

United Nations Development Programme



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Resilient nations.*

**REQUEST FOR PROPOSAL
for
provision of
“Micro Assessments”, “Spot Checks”, “Internal Control Audits”,
“Financial Audits” within the context of Harmonized Approach to Cash
Transfer (HACT) Turkey**

RFP No.: UNDP-TUR-RFP(HACT)-2021/12 (E-tendering Event ID: TUR10-RFP-21-12)

Project: Various Projects of “UNDP Turkey Country Office” and “UNICEF”

Country: Turkey

Issued on: 9 December 2021

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SECTION I. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.


This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please be informed that this procurement process is being conducted through the online tendering system of UNDP. Please acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

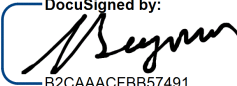
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by: 
A1DF3FE1AE4944F...

Name: Murat OZERDEN

Title: Procurement Administrator

Date: **December 9, 2021**

Approved by: 
B2CAAACFBB57491...

Name: Usume YALCIN

Title: Assistant Resident Representative (Operations)

Date: **December 9, 2021**

SECTION 2. INSTRUCTION TO PROPOSERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Proposers shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Proposers and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the Proposal, it is desired that the Proposer registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Proposer may still submit a Proposal even if not registered with the UNGM. However, if the Proposer is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all proposers/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Proposers/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected Proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Proposers must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension</p>

	<p>imposed by these organizations.</p> <p>3.2 It is the Proposer's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Proposers must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Proposers must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the Proposal entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Proposer is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>

	5.2 The Proposer will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Proposer must notify the UNDP.
6. <i>Cost of Preparation of Proposal</i>	6.1 The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Proposer; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Proposer its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Proposer is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP.</p> <p>10.4 When applicable and required as per Section 5, the Proposer shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. <i>Financial Proposal</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of</p>

	<p>other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ol style="list-style-type: none"> a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Proposers fails: <ul style="list-style-type: none"> • to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Proposer.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ol style="list-style-type: none"> 1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and 2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<i>14. Joint Venture, Consortium or Association</i>	<p>14.1 If the Proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated</p>

	<p>lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> 1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. Only One Proposal</p>	<p>15.1 The Proposer (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;

	<p>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or</p> <p>k) some key personnel proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17. Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposal to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Proposer agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Proposer has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<i>18. Clarification of Proposal</i>	<p>18.1 Proposers may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<i>19. Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective Proposers.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Proposers reasonable time to incorporate the amendment into their Proposals.</p>
<i>20. Alternative</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be</p>

<i>Proposals</i>	<p>considered. If submission of alternative proposal is allowed by BDS, a Proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Proposer whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<i>21. Pre-Bid Conference</i>	<p>21.1 When appropriate, a Proposer's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the Proposer's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Proposer's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
<i>22. Submission</i>	<p>22.1 The Proposer shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

<p>Email Submission</p>	<ul style="list-style-type: none"> i. Bear the name and address of the proposer; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from proposers whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>eTendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from proposers whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/

<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. <i>Withdrawal, Substitution, and Modification of Proposals</i></p>	<p>24.1 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A proposer may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Proposer may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Proposer User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Proposers (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>25. <i>Proposal Opening</i></p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, proposers will receive an automatic notification once their proposal is opened.</p>
<p>D. EVALUATION OF PROPOSALS</p>	
<p>26. <i>Confidentiality</i></p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p>27. <i>Evaluation of Proposals</i></p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>

	<p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Proposer will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Proposer; and j) They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and</p>

	<p>e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or with previous clients, or any other entity that may have done business with the Proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the

	selection process, prior to awarding the contract.
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Proposer does not accept the correction of errors made by UNDP, its</p>

	Proposal shall be rejected.
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Proposer based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Proposer is unsuccessful, the Proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Proposer shall

	<p>submit a Bank Guarantee in the full amount of the advance payment in the form available at</p> <p>https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1		Title of Services	<p>UNDP Turkey Country Office and UNICEF intends to enter into a Joint Long-Term Agreement (LTA) with a single qualified vendor for provision of "Micro Assessments", Spot Checks", "Internal Control Audits", "Financial Audits" within the context of Harmonized Approach to Cash Transfer (HACT) Turkey.</p> <p>LTA shall remain in force for the period of 3 years with the same terms and conditions.</p> <p>Important Note: The HACT Framework represents a common operational (harmonized) framework for transferring cash to government and non-governmental IPs. HACT aims to determine whether the funds transferred to IPs were used for their intended purpose and in accordance with the work plan through its assurance activities. The overall objective of this procurement is provision of assurance activities which are stipulated in SECTION 5: TERMS OF REFERENCE of this RFP. Proposers are strongly encouraged to read the HACT Framework prior to submission of a Proposal. The HACT Framework can be accessed through the following link: https://unsdg.un.org/resources/harmonized-approach-cash-transfers-framework</p>
2		Use of LTA by other UN Agencies	<p>UNDP and UNICEF will jointly use the LTA to be signed with the successful proposer. Successful proposer will be required to accept and sign General Terms and Conditions of both UNDP and UNICEF (given in BDS No. 27 of this Section).</p> <p>Any UN agency other than UNDP and UNICEF can also use this LTA through piggybacking.</p> <p>In the event of a Contract signature, selected vendor shall sign the General Terms and Conditions for each UN Agency and shall provide the services stipulated in this RFP to other UN Agencies with the same prices, terms and conditions.</p>
3		Country of Service Location	Turkey

4	7	Language of the Proposal	English
5		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
6	14	Joint Venture / Consortium / Association	Not allowed
7	20	Alternative Proposals	Shall not be considered
8	21	Pre-proposal conference	Will not be conducted
9	16, 17	Proposal Validity Period	120 days following Proposal Submission Deadline
10	12	Proposal Security	Not required
11	42	Advanced Payment upon signing of contract	Not Allowed
12	43	Liquidated Damages	Will not be imposed
13	41	Performance Security	Not required
14	13	Currency of Proposal	United States Dollar (USD)
15	18	Deadline for submitting requests for clarifications/ questions	7 calendar days before the proposal submission deadline
16	18	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Murat OZERDEN Address: Yildiz Kule, Yukari Dikmen Mah, Turan Gunes Bulvari, No: 106, Cankaya, Ankara, 06550 Turkey E-mail address: tr.procurement@undp.org
17	18, 19	Manner of Disseminating Supplemental Information to the RFP and	Posted directly to eTendering and following websites: www.undp.org www.ungm.org www.devbusiness.com

		responses/clarifications to queries	www.un.org.tr
18	23	Deadline for Proposal Submission	19 January 2022, 07:00 am (New York Time) as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
19	22	Allowable Manner of Submitting Proposals	e-Tendering Only
20	22	Proposal Submission Address	<p><u>Proposals shall be submitted through UNDP ATLAS e-tendering system which can be accessed through https://etendering.partneragencies.org</u></p> <p><u>EVENT ID: TUR10-RFP-21-12</u></p> <p>This procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system.</p> <p>Visit this page for system user guides and videos in different languages: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p> <p>If already registered, go to https://etendering.partneragencies.org and sign in using your username and password.</p> <p>Use "Forgotten password" link if you do not remember your password. Do not create a new profile.</p> <p>If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached): https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> •Username: event.guest •Password: why2change <p>It is strongly recommended to create a username with two parts: your first name and last name separated by a ".", (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.</p> <p>Please note that your new password should meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum 8 characters • At least one UPPERCASE LETTER

			<ul style="list-style-type: none"> • At least one lowercase letter • At least one number <p>You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate in the tender, you must register in the system and subscribe to this tender to be notified when amendments are made.</p> <p>Note: Although proposals shall be submitted through e-tendering, UNDP reserves the right to request original copies of the documents submitted as part of the proposals during evaluation process, if deemed necessary.</p>
21	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Financial Proposal shall be password protected and Password for financial proposal <u>must</u> not be provided to UNDP unless and until requested by UNDP. ▪ Max. File Size per transmission: 50 MB
22	27 - 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively.</p> <p>The minimum technical score required to pass is 70% in order to be considered for Financial Evaluation.</p>
23		Expected date for commencement of Contract	<i>April 2022</i>
24		Maximum expected duration of contract	<p>Contract shall remain in force for the period of 3 years with the same terms, conditions.</p> <p>Target Commencement Date: 01 April 2022</p> <p>Target Completion Date: 31 March 2025</p>
25	36	UNDP and other UN Agencies will award the contract to:	<p><u>One Proposer Only</u></p> <p>UNDP and UNICEF will sign a "Single vendor LTA" which will require one vendor provide the total requirements for a given type of services.</p>

26	40	Type of Contract	<p>Contract Face Sheet for Goods and/or Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Other UN Agencies may opt to use the contract type of their own Agency.</p>
27	40	Contract Terms and Conditions that will apply for each Agency	<p>For UNDP: General Terms and Conditions for contracts (goods and/or services)</p> <p>For UNICEF: GENERAL-TERMS-AND-CONDITIONS-OF-CONTRACT.PDF (unicef.by)</p>
28		Tax Exemption	<p>UN and its subsidiary organs are exempt from all taxes. Therefore, Proposers shall prepare their financial proposals excluding Value Added Tax (VAT). It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review /confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance. The contractor selected for the award shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the total amount offered in the Financial Proposal.</p>
29		Payment Conditions / Schedule of Payments	<p>Invoice(s) shall be submitted by the Contractor within the final week of each month after written acceptance of services by UNDP/UNICEF, based on full compliance with RFP requirements.</p> <p>100% of the payment shall be made within 30 days after written acceptance of services by UNDP/UNICEF and receipt of the relevant invoice.</p>
30		Currency of Payment	<p>If the Contractor is registered and operating in Turkey, the payment shall be realized in Turkish Liras (TRY). Payment amount will be converted from United States Dollar (USD) to Turkish Liras (TRY) by the UN operational rate of exchange valid on the date of money transfer or issuance of the purchase/release Orders depending on the applicable rules and regulations of each UN agency; otherwise, the payment shall be affected in United States Dollar.</p> <p>UN Operational Exchange rates can be accessed through https://treasury.un.org/operationrates/OperationalRates.php</p>

			UNICEF and other Participating UN agencies may opt to make payments in USD to the companies established in Turkey as per their applicable rules and regulations.
31		Covid-19 Specific Measures	<p>The Proposers shall review all local regulations, as well as that of UN and UNDP concerning the measures that they must take during performance of the contract in the context of COVID-19, before they submit their proposals and factor relevant costs, if any, to their proposals.</p> <p>The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties.</p> <p>As per "Clause 12- Indemnification" of UNDP General Terms and Conditions for Contracts (given in Clause 23 of Section 3. Bid Data Sheet), the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP.</p> <p>With respect to above indemnification clause of UNDP General Terms and Conditions, UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.</p>
32		Publishing of award Notice at UNDP Website	<p>Contract award will be posted on corporate UNDP Web site. Notice of award will include the following information:</p> <ul style="list-style-type: none"> a. name of contractor b. country of contractor c. date of contract signature d. contract amount in US\$ e. description of contract
33		Human Resources	<p>While proposers shall submit the CVs of the team of personnel as required in this RFP; in case of concurrent need for services by UN Agencies, the Contractor will provide additional personnel who shall meet the qualification criteria stipulated for the respective role in the RFP. The Contractor shall ensure that no delay and/or interruption in the Services provided will be encountered through provision of additional personnel as needed.</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided.
- Password Protected Financial Proposal

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of general experience in the Field as a legally registered entity.	Form D: Qualification Form
	Minimum 1 contract of similar value, nature and complexity implemented over the last 5 years.	

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<p>Note: Completed portion of ongoing Contract(s) can be submitted as previous experience. In such case, amount of the completed portion shall be taken into consideration for assessment of similar value.</p> <p><u>Proposers shall attach Statement(s) of Satisfactory Performance (i.e. Reference Letter / Work Completion Certificate) for the claimed Contract(s). Subject statement(s) shall include the following information at minimum in order to be considered as proof document(s):</u></p> <ul style="list-style-type: none"> <u>- Project name & Country of Assignment</u> <u>- Client & Reference Contact Details</u> <u>- Contract Value</u> <u>- Period of activity and status</u> <u>- Types of activities undertaken</u> <p>Note: Contract amounts which are in currencies other than US Dollars shall be converted into US Dollars through UN Operational Exchange rate valid on the signature date of the corresponding contract. UN Operational Exchange rates can be accessed through the following link: https://treasury.un.org/operationalrates/OperationalRates.php</p>	
Financial Standing	<p>Minimum average annual turnover shall not be less than USD 100,000 for the last 3 years (i.e., 2018, 2019, 2020).</p> <p><u>Proposers shall attach copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:</u></p> <ul style="list-style-type: none"> a) Must reflect the financial situation of the Bidder, and not sister or parent companies; b) Historic financial statements must be audited by a certified public accountant. c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted. <p>Note: Annual turnovers which are in currencies other than USD shall be converted into USD through UN Operational Exchange rate valid on 31 December of the corresponding year. UN Operational Exchange rates can be accessed through the following link: https://treasury.un.org/operationalrates/OperationalRates.php</p>	Form D: Qualification Form
	<p>Proposer must demonstrate the current soundness of its financial standing and demonstrate its prospective long-term profitability”.</p>	Form D: Qualification Form

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	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	100
1.1.1	Management Structure and Organigram (Is it sound and relevant with the requirements?)	30
Outstanding (30 pts.)	Provided evidence for a functional corporate structure with an effective organigram including departments relevant to audit and HACT Services	
Good (25 pts.)	Provided evidence for a functional corporate structure with an effective organigram including departments relevant to audit services:	
Satisfactory (20 pts.)	Provided evidence for a functional corporate structure with an organigram not sufficiently relevant with the requirements:	
Poor (10 pts.)	Provided an organigram, without any evidence for a functional corporate structure nor relevancy with the requirements	
1.1.2	General experience in the Field as a legally registered entity	15
Outstanding (15 pts.)	More than 20 years	
Good (12 pts.)	More than 15 years	
Satisfactory (10 pts.)	More than 5 years	
1.1.3	Average annual turnover for the last 3 years (i.e. 2018, 2019, 2020) is	15
Outstanding (15 pts.)	More than USD 400,000.00	

<i>Good (12 pts.)</i>	<i>More than USD 250,000.00</i>	
<i>Satisfactory (10 pts.)</i>	<i>More than USD 100,000.00</i>	
1.1.4	Project management control mechanisms, strength of project management support:	30
<i>Outstanding (30 pts.)</i>	<i>Proposer has strong project management resources, control mechanisms as part of company standard procedures and related department</i>	
<i>Good (25 pts.)</i>	<i>Proposer has good project management control mechanisms</i>	
<i>Satisfactory (20 pts.)</i>	<i>Project management control mechanism has been sufficiently addressed</i>	
<i>Poor (10 pts.)</i>	<i>Project management control mechanism has not been sufficiently addressed</i>	
1.1.5	Extent to which any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.	10
<i>Outstanding (10 pts.)</i>	<i>No work would be subcontracted</i>	
<i>Good (8 pts.)</i>	<i>Less than 10% of the work would be subcontracted</i>	
<i>Satisfactory (6 pts.)</i>	<i>Less than 30% of the work would be subcontracted</i>	
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country	140
1.2.1	Documented experiences in provision of Audit/HACT Services	110
<i>Outstanding (110 pts.)</i>	<i>Implemented more than 5 contracts for provision of Audit/HACT Services</i>	
<i>Good (90 pts.)</i>	<i>Implemented more than 3 contracts for provision of Audit/HACT Services</i>	
<i>Satisfactory (75 pts.)</i>	<i>Implemented 1-2 contracts for provision of Audit/HACT Services</i>	
1.2.2	Experience in working in support of UN Agencies or any other similar International Organizations in the area of similar services	30
<i>Outstanding (30 pts.)</i>	<i>Implemented more than 5 contracts in support of UN Agencies or other similar International Organizations</i>	
<i>Good</i>	<i>Implemented more than 3 contracts in support of UN Agencies or other similar International Organizations</i>	

(25 pts.)		
<i>Satisfactory</i> (20 pts.)	Implemented 1-2 contracts in support of UN Agencies or other similar International Organizations	
1.3	Quality assurance procedures and risk mitigation measures	40
<i>Outstanding</i> (40 pts.)	Proposer proposed sound approach for assuring quality and addressed significant possible risks and mitigation measures comparable to the market	
<i>Good</i> (34 pts.)	Proposer proposed sound approach for assuring quality and addressed most of the details regarding possible risks and mitigation measures	
<i>Satisfactory</i> (28 pts.)	Proposer proposed moderate approach for assuring quality and has provided sufficient details of information for addressing the possible risks and mitigation measures.	
1.4	Organizational Commitment to Sustainability	10
<i>5 Points</i>	Organization is compliant with ISO 14001 or ISO 14064 or equivalent	
<i>2 Points</i>	Organization is a member of the UN Global Compact	
<i>3 Points</i>	Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	
1.5 <i>10 Points</i>	“Gender and Women’s Empowerment Policy of the Proposer” The Proposers shall explain their current gender and women’s empowerment policies in place and the facilities especially provided to women employees.	10
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?	150
<i>Outstanding</i> (150 pts.)	<i>All important aspects of the task have been addressed in sufficient detail, with comments on the ToR for the successful execution of activities regarding the objectives and expected results</i>	
<i>Good</i> (120 pts.)	<i>All important aspects of the task have been addressed in sufficient detail</i>	
<i>Satisfactory</i> (105 pts.)	<i>Most of the important aspects of the task have been addressed in sufficient detail</i>	
<i>Poor</i> (60 pts.)	<i>Only a few important aspects of the task have been addressed by the proposer</i>	

2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	180
<i>Outstanding (180 pts.)</i>	<i>Exceeds the requirements of the ToR, with a remarkable strategy to achieve the objective and purposes of the contract</i>	
<i>Good (150 pts.)</i>	<i>Meets the requirements of the ToR, with a strategy to achieve the objective and purposes of the contract</i>	
<i>Satisfactory (125 pts.)</i>	<i>Meets the requirements of the ToR</i>	
<i>Poor (70 pts.)</i>	<i>Several requirements have been neglected by the proposer</i>	
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
<i>Outstanding (50 pts.)</i>	<i>Performance monitoring and evaluation mechanisms and tools are perfectly matches with the nature and complexity of the requirements and described in detail for each specific requirement with responsibilities and schedules</i>	
<i>Good (40 pts.)</i>	<i>Performance monitoring and evaluation mechanisms and tools are appropriate with the nature of the requirements and described in detail for each specific requirement with responsibilities and schedules</i>	
<i>Satisfactory (35 pts.)</i>	<i>Performance monitoring and evaluation mechanisms and tools are sufficient for the requirement</i>	
<i>Poor (15 pts.)</i>	<i>Performance monitoring and evaluation mechanisms and tools are proposed however they are slightly relevant with this requirement</i>	
2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
<i>Outstanding (20 pts.)</i>	<i>Successfully demonstrated the ability to plan, integrate effectively implement sustainability measures in the execution of the contract</i>	
<i>Satisfactory (15 pts.)</i>	<i>Ability to plan, integrate effectively implement sustainability measures in the execution of the contract has been demonstrated in sufficient detail</i>	
<i>Poor (7 pts.)</i>	<i>Several aspects were neglected for Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</i>	
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? Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.		10
3.2	Qualifications of key personnel proposed		
3.2.1	Audit Partner		80
	University Education in relevant fields - PhD: 10 pts. - Master's Degree: 8 pts. - Bachelor's Degree: 7 pts.	10 pts.	
	Years of General Professional Experience - More than 15 years: 15 pts. - More than 12 years: 10 pts. - More than 10 years: 7 pts.	15 pts.	
	Years of specific experience relevant to the assignment (i.e. experience in audit services) - More than 12 years: 35 pts. - More than 8 years: 30 pts. - More than 6 years: 25 pts.	35 pts.	
	Years of experience working in support of UN Agencies or similar international organizations - More than 5 years: 20 pts. - More than 3 years: 17 pts. - 1-2 years: 14 pts.	20 pts.	
3.2.2	Audit Manager		70
	University Education in relevant fields - PhD: 10 pts. - Master's Degree: 8 pts. - Bachelor's Degree: 7 pts.	10 pts.	
	Years of General Professional Experience - More than 12 years: 15 pts. - More than 10 years: 10 pts. - More than 8 years: 7 pts.	15 pts.	
	Years of specific experience relevant to the assignment (i.e. experience in audit services)		

	<ul style="list-style-type: none"> - More than 8 years: 30 pts. - More than 6 years: 26 pts. - More than 4 years: 21 pts. 	30 pts.	
	Years of experience working in support of UN Agencies or similar international organizations <ul style="list-style-type: none"> - More than 5 years: 15 pts. - More than 3 years: 12 pts. - 1-2 years: 10 pts. 	15 pts.	
3.2.3	Senior Expert (Senior Auditor)		60
	University Education in relevant fields <ul style="list-style-type: none"> - PhD: 8 pts. - Master's Degree: 7 pts. - Bachelor's Degree: 5 pts. 	8 pts.	
	Years of General Professional Experience <ul style="list-style-type: none"> - More than 10 years: 10 pts. - More than 8 years: 8 pts. - More than 6 years: 7 pts. 	10 pts.	
	Years of specific experience relevant to the assignment (i.e. experience in audit services)		
	<ul style="list-style-type: none"> - More than 7 years: 27 pts. - More than 5 years: 22 pts. - More than 3 years: 18 pts. 	27 pts.	
	Years of experience working in support of UN Agencies or similar international organizations <ul style="list-style-type: none"> - More than 5 years: 15 pts. - More than 3 years: 12 pts. - 1-2 years: 10 pts. 	15 pts.	
3.2.4	Two (2) Junior Experts (Assistant Auditors)		40 x 2 =80
	University Education in relevant fields <ul style="list-style-type: none"> - PhD: 5 pts. - Master's Degree: 4 pts. - Bachelor's Degree: 3 pts. 	5 pts.	
	Years of General Professional Experience <ul style="list-style-type: none"> - More than 8 years: 8 pts. - More than 6 years: 7 pts. - More than 4 years: 5 pts. 	8 pts.	
	Years of specific experience relevant to the assignment (i.e. experience in audit services)		

	<ul style="list-style-type: none"> - More than 6 years: 17 pts. - More than 4 years: 15 pts. - More than 2 years: 12 pts. 	<i>17 pts.</i>	
	Years of experience working in support of UN Agencies or similar international organizations <ul style="list-style-type: none"> - More than 5 years: 10 pts. - More than 3 years: 8 pts. - 1-2 years: 7 pts. 	<i>10 pts.</i>	
Total Section 3			300

SECTION 5: TERMS OF REFERENCE

Terms of Reference is provided as a separate document namely "Section 5. Terms of Reference" among solicitation documents.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Forms:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture Form	NOT APPLICABLE
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Forms

(Must be submitted through e-tendering as password protected files)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV 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) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) 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);
- e) 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;
- f) 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.*

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 time specified in the Bid Data Sheet.

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: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer. ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Power of Attorney/Signature Circular

FORM C: JOINT VENTURE INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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Proposers shall attach either one of the copies of the below documents signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

- ☐ Letter of intent to form a joint venture (JV)
 or
☐ JV / consortium / association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value in USD	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Proposers shall attach Statements of Satisfactory Performance for above listed Contracts. Statements of Satisfactory Performance shall include the information recorded in above table at minimum, in order to be considered as proof documents.

Financial Standing

Annual Turnover for the last 3 years	Year 2018	USD
	Year 2019	USD
	Year 2020	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2018	2019	2020
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Proposers shall attach copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- d) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- e) Historic financial statements must be audited by a certified public accountant;
- f) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Proposer's proposal should be organized to follow this format of Technical Proposal. Where the proposer is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 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 (if any).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.
- 1.5 Gender and Women's Empowerment Policy of the Proposer" - The Proposers shall explain their current gender and women's empowerment policies in place and the facilities especially provided to women employees.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 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?
- 2.2 Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract
- 2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.
- 3.2 Provide CVs for the following key personnel that will be assigned to support the implementation of this project using the CV format given below. CVs should demonstrate qualifications in areas relevant to the Scope of Services. List of required key personnel and their minimum qualification requirements are given below:

3.2.1 Audit Partner

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> - Minimum Bachelor's degree in relevant field - Fluent in spoken and written English - Fluent in spoken and written Turkish 	- Master's and/or PhD degree
General Professional Experience	- Minimum 10 years of General Professional Experience	
Specific Experience	- Minimum 6 years of specific experience relevant to the assignment (i.e. experience in audit services)	- Experience of working in support of UN Agencies or similar international organizations

3.2.2 Audit Manager

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> - Minimum Bachelor's degree in relevant field - Fluent in spoken and written English - Fluent in spoken and written Turkish 	- Master's and/or PhD degree
General Professional Experience	- Minimum 8 years of General Professional Experience	
Specific Experience	- Minimum 4 years of specific experience relevant to the assignment (i.e. experience in audit services)	- Experience of working in support of UN Agencies or similar international organizations

3.2.3 Senior Expert (Senior Auditor)

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> - Minimum Bachelor's degree in relevant field - Fluent in spoken and written English - Fluent in spoken and written Turkish 	- Master's and/or PhD degree
General Professional Experience	- Minimum 6 years of General Professional Experience	
Specific Experience	- Minimum 3 years of specific experience relevant to the assignment (i.e. experience in audit services)	- Experience of working in support of UN Agencies or similar international organizations

3.2.4 Two (2) Junior Experts (Assistant Auditors)

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> - Minimum Bachelor's degree in relevant field - Fluent in spoken and written English - Fluent in spoken and written Turkish 	- Master's and/or PhD degree

	Minimum Requirements	Assets
General Professional Experience	- Minimum 4 years of General Professional Experience	
Specific Experience	- Minimum 2 years of specific experience relevant to the assignment (i.e. experience in audit services)	- Experience of working in support of UN Agencies or similar international organizations

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	Name of institution: [Insert] Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

****IMPORTANT NOTE FOR PROPOSERS**:**

This Form shall be submitted as a password protected document through e-tendering.

Financial proposal data shall NOT be disclosed in any other documents of the submission nor in the data recorded in e-tendering system. In the e-tendering system prices shall be inserted as "1" as per the instruction provided in the system.

We, the undersigned, offer to provide the services for "Micro Assessments", "Spot Checks", "Internal Control Audits", "Financial Audits" within the context of Harmonized Approach to Cash Transfer (HACT) Turkey in accordance with your Request for Proposal No. UNDP-TUR-RFP(HACT)-2021/12 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal submitted as a separate password protected document.

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 time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORMS

****IMPORTANT NOTE FOR PROPOSERS****

This Form shall be submitted as a password protected document through e-tendering.

Financial proposal data shall NOT be disclosed in any other documents of the submission nor in the data recorded in e-tendering system.

In the e-tendering system prices shall be inserted as "1" as per the instruction provided in the system.

Financial Proposal Forms are attached as a separate excel file. Proposers shall consider the following for establishing their Financial Proposals.

- Financial Proposal Forms must be submitted both in signed pdf version and excel version.
- Both pdf and excel versions shall be submitted as password protected documents.
- Financial Proposal must provide a detailed cost breakdown as requested in the excel file.
- The quantities given in Financial Proposal Forms are the estimated figures and given for estimation purpose to ensure consistent and proper evaluation of offers. UNDP and other UN Agencies do not warrant that any quantity of Services shall be ordered during the term of the LTA. These quantities may be subject to change depending on UN Agencies' requirements in light of the corporate rules. Regardless of quantities of the services which might be more or less than the quantities stated in the Forms, the Contractor shall continue to provide the services with the same unit prices quoted in the proposal.
- The "Estimated Grand Total" amount to be quoted for 3 years shall be the basis of financial evaluation.
- All prices quoted in the Financial Proposal Forms shall be exclusive of VAT as UN is exempt from Tax.