



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

	DATE: November 16, 2021
	REFERENCE: Development of Technical Cooperative Agreement on Agriculture, Land Reform and Rural Development in South Africa

Dear Sir / Madam:

We kindly request you to submit your Proposal: **Services to develop a Technical Cooperative Agreement on Agriculture, Land Reform and Rural Development in South Africa**

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

Technical and Financial Proposals may be submitted to bid.pretoria@undp.org no later than 16h00 **Monday, November 29, 2021** South African time

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

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
11/16/2021

Description of Requirements

Context of the Requirement	<p>UNDP and the Department of Rural Development and Land Reform (DRDLR) now the Department of Agriculture, Land Reform and Rural Development (DALRRD) have been in partnership for 10 years, dating back to 2011. The focus has been mainly on policy research, stakeholder engagement and international knowledge exchange programme.</p> <p>South African government has good national guiding policy frameworks but lacks in their effective execution. Amongst other, these include the National Development Plan (NDP vision 2030), Comprehensive Rural Development Programme (CRDP), Agri-parks and Farmer Production Support Units (FPSU), Agriculture Policy Action Plan (APAP), etc. In addition, the government still to effectively implement the Presidential Advisory Panel on Land Reform and Agriculture's Report (2020) findings.</p> <p>However, the District Development Model (DDM) and the Agriculture and Agro-processing Masterplan (AAMP) provide the opportunities to address these matters of coherent policy implementation.</p> <p>South Africa is a UN Member State and has obligations to fulfil the Global Sustainable Development Goals (SDGs) by 2030. UNDP and other UN agencies have specialized support within their system in which the department would leverage on and benefit from to bring change. Through research and international knowledge exchange, informed policy decisions, legislative adjustments, and adequate implementation, structural gaps from triple challenges can be addressed through this technical partnership between the DALRRD and relevant UN Agencies</p>
Implementing Partner of UNDP	Department of Rural Development and Land Reform
Brief Description of the Required Services ¹	Services to develop a Technical Cooperative Agreement on Agriculture, Land Reform and Rural Development in South Africa

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.

List and Description of Expected Outputs to be Delivered	<p>a) Inception report outlining the understanding of the Terms of Reference, methodology and the reasons for the chosen methodology. Inception report must include implementation plan, activity schedule, milestones, resource breakdown and timelines.</p> <p>b) Draft environmental scanning/situational analysis report and problem tree results report which will be presented to all stakeholders for inputs and comments. All comments, questions and inputs shall be responded to and incorporated to the final report for approval by Management.</p> <p>c) The final report which must have project Theory of Change, concrete recommendations for programming and considerations for future as well as any other useful information that may assist improve delivery and management of technical cooperation of this nature and magnitude.</p> <p>d) Draft Project Document, which will be presented by the contractor to stakeholders.</p> <p>e) Second draft Project Document report to be presented to Senior Management.</p> <p>f) Final Project Document, also called <i>Technical Cooperation Agreement</i> is the end product.</p>
Person to Supervise the Work/Performance of the Service Provider	<p>The appointed company will be: • Working with the UNDP-DALRRD Partnership Task Team. • Briefed by Programme Manager at the start of the assignment and will henceforth report regularly to the Programme Manager throughout the assignment. • The Contractor will be expected to observe the highest professional and ethical standards throughout the assignment. • Project monitoring, control and evaluation will be done by UNDP in collaboration with the DALRRD. • Programme Manager will administer progress, contractual obligations, and provide required information or data for analysis. • UNDP-DALRRD Partnership Task Team will do quality assurance and approve the final report.</p>
Frequency of Reporting	As agreed with Contractor & the Team
Progress Reporting Requirements	The Contractor shall submit draft and final reports which clearly present work undertaken outlining activities and deliverables thereof. Any proposed deviations from the original project implementation plan shall be explained to the UNDP in writing and be approved by the UNDP Senior Management.
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	60 days in a period not exceeding 2.5 months.
Estimated Target start date	07 th December 2021
Latest completion date	28 th February 2021

Travels Expected	If/when necessary
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
	<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.

Partial Quotes	<input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>		
Payment Terms ³	Deliverable	Payment	Timeframe
	1. Upon approval of Inception Report with detailed methodology and Project Implementation Plan (PIP) with clear timelines.	25%	Within 07 days of contract signing.
	2. Upon approval of the draft environmental scanning and problem tree results report.	30%	Within 4 weeks after commencement
	3. Upon approval of draft Project Document And second draft Project Document	25%	Within 1½ months after commencement
	4. Upon approval of final Project Document	20%	Within 8 weeks after commencement
Person(s) to review/inspect / approve outputs/completed services and authorize the disbursement of payment	The appointed company will be: • Working with the UNDP-DALRRD Partnership Task Team. • Briefed by Programme Manager at the start of the assignment and will henceforth report regularly to the Programme Manager throughout the assignment. • The Contractor will be expected to observe the highest professional and ethical standards throughout the assignment. • Project monitoring, control and evaluation will be done by UNDP in collaboration with the DALRRD. • Programme Manager will administer progress, contractual obligations, and provide required information or data for analysis. • UNDP-DALRRD Partnership Task Team will do quality assurance and approve the final report.		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>		
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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.		

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.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Criteria for the Assessment of Proposal

Technical Proposal (70%) = 70 points			
Criteria for Selection			Points Allocated
(As per RFQ or RFP)			Per Criterion
1		Technical Proposal (overall presentation)	20
	a.	Proposed Work Plan and Approach: <ul style="list-style-type: none">- Is the scope of task well defined and does it respond to the TORs?- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?- Does the proposal clearly demonstrate the balanced competences and abilities of the contractor?	20
2		Education, Proficiency and Experience	80
	a.	Education: Team Leader: PHD in Development Studies, Planning, Economics, Agricultural Economics, Business Administration, or any other relevant prost-graduate qualification with specialized knowledge of international development, Organisational development, project management and business process re-engineering. Other team members: Master's Degree in Development Studies, Planning, Economics, Agricultural Economics, , International Relations, Agricultural Science or any other relevant prost-graduate qualification with specialized knowledge of international development, Organisational development and business process re-engineering.	25
	b.	Proficiency (ALL): Knowledge of designing development interventions, project design and management, digital transformation and economy expertise, Innovation, Theory of Change application, Agriculture, Land Reform, Rural Development expertise, understanding of South African government system and international development organisations. Skills in Coordination, Interpersonal Relations, and all-round Communications.	30
	c.	Experience: Team leader must have a minimum of 10 years' experience in development management and planning environment, Strong record of producing proposals for development projects, preferably Agriculture, Land and Rural Development sector projects. Other team members must have a maximum of 5 years' experience on the above.	25
TOTAL TECHNICAL SCORE (Pass Rate = 70%)			100

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input checked="" type="checkbox"/> Others ⁷ E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> <i>procurement.enquiries.za@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.