



REQUEST FOR PROPOSAL (RFP)

ICT for Development (ICT4D) Training (GIS for M&E and Mobile Based Data Collection)

To: All Proposers:	DATE: 06 October 2021
	REFERENCE: UNDP/SOM/POQA/RFP/2021/156803

Dear Proposer,

We kindly requests you to submit your Proposal for conducting an **ICT4D Training (GIS for M&E and Mobile based data collection) for 30 persons**

Please be guided by the forms attached hereto as Annex 2 and Annex 3 in preparing your technical and financial proposals respectively.

Your proposal must be submitted by or before **14 October 2021, 17:00H East Africa time (GMT+3)** via email at bids.so@undp.org.

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

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>


UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Please acknowledge receipt of this RFP by sending an email to procurement.so@undp.org . This will enable you to receive clarifications or updates to the RFP

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Godwill Enot-Ebot
Head of Procurement
UNDP Somalia

Annex 1: Description of Requirements

Context of the Requirement	In line with UNDPs strategy on digitalization and digitization, the Somalia Country Office aims to provide ICT4D training on GIS for monitoring & evaluation and mobile based data collection to ensure UNDP programme staff and counterparts' staff use ICT4D tools and methodologies to enhance efficiency and effectiveness through application of results-based management.
Implementing Partner	N/A
Brief Description of Services Required	Please refer to the 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 4
Person to supervise the Work/performance of the Service Provider	Head of Programme Oversight and Quality Assurance (POQA)
Frequency of Reporting	As specified in the Terms of Reference attached hereto as Annex 4
Progress Reporting Requirements	Deliverables Based
Location of Work	Virtual Training
Expected Duration of Work	Ten (10) days
Target Start Date	Estimated as November 1, 2021
Latest Completion Date	Estimated as November 11, 2021
Travels Expected	N/A.
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub activities	<input checked="" type="checkbox"/> Required
Names and Curriculum Vitae of Individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required.
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Should not be included
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	<p>Deliverables and Payment Schedule</p> <table border="1"> <thead> <tr> <th>No.</th><th>Deliverables/Outputs</th><th>Weighted percentage of Deliverable</th><th>Est. Target Due Date</th><th>Review and Approvals Required</th></tr> </thead> <tbody> <tr> <td>1</td><td>inception report with detailed approach including clear training content and facilitation methods</td><td>20%</td><td>24 October 2021</td><td rowspan="4">Head of POQA/ DRR- P</td></tr> <tr> <td>2</td><td>GIS for Monitoring and Evaluation- Online training</td><td>30%</td><td>4 November 2021</td></tr> <tr> <td>3</td><td>Mobile based data collection- online training</td><td>30%</td><td>11 November 2021</td></tr> <tr> <td>4</td><td>Final Training Report and submission of training material including power point presentations</td><td>20%</td><td>18 November 2021</td></tr> </tbody> </table> <p>Payment will be effected within 30 days of receipt of invoice upon final and approved submission of each deliverable and certification of payment by the designated UNDP manager that services have been delivered satisfactorily.</p>	No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required	1	inception report with detailed approach including clear training content and facilitation methods	20%	24 October 2021	Head of POQA/ DRR- P	2	GIS for Monitoring and Evaluation- Online training	30%	4 November 2021	3	Mobile based data collection- online training	30%	11 November 2021	4	Final Training Report and submission of training material including power point presentations	20%	18 November 2021																												
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Person(s) to Review/Inspect/approve outputs/completed services and authorize the disbursement of payment.	Head of Programme Oversight and Quality Assurance																																																		
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).																																																		
Criteria for the Assessment of Proposal	<p>Technical evaluation will be conducted after screening of proposals based on the following preliminary examination, eligibility, and qualification criteria.</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>1</td><td>Bid received by or before the designated submission deadline</td><td>✓</td><td></td></tr> <tr> <td>2</td><td>Bid submitted via the designated bid submission email address</td><td>✓</td><td></td></tr> <tr> <td>3</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>4</td><td>Technical and Financial Proposals submitted separately.</td><td>✓</td><td></td></tr> <tr> <td>5</td><td>Financial Proposal Submission (Annex 3) must be submitted in a signed password protected PDF file.</td><td>✓</td><td></td></tr> <tr> <td>6</td><td>Language of proposal is English</td><td>✓</td><td></td></tr> <tr> <td>7</td><td>No Conflict of Interest</td><td>✓</td><td></td></tr> <tr> <td>8</td><td>Eligibility</td><td>✓</td><td></td></tr> <tr> <td>9</td><td>Acceptance of UNDP General Terms & Conditions</td><td>✓</td><td></td></tr> <tr> <td>10</td><td>Acceptance of Bid Validity (90 days) from date of submission deadline.</td><td>✓</td><td></td></tr> <tr> <td colspan="2">Passed for Technical Evaluation</td><td>✓</td><td></td></tr> </tbody> </table> <p>Only proposals found compliant at this stage will be passed for technical evaluation.</p>	No.	Basic Criteria (Pass/Fail)	Provided		Y	N	1	Bid received by or before the designated submission deadline	✓		2	Bid submitted via the designated bid submission email address	✓		3	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.	✓		4	Technical and Financial Proposals submitted separately.	✓		5	Financial Proposal Submission (Annex 3) must be submitted in a signed password protected PDF file.	✓		6	Language of proposal is English	✓		7	No Conflict of Interest	✓		8	Eligibility	✓		9	Acceptance of UNDP General Terms & Conditions	✓		10	Acceptance of Bid Validity (90 days) from date of submission deadline.	✓		Passed for Technical Evaluation		✓	
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Technical Proposal (70%) of total Evaluation

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm/Organisation	40%	400
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3.	Management Structure & Qualifications of Key personnel	20%	200
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 conducting ICT4D related trainings or setting up ICT4D systems for organizations including UN, NGO experience. Reliability of the Organization. 	100
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 does it demonstrate the capacity to deliver activities described in the TOR? 	100
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 ICT4D in conflict, humanitarian, and development contexts and excellent networks with CSOs, UN and other multilateral actors working closely with national governments.	100
1.4	Quality assurance procedures and risk mitigation measures. How detailed are the Proposer's internal quality assurance and reporting mechanisms? Are they technically sound and justifiably expected to ensure the desired result?	50
1.5	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent. -Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	50
Total Part 1		400

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? • Does the proposal focus on training in GIS- based monitoring and evaluation as well as use of Mobile based technology in data collection? • How detailed is the approach, content, and methodology? Does it consider the Covid-19 context and limitations in facilitating training, is it appropriate, realistic, feasible with potential to achieve the desired outcome or the TORs?		100
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?		50
2.3	Is the work plan and training 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	To what extent does the Proposer elaborate how it will apply its internal quality assurance review and reporting mechanisms during execution and, are they likely to ensure efficient and effective project delivery?		50
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 in collaboration with national governments?		100
Total Part 2			400
Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Qualification of Key Personnel			
3.1	Team Leader/project Manager (1 position)		110
	Master's degree in Management information technology, ICT, and data analysis, social sciences, development studies, public administration and/or related fields. A qualification in GIS and Monitoring Evaluation is an added advantage	20	
	At least five years' relevant professional and management experience in similar areas of work and demonstrated programming and coding expertise.	20	
	Experience in providing similar services to UN and other multilateral actors on ICT4D.	40	
	Work experience on similar assignments in post-conflict, humanitarian, and development contexts especially in the region.	20	
	Fluent in spoken and written English.	10	
3.2	GIS M&E/Mobile Based Technology (2 positions) Score will be obtained as an average of CVs received.		90
	Bachelor's degree in GIS related studies, statistics and data analysis, social sciences, development studies, public administration and/or related fields.	10	
	At least three years' relevant field experience in similar areas of work.	10	
	Experience in providing similar services to UN and other multilateral actors in consultation with national governments especially with focus on ICT4D.	30	
	Experience on the use of mobile based technology including ODK and other open-source technologies.	20	
	Fluent in spoken and written English.	20	
Total Part 3			200
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. The formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> Combined Score = (TP Rating) x (Weight of TP, e.g., 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver the required services in Somalia</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFP. Proposers shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP.</p> <p>The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Proposers may result in the eventual rejection of the Proposal.</p>
Contract General Terms and Conditions¹	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

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.

Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <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) <input checked="" type="checkbox"/> Format for CV of Proposed Key Personnel (Annex 5)
Contact Person for Inquiries (Written inquiries only)²	<p>Focal Point: Procurement Unit Email Address: Procurement.so@undp.org</p> <p>Note: Only requests for clarifications should be sent to this email address. 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>Direct communication via email to prospective Proposers who have confirmed participation and posting on the UNDP Procurement Notices website at https://procurement-notices.undp.org</p> <p>Note: It is the responsibility of the Bidders to view the respective changes and clarifications posted on the UNDP procurement website.</p>
Deadline for Bid Submission	14 October 2021
Other Information Electronic submission requirements (via email only)	<p><input checked="" type="checkbox"/> Mandatory official address for electronic submission: bids.so@undp.org.</p> <p><input checked="" type="checkbox"/> Format: <u>PDF files only</u>.</p> <p>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.</p> <p>After preparing the Proposal in paper form, the entire Technical Proposal (Annex 2) should be scanned or converted into one or more electronic.pdf (Adobe Acrobat) format file(s) and attached to one or more e-mails. The same should be done for the entire Financial Proposal (Annex 3).</p> <p><input checked="" type="checkbox"/> The Technical Proposal must be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Mandatory Subject Line of Email:</p> <p>The subject line of the e-mail(s) for the technical proposal should state "Technical proposal for UNDP/SOM/POQA/RFP/2021/156803: ICT4D Training (GIS for M&E and Mobile Based Data Collection) "- DO NOT OPEN BEFORE 17:00H, 14 OCTOBER 2021 and;</p> <p>Separate email for Financial Proposal: The subject line of e-mail(s) for the Financial Proposal should state "Financial Proposal for UNDP/SOM/POQA/RFP/2021/156803: ICT4D Training (GIS for M&E and Mobile Based Data Collection) "- DO NOT OPEN BEFORE 17:00H, 14 OCTOBER 2021</p> <p><input checked="" type="checkbox"/> The Financial proposal (Annex 3) must be password protected. Financial proposals that are not password protected will be disqualified. The Password for Form for Submitting Service Provider's Financial Proposal (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.</p> <p>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</p>

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.

	<p><input checked="" type="checkbox"/> Max. File Size per transmission: 20MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmission: There is no limit on the number of email messages for each Proposal. Proposers may send as many emails as needed but the size of each e-mail should not exceed five megabytes (20MB) and the first and subsequent messages should state the total number of messages comprising the Proposal, e.g., message 1 of X, 2 of X, 3 of X, etc.</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: (one) 1</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be used prior to transmission: ANY</p> <p>Proposers are solely responsible for ensuring that all files sent to UNDP are readable, i.e., uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</p> <p><input checked="" type="checkbox"/> Digital Certification/Signature: <i>Signed and stamped copy</i></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: <i>East Africa Time (GMT+3.00)</i></p> <p>Since delays in email transmission can occur, Proposers are advised to send electronic submissions well in advance of the deadline. Offers emailed to UNDP and received after the submission deadline will be rejected.</p> <p>Proposals sent to or copied to any other UNDP email address other than the designated bid submission email address will be rejected.</p> <p>.</p>
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Annex 2: Form for Submitting Service Provider's Technical Proposal³

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

[insert: Location].

[insert: Date]

To: UNDP Somalia Country Office
Phase VI, UNSOM Compound,
Aden Ade International Airport (AAIA)
Mogadishu - Somalia

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 4 October 2021 and all its attachments including our password protected Financial Proposal submitted in a separate email 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; **(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) **(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 years.
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc., (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.

Proposers must use CV Format provided in Annex 5.

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)

We, the undersigned, offer to provide the services **ICT4D Training (GIS for M&E and Mobile based data collection)** in accordance with your Request for Proposal No. **UNDP/SOM/POQA/RFP/2021/156803** and our Technical Proposal submitted via a separate email. We are hereby submitting our Financial Proposal and, we understand that you are not bound to accept any Proposal you receive.

A. Cost Breakdown per Deliverable*

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive) (USD)
1	inception report with detailed approach including clear training content and facilitation methods	20%	
2	GIS for Monitoring and Evaluation- Online training	30%	
3	Mobile based data collection- online training	30%	
4	Final Training Report and submission of training material including power point presentations	20%	
Total		100%	

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

B. Cost Breakdown by Cost Component

Name	Position	Unit of Measure	Total Period of Engagement (Days)	No. of Persons	Unit Rate (USD)	Total Rate (USD)
I. Personnel Services:						
	Project Manager/ Team Leader	Day		1		
	Technical Experts - GIS in M&E and Mobile Based Data Collection	Day		2		
Sub-Total Personnel Services						
II. Other Related Costs: <i>Please itemize cost components in separate lines, specify unit of measure, and add rows as needed.</i>						
...						
Sub-Total Other Costs						
TOTAL						

Name: _____

Title: _____

Date: _____

Signature: _____

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

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

Annex 4: Terms of Reference

ICT4D Training (GIS in Monitoring and Evaluation and Mobile Based Data Collection) for UNDP Staff and Counterpart Staff 2021

A. Background Information and Rationale

The UNDP country programme document (CPD), 2021-2025, is designed to support the effort of Somalia to achieve the Sustainable Development Goals as articulated in the National Development Plan, 2020-2024 (NDP-9). The CPD is aligned with the United Nations Sustainable Development Cooperation Framework (UNSDCF) in content, structure, and timelines. The UNDP country programme, aligned with the United Nations Sustainable Development Cooperation Framework (UNSDCF) is currently supporting the Government, Federal Member States and Somaliland to deliver on political, rule of law, security, human rights, socioeconomic recovery, and development priorities, as outlined in the National Development Plan as well as the Somaliland National Development Plan-9.

UNDP management recognizes the need to strengthen staff's capacity on results-based management, including formulation of SMART indicators, results-based planning and reporting and communicating results for increased visibility and overall contribution to resource mobilization.

An independent country programme evaluation (ICPE) of the CPD carried out in July 2019 emphasized on the need to strengthen monitoring systems as well as conducting portfolio or thematic evaluations to inform programming. This was echoed by the internal audit report of 2020 that recommended the need to strengthen project monitoring. In addition, the Covid-19 pandemic has magnified the need to accelerate adoption of ICT4D methodologies and tools in enhancing monitoring and evaluation while ensuring staff and programme participants.

On the other hand, covid-19 restrictions as well as security considerations have limited internal monitoring and opportunities for capacity building. This training is expected to help build capacity of staff and counterparts to effectively conduct monitoring leading to prioritization of the use of Third-Party Monitoring findings to inform adaptive management. In addition, this training harmonizes requests presented to the human resources department by staff, the aims of the GPCR project as well as one of the objectives of the Programme Oversight and Quality Assurance Office on building the country office capacity to carry out compliance activities in ATLAS. The above background informed the preparation of a multi sector project funded through the funding window under GPCR. Under this project, UNDP aims to strengthen the application of RBM principles and digital tools at counterpart level and ICT4D approaches in monitoring and data management. This will include training of counterpart staff on RBM as well as building the capacity of counterpart institutions to conduct evaluations. Application of digital tools and ICT4D approaches such as mobile data collection will also be introduced in line with responses to Covid-19 that restrict face to face meetings.

B. Specific Objectives

The overall aims of these training are to ensure programme staff and counterpart staff use ICT4D tools and methodologies to enhance efficiency and effectiveness through application of results-based management. This builds on the series of trainings that are part of the main ToR on results Based Management. In addition, this is line with UNDP strategy on digitalization and digitization with Covid-19 pandemic having impressed the need to accelerate adoption of ICT tools.

- Build the capacity of counterpart and UNDP staff on the utilization of ICT4D tools to enhance efficiency in monitoring and evaluation.
- Train staff on GIS use in monitoring and evaluation
- Train staff on Mobile based data collection
- Come up with one case to roll out the skills

C. Scope of Work

This training is expected to enhance the way UNDP relates to counterparts on the implementation and monitoring of projects. The quality of reports and supporting evidence is expected to improve resulting in increased efficiency and utilization of results.

This term of reference therefore seeks to harmonize the requests presented to the human resources department by staff, the aims of the GPCR project as well as one of the objectives of the Programme Oversight and Quality Assurance Office on building the country office capacity to carry out compliance activities in ATLAS. In addition, some of the difficulties experienced by staff in conducting project quality assurance assessments at design and appraisal, implementation, and closure stages; utilizing the ATLAS Modules will be addressed as well as creating a common understanding of M&E. It will also contribute to improved results-based reporting on the CPD, while also equipping counterpart staff to improve their M&E systems.

D. 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.

In the context of Covid-19 restrictions and to ensure safety of participants, the training will utilize a blended learning approach that will involve presentations, practical demonstrations, and exercises, as well as in situ for counterparts. This will help account for participants but also ensure motivation for participation.

The training will be delivered virtually by a selected consultancy firm.

E. Deliverables and Schedules/Expected Outputs

The Contractor will submit the following contract deliverables:

- inception report with detailed approach including clear training content and facilitation methods.
- GIS for Monitoring and Evaluation- Online training.
- Mobile based data collection- online training.
- Final Training Report and submission of training material including power point presentations.

F. Key Performance Indicators

Timely delivery of training services consistent with timelines specified in the TOR.

Performance Attribute	Definition	Key Performance Indicator
Expertise, competence, and knowledge of Contractor's personnel	Contextualised application of concepts, principles and practices related to ICT4D.	Delivery of training based on a clear a course outline
Excellent presentation and Positive Communication skills	Ability to communicate knowledge in a manner that inspires confidence in trainees.	
Creativity, innovation and problem-solving	Divergent thinking and identification of strengths and weaknesses of various solutions or approaches to problems.	
Cultural and gender sensitivity	Ability to work in a multi-cultural environment, and to communicate sensitively across various publics.	Constant display of respect, cultural and gender sensitivity while engaging with UNDP and its national partners

G. Governance and Accountability

1. Reporting

- a) The Contractor shall work under the overall supervision of UNDPs Head of POQA in close collaboration with UNDPs M&E Specialist.
- b) The Contractor's team leader (Project Manager) 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. The contractor is expected to also provide one GIS in M&E Specialist and one Mobile based data collection Specialist.
- c) The Contractor will ensure timely submission of course outline, daily timetable, incorporating any comments/input provided by UNDP and any other materials requested by UNDP to demonstrate progress and impact.

2. Contractor's Responsibility

The selected Contractor shall:

- a) Have sole responsibility for all logistical and administrative support necessary to its personnel for the duration of the Contract with no responsibility whatsoever on the part of the UNDP.
- b) Ensure viable internet access/connectivity and working room to ensure smooth connection throughout training sessions.
- c) Provide all equipment/materials required to conduct the training.
- d) 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 Head of POQA shall be responsible for approval/certification of deliverables and payment.

H. Expected Duration of the Contract/Assignment

Estimated as 10 working days max from the date of contract signature.

I. Duty Station

Trainings will be conducted virtually.

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 with a strong track record of conducting studies, baseline and mapping, data collection and analysis focusing on monitoring and evaluation as well as use of ICT in conflict, humanitarian, and development contexts.

- iii. demonstrated experience on consultations and excellent networks with civil society organisations, national governments, UN and other multilateral organisations.
- iv. ability to engage a managerially and technically sound team capable of conducting the required task.

(b) Qualifications of Key Personnel

Proposers should constitute 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 required services under the proposed contract.

No.	Title of Key Personnel	Minimum Educational Qualifications and Experience
1	Project Manager/ Team Leader	<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: Advanced university degree in a relevant field, such as ICT; GIS; Monitoring and Evaluation</p> <p>Experience and Competencies:</p> <ul style="list-style-type: none"> • At least five years' relevant professional and management experience in similar areas of work and demonstrated programming and coding expertise. • Expertise in programming and coding; ability to handle large scale and diverse datasets and translate them into structured information. • Excellent analytical and writing skills. • Excellent communication, relationship skills and a strong team player. <p>Language</p> <ul style="list-style-type: none"> • Proficient in spoken and written English.
2	Technical Experts - GIS in M&E and Mobile Based Data Collection (2 positions)	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in GIS related field, MIS, statistics and data analysis, social sciences, development studies, public administration and/or related fields and Monitoring and Evaluation <p>Experience and Competences:</p> <ul style="list-style-type: none"> • A minimum of three years' demonstrated experience with international organizations in providing technical advice in ICT4D. • Excellent communication, relationship skills and a strong team player. <p>Language</p> <ul style="list-style-type: none"> • Proficient in spoken and written English.

i. Required qualifications for all Contractor personnel

- 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.

Annex 5 – Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone, and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)