provide evidence based on relevant information, to provide impetus for review, re-alignment or restructuring of existing sectoral policies to reflect MW2063 aspirations, MIP1 prioritised interventions, game-changers and flagships as well as the SDGs.
- Provide strategic policy issues to be addressed under enabler of MW2063 aspirations and MIP1, and SDGs based on relevant evidence that demonstrate forward-looking and anticipatory thinking.
- Make an evidence-based advocacy argument for mainstreaming and institutionalizing foresight and sense-making capabilities in Malawi's development planning and governance space, with due consideration of best-fit development policies and programming.
- Detail strategic processes and approaches to be engaged to ensure broad based and comprehensive policy design, implementation, and evaluation, within the ambit of MW2063 aspirations, MIP1 interventions and SDGs.

2. Approach

Under the guidance of the Foresight and Anticipatory Governance project steering committee and the direct supervision of the foresight and anticipatory governance technical team, the consultant(s) will work in close collaboration with Technical Lead institution of each enabler to review existing sectoral policies guided by MW2063 aspirations, enablers, MIP1 prioritized interventions, game-changers and flagship projects, and SDGs. Using a template for aligning the sectoral policies and the MW2063 and MIP 1, the consultants will lead the process of identifying policy issues and input that will update existing policies or provide details for new policies under each enabler key interventions, MIP prioritized interventions and SDGs. In the aligning process, they will be required to identify processes to be undertaken in the design of new or in re-designing existing policies to ensure in a broad-based and comprehensive manner that all relevant dynamics impacting on the policies are well addressed. The work will need to demonstrate foresight or forward-looking capability elements to be employed in the new policy design under each enabler strategic interventions recognizing the dynamics impacting Malawi's governance and development spaces.

Foresight and Anticipatory Governance is a new initiative that was designed through a sense-making exercise on Governance in Malawi. Foresight tools and sense-making protocols will therefore be employed in the process of developing the policy briefs. UNDP will provide technical assistance in this area through provision of relevant expertise and tools.

Methodology:

UNDP is providing management oversight for the Foresight and Anticipatory Governance Project with National Planning Commission as the lead institution. Current activities are being implemented under an initiation plan that is expected to produce guiding principles and proof of concept for a full-fledged project document. The policy briefs and propositions will provide the policy framework for delivering Mw2063 implementation plan and Malawi SDG framework. The consultants will work in close collaboration with the Foresight and Anticipatory Governance Technical Committee (that constitutes UNDP, NPC, and Department of Economic Planning and Development) and Technical lead MDAs for each MW 2063 enabler. Templates and tools for policy analysis and alignment will be provided for the initial analytical exercise. Findings from the policy analysis and alignment with MW2063 will provide policy issues that will be mapped out for each enabler. Foresight tools will be used to conduct a horizon scanning of Malawi's development space to determine possible futures that policymakers will need to consider in policy development process. With technical assistance from UNDP, the consultants will facilitate the development policy briefs for each enabler using sense-making protocols and foresight tools.

PART THREE

Scope of Work and Key Tasks

The consultants are expected to

- Assess gaps/misalignment of existing sectoral policies with MW2063, MIP1 and SDGs, strategic interventions, and goals.
- Lead and facilitate the process of developing policy briefs that will highlight key issues to be addressed under each of the enablers of MW2063, MIP1 prioritized interventions and SDGs and provide a solid evidence for the proposed policy element.
- Identify foresight elements and capabilities under each of the policy interventions by enabler and SDGs and how they ought to be handled under each policy proposition.
- Conduct, moderate and consolidate findings and recommendations from policy dialogues with relevant stakeholders supported by the projects' technical team.
- Map out opportunities for advocacy for development or re-design of existing sectoral policies to reflect MW2063 aspirations, MIP1 interventions and SDGs.

4.0 Deliverables

Key deliverable

The Foresight and Anticipatory Governance Technical team, in collaboration with Ministries, Departments and Agencies, has already assessed the alignment of existing sectoral policies to MW2063 and MIP1, and identified misalignments and missed issues under the policies. The consultants are expected to use this information and other (own generated) to develop the key deliverable for the assignment - Policy briefs.

The consultants are expected to produce a synthesis report for the assignment using the following guidelines:

- Executive summary
- Background
- Objectives

- Methodology
- Main findings: Policy Issues for each enabler
- Recommendations: Policy Brief Designs for each enabler
- Conclusions
- References
- Appendices/Annexes

The consultants will be expected to deliver a set of policy briefs identified based on MW 2063 pillars, enablers and MIP1 interventions; priorities, game-changers, and flagships as well as the SDGs.

Payment and Progress Schedule

The progress will be monitored and paid as per the schedule of each deliverable outlined below:

Deliverables	Payment Percentage	Timeframe	Payment approved by
Payment upon submission and acceptances of Inception report detailing, among key areas consultants' understanding of the task, the methodology and expected deliverables.	10%	5 Days	Portfolio Manager RICE
Payment upon submission and acceptances of Draft policy briefs for each enabler and related MIP strategic intervention and SDGs.	30%	35 Days	Portfolio Manager RICE
Payment upon submission and acceptances of Consolidated report on validation workshops of draft policy briefs (with relevant MDAs and stakeholders) focusing on consensus (based on evidence so far provided) on proposed re-designing or new designs) highlighting policy issues, goals, strategies, policy holders and key partners, and resource issues)	20%	21 Days	Portfolio Manager RICE
Payment upon submission and acceptances of Final Policy briefs with foresight elements	40%	14 Days	Portfolio Manager RICE

5.0 Time frame

The assignment will run from for a period of four months [October, November, and December] within **75 working days**.

6.0 Education and Experience Requirements

The consulting firm must meet the following minimum requirements:

- Relevance of specialized knowledge and at least three years of experience in areas related to the MW2063 Vision enablers
- At least two years of work experience in fields related to the assignment
- Strong capacity and at least three years of experience in planning and logistics

The successful bidder will indicate its ability to competently perform the functions as set out above. Specifically, the following the following personnel are required:

Team Leader

- Minimum of a master's degree or higher in Public Administration/Policy, Strategy and Innovation, International Development, Political Science, Economics and other related fields;
- A minimum of 10 years of professional experience in the field related to policy formulation, implementation and strategic leadership, and risk management;
- At least proven 8 years of experience in developing policy briefs and engaging in policy advocacy
- Minimum of 5 years' experience in coordinating policy workshops, consolidating and using workshop data and information to refine policies.
- At least 5 year of experience with stakeholder networking and engagement in achieving policy advocacy results

Policy Analysts (3)

This assignment requires the services of a team of policy analysts or experts covering the seven enablers of MW2063, with credible education qualifications and professional experience, as indicated below.

- At least Master's degree in Social Sciences, Public Administration and Political Science, Agriculture, Development Economics, Natural Resources Management, Governance, Development studies or any relevant field.
- A proven track record of at least 5 years of experience in policy research, analysis and development in the public sector as well as environment related fields.
- At least 5 year of experience in Insight on Foresight and Anticipatory Governance issues and practice, especially capacities (evidence generation and utilization)
- At least proven 8 years of experience in developing policy briefs and engaging in policy advocacy
- Minimum of 5 years' experience in coordinating policy workshops, consolidating and using workshop data and information to refine policies.
- At least 5 year of experience with stakeholder networking and engagement in achieving policy advocacy results
- Ability to communicate using various means including writing high quality, clear, and concise reports in English.
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Desired Individual Consultants' Competencies

- Demonstrates leadership, team working and coordinating skills
- Provides helpful feedback and advice

- Plans and produces quality results to meet established goals
- Generates innovative, practical solutions to challenging situations
- Demonstrates openness to change and ability to manage complexities

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
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 <i>- Management structure (50 points)</i> <i>- Financial stability and project financing capacity, project management controls (20 points)</i> <i>- extent to which any work would be subcontracted and description of the relationship with the proposed subcontractor/partner and subcontractor/partner role in providing these services (20 points)</i>	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight)	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan	Points obtainable
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2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</p> <p><i>- To what degree the consultant understands the tasks? (20 points)</i></p> <p><i>- Are the scope, sequencing, and timetable for the tasks well defined and do they correspond to the TOR? (15 points)</i></p> <p><i>- Have the important aspects of the task been addressed in sufficient detail? (25 points)</i></p> <p><i>- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? (20 points)</i></p>	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	<p>Details on how the different service elements shall be organized, controlled and delivered</p> <p><i>- Has a management structure for this specific contract describing in details the role and responsibility of each proposed profile been submitted? (30 points)</i></p> <p><i>- Has a roadmap for managing the contract and the proposed approach been submitted. (25 points)</i></p>	50
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <p><i>- Is the proposed process for executing the contract effective and in line with UNDP requirements and expectations? (10 points)</i></p> <p><i>- Is the process to ensure the management of phased execution of the contract realistic, adequate and feasible within the required timelines? (30 points)</i></p> <p><i>- Are the proposed reporting arrangements adequate to the nature and complexity of the contract? (10 points)</i></p>	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	<p>Composition and structure of the team proposed.</p> <p><i>- Is the proposed overall structure presented clearly reflecting efficiency, flexibility, and effectiveness? (15 points)</i></p>		45

	<ul style="list-style-type: none"> - Are the proposed roles of the team suitable for the provision of the necessary services? (15 points) - Are the tasks and roles matching the full list of required key personnel? (15 points) 		
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		300
	<ul style="list-style-type: none"> • Minimum of a master's degree or higher in Public Administration/Policy, Strategy and Innovation, International Development, Political Science, Economics and other related fields; 	25	
	<ul style="list-style-type: none"> • A minimum of 10 years of professional experience in the field related to policy formulation, implementation and strategic leadership, and risk management; 	20	
	<ul style="list-style-type: none"> • At least proven 8 years of experience in developing policy briefs and engaging in policy advocacy 	20	
	<ul style="list-style-type: none"> • Minimum of 5 years' experience in coordinating policy workshops, consolidating and using workshop data and information to refine policies. 	10	
	<ul style="list-style-type: none"> • At least 5 year of experience with stakeholder networking and engagement in achieving policy advocacy results 	10	
3.2 b	Policy Analysts (3 position)		
	At least Master's degree in Social Sciences, Public Administration and Political Science, Agriculture, Development Economics, Natural Resources Management, Governance, Development studies or any relevant field.	20	
	A proven track record of at least 5 year of experience in policy research, analysis, and development in the public sector.	25	
	At least 5 year of experience in Insight on Foresight and Anticipatory Governance issues and practice, especially capacities (evidence generation and utilization)	20	
	At least proven 8 year of experience in developing policy briefs and engaging in policy advocacy	20	
	Minimum of 5 years' experience in coordinating policy workshops, consolidating and using workshop data and information to refine policies.	30	
	At least 5 year of experience with stakeholder networking and engagement in achieving policy advocacy results	30	
	Ability to communicate using various means including		

writing high quality, clear, and concise reports in English.	30	
Total Section 3		300

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*

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

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

- 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

C.

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.

D. Qualifications of Key Personnel

The Service Provider must provide:

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

E. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Payment upon submission and acceptances of Inception report detailing, among key areas consultants' understanding of the task, the methodology and expected deliverables.	10%	
2	Payment upon submission and acceptances of Draft policy briefs for each enabler and related MIP strategic intervention and SDGs.	30%	
3	Payment upon submission and acceptances of Consolidated report on validation workshops of draft policy briefs (with relevant MDAs and stakeholders) focusing on consensus (based on evidence so far provided) on proposed re-designing or new designs) highlighting policy issues, goals, strategies, policy holders and key partners, and resource issues)	20%	
4	Payment upon submission and acceptances of Final Policy briefs with foresight elements	40%	
	Total		

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

F. Cost Breakdown by Cost Component

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team Leader				
Policy Analysts				
(Please specify other team members (if any) with justification)				
II. Other Related Costs				
1. International Travel Costs (If applicable)				
2. Local Travel Costs				
3. Daily Allowance				
4. Communications				
Total Cost				

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

[Designation]

[Date]