



REQUEST FOR PROPOSAL (RFP)

DATE: November 19, 2021

REFERENCE: UNDP/UGA/RFP/2021/022

Dear Sir / Madam:

We kindly request you to submit your Proposal to **National consultancy - Drone Training and Mapping in Bundibugyo District, Uganda**

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

Proposals may be submitted on or before **Tuesday, November 30, 2021** and via email, to the address below:

tenders.kampala@undp.org

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

While 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 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, 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 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, 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 did not award a Contract in a competitive procurement process. If 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,



Rose Plang
Head of Procurement
11/19/2021

Description of Requirements

Context of the Requirement	<p>Conduct drone mapping training in Bundibugyo District.</p> <p>Training to be conducted for approximately 22 participants on DJI Mavic Pro 2, PIX4D Mapper and QGIS.</p> <p>Develop orthomosaic maps to be utilized for different functions of the disaster risk management cycle to facilitate hazard monitoring and analysis, exposure, risk and vulnerability assessment, support disaster impact, needs assessment process and impact-based early warning.</p>		
Implementing Partner of UNDP	UNDP/ OPM		
Brief Description of the Required Services	<p>Conduct drone mapping training in Bundibugyo District</p> <p>Training conducted for approximately 22 participants on DJI Mavic Pro 2, PIX4D Mapper and QGIS covering;</p> <ul style="list-style-type: none"> • Basic information on drone technology including different types and capabilities • How to fly and maneuver a DJI Mavic Pro 2, including flight planning and execution • Limitations in DJI Mavic Pro 2 drone mapping and techniques to capture quality imagery • Awareness on risks associated with flying drones, and how to avoid or reduce these risks • Practical lessons to participants on drone flight and mapping • Local regulations surrounding drone technology • Processing of captured digital images with GIS software tools PIX4DMapper and QGIS <p>Mapping of selected two recent disaster event in Bundibugyo District.</p> <ul style="list-style-type: none"> • Trainees should be guided in capturing of drone imagery of two most recent disaster events. • The firm would be required to provide any required support for trainees in capturing these images. • The firm shall be required to be based in selected district above for this duration. <p>Develop orthomosaic maps to be utilized for different functions of the disaster risk management cycle to facilitate hazard monitoring and analysis, exposure, risk and vulnerability assessment, support disaster impact, needs assessment process and impact-based early warning.</p> <p>Once drone images are captured, the firm would be required to train participants to create orthomosaic maps using QGIS and PIX4DMapper for images captured DJI Mavic Pro 2 from the 2 selected disaster events in the district.</p> <p>During the training and support stages of this engagement, the firm is required to ensure that trainees understand requirements for capturing the orthoimages required to generate these orthomosaic maps</p>		
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated Duration	Target Due Dates
	Mapping of selected 2 disaster incidents in selected locations	3 days using DJI Mavic Pro 2	13 December 2021
	Guiding trainees, develop orthomosaic maps and DEMs to be utilized for disaster risk reduction	2 days	16 December 2021
Person to Supervise the Work/Performance of the Service Provider	UNDP – Project Manager		
Frequency of Reporting	As needed, based on planning of the assignment		

Progress Reporting Requirements	Update on the milestones and detailed plans for the upcoming
Location of work	<input checked="" type="checkbox"/> Bundibugyo District
Expected duration of work	5 Days
Target start date	13/12/2021
Latest completion date	16/12/2021
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Access to previous progress reports, project documents, and other information relevant to assignment All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the offerors (Transport, professional fees, Accommodation, and Training Manual)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required. To be included in the Technical proposal
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Technical proposals must identify who in the organization would be taking the role of Team Leader and specify the roles of the different staff proposed.
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (UGX)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be VAT EXCLUSIVE and other applicable indirect taxes
Validity Period of Proposals	<input checked="" type="checkbox"/> 60 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	a) The contract price will be a fixed output-based price regardless of extension of duration and paid after completion of Training. b) Disbursement will be made by UNDP upon agreement on the milestones identified and in accordance with an approved work plan and budget.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Officer - and overall reporting to UNDP Resident Representative

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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><u>Financial Proposal (30%)</u></p> <ul style="list-style-type: none"> • To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. • Proposals of what shall be used delivery of set outputs • Distribution of the resources allocated for human resources
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider based on criteria in Annex 3 a) Must be legally registered and authorized to operate in Uganda. b) Fully registered firm with certified trainers in Drone piloting, Geographic Information System (GIS), Data Technology or other related fields
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <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	<input checked="" type="checkbox"/> Terms of Reference (TOR) (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Technical criteria scoring table (Annex 4)
Contact Person for Inquiries (Written inquiries only)	tenders.kampala@undp.org 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]	The Financial and Technical Proposals MUST BE together and clearly marked " TECHNICAL " and " FINANCIAL " PROPOSAL Drone Pilot and GIS Trainers ". Each application MUST clearly indicate the name of the Proposer, and Address. ONLY SOFT COPIES sent to tenders.kampala@undp.org shall be accepted

TERMS OF REFERENCE**Consultancy Firm - Drone Training and Mapping**

Location:	Bundibugyo, Uganda
Application Deadline:	30-November-2021 (Midnight New York, USA)
Type of Contract:	Company/Firm
Post Level:	Consultancy Firm
Starting date (date when the selected consultant is expected to start):	13 December 2021
Duration of Contract:	5 days (13-17 December 2021)

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.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

Since December 2019 Uganda has been affected by simultaneous disasters. Hydro-meteorological events, such as floods, lightning, landslides/mudslides have overlapped with biological hazards such as desert locust infestation and COVID-19 outbreaks eroding people and institutional capacities to withstand and recover from their effects. In order to strengthen coordination of multi-hazard induced disasters preparedness, response, and recovery at all levels, the Government of Uganda through the office of the Prime Minister, in collaboration with the United Nations Development Programme (UNDP), is implementing the Community Resilience to Climate Change Risks and Disasters project entitled "Enhancing National Resilience to Multi-hazard Induced Disaster Risks".

The training components planned under objective 1 & 2 on equipping and strengthening capacities for disaster risk assessment of emergency coordination and operations center technical staff at sub-national (district) level are an important aspect for national and subnational technical officers to use the equipment and software for execution of the DECOC functions in disaster risk reduction lifecycle. To this effect, the project will work with a consultant to train DECOC staff to carryout select disaster mapping within Bundibugyo.

Duties and Responsibilities**Conduct drone mapping training in Bundibugyo District*****Training conducted for approximately 22 participants on DJI Mavic Pro 2, PIX4D Mapper and QGIS covering.***

- Basic information on drone technology including different types and capabilities
- How to fly and maneuver a DJI Mavic Pro 2, including flight planning and execution
- Limitations in DJI Mavic Pro 2 drone mapping and techniques to capture quality imagery
- Awareness on risks associated with flying drones, and how to avoid or reduce these risks
- Practical lessons to participants on drone flight and mapping
- Local regulations surrounding drone technology
- Processing of captured digital images with GIS software tools PIX4DMapper and QGIS

Mapping of selected two recent disaster event in Bundibugyo District.

- Trainees should be guided in capturing of drone imagery of two most recent disaster events.
- The firm would be required to provide any required support for trainees in capturing these images.
- The firm shall be required to be based in selected district above for this duration.

Develop orthomosaic maps to be utilized for different functions of the disaster risk management cycle to facilitate hazard monitoring and analysis, exposure, risk and vulnerability assessment, support disaster impact, needs assessment process and impact-based early warning.

Once drone images are captured, the firm would be required to train participants to create orthomosaic maps using QGIS and PIX4DMapper for images captured DJI Mavic Pro 2 from the 2 selected disaster events in the district. During the training and support stages of this engagement, the firm is required to ensure that trainees understand requirements for capturing the orthoimages required to generate these orthomosaic maps.

Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration	Target Due Dates
Mapping of selected 2 disaster incidents in selected locations	3 days using DJI Mavic Pro 2	13 December 2021
Guiding trainees, develop orthomosaic maps and DEMs to be utilized for disaster risk reduction	2 days	16 December 2021

Institutional Arrangement

The consultancy firm will work under the direct supervision of the designated expert for this task by the UNDP.

Duration of the Work

The duration of the assignment is 5 days (13 to 17 December 2021). The firm is expected to start in the second week of December. It is critical that the training be completed within the stipulated time.

Duty Station

The firm will be required to travel to Bundibugyo to conduct the drone-training and mapping exercise for the 2 selected disaster incident spots in the districts.

Scope of Price Proposal and Schedule of Payments

All price proposals must be expressed as a lump sum amount, which is inclusive of all costs arising from this consultancy.

- The consultancy price is fixed regardless of changes in the cost of components.
- Venue for processing images to develop maps and DEMs will be covered by UNDP. However, travel and logistical costs related to the duration of the mapping exercise should be borne by the consultant, and so should be factored into the lump sum amount.
- A minimal cost break-down should be provided in the financial proposal submitted for this offer.

Deliverables/ Outputs	Payment	Payment Schedule
Mapping of selected 2 disaster incidents in selected locations	100%	Once after successful completion
Guiding trainees, develop orthomosaic maps and DEMs to be utilized for disaster risk reduction		

Competencies**Corporate Competencies**

- Demonstrates integrity by modelling the UN's values and ethical standards and acts in accordance with the Standards of Conduct for civil servants.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

Required**Regulatory**

Fully registered firm with certified trainers in Drone piloting, Geographic Information System (GIS), Data Technology or other related fields

Trainers' Qualifications**Drone pilots**

- Bachelor's degree either in Environmental Science, Information Technology, Computer Science, or any related field.
- Remote Pilot License certification for UAVs from an accredited institution.
- At least 85 total flight hours experience.

GIS trainers

- Master's degree in Environmental sciences, or Geo-Information Systems and Technology.

- At least three years of relevant work experience.
- Minimum of two practical projects experience delivered using ESRI ArcGIS 9.2 or later.
- Experience in delivering ArcGIS 9.2 or later and ArcView 9.2 or later training to clients.
- Practical working knowledge of data modeling standards and techniques.
- Experience in the development of relational databases, ESRI geo-databases and data visuals is an advantage.

Trainers' Functional Competencies

- Ability to actively generate creative, practical approaches and solutions to overcome challenging situations.
- Excellent cartographic skills.
- Excellent presentation/public speaking skills.
- A pro-active approach to problem-solving.

Track Record

- Accomplished records of successful implementation of drone technology and using drones, especially for producing maps fit for use with Geographic Information Systems.
- Proven record of working with GIS systems and tools, including QGIS, ArcGIS, Agisoft Metashape and PIX4DMapper.
- Track record in the design and use of data analysis algorithms, knowledge in drone-based data acquisition, specifically in photogrammetry, and data products is a considered an advantage.

*(This needs to be proven with attachments of prior work)

Language requirement

Trainers' fluency in written and spoken English is required.

Application process

Interested firms must submit the following as proposals in order to demonstrate their qualifications:

- A letter indicating why the firm considers herself suitable for the required consultancy
- Submission of proven accomplished prior work from similar projects.
- Financial proposal indicating daily consultancy fee and any other costs in UGX.

Consultants will be evaluated based on the following criteria:

Combined Scoring Method: The award of the contract shall be made to the firm whose offer has been evaluated and determined as having received the highest score out of set of weighted technical criteria (70%), and financial criteria (30%).

Only firms obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[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, contract 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.*

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.

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.*

D. Cost Breakdown by Cost Component (This total must equal tables D above)

S#	Description of Activity	UOM	No. of Days	Monthly Rate/pay (UGX)	Total Amount (UGX)
A	Personnel Services				
1	Drone Pilot Trainer	1	5		
2	GIS Trainer	1	5		
B	Other Related Costs (Specify)				
1	Travel Costs	Lumpsum	1		
2	Accommodation costs	Lumpsum	1		
3	Training Manuals (22 Participants)	Lumpsum	1		
4	Management fee of not more than 5% of the total cost	Lumpsum	1		
	GRAND TOTAL				

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

[Designation]

[Date]

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing <ul style="list-style-type: none"> Legally registered in Uganda, with a valid operating license Fully registered firm with certified trainers in Drone piloting, Geographic Information System (GIS), Data Technology or other related fields 	20 50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted <ul style="list-style-type: none"> Should be financially sound and stable with latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. 	100
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country <ul style="list-style-type: none"> Accomplished records of successful implementation of drone technology and using drones, especially for producing maps fit for use with Geographic Information Systems. Proven record of working with GIS systems and tools, including QGIS, ArcGIS, Agisoft Metashape and PIX4DMapper. Track record in the design and use of data analysis algorithms, knowledge in drone-based data acquisition, specifically in photogrammetry, and data products is a considered an advantage 	80
1.4	Quality assurance procedures and risk mitigation measures	50
Total Section 1		300

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Familiar with the industry and/UN methodologies and the UN operating procedures and policies.	60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	120
2.3	Details on how the different service elements shall be organized, controlled, and delivered	50

2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic <ul style="list-style-type: none"> Previous experience in the areas of project implementation will be an added advantage. 	50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	70
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
3.2.1	Drone Pilot <ul style="list-style-type: none"> Bachelor's degree either in Environmental Science, Information Technology, Computer Science or any related field. At least three years of relevant work experience. Remote Pilot License certification for UAVs from an accredited institution. At least 85 total flight hours experience 	50 20 30 30	130
3.2.2	GIS Trainer <ul style="list-style-type: none"> Master's degree in Environmental sciences, or Geo-Information Systems and Technology. At least three years of relevant work experience. Minimum of two practical projects experience delivered using ESRI ArcGIS 9.2 or later. Experience in delivering ArcGIS 9.2 or later and ArcView 9.2 or later training to clients. Practical working knowledge of data modeling standards and techniques. Experience in the development of relational databases, ESRI geo-databases and data visuals is an advantage; 	50 20 20 20 20 20	150
Total Section 3			300