



REQUEST FOR PROPOSAL (RFP)

To: All Proposers:	DATE: September 20, 2021
	REFERENCE: UNDP/SOM/GEWE/RFP/2021/153543-Re-advertised

Dear Proposer,

We kindly request you to submit your Proposal **National Organization to Train and Coach Women Creatives in Somalia to Raise their Voices on Issues Connected to National Development Planning**. Please be guided by the form attached hereto as Annex 2 in preparing your proposal

Your proposal must be submitted electronically through the UNDP ATLAS e-Tendering system at <https://etendering.partneragencies.org> by or before the submission deadline (closing date and time) displayed on the main screen of this Event in the e-Tendering system under **BU SOM10**; Hard copy and email submissions will not be accepted.

Detailed instructions on how to register, submit, modify, or cancel a bid in the UNDP e-Tendering system are provided in the UNDP eTendering User Guide for Bidders and instructional videos available at the following link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>.

Please acknowledge receipt of this RFP by utilizing the “**Accept Invitation**” function in the e-Tendering system. This will enable you to receive amendments or updates to the RFP.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted in the e-tendering system by or before the submission deadline. If you require any clarification related to this RFP, please send an email to procurement.so@undp.org

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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Godwill Ebot
Godwill Enow-Ebot
Head of Procurement
UNDP Somalia

Annex 1: Description of Requirements

Context of the Requirement	National Organization to Train and Coach Women Creatives in Somalia to Raise their Voices on Issues Connected to National Development Planning
Brief Description of Services Required	Please refer to the detailed Terms of Reference attached hereto as Annex 4
List and Description of Expected Outputs to be Delivered	Detailed Outputs and Deliverables are provided in the Terms of Reference attached hereto as Annex 3
Person to supervise the Work/performance of the Service Provider	Please refer to the detailed Terms of Reference attached hereto as Annex 4
Frequency of Reporting	As specified in the Terms of Reference attached hereto as Annex 4
Progress Reporting Requirements	Deliverables Based
Location of Work	As specified in the Terms of Reference attached hereto as Annex 4
Expected Duration of Work	As specified in the Terms of Reference attached hereto as Annex 4
Target Start Date	Estimated as October 1, 2021
Latest Completion Date	Estimated as December 31, 2021
Travels Expected	As specified in the Terms of Reference attached hereto as Annex 4
Special Security Requirements	Welfare for contractor's personnel solely lies with the Contractor with no responsibility whatsoever on the part of UNDP, thus it will be the sole responsibility of the Contractor to provide security for its personnel taking into consideration the security situation in Somalia.
Implementation Schedule indicating breakdown and timing of activities/sub activities	Please refer to the Terms of Reference (Annex 4)
Names and Curriculum Vitae of Individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Please submit detailed CVs
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Should not be included Further the United Nations, including its subsidiary organs is tax exempt from all direct taxes except charges for direct utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refused to recognize the United Nations' exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
Validity Period of Proposals	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Deliverables and Payment Schedule

No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required
1	Deliverable 1 <ul style="list-style-type: none"> An inception report with detailed approach including work plan with clear timelines approved by UNDP Arrange briefing session 18 women (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers) Arrange session on NDP-8, particularly its aims and targets for the 18 women (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers) Draft and submit plan to UNDP outlining subjects to be covered as per deliverable 3 by each poet, photographer and videographer and schedule for delivery Write the concept note for a 12-month photography training project that could be implemented with UNDP to foster women photographers/videographers 	5 days 20% of total payment (after approval of deliverable)	15 November 2021	Portfolio Manager, ERID
2	Deliverable 2 <ul style="list-style-type: none"> Two months' mentoring and shadowing programme for the 10 up-coming women photographers/videographers in deliverable 1, delivered by professional photographers/videographers, to learn basics around photography, videography, postproduction, and content curation. 	10 days 20% of total payment (after approval of deliverable)	15 Dec	
3	Deliverable 3 <ul style="list-style-type: none"> Poems: 10 original works from women poets Poems: 10 articles from these women poets explaining the context of their poems for publication on hoygamaansada.com Video: 5 videos of less than 2.20 minutes each on subjects related to women's experiences in Somalia Video: 10 live performances of the poems above, with Home of Somali Poetry branding Photography: 5 photo essays of approx. 10 photos each 	60 days 40%	15 Dec	

		illustrating issues affecting women in Somalia <ul style="list-style-type: none"> • Video: 10 live performances of the poems above, with Home of Somali Poetry branding • Photography: 5 photo essays of approx. 10 photos each illustrating issues affecting women in Somalia • Photography: at least 3 photos to illustrate each of 10 case studies produced under the separate assignment to report on progress/challenges implementing NDP-8 • Photography: at least 3 photos to illustrate each article for hoygamaansada.com (see above) 			
4	Deliverable 4 50 social media posts in Somali and English to be sent from UNDP Somalia Twitter, FB and Instagram accounts featuring the work produced by the assignment	5 days 10%	End Dec		
5	Deliverable 5 Exhibition in a Mogadishu gallery or other suitable venue of the work produced under this assignment, including opening night event with media attendance	10 days 10%	End Dec		
		90 days			

Payment will be made within 30 days of receipt of invoice upon final and approved submission of each deliverable related to each activity and certification of payment by the designated UNDP manager that services have been delivered satisfactorily.

Person(s) to Review/Inspect/approve outputs/completed services and authorize the disbursement of payment.	Portfolio Manager, ERID Portfolio.																								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services																								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory 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	Technical evaluation will be conducted after screening of proposals based on the following preliminary examination, eligibility, and qualification criteria.																								
	<table><tr><th rowspan="2">No.</th><th rowspan="2">Basic Criteria (Pass/Fail)</th><th colspan="2">Provided</th></tr><tr><th>Y</th><th>N</th></tr><tr><td>1</td><td>Bid submitted through e-Tendering</td><td>✓</td><td></td></tr><tr><td>2</td><td>Annexes 2 and 3 completed, signed by Proposer’s authorized representative, and stamped with official stamp of the Bidder together with ALL supporting documents listed in the RFP.</td><td>✓</td><td></td></tr><tr><td>3</td><td>Technical and Financial Proposals submitted separately.</td><td>✓</td><td></td></tr><tr><td>4</td><td>Financial Proposal Submission (Annex 3) must be submitted in a signed password protected PDF file.</td><td>✓</td><td></td></tr></table>			No.	Basic Criteria (Pass/Fail)	Provided		Y	N	1	Bid submitted through e-Tendering	✓		2	Annexes 2 and 3 completed, signed by Proposer’s authorized representative, and stamped with official stamp of the Bidder together with ALL supporting documents listed in the RFP.	✓		3	Technical and Financial Proposals submitted separately.	✓		4	Financial Proposal Submission (Annex 3) must be submitted in a signed password protected PDF file.	✓	
No.	Basic Criteria (Pass/Fail)	Provided																							
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1	Bid submitted through e-Tendering	✓																							
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3	Technical and Financial Proposals submitted separately.	✓																							
4	Financial Proposal Submission (Annex 3) must be submitted in a signed password protected PDF file.	✓																							

5	Language of proposal is English (where applicable, supporting documents in other languages accompanied by a translation)	✓	
6	Screening against <i>UN Security Council 1267/1989 List, UNPD List or Other UN Ineligibility List</i>	✓	
7	Acceptance of UNDP General Terms & Conditions	✓	
8	Acceptance of Bid Validity (90 days) from date of submission deadline.		
Passed for Technical Evaluation		✓	

Only proposals found compliant at this stage will be passed for technical evaluation.

Technical Proposal (70%) of total Evaluation

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm/Organisation	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3.	Management Structure & Qualifications of Key personnel	30%	300
Total		100%	1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the company		
1.1	Reputation of Organisation and Staff/credibility/Reliability/ Industry Standing <ul style="list-style-type: none"> Is the organization legally registered and, is its mandate in line with the required service? At least five years' experience in adult training, coaching and supporting women creatives to raise awareness of diverse issues affecting women in Somalia Competence and reliability in provision of similar services evidenced by at least three positive Letters of Satisfactory Performance from different clients in the past five years? 	50
1.2	General Organisational capacity which is likely to affect implementation: <ul style="list-style-type: none"> How suitable is the overall management structure and does the organization demonstrate ability to engage a managerially and technically sound team? How is this likely to positively influence the desired result? Is the organization financially sound and, based on the submitted annual financial statements (should not show concerns such as negative net worth, bankruptcy proceedings, insolvency, major litigation, judgements, or bad credit/payment history) demonstrate the capacity to deliver activities described in the TOR? 	90
1.3	Relevance of specialized knowledge and experience on similar engagements: Does the organization have a successful track record of implementing similar projects, especially those focusing on GEWE in conflict, humanitarian, and development contexts and excellent networks with CSOs, UN and other multilateral actors working closely with national governments.	90
1.4	Quality assurance procedures and risk mitigation measures.	50

		How detailed are the Proposer’s internal quality assurance and reporting mechanisms? Are they technically sound and justifiably expected to ensure the desired result?	
1.5	Organizational Commitment to Sustainability <ul style="list-style-type: none">• Is Proposer compliant with ISO 14001 or ISO 14064 or equivalent -• Does the Organisation demonstrate significant commitment to sustainability through some other means such as internal company policy documents on women empowerment, or membership of trade institutions promoting such issues.	20	
Total Part 1			300

Technical Proposal Evaluation Form 2			Points Obtainable
Methodology, its Appropriateness to the Condition & Timeliness of the implementation Plan			
2.1	How well does the Proposer demonstrate a thorough understanding of the purpose/scope of the RFP as outlined in the TOR? <ul style="list-style-type: none">• Does the proposal focus on training, mentoring and coaching women to create awareness of issues, human rights, socioeconomic and culture barriers that affect their lives in Somalia• How detailed is the approach and methodology? Does it consider the local project environment and, is it appropriate, realistic, feasible with potential to achieve the desired outcome or the TORs?	120	
2.2	Does the proposal identify potential risks and corresponding mitigation strategies and are these described extensively and addressed in sufficient detail? How relevant are they to the local project context?	60	
2.3	Is the work plan well-detailed? Is the sequence of activities and planning logical, realistic and does it explain how work will be undertaken for each deliverable to ensure completion within prescribed timeline? Does it promise efficient implementation of project?	100	
2.4	How sound are the Proposer’s internal quality assurance and reporting mechanisms? Are they justifiably expected to ensure efficient and effective delivery of the project?	60	
2.5	Does the Proposal demonstrate knowledge, experience, and a track record of delivery on similar projects in similar contexts/settings in the region for UN and other multilateral actors working closely with national governments?	60	
Total Part 2			400

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Qualification of Key Personnel			
3.1.	Experience and Competencies:		180
	Team Leader/project Manager		
	Master’s degree in communication, cultural studies, photojournalism, or a related field.	40	
	Minimum 5 years of professional experience working on development projects connected with communications, women rights and culture	30	

		<ul style="list-style-type: none"> - Experience of working on development or gender issues inside Somalia. - Deep understanding of the Somali cultural scene and good networks among people working in this field. - Deep understanding of issues affecting women in Somalia. - Experience holding and publicizing exhibitions inside Somali. 	60	
		<ul style="list-style-type: none"> - Experience in working and collaborating with international organizations. - Experience creating content for or managing social media accounts. - Experience producing stills and/or video documentaries - Ability to write communications strategies/plan communications projects. 	30	
		Fluent in spoken and written English and Somali languages.	20	
	3.2	Photographer (1 position)		120
		Bachelor's degree in communication, Journalism, project management, administration, development, or a related field	30	
		minimum of 2 years' experience working on development, gender, media, or cultural projects in Somalia.	20	
		<ul style="list-style-type: none"> - Experience arranging exhibitions, photo shoots or other cultural activities related to development or gender issues in Somalia. - Experience handling logistics and admin for development, gender, media, or cultural projects. 	30	
		<ul style="list-style-type: none"> - Excellent communication, relationship skills and a strong team player. 	20	
		Fluent in spoken and written English and Somali languages	20	
	Total Part 3			300
	Grand Total (forms 1, 2 and 3)			1000
	<p>Only offers that score at least 70% (700 points) in the technical evaluation will be considered for financial evaluation.</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
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 de minimis contracts (services only) 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 Submitting Service Provider's Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submitting Service Provider's Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Terms of Reference (Annex 4)			

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.

Contact Person for Inquiries (Written inquiries only) ²	<p>Focal Point: Procurement Unit</p> <p>Email Address: Procurement.so@undp.org</p> <p>Note: Only requests for clarifications should be sent to this email address. Proposals must be submitted through the UNDP e-Tendering system. Proposals submitted to this email address will not be accepted.</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>
Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to e-Tendering</p> <p>Note: Once supplemental information to the RFP and responses/clarifications are uploaded to the e-Tendering system by UNDP, prospective bidders (i.e., bidders who have utilized the "Accept Invitation" function in the e-Tendering system) will be notified via email that changes have occurred. It is the responsibility of the Bidders to view the respective changes and clarifications in the e-Tendering system.</p>
Deadline for Bid Submission	<p>As per the submission deadline (date and time) displayed on the main screen of this Event in the e-Tendering system.</p> <ol style="list-style-type: none"> 1. The submission deadline (closing date and time) displayed on the main screen of this Event will be Monday 27th Sep 2021, 12:00 P.M East Africa Time, 7:00 A.M New York time. 2. The e-Tendering system automatically blocks bid submission after the submission deadline.
Other Information Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals must be uploaded in the e-Tendering system in separate PDF files • Format: PDF files only. Proposers are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software. • All files must be free of viruses and not corrupted. Bidders are solely responsible for ensuring that any uploaded file is readable, that it is uncorrupted and free from viruses and malware. Failure to submit readable files will result in rejection of the proposal. • Digital certification/signature: Signed and stamped copy. • Time zone to be recognized: EST/EDT (New York) time zone. <p>Please note that when uploading files in the UNDP e-Tendering System, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> • Make sure that all bid factors are answered, bid price is entered and all documents are uploaded before submitting the bid. Ensure your bid is submitted once it is complete. • Bidders are requested to ensure appropriate and self-explanatory file names, organized structure and clear content which should correspond to the structure of the RFP requirements and the required content of the bid. • Bidders are encouraged to use zip files up to maximum size of 50 MB. In such case, they should not include multiple lower sub-folders or directories. If you are uploading many files (Ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. • The name of each file must not be longer than 60 characters. In addition, the file name should not contain any special characters or letters from different alphabets/keyboards other than English, as per system restrictions. • You can use the .xml upload function only once to upload your initial bid. If you need to make changes, you must make them online. You cannot attach documents through the .xml file, they must be uploaded directly into the e-Tendering system.

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.

- You can start creating a bid response in the system at any time. You can use the “Save for later” function to save it as a draft. You can update your draft at any time before deadline by opening it from “View, Edit, or Copy from Saved bids” link and start editing the bid response. Make sure to click on “Submit bid” once you have completed your bid.
- Be careful when using the “Save for Later” function. It does not submit your bid, and in addition, it will remove the bid that you have submitted previously.
- If you want to edit a bid that has already been posted, you first must cancel your bid. You can do so by opening it from “View, Edit, or Copy from Saved bids” link and then click on “Cancel” link. Once this is done, you can create a new bid response. You can copy from the cancelled bid and then make needed changes.
- Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter a problem in submitting your proposal just before the deadline, UNDP cannot guarantee last minute Help-Desk support. It is the Proposer’s responsibility to ensure bids are posted in the system before the submission deadline.

Important Note on Submission of Financial Proposal:

The Proposer is required to prepare and submit the Form for Submitting Service Provider’s Financial Proposal (Annex 3) in a signed and stamped password protected PDF file **separate from the Form for Submitting Service Provider’s Technical Proposal (Annex 2). Form for Submitting Service Provider’s Financial Proposals (Annex 3) that are not password protected will be disqualified.**

DO NOT disclose the value of your financial proposal in the e-Tendering system. Indicate your bid price in the e-Tendering system as USD 1.

The value of your financial proposal should only be indicated in the password protected Form for Submitting Service Provider’s Financial Proposal Submission (Annex 3) uploaded in the e-Tendering system. Proposers who disclose the value of their financial proposal in the e-Tendering system will be disqualified.

The Password for Financial Proposal Submission Form (Annex 3) must not be provided to UNDP until it is formally requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.

Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password, the Proposal will be disqualified.

Annex 2: Form for Submitting Service Provider's Technical Proposal³

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

RFP Ref: UNDP/SOM/GEWE/RFP/2021/153543

[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) Company Profile describing the nature of business, field of expertise, licenses, certifications, accreditations; **(attach)**.
- b) Business Licenses – Registration Papers, Tax Payment Certification **(attach copies)**.
- c) Latest Audited Financial Statement – income statement and balance sheet for the last two Financial Years (2019 & 2020) to indicate its financial stability, liquidity, credit standing, and market reputation, etc., **(attach copies)**.
- d) Track Record – list of clients for similar services as those required in the TORs for this RFP, indicating description of contract scope, contract duration, contract value in table format and also attach Statements of Satisfactory Performance from top three clients in the past five year.
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, and/or demonstration of significant commitment to sustainability through some other means such as internal company policy documents on women empowerment, or membership of trade institutions promoting such issues etc. - **attach if any**.
- 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. **Attach an implementation schedule preferably in Gantt chart format.**

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

C. **Qualifications of Key Personnel**

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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Name: _____

Title: _____

Date: _____

Signature: _____

**Signed by authorized
signatory and stamp
with official stamp of
the Bidder**

Annex 3 - Form for Submitting Service Provider's Financial Proposal

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

RFP Ref: UNDP/SOM/GEWE/RFP/2021/153543

The Proposer is required to prepare the Financial Proposal following the below format and **submit it in a password protected PDF FILE in the e-Tendering system separate from the Technical Proposal**. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. Financial proposals that are not password protected will be disqualified.

A. Cost Breakdown per Deliverable*

No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required
1	Deliverable 1 <ul style="list-style-type: none"> An inception report with detailed approach including work plan with clear timelines approved by UNDP Arrange briefing session 18 women (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers) Arrange session on NDP-8, particularly its aims and targets for the 18 women (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers) Draft and submit plan to UNDP outlining subjects to be covered as per deliverable 3 by each poet, photographer and videographer and schedule for delivery Write the concept note for a 12-month photography training project that could be implemented with UNDP to foster women photographers/videographers 	20%	15 November 2021	Portfolio Manager, ERID
2	Deliverable 2 Two months' mentoring and shadowing programme for the 10 up-coming women photographers/videographers in deliverable 1, delivered by professional photographers/videographers, to learn basics around photography, videography, post production and content curation	10%	15 Dec	
3	Deliverable 3 <ul style="list-style-type: none"> Poems: 10 original works from women poets Poems: 10 articles from these women poets explaining the context of their poems for publication on hoygamaansada.com Video: 5 videos of less than 2.20 minutes each on subjects related to women's experiences in Somalia Video: 10 live performances of the poems above, with Home of Somali Poetry branding Photography: 5 photo essays of approx. 10 photos each illustrating issues affecting women in Somalia Video: 10 live performances of the poems above, with Home of Somali Poetry branding Photography: 5 photo essays of approx. 10 photos each illustrating issues affecting women in Somalia 	40%	15 Dec	

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<ul style="list-style-type: none"> Photography: at least 3 photos to illustrate each of 10 case studies produced under the separate assignment to report on progress/challenges implementing NDP-8 (<i>See separate ToR</i>) Photography: at least 3 photos to illustrate each article for hoygamaansada.com (see above) 			
4	Deliverable 4 50 social media posts in Somali and English to be sent from UNDP Somalia Twitter, FB and Instagram accounts featuring the work produced by the assignment	10%	End Dec	
5	Deliverable 5 Exhibition in a Mogadishu gallery or other suitable venue of the work produced under this assignment, including opening night event with media attendance	10%	End Dec	
		100%		

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

B. Cost Breakdown by Cost Component

Description of Activity	Unit of Measure	No. of Persons	Quantity	Unit Rate (USD)	Total Rate (USD)
I. Personnel Services: <i>Unit rates for this sub-section should be inclusive of all costs except travel-related costs</i>					
Project Manager/Team Leader	Day	1			
Photographer	Day	1			
Sub-Total Personnel Services					
II. Other Costs: <i>E.g., field transport, air travel (if applicable). Please specify unit of measure, itemize in separate lines, and add rows for cost components as needed.</i>					
...					
Sub-Total Other Costs					
TOTAL					

- **International flights (if applicable):** Economy class on the most direct route (please specify routing).
- **Living Allowance (Food & accommodation at field level):** Only applicable when staff travel outside their operational base.
- **Local flights:** Only applicable in locations not accessible by road or, for security reasons with prior UNDP approval.

Name: _____

Title: _____

Date: _____

Signature: _____

**Signed by authorized
signatory and stamp
with official stamp of
the Bidder**

Annex 4: Terms of Reference

TOT NGO to team of 18 Somali women creative, to Produce Poetry, Photography and Video Coverage of Issues Affecting Women in Somalia That Are Addressed by the NDP-8

National Organization to Train and Coach Women Creatives in Somalia to Raise their Voices on Issues Connected to National Development Planning

A. Background Information and Rationale (Project Initiation Phase)

PROJECT INITIATION PHASE

The Federal Government of Somalia has finalized its new National Development Plan (NDP 9) which sets the roadmap for the development of the country over the period 2020-2024. The plan identifies inclusive economic growth as the primary outcome, with the other three pillars – security and the rule of law, inclusive and accountable politics, and improved social development – as well as the following cross-cutting imperatives: strengthen gender and social equity; build resilience of households, communities and government; better manage environment and natural resources; prioritise durable solutions to long term displacement; and strengthen the interface between humanitarian and development planning; and governance.

Through the NDP, the government of Somalia recognizes the importance of mainstreaming gender and human rights, underpinning the importance of a holistic approach towards achieving sustainable peace and development. Gender inequality negatively informs poverty, resilience, economic and social development as well as peace. The continuous neglect of the root-causes of gender inequality, the lack of empowerment and human rights will continue to curtail the sustainable development and peace-building agenda of Somalia.

The purpose of the National Development Plan 9 is to build on the achievements of the NDP-8. Whilst some gains were made many challenges remain. Additional work will be required to address structural barriers which impede the sustainable development of the Gender Equality and Women Empowerment agenda. Changes made so far have focused on the protection of women but have done little to engage women as part of the solution, as agents to develop legislation, policies, strategies, structures, services, with associated budget allocations required to secure an environment where women have equal opportunities and access to fulfil their potential and contribute equally to peace and sustainable development.

Part of the challenge results from women and girls who remain uninformed about their potential to make real contributions to the well-being of their communities, families, children and themselves as well as to overall national peace and development. There is a need to strengthen positive awareness amongst women, girls as well as marginalized communities and to capture these stories and examples of women's contributions to national development and peace. Equally, men and boys need to recognize the important role women already play in sustaining lives and how this can be further strengthened in a complementary manner.

UNDP is committed to making gender equality a basic human right. Women's empowerment and gender equality are vital to achieving the 2030 Agenda for Sustainable Development, which envisions a world “of universal respect for human rights and human dignity” in which “every woman and girl enjoys full gender equality and all legal, social and economic barriers to their empowerment have been removed.”

Against this background, UNDP seeks to contract services of a company/organization with experience in training and supporting women creatives to raise awareness of diverse issues affecting women in Somalia. **Specific Objectives**

To train 18 Somali women creatives (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers), including poets identified in collaboration with UNDP's Home of Somali Poetry initiative 8. to raise awareness of issues affecting women related to NDP. -

B. Scope of Work

The scope of work is to engage master trainers to coach and mentor Somali women creatives to raise awareness of issues affecting women related to NDP-8.

C. Approach and Methodology

Proposers must develop the most appropriate methodology describing all steps that will meet the objectives of the RFP and lead to successful completion of the assignment which should at a minimum include the following information.

- **Proposing entity's qualification, capacity, and experience:** Information on proposing entity outlining its legal status, expertise, experience in providing similar services, institutional and financial capacity, track record, and any other relevant information.
- **Propose Methodology, Approach, and Implementation Plan:** Proposers must demonstrate how they will undertake the proposed activities and present a plan outlining how it intends to ensure oversight, management, accountability (quality assurance), sequence activities (detailed work-plan).
- **Management Structure and Key Personnel:** Proposers must specify the key personnel who will be assigned to the proposed contract, explain how these roles complement each other and the capacity and expertise of proposed team to implement and manage the proposed contract. Please submit an organigram and detailed curriculum Vitae (CVs) of proposed personnel.

The methodology will be subject to detailed evaluation and collectively with the proposing entity's qualification, key personnel qualifications, and financial proposal, will guide the selection process and award of contract.

D. Deliverables and Schedules/Expected Outputs

The Contractor will submit the following contract deliverables:

Deliverables and Payment Schedule				
No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required
1	Deliverable 1 <ul style="list-style-type: none"> • An inception report with detailed approach including work plan with clear timelines approved by UNDP • Arrange briefing session 18 women (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers) • Arrange session on NDP-8, particularly its aims and targets for the 18 women (5 poets, 5 up-coming photographers, 5 up-coming videographers and 3 professional photographers/videographers) • Draft and submit plan to UNDP outlining subjects to be covered as per deliverable 3 by each poet, photographer and videographer and schedule for delivery • Write the concept note for a 12-month photography training project that could be 	5 days 20% of total payment (after approval of deliverable)	15 November 2021	Portfolio Manager, ERID

	implemented with UNDP to foster women photographers/videographers				
2	Deliverable 2 <ul style="list-style-type: none"> Two months' mentoring and shadowing programme for the 10 up-coming women photographers/videographers in deliverable 1, delivered by professional photographers/videographers, to learn basics around photography, videography, postproduction, and content curation. 	10 days 20% of total payment (after approval of deliverable)	15 Dec		
3	Deliverable 3 <ul style="list-style-type: none"> Poems: 10 original works from women poets Poems: 10 articles from these women poets explaining the context of their poems for publication on hoygamaansada.com Video: 5 videos of less than 2.20 minutes each on subjects related to women's experiences in Somalia Video: 10 live performances of the poems above, with Home of Somali Poetry branding Photography: 5 photo essays of approx. 10 photos each illustrating issues affecting women in Somalia Video: 10 live performances of the poems above, with Home of Somali Poetry branding Photography: 5 photo essays of approx. 10 photos each illustrating issues affecting women in Somalia Photography: at least 3 photos to illustrate each of 10 case studies produced under the separate assignment to report on progress/challenges implementing NDP-8 Photography: at least 3 photos to illustrate each article for hoygamaansada.com (see above) 	60 days 40%	15 Dec		
4	Deliverable 4 50 social media posts in Somali and English to be sent from UNDP Somalia Twitter, FB and Instagram accounts featuring the work produced by the assignment	5 days 10%	End Dec		
5	Deliverable 5 Exhibition in a Mogadishu gallery or other suitable venue of the work produced under this assignment, including opening night event with media attendance	10 days 10%	End Dec		
		90 days			

Payment will be made within 30 days of receipt of invoice upon final and approved submission of each deliverable related to each activity and certification of payment by the designated UNDP manager that services have been delivered satisfactorily.

E. Key Performance Indicators and Service Level

Service	Performance Attribute	Definition	Standard/Service Level
Personnel	Competence Professionalism	Ability of Contractor's personnel to perform assigned tasks consistent with the TOR in a timely manner.	Excellent knowledge of third-party monitoring and, demonstrated integrity and reliability.
Logistical support required by Contractor's personnel to perform their functions under the TOR	Timeliness of delivery and, cost efficiency.	Ability to provide all logistical support required by Contractor personnel to perform contractual obligations within the agreed timelines and contract rates.	Logistics for field work complete in assignment locations
Communication and Reporting	Thoroughness: Accuracy, completeness, timeliness, and quality	Ability to communicate and to submit complete accurate reports in line with the TOR for each assignment in a timely and professional manner.	<ul style="list-style-type: none"> • Timely completion and submission of reports with all supporting documents from Implementing Partners. • Technical excellence, i.e. data and report quality: Comprehensive accurate reports including effective observations/recommendations consistent with the assignment.
Problem-solving	Responsiveness: flexibility and, collaboration	Ability to take act swiftly upon notification of a problem and to provide an appropriate solution.	Within 2 to 3 business days from notification of problem by UNDP.
Replacement of key personnel	Timeliness	Ability to provide replacement personnel of similar qualification in a timely manner.	A minimum of two weeks prior to effectivity of change.
Appropriate interaction with UNDP and its partners	Respect, cultural and gender sensitivity	Ability to work in a multi-cultural environment, and to communicate sensitively across various publics.	<ul style="list-style-type: none"> • Constant display of respect, cultural and gender sensitivity while engaging with UNDP and its national partners • Obtaining written/signed consent from respondents/participants to use their quotes and photographs in UNDP communication material.
Accuracy of payment documentation	Accuracy, completeness and, timeliness.	Ability to provide complete payment documentation including accurate invoices with correct quantities, unit price, complete travel receipts for reimbursement with all supporting documents on time.	Within seven days of completion of each assignment and acceptance of report by UNDP.

F. Governance and Accountability

1. Reporting

- The Contractor shall work under the overall supervision of UNDPs Economic Recovery and Institutional Development (ERID) Portfolio Manager and program in close collaboration with UNDPs Gender Equality and Women Empowerment Programme Specialist and Head of Communications.
- The Contractor's team leader will be UNDPs focal point with the Contractor on overall supervision and performance of the Contract, shall organize review meetings and where applicable, flag any observations that require UNDPs immediate attention.

- c) The Contractor will ensure timely submission of deliverables, including work plan, activity logs, progress reports, final report incorporating any comments/input provided by UNDP and any other materials requested by UNDP to demonstrate progress and impact.

2. Contractor Responsibility

- a) Sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the Contract with no responsibility whatsoever on the part of the UNDP. This shall include:
 - i. Welfare (duty of care) of its staff including payment of salaries, medical, and where applicable, casualty evacuation from Somalia in the event of a security breakdown.
 - ii. Arrangements for logistics across all aspects of the assignment including flights into Somalia and visa requirements (where applicable), accommodation and, local transport for its operations.
 - iii. Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- b) All equipment required to achieve contract objectives.
- c) Ensure adequate communication between the Contractor and UNDP.

3. Responsibility of UNDP

- a) Quality Assurance and monitoring of performance: The UNDP will undertake review of Contractor's performance which will include quality of deliverables and a structured review of Contractor's performance at the end of the Contract which shall consider feedback from various stakeholders.
- b) The UNDP ERID Portfolio Manager shall be responsible for approval/certification of deliverables and payment.

H. Expected Duration of the Contract/Assignment

Four months from the date of contract signature.

I. Duty Station

The assignment will be performed in Somalia

J. Professional Qualifications of the Successful Contractor and its Key Personnel

The proposing entity and its proposed personnel must demonstrate strong relevant qualifications and experience to perform the proposed contract.

(a) Qualifications of the Proposing Entity (Firm)

The selected Contractor must:

- i. be a legally registered entity.
- ii. have at least five years' demonstrated experience in conducting studies, baseline and mapping, data collection and analysis focusing on gender equality and women empowerment in conflict, humanitarian, and development contexts.
- iii. have a strong track record of conducting mapping, baseline and area-based studies.
- iv. demonstrated work experience on consultations and social science studies especially gender equality and women
- v. ability to engage a managerially and technically sound team capable of conducting the required task.
- vi. Excellent networks with civil society organisations, national governments UN, and other multilateral organisations.

(b) Qualifications of Key Personnel

Proposers should come up with a highly professional team, comprising the following key personnel and submit their detailed CVs. The CVs must clearly outline relevant qualifications, experience and, demonstrated capacity to perform the services required under the proposed contract.

No.	Title of Key Personnel	Minimum Educational Qualifications and Experience
1	Project Manager/Team Leader (1 position)	<p>The Team Leader will be the focal point for communication with UNDP and shall be responsible for supervision of Contractor's personnel, quality assurance and overall contract performance/management.</p> <p>Education: Master's degree in communication, cultural studies, photojournalism, or a related field.</p> <p>Experience and Competencies:</p> <ul style="list-style-type: none"> • Minimum 5 years of professional experience working on development projects connected with communications, women rights, and culture. • Experience working on development or gender issues inside Somalia. • Deep understanding of the Somali cultural scene and good networks among people working in this field. • Deep understanding of issues affecting women in Somalia. • Experience holding and publicizing exhibitions inside Somali. • Experience in working and collaborating with international organizations. • Experience creating content for or managing social media accounts • Experience producing stills and/or video documentaries • Ability to write communications strategies/plan communications projects. <p>Language</p> <ul style="list-style-type: none"> • Proficient in spoken and written English and Somali languages
2	Photographer (1 position)	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in communication, Journalism, project management, administration, development or a related field. <p>Experience and Competencies:</p> <ul style="list-style-type: none"> • A minimum of 2 years' experience working on development, gender, media or cultural projects in Somalia. • Experience arranging exhibitions, photo shoots or other cultural activities related to development or gender issues in Somalia. • Experience handling logistics and admin for development, gender, media, or cultural projects. • Excellent communication, relationship skills and a strong team player. <p>Language</p> <ul style="list-style-type: none"> • Proficient in spoken and written English and Somali languages.

i. Required qualifications for all Contractor personnel

- Willingness and ability to work and travel in Somalia.
- Display professionalism, respect, cultural and gender sensitivity while engaging with UNDP and its counterparts. UNDP reserves the right to request removal/replacement of contractor's staff at contractor's cost if these standards are not observed.
- Collaboration and ability to build strong relationships with internal and external stakeholders.

Achieving gender equality and gender mainstreaming are key principles and strategies of UN System Organisations, hence, UNDP encourages the deployment of staff (male/female) at a balanced ratio based on the requirements defined in the TOR.

In case of unforeseen circumstances or if one or more of the proposed key personnel fail to perform their duties under the contract, the Contractor will provide alternate personnel with at least similar or higher qualifications and skillsets at the same unit rate. Substitute personnel will be approved by UNDP prior to engagement.

K. Price and Schedule of Payments

UNDP shall issue a fixed-price contract to the recommended service provider. Payments to the Contractor shall be made upon successful completion of each deliverable as outlined in Section 'E' of this TOR above and certification by UNDP that the deliverables meet quality standards.

Payment will be made within thirty (30) days of UNDP acceptance of the finalized reports and deliverables.

final draft