



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 9, 2021
	REFERENCE: MyRFP2021-031

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Research on the Role of Resilient Communities in Preventing and Countering Violent Extremism**

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

Proposals may be submitted on or **before Tuesday, November 23, 2021** and via email to the address below:

United Nations Development Programme

Procurement Team

procurement.my@undp.org

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions 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/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative (O)
11/9/2021

Description of Requirements

Context of the Requirement	<p>UNDP's technical assistance programmes date from Malaysia's independence in 1957. In line with the Country Programme Document, UNDP works to improve inclusive development and growth among all layers of society. As the lead integrator for the Sustainable Development Goals (SDGs), UNDP's approach to development challenges is grounded in human rights and developed in a multi-disciplinary manner to promote respect for the principle of equality before the law.</p> <p>Malaysia continues to be at risk of violent extremism, particularly due to its porous borders within the Southeast Asian region where attacks as well as radicalisation activities are still being conducted by violent extremist organisations operating in the region. There are also growing concerns in Malaysia about the rise in non-violent extremism, often rooted in political, racial and/or religious extremism, which poses an additional potential danger of self-radicalisation. Whilst exposure and subscription does not automatically lead to violence, it must be acknowledged that non-violent extremism can exacerbate polarisation that could eventually result in acts of violence and conflict.</p> <p>Discourse on resilience in the context of violent extremism generally discusses two trains of thought: the first being building resilience in the context of preparedness, in which resilience is gauged on the ability of individuals and communities to respond to and thrive in the aftermath of an attack. Indeed, there is a need to ensure that our communities are able to plan for, respond to and recover from a disaster, particularly in the case of post-terrorist attacks, which challenges a society's sense of well-being, cohesion and security. In these circumstances, it is much easier for communities to experience a breakdown in trust, which then results in a fractured community that is a) unable to overcome a traumatic event and be default, unable to move forward, and b) vulnerable to further exploitation by violent extremist groups that seek to spread discord and disinformation. The second contextual framing of resilience that is more commonly found in policy documents, refers to interventions related to building resilience of vulnerable communities to violent extremist messaging and/or narratives that can lead to radicalisation. This definition of resilience usually involves capacity-building of communities through online/offline counter-messaging initiatives as well as the upskilling of individuals on aspects such as digital literacy, critical thinking, etc.</p> <p>Whilst there is existing literature on disaster resilience, the following gaps have been identified:</p> <ul style="list-style-type: none"> • The literature only refers to community resilience in the face of disasters resulting from issues such as climate change, natural disasters, etc. Whilst preliminary research may refer to existing data such as the Global Peace Index as well as the Social Cohesion and Reconciliation (SCORE) Index for Malaysia, more in-depth research needs to be conducted on the current strength of social relationships between and within the country's diverse communities, in the context of peacebuilding and more importantly, to
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	<p>gauge its capabilities to function and recover from potential VE-related conflicts.</p> <ul style="list-style-type: none"> • The current levels of societal resilience, particularly key indicators for measurement, trigger/vulnerability points. • Identification of key target audience(s), relevant actors (including current capabilities of identified stakeholders in building community resilience) and relevant platforms for engagement that can play a role in building societal resilience. • The role of crisis communications in facilitating and promoting trust between government and communities as well as between communities themselves. <p>It is envisioned for this research to inform future Preventing and Countering Violent Extremism (PCVE) strategies, keeping in line with UNDP's principles of ensuring that all programming is evidence-based, appropriately targeted as well as sustainable with the goal of ensuring long-term impact.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	UNDP Malaysia is seeking a research entity to produce research on the role of resilient communities in PCVE in Malaysia, specifically looking at the current capabilities of Malaysia's communities to respond to and recover from a post-conflict event/incident. This research should also include the conduct of a short survey to assess the current strength of Malaysia's social relationships, particularly in the hypothetical case of a post-terrorist attack/conflict situation. This project is undertaken in relation to the EU-UNDP regional project entitled "Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity".
List and Description of Expected Outputs to be Delivered	<p>The programme will support the following deliverables:</p> <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • <u>Research Plan</u>, including a developed research methodology and a <u>short survey questionnaire</u>, developed through participatory process in consultation with key stakeholders. • <u>Short survey conducted</u>, including pretesting/piloting of survey, data collection, entry and analysis (based on sample size of 1,000 respondents) • <u>Final Report</u>, including but not limited to: a Title Page, Abstract, Introduction, Methodology, Results, Analysis, Policy Recommendations and References. • <u>Strategic Communications materials</u>, including visual snapshots of the research findings for public dissemination. • <u>Presentation of Report</u>, to UNDP and other identified stakeholders.

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

	<u>Outputs (Deliverables)</u>	
	Output	Deliverables Details
	D1	One (1) Inception Report (maximum 10 pages), outlining the proposed workplan to conduct the research, which includes a draft outline of the research methodology.
	D2	One (1) research plan (maximum 15 pages); including a developed research methodology as well as one (1) short survey questionnaire developed through participatory process in consultation with key stakeholders; conflict and gender sensitivity and risk mitigation strategy and a pretesting/piloting survey.
	D3	Conduct one (1) short survey on public perception of societal resilience, including a pretesting/piloting survey with key target audience.
	D4	Produce one (1) research publication on 'The Role of Resilient Communities in Preventing and Countering Violent Extremism: A Study of the Strength of Social Relationships Among Malaysia's Diverse Communities'.
	D5	Validate research findings and finalise the report , including policy recommendations on strengthening societal resilience as well as strategic communications materials in the form of visual snapshots of the outcome report.
Person to Supervise the Work/Performance of the Service Provider	UNDP Malaysia's Project Manager, Preventing/Countering Violent Extremism	
Frequency of Reporting	Weekly updates and final report as indicated by the deliverables.	
Progress Reporting Requirements	Reports as indicated by the deliverables.	
Location of work	<input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	5 months	
Target start date	1 December 2021	

Latest completion date	1 May 2022, with the possibility of an extension if necessary and agreed in consultation with UNDP.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the TOR.
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"/> Local Currency_Malaysia Ringgit (MYR)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

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

Payment Terms ³	The breakdown of the deliverables and payment tranches are as follows:			
	Output	Deliverables Details	Estimated Duration to Complete	Target Due Dates
	D1	One (1) Inception Report (maximum 10 pages), outlining the proposed workplan to conduct the research, which includes a draft outline of the research methodology.	2 weeks	17 December 2021 (20%)
	D2	One (1) research plan (maximum 15 pages); including a developed research methodology as well as a short survey questionnaire developed through participatory process in consultation with key stakeholders; conflict and gender sensitivity and risk mitigation strategy and a pretesting/piloting survey.	4 weeks	14 January 2022 (20%)
	D3	Conduct one (1) short survey (sample size of at least 1,000 respondents) on public perception of societal resilience, including a pretesting/piloting	6 weeks	25 February 2022 (20%)

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

		survey with key target audience.			
	D4	Produce one (1) research publication on 'The Role of Resilient Communities in Preventing and Countering Violent Extremism: A Study of the Strength of Social Relationships Among Malaysia's Diverse Communities'.	6 weeks	8 April 2022 (20%)	
	D5	Validate research findings and finalise the report, including policy recommendations on strengthening societal resilience as well as strategic communications materials in the form of visual snapshots of the outcome report.	3 weeks	1 May 2022 (20%)	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Malaysia's Project Manager, Preventing/Countering Violent Extremism				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional 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	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm – 20%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 10%</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 ⁴	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Procurement Unit</p> <p>Procurement.my@undp.org</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>
Other Information [pls. specify]	<p>The proposal must include:</p> <p>A workplan as well as a brief description of the identified approach to perform the work, taking into account the specifics of the research being conducted. The service provider must demonstrate that the chosen approach will ensure the effective implementation of the project in a timely and efficient manner.</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

⁶ 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.

Terms of Reference

Request for services for the Development of Survey for Youth Perceptions on Preventing Violent Extremism

1. BACKGROUND INFORMATION AND DESCRIPTION

UNDP's technical assistance programmes date from Malaysia's independence in 1957. In line with the Country Programme Document, UNDP works to improve inclusive development and growth among all layers of society. As the lead integrator for the Sustainable Development Goals (SDGs), UNDP's approach to development challenges is grounded in human rights and developed in a multi-disciplinary manner to promote respect for the principle of equality before the law.

Malaysia continues to be at risk of violent extremism, particularly due to its porous borders within the Southeast Asian region where attacks as well as radicalisation activities are still being conducted by violent extremist organisations operating in the region. There are also growing concerns in Malaysia about the rise in non-violent extremism, often rooted in political, racial and/or religious extremism, which poses an additional potential danger of self-radicalisation. Whilst exposure and subscription does not automatically lead to violence, it must be acknowledged that non-violent extremism can exacerbate polarisation that could eventually result in acts of violence and conflict.

Discourse on resilience in the context of violent extremism generally discusses two trains of thought: the first being building resilience in the context of preparedness, in which resilience is gauged on the ability of individuals and communities to respond to and thrive in the aftermath of an attack. Indeed, there is a need to ensure that our communities are able to plan for, respond to and recover from a disaster, particularly in the case of post-terrorist attacks, which challenges a society's sense of well-being, cohesion and security. In these circumstances, it is much easier for communities to experience a breakdown in trust, which then results in a fractured community that is a) unable to overcome a traumatic event and be default, unable to move forward, and b) vulnerable to further exploitation by violent extremist groups that seek to spread discord and disinformation. The second contextual framing of resilience that is more commonly found in policy documents, refers to interventions related to building resilience of vulnerable communities to violent extremist messaging and/or narratives that can lead to radicalisation. This definition of resilience usually involves capacity-building of communities through online/offline counter-messaging initiatives as well as the upskilling of individuals on aspects such as digital literacy, critical thinking, etc.

Whilst there is existing literature on disaster resilience, the following gaps have been identified:

- The literature only refers to community resilience in the face of disasters resulting from issues such as climate change, natural disasters, etc. Whilst preliminary research may refer to existing data such as the Global Peace Index as well as the Social Cohesion and Reconciliation (SCORE) Index for Malaysia, more in-depth research needs to be conducted on the current strength of social relationships between and within the country's diverse communities, in the context of peacebuilding and more importantly, to gauge its capabilities to function and recover from potential VE-related conflicts.
- The current levels of societal resilience, particularly key indicators for measurement, trigger/vulnerability points.

- Identification of key target audience(s), relevant actors (including current capabilities of identified stakeholders in building community resilience) and relevant platforms for engagement that can play a role in building societal resilience.
- The role of crisis communications in facilitating and promoting trust between government and communities as well as between communities themselves.

It is envisioned for this research to inform future PCVE strategies, keeping in line with UNDP's principles of ensuring that all programming is evidence-based, appropriately targeted as well as sustainable with the goal of ensuring long-term impact.

UNDP Malaysia is seeking a research entity to produce research on the role of resilient communities in PCVE in Malaysia, specifically looking at the current capabilities of Malaysia's communities to respond to and recover from a post-conflict event/incident. This research should also include the conduct of a short survey to assess the current strength of Malaysia's social relationships, particularly in the hypothetical case of a post-terrorist attack/conflict situation. This project is undertaken in relation to the EU-UNDP regional project entitled "Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity".

2. SCOPE OF WORK

Under the direct supervision of the Project Manager, the contracted entity will deliver the following tasks:

1. **Research Plan**, including a developed research methodology and a **short survey questionnaire**, developed through participatory process in consultation with key stakeholders.
2. **Short survey conducted**, including pretesting/piloting of survey, data collection, entry and analysis (based on sample size of 1,000 respondents)
3. **Final Report**, including but not limited to: a Title Page, Abstract, Introduction, Methodology, Results, Analysis, Policy Recommendations and References.
4. **Strategic Communications materials**, including visual snapshots of the research findings for public dissemination.
5. **Presentation of Report**, to UNDP and other identified stakeholders.

1. APPROACH AND METHODOLOGY

Bidders are expected to use their expertise and justify proposed approach with data/information on trends and developments in Malaysia. The bidder may propose additional tools, channels and activities within the methodology.

The proposal must include:

A workplan as well as a brief description of the identified approach to perform the work, taking into account the specifics of the research being conducted. The service provider must demonstrate that the

chosen approach will ensure the effective implementation of the project in a timely and efficient manner.

The assignment will directly contribute to the fulfilment of deliverables outlined as follows:

Output	Deliverables Details	Estimated Duration to Complete	Target Due Dates
D1	One (1) Inception Report (maximum 10 pages), outlining the proposed workplan to conduct the research, which includes a draft outline of the research methodology.	2 weeks	17 December 2021 (20%)
D2	One (1) research plan (maximum 15 pages); including a developed research methodology as well as a short survey questionnaire developed through participatory process in consultation with key stakeholders; conflict and gender sensitivity and risk mitigation strategy and a pretesting/piloting survey.	4 weeks	14 January 2022 (10%)
D3	Conduct one (1) short survey (sample size of at least 1,000 respondents) on public perception of societal resilience, including a pretesting/piloting survey with key target audience.	6 weeks	25 February 2022 (20%)
D4	Produce one (1) research publication on 'The Role of Resilient Communities in Preventing and Countering Violent Extremism: A Study of the Strength of Social Relationships Among Malaysia's Diverse Communities'.	6 weeks	8 April 2022 (20%)
D5	Validate research findings and finalise the report , including policy recommendations on strengthening societal resilience as well as strategic communications materials in the form of visual snapshots of the outcome report.	3 weeks	1 May 2022 (20%)

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

**The service provider is required to use their own equipment and software.

Intellectual Property

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

2. EVALUATION CRITERIA

Evaluation Criteria

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points)

Expertise of the Firm: 20 marks

Proposed methodology: 40 marks

Management structure and qualification of key personnel: 10 marks

Only firms/candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p \cdot y / (z)$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal price of the lowest priced proposal
- z = price of the proposal being evaluated

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

3. GOVERNANCE AND ACCOUNTABILITY

The performance of service will be evaluated based on the actual quality deliverables, the relevance to areas of scoping described, applicability of insights and resource mobilization strategy advised during the interventions. If the service provider does not meet the required service level, UNDP will not certify payments for the deliverable i.e., no payment will be made until UNDP certifies and accepts the deliverables. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

The service provider will be supervised by Project Manager, Prevention Against Violent Extremism. The overall assignment will also be supported by UNDP's PVE Team at Bangkok Regional Office and Governance Team at UNDP Malaysia.

Updates and reports will be submitted in line with the Scope of Work and Deliverables unless otherwise requested by designate. The Service Provider may be requested to present or report on activities to the Country Office and/or Management Team. The Service Provider will maintain direct communication

with the Project Manager and Governance Team members, and/or other staff in UNDP, in order to ensure delivery of high-quality services tailored for specific audiences.

Final approval on undertaking of specific activities remains with UNDP Malaysia as mentioned above.

4. FACILITIES TO BE PROVIDED BY UNDP

The UNDP Team will be available to transfer the specific knowledge needed with regards to the project, which can be useful for the Service Provider. The UNDP Team will consist of:

- Project Manager, Preventing/Countering Violent Extremism
- PVE Regional Team
- UNDP Malaysia's Governance Team Members
- UNDP Malaysia's Management Team

The implementation of this activity does not foresee support personnel or logistic support to be provided by UNDP at any stage of implementation.

5. EXPECTED DURATION OF THE CONTRACT

The timeframe for delivering services under this Terms of Reference begins with the date of the signature and ends five (5) months upon date of signature with the possibility of extension, depending on needs, satisfactory performance, and budget availability.

The assignment is estimated to commence 1 December 2021. The assignment will need to be completed by 1 May 2022 at the latest, unless otherwise agreed upon with UNDP.

6. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONEL

In order to ensure delivery of high-quality capacity building services, the successful bidder is expected to have strong and proven experience in preventing and countering violent extremism and/or peacebuilding programming/research in the country and/or around the region, familiarity with key UN policy frameworks on preventing and countering violent extremism/peace and security, as well as the understanding and ability to relate to and engage with any/all of the cultures/targeted audiences in the country.

Required Qualifications for the Entity
<ul style="list-style-type: none">• Minimum five (5) years of experience in counter-terrorism, preventing and countering violent extremism, governance, human rights, anthropology, social science, political science, international development, international affairs, or related disciplines;• Demonstrated programming experience in the field of counter-terrorism, preventing and

<p>countering violent extremism, governance, human rights, anthropology, social science, political science, international development, international affairs, or related disciplines;</p> <ul style="list-style-type: none"> • Proven track record of meaningful engagement with migrant workers as beneficiaries; • UN experience with sound understanding of the UN systems and of UNDP mandates and role in crises context is an asset.
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Skills and proven track record in the specific subject matter is desirable.

The successful bidder may need to establish a team of three (3) key personnel, in which members comprise of one (1) Team Leader and two (2) supporting Team Members, with the following professional experience of key staff. This is to serve as a guide; however, experiences and number of persons are not limited to the following:

Position	Required Competencies and Conditions
Team Leader / Lead account Manager	<ul style="list-style-type: none"> • Advanced university degree (Master's or equivalent) or a PhD in social sciences, international development, international relations, psychology, anthropology, economics, statistics or related field; • At least five (5) years of research experience documenting issues related to preventing and countering violent extremism, counter-terrorism, human rights, international affairs, international relations, or related field; • Demonstrated understanding of socio-political situation and experience in Malaysia, on a wide range of national security, peacebuilding and conflict resolution issues, with various types of stakeholders (e.g. government, civil society organisations, academics, private sector); • Experience working with CSOs, NGOs, INGOs or any UN agencies is desirable; • Fluency in English and Bahasa Malaysia.
Supporting team members	<ul style="list-style-type: none"> • Bachelor's degree in social sciences, international development, international relations, psychology, anthropology, economics, statistics or related field; • At least three (3) years of research experience documenting issues related to preventing and countering violent extremism, counter-terrorism, human rights, international affairs, international relations, or related field; • Demonstrated capacity to conduct multi-discipline, cross-sectoral research; • Demonstrated understanding of socio-political situation and experience in Malaysia, on a wide range of national security, peacebuilding and conflict resolution issues, with various types of stakeholders (e.g. government, civil society organisations, academics, private sector);

	<ul style="list-style-type: none"> • Experience working with CSOs, NGOs, INGOs or any UN agencies is desirable; • Fluency in English and Bahasa Malaysia.
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Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations;
- Strong communication, team building, interpersonal, analysis, and planning skills.

Professionalism

- Demonstrates professional competence and mastery of the subject matter;
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines;
- Establishes, builds and maintains effective working relationships with staff, partners and beneficiaries to achieve the planned results.

7. REPORTING

Reporting is considered as the formal presentation of relevant indicators / information and is related to service delivery under these Terms of Reference. The Service Provider is expected to provide updates or reports for approval by the designate representatives. Following updates or reports are required.

a) Activity Updates

Weekly updates should be planned in consultation with the Project Manager, Preventing/Countering Violent Extremism. UNDP may also request for updates as and when required.

b) Presentation of Research Findings

Submitted as the final deliverable, by 1 June 2022. Should there be unexpected delays, service provider may request for additional time in consultation with UNDP.

8. PRICE AND SCHEDULE OF PAYMENTS

The breakdown of the payment terms is as below:

1. Upon submission and acceptance of deliverable 1: 20%
2. Upon submission and acceptance of deliverable 2: 20%
3. Upon submission and acceptance of deliverable 3: 20%
4. Upon submission and acceptance of deliverable 4: 20%
5. Upon submission and acceptance of deliverable 5: 20%

Payments will be made based on successful achievement delivery of the deliverables as indicated in the TOR under sub header “Deliverables and Expected Outputs” ‘with written acceptance by UNDP.

Remark: UNDP holds the right to reject development or implementation of some of assignment tasks or to reduce the scope of assignment tasks. In that case, the price of the rejected or reduced tasks would be subtracted from the total price.

TECHNICAL PROPOSAL SUBMISSION FORM⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

[insert: Date]

To: UNDP Malaysia

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Consultancy services to conduct Research on the Role of Resilient Communities in Preventing and Countering Violent Extremism**.in accordance with your Request for Proposal No. **MyRFP2021-031** dated: **09 November 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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

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

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

Contact Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. (refer to Annex 4)*

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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The proposal must include:

1. A brief description of the identified approach to perform the work, taking into account the specifics of the research being conducted. The service provider must demonstrate that the chosen approach will ensure the effective implementation of the project on time.
2. A workplan, including a description of the distribution of duties and tasks and the processing of the data obtained.

C. Qualifications of Key Personnel

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

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

(MUST BE PASSWORD PROTECTED)

FORM FOR SUBMITTING FINANCIAL PROPOSAL

Ref: MyRFP2021-030

[insert: Date]

We, the undersigned, offer to provide the services for We, the undersigned, offer to provide the services for **Consultancy to conduct Research on the Role of Resilient Communities in Preventing and Countering Violent Extremism** .in accordance with your Request for Proposal No. **MyRFP2021-031** dated: **09 November 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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

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

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

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

Cost Breakdown per Deliverable***Table 1: Breakdown of Price per Deliverables/Activity**

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon submission and acceptance of One (1) Inception Report (maximum 10 pages), outlining the proposed workplan to conduct the research, which includes a draft outline of the research methodology.	20%	
2	Upon submission and acceptance of One (1) research plan (maximum 15 pages); including a developed research methodology as well as a short survey questionnaire developed through participatory process in consultation with key stakeholders; conflict and gender sensitivity and risk mitigation strategy and a pretesting/piloting survey.	20%	
3	Upon submission and acceptance of Conduct one (1) short survey (sample size of at least 1,000 respondents)	20%	

	on public perception of societal resilience, including a pretesting/piloting survey with key target audience.		
4	Upon submission and acceptance of Produce one (1) research publication on 'The Role of Resilient Communities in Preventing and Countering Violent Extremism: A Study of the Strength of Social Relationships Among Malaysia's Diverse Communities'.	20%	
5	Upon submission and acceptance of validate research findings and finalise the report, including policy recommendations as well as strategic communications materials in the form of visual snapshots of the outcome report.	20%	
	Total	100%	

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

Table 2: Cost Breakdown by Cost Component

Name	Position	No. of Personnel	Fee Rate (MYR)	No of Days	Total Amount
			A	B	C=A+B
	Team Leader / Lead account Manager				
	Supporting team 1				
	Supporting team 2				
	Subtotal Professional Fees:				

Table 3: Breakdown of Other Cost

Description	UOM	Quantity	Unit Price (MYR)	Total Amount (MYR)
Transportation	1	Lumpsum		
Other Costs (Communication, internet, Survey, study tools, equipment, and requirements, etc.) please specify				
Subtotal Other Costs				

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

[Designation]