



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

NAME & ADDRESS OF FIRM	DATE: December 17, 2021
	REFERENCE: Leave No One Behind Phase 2

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Support Municipalities in Albania to Design the 5-year Social Housing Municipal Plans” – Leave no one behind programme phase 2.**

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

Proposals may be submitted on or before **Monday, January 17, 2022 at 14:00 hrs. via eTendering.**

Allowable Manner of Submitting Proposals: e-Tendering only. **Bids not sent in e-Tendering system will not be considered.** Proposal Submission Address: <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by using the “Accept Invitation” function in e-Tendering 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.

Please find the link for all the procurement guides and videos:
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Electronic submission (e-Tendering) requirements:

- Format: PDF files only
- 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.
- Max. File Size per transmission: 35 MB
- UNDP reserves the rights to ask for originals during the evaluation.

Please name the submitted files following the structure of the solicitation document and consolidate the files into as few files as possible, using compression tools (zip etc.).

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days** after the deadline of the RFP.

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

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

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

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

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

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

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

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

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

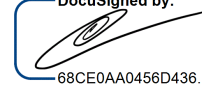
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:


68CE0AA0456D436...

Nuno Queiros

Deputy Resident Representative

Annex 1

Description of Requirements

Context of the Requirement	<p>The LNB second phase programme goal is: “Vulnerable persons and groups have improved access to gender responsive public services that support their social rights, social inclusion and well-being, and are empowered to have a voice in public policy decision-making affecting their lives, and to hold decision-makers accountable for policy implementation”. In order to achieve this, the programme pursues three objectives:</p> <ul style="list-style-type: none"> - to empower beneficiaries in need of measures for their social protection to access and to contribute themselves to their social inclusion; - to capacitate municipalities/ regions and service providers to provide services and to promote social inclusion; - to capacitate state authorities in the further development and implementation of policies relevant for social inclusion and to further operationalize/ develop social inclusion funding mechanisms, including scaling up of the Social Fund. <p>The Leave No One Behind Joint Programme (second phase) will be implemented through the Delivering as One (DaO) mechanism, within the Government of Albania-UN Sustainable Development Cooperation Framework 2022-2026, with the joint participation of four UN agencies of UNDP, UNICEF, UNWOMEN and UNFPA and in close partnership with relevant governmental bodies at central and local level. The programme is funded by SDC, and the funds are allocated through the SDG Acceleration Fund.</p> <p>The program started on 1 August 2021 and will be implemented for a period of 4 years, up to 31 July 2025.</p> <p>Through this procurement process, UNDP in Albania is inviting qualified service providers (companies/entities hereafter “the entity”) to submit proposals to assist eight municipalities in Albania to Design the 5-year Social Housing Municipal Plans.</p> <p>The general purpose of this assignment is the engagement of a qualified and experienced “the entity” with expertise in the field of social housing policies and practices to support eight Municipalities (big, medium, small) in designing the social housing 5-year plan in line with the National Strategy and the Law on Social Housing and the existing guidelines.</p> <p>Specific objectives</p> <p>In the framework of its LNB programme – phase 2, UNDP is soliciting the submission of proposals from qualified and experienced “entities” to assist the Municipalities the designing of 8 municipal social housing plans (Shkodra, Puka,</p>
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	<p>Tropoja, Mirdita, Kamza, Divjaka, Delvina and Tepelena). The Municipal social housing plans would allow the LGUs:</p> <ul style="list-style-type: none"> (i) to assess the social housing needs of the most vulnerable in their territory; (ii) to assess the municipal capacities being them human, technical, financial, and organisational to address such needs; (iii) to come up with concrete actions and budget estimations for the implementation of social housing needs. <p>For more information, please refer TORs</p> <p>The selected company or JV/ Consortium/ Association shall conform in all respects with national or international Laws, Regulations, By-laws or requirements, Statutes, Ordinances, which may be applicable to perform its service.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>The required services include but not limit to the following:</p> <ul style="list-style-type: none"> • Getting familiar with the Social Housing Strategy, the Law on Social Housing and its by-laws and legal base for the functioning of the Social Housing in Albania, existing guidelines for the preparation of the social housing plan (https://financa.gov.al/wp-content/uploads/2021/10/Udhezues-Strehim-Social-FINAL-_22-09.2021.pdf) and all other related documents; • Using the tools/ guidelines, facilitate/assist eight different-size Municipalities (big, medium and small) to develop the social housing plan, including the vision, goals, objectives, anticipated results, objectively verifiable indicators, costs, timeframe, its relationship with and its reflection in the urban plan. • Supporting the process of consulting the Municipal Plans with local councilors, CSOs, community members, and other local actors. • Organizing and facilitating at least one workshop at each municipality to present and discuss the draft Municipal housing plan with key stakeholders and duty bearers. • Facilitating key stakeholder's feedback/agreeing and reflecting all necessary changes in the draft Municipal social housing plan. • Finalizing the Municipality Social Housing plans of Shkodra, Puka, Tropoja, Mirdita, Kamza, Divjaka, Delvina and Tepelena.
List and Description of Expected Outputs to be Delivered	<u>Assignment Output:</u>

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

	<ul style="list-style-type: none"> • An inception Report. This brief report will propose the detailed methodology and workplan, sources and procedures to be used for the development of the Municipal Housing Plans. It will include a proposed timeline of activities and submission of deliverables. This report will be used as an initial point of agreement and understanding with eight target Municipalities and UNDP. • 8 (eight) Draft Municipal Housing Plans developed in accordance with the TORs and in close consultation with key stockholders. The draft should take into consideration comments received by reviewers. The draft will be presented and validated in the workshop with stakeholders at local level. • Final Municipal Housing Plans (eight): The lead consultant will finalize the three municipal housing plans incorporating reviewers' comments. The report shall not exceed 20 pages including annexes. Wherever possible, all data should be disaggregated by gender. The plans must take into consideration the plight and needs of the vulnerable and disadvantaged, for example, women, youth, persons with disabilities, Roma and Egyptians, etc. • The Consultant's technical report comprising important observations, conclusions and recommendations for future work. <p>For more information please refer to TORs</p>
Person to Supervise the Work/Performance of the Service Provider	Leave No One Behind Phase 2 Programme Coordinator
Frequency of Reporting	Quarterly
Progress Reporting Requirements	Narrative and financial reporting as linked to deliverables
Location of work	At contractor's location.
Expected duration of work	January – July 2022
Target start date	30 January 2022
Latest completion date	Mid July 2022
Travels Expected	The contractor is expected to travel in 8 (eight) targeted municipalities upon an agreed calendar. Travels will be agreed upon starting and cost will be covered by the Service Provider.
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be	N/A

excluded from Price Proposal)				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – Albanian Lek (ALL)			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms	Payment will be done in 3 tranches upon provision of the required set of deliverables.			
	Outputs	Deliverables	Expected delivery date	Condition for Payment Release

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

	The inception Report. Data collection and analysis	A report with the detailed methodology and workplan, sources and procedures to be used for the development of the Municipal Housing Plans. Desk reviews, interviews, and site visits Analysis of findings and validation	31 March 2022	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Draft eight Municipal Housing Plans preparation	Submission of the 8 local plans Presentation of the drafts to key stakeholders and validation workshops Discussion of the drafts and finalization of the local plans	30 June 2022	
	Final editing and production of (eighth) Municipal Housing Plans incorporating reviewer’s comments.	Submission of of the 8 Municipal Social Housing Plans The Consultant’s technical report important observations, conclusions and recommendations for future work.	31 July 2022	
Person(s) to review/inspect/ approve outputs/complete	Programme Coordinator of the UN Joint Programme “Leave No One Behind”			

d services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type of Contract [Contract for Goods and/or Services]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25%
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ³	<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) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed Terms of Reference (ToR) (Annex 3) <input checked="" type="checkbox"/> Minimum Eligibility and Qualification Requirements (Annex 4) <input checked="" type="checkbox"/> Technical Evaluation Criteria (Annex 5) <input checked="" type="checkbox"/> General Terms and Conditions for Services (Annex 6) <input type="checkbox"/> Others ⁵ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Unit</i> <i>E-mail : procurement.al@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	All documents must be submitted in English.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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 – 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, licenses and qualifications of the key personnel that will perform the services*

- indicating who is Team Leader, who are supporting, etc.*
- b) CVs demonstrating qualifications must be submitted; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E. Cost Breakdown by Cost Component in Albanian Lek (ALL)

- a) Cost Breakdown Component for Testing and Commissioning for each personnel

Description of Activity	Remuneration per day	Total Period of Engagement/ PERSON DAYS	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Expertise fee				
1.1 Team Leader			1	
1.2 Team Specialist / Infrastructure Planning			1	
1.3 Team Specialist / Demographer/Economist/Sociologist			1	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Others				
III. Other Related Costs				

TERMS OF REFERENCE (TOR)

UNDP, in the frame of the United Nations Joint Programme “Leave No One Behind” – Phase 2, is inviting qualified service providers (companies/entities hereafter “the entity”) to submit proposals to assist the targeted municipalities in designing the social housing 5-year plan (SHP) in line with the National Strategy and the Law on Social Housing and the existing guidelines.

1. Background

The Leave No One Behind (LNB) Project builds upon the vast experience of the UN and UNDP in addressing social inclusion and the needs of vulnerable groups. It supports the implementation of the newly shaped vision of the social sector in Albania, in line with the Sustainable Development Goals (SDGs) and the country’s aspirations towards EU integration. LNB avails of technical expertise and know-how of UN agencies aiming at allowing for greater impact and outreach by focusing on the municipal level and its linkage to the national level. The objective of the second phase of the programme (2021 – 2025) is: “Vulnerable persons and groups have improved access to gender responsive public services that support their social rights, social inclusion and well-being, and are empowered to have a voice in public policy decision-making affecting their lives, and to hold decision-makers accountable for policy implementation”. The project’s second phase (2021-2025) is designed to:

- empower beneficiaries in need of measures for their social protection to access and to contribute themselves to their social inclusion;
- capacitate municipalities/ regions and service providers to provide services and to promote social care and Inclusion;
- capacitate state authorities in the further development and implementation of policies relevant for social inclusion and protection.

Since service delivery is realized mostly at local level, the project’s intervention focuses on this level as reflected by the first two of its three outcomes. The third outcome of the project reflects the project’s concern with anchoring its interventions at system level, i.e. to contribute to the further development and implementation of policies and Laws relevant for social inclusion.

The project’s implementation is the responsibility of the four UN agencies UNDP, UNICEF, UN Women and UNFPA, and funded by Swiss Development Cooperation (SDC).

2. Objective of the assignment:

Aware of the importance of housing, as a fundamental right that guarantees integration and social cohesion, the government of Albania, with technical support from UNDP developed a national policy on social housing - The Social Housing Strategy 2016 – 2025 (SHS) that treats and provides solutions to a broad range of issues with the common aim of integrated economic and social development of the strata in need ranging from single-parent families, people with disabilities, orphans, victims of domestic violence, to Roma and Egyptian families.

The Law “On Social Housing” was approved by the Parliament of Albania in 2018. It was drafted also with UNDP assistance and expertise and with CoE support availed to the Ministry in charge. It aims at creating opportunities for adequate and affordable housing for a safe, dignified and peaceful life, relying on the

solvency of individuals and families in need of housing and in need of state aid. It intends to provide a tailored approach to the needs of people with disabilities, the elderly, children and other groups, by reducing the efforts of these groups to meet their specific housing needs. The Ministry of Finance and Economy (MoFE) is in the final process of drafting the full package with bylaws and other related legal documents that are necessary for the implementation of the Social Housing Law.

The general purpose of this assignment is the engagement of a qualified and experienced “the entity” with expertise in the field of social housing policies and practices to support eight Municipalities (big, medium, small) in designing the social housing 5-year plan in line with **the National Strategy and the Law on Social Housing** and the existing **guidelines**.

Specific objectives

In the framework of its LNB programme – phase 2, UNDP is soliciting the submission of proposals from qualified and experienced “entities” to assist the Municipalities the designing of 8 municipal social housing plans (Shkodra, Puka, Tropoja, Mirdita, Kamza, Divjaka, Delvina and Tepelena). The Municipal social housing plans would allow the LGUs:

- (iv) to assess the social housing needs of the most vulnerable in their territory;
- (v) to assess the municipal capacities being them human, technical, financial, and organisational to address such needs;
- (vi) to come up with concrete actions and budget estimations for the implementation of social housing needs.

The LNB Programme team and the Social Services/housing departments of the concerned Municipalities will work closely with the entity, to assist and offer support through providing information and data as well as assistance during the whole process.

3. Duties and responsibilities

The “entity” will carry out the following main tasks:

- Getting familiar with the Social Housing Strategy, the Law on Social Housing and its by-laws and legal base for the functioning of the Social Housing in Albania, existing guidelines for the preparation of the social housing plan (https://financa.gov.al/wp-content/uploads/2021/10/Udhezues-Strehim-Social-FINAL-_22-09.2021.pdf) and all other related documents;
- Using the tools/ guidelines, facilitate/assist eight different-size Municipalities (big, medium and small) to develop the social housing plan, including the vision, goals, objectives, anticipated results, objectively verifiable indicators, costs, timeframe, its relationship with and its reflection in the urban plan.
- Supporting the process of consulting the Municipal Plans with local councilors, CSOs, community members, and other local actors.
- Organizing and facilitating at least one workshop at each municipality to present and discuss the draft Municipal housing plan with key stakeholders and duty bearers.

- Facilitating key stakeholder's feedback/agreeing and reflecting all necessary changes in the draft Municipal social housing plan.
- Finalizing the Municipality Social Housing plans of Shkodra, Puka, Tropoja, Mirdita, Kamza, Divjaka, Delvina and Tepelena.

Methodology

The developments of the Municipal Housing Plans should follow a collaborative and participatory mixed methods approach. A detailed proposal of methodology will be included in the consultant/s proposal. For the successful entity this will be further developed and finalised in the inception phase. Field trips are envisaged as part of this assignment.

4. Deliverables:

The main outputs of the assignment will be:

- An inception Report. This brief report will propose the detailed methodology and workplan, sources and procedures to be used for the development of the Municipal Housing Plans. It will include a proposed timeline of activities and submission of deliverables. This report will be used as an initial point of agreement and understanding with eight target Municipalities and UNDP.
- 8 (eight) Draft Municipal Housing Plans developed in accordance with the TORs and in close consultation with key stockholders. The draft should take into consideration comments received by reviewers. The draft will be presented and validated in the workshop with stakeholders at local level.
- Final Municipal Housing Plans (eight): The lead consultant will finalize the three municipal housing plans incorporating reviewers' comments. The report shall not exceed 20 pages including annexes. Wherever possible, all data should be disaggregated by gender. The plans must take into consideration the plight and needs of the vulnerable and disadvantaged, for example, women, youth, persons with disability, Roma and Egyptians, etc.
- The Consultant's report comprising important observations, conclusions and recommendations for future work.

5. The team of experts

The development of eight Municipal Social Housing Plans is to be conducted by a team of 3 consultants, with the profiles outlined below. The team may also benefit from the input of a gender consultant (to be confirmed).

Team leader – A senior member of the team with at least 10 years of experience in Urban planning, Urban management, Public administration, and relevant experience in leading complex evaluations and designing of local plans. The Team Leader will be responsible for the overall coordination and quality control of the products delivered by this assignment. S/He is expected to provide guidance and leadership to the team of experts with the aim of achieving the task assigned to them. She/he will be responsible to write the the municipal plans according to the guidelines and related assignment reports, and the presentation of results to target Municipalities.

Experience and Education/Academic qualification:

- PhD degree in Urban planning, Urban management, Public administration, Public policies, Statistics, Social policies or closely related field of studies.
- Minimum ten years of experience as senior professional with expertise in analyzing /designing social housing policy/ programmes, for disadvantaged groups.
- Substantial experience in drafting documents and in carrying out local housing planning and reviews.
- Experience in organizing capacity building activities for various stakeholders
- Excellent knowledge of vulnerabilities, and social housing challenges in Albania
- Research experience and the ability to analyze qualitative and quantitative data and compile and summarize results.
- Excellent organizational skills
- Familiarity with EU accession requirements and European social agenda.
- Full working knowledge of English, including excellent report writing and presentation skills in English and Albanian.

Team specialist(s) – Mid-level evaluation specialists with at least 5 years of experience as social housing policy/development functions. The personnel shall consist of a multi-disciplinary team of a minimum of 2 consultants having expertise in the following sectors:

- Infrastructure Planning
- Demographer/Economist/Sociologist

Experience and Education/Academic qualification:

- Master's degree in one of the above or closely related field of studies.
- Thorough understanding of social housing policies, legislations and approaches.
- Demonstrated work experience in the field of social housing, urban development and/or social inclusion.
- Prior experience in providing expertise and capacity building activities for various local stakeholders on housing -related issues.
- Excellent analytical and communication skills.
- Fluency in written and spoken English.

In responding to this expression of interest, the “entity” should clearly specify how they would provide the above referred skills, competence and services for this assignment. The curriculum vitae of staff who would work on the assignment should be submitted.

General planning and time frame

The duration of this assignment is for a maximum of 6 months from contract signature. The target start date is 30 January 2022.

The assignment will be conducted in the following phases:

1. Inception (2 weeks) including the detailed methodology and work plan

2. Data collection and analysis (1.5 month)
 - Desk reviews, interviews, and site visits
 - Analysis of findings and validation
3. Draft eight Municipal Housing Plans preparation (3 months)
 - Drafting of the 8 local plans
 - Presentation of the drafts to key stakeholders and validation workshops
 - Discussion of the drafts and finalization of the local plans
4. Final (eighth) Municipal Housing Plans incorporating reviewer's comments (1 month)
 - Final editing, design, and production of the Municipal Social Housing Plans.

The local plans should be written clearly and without jargon in English to a standard suitable for publication. The Local plans should include an executive summary of up to 2 pages and be no more than 20 pages in length, including also 3-4 A0 format paper of the housing plans.

The estimated duration of work for the team is 120 working days.

6. Supporting documentation

The following documents should be submitted in addition to other documentation described in the Instructions to the Offeror:

Legal Documents shall contain:

- Court Decision and/or QKR registration of the service provider;
- Certificate of registration in the tax office for the current year;
- Registration number (NIPT);

Technical documents shall contain:

- General experience of the service provider in offering similar services;
- Structure of the proposed team i.e. names and relevant positions of the key personnel that will perform the services indicating who is team Leader, who are supporting, etc.
- CVs demonstrating qualifications
- Written confirmation from each personnel that they are available for the entire duration of the contract
- Minimum two references for past relevant experience of the service provider
- The Methodology of work: The Service Provider must describe how it will address/deliver the demands of the RFP; providing an outline of the approach to take in response to the requirements of the Terms of Reference, 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.

Annex 4

MINIMUM ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Eligibility and Qualification Criteria	Documents to be Provided (must be submitted from the legal entity/ each of JV/ Consortium or Association members)
<p>1. Language of the bid must be in English</p> <p>2. Registration to perform the requested services as a legal entity/ JV or Consortium or Association.</p> <p>3. Technical documents</p>	<p>1.1 All original legal documents must be notarized same as original. Notarized English translation must be provided in case documents are in other languages.</p> <p>2.1. The Registration Certificate of the Applicant.</p> <p>2.2. The updated Historical Extract issued by National Business Center (issued not later than 30 days).</p> <p>2.3. In case the Applicant is a group legal entities that will form or have formed through an agreement in front of Public Notary a Joint Venture (JV), Consortium or Association for this RFP, 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 lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>2.4. Written Self-Declaration that the company is not on the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List, etc.</p> <p>3.1 General experience of the service provider in offering similar services;</p> <p>3.2 Structure of the proposed team i.e.</p>

	<p>names and relevant positions of the key personnel that will perform the services indicating who is team Leader, who are supporting, etc.</p> <p>3.3 CVs demonstrating qualifications</p> <p>3.4 Written confirmation from each personnel that they are available for the entire duration of the contract</p> <p>3.5 Minimum two references for past relevant experience of the service provider</p> <p>3.6 The Methodology of work: The Service Provider must describe how it will address/deliver the demands of the RFP; providing an outline of the approach to take in response to the requirements of the Terms of Reference, 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.</p>
<p>4.1. The average annual turnover realized by the Applicant during the last three years (2018, 2019, 2020)</p> <p>4.2. The Applicant must submit copies of the balance sheets of the last three years for the years 2018, 2019, 2020 submitted to the relevant tax authority, confirmed by this authority.</p>	<p>4.1. Attestation on annual turnover realized in the years 2018, 2019 & 2020 issued by the relevant authority.</p> <p>4.2. Notarized copy of the balance sheets must be provided</p>
<p>5.1. Minimum 10 (ten) years of experience as a legal entity in analyzing /designing social housing policy/ programmes, for disadvantaged groups.</p> <p>.</p> <p>5.2. At least three successfully implemented projects within the last 5 (five) years of similar complexity, as a legal entity. The Applicant must submit certificates issued by a</p>	<p>5.1. Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter.</p> <p>5.2. Purchasers' recommendation letters indicating the value, complexity, and date of project completion, for at least 3 (three) projects implemented within the last 5 (five) years. Letters should include purchasers' contact details.</p>

public entity and copy of contracts which indicate the dates, amounts and services provided.	
<p>6.1. Team composition and competences of the team members</p> <p>6.2. The Applicant must declare in writing that the staff provided for this task will be available during the contracted period.</p>	<p>6.1.1. List of team members to be engaged for the contract (names, education, skills, years of experience).</p> <p>6.1.2. CVs of each team member with references and letters of recommendation.</p> <p>6.1.3. Copies of University Degrees/professional licenses and/or professional exam certificates of each team member.</p> <p>6.2. Statement on availability during the entire contracted period, signed by each team member:</p>

Annex 5

TECHNICAL EVALUATION CRITERIA

1. Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Plan Methodology, its appropriateness to the condition and timeliness of the implementation plan	350
3.	Management Structure and Key Personnel	350
	Total	1000

2. Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	Litigation and Arbitration history	20
1.3	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.	50
1.4	Relevance of specialized knowledge and experience on similar engagements in testing and commissioning of works.	100
1.5	Experience in similar assignments (design, supervision and/or commissioning) in accordance with the UNDP and/or EU Guidelines.	30
1.6	Quality assurance procedures and risk mitigation measures	50
1.7	Organizational Commitment to Sustainability -Organization is compliant with ISO 9001 or ISO 14064 or equivalent -Organization demonstrates significant commitment to sustainability through some other means such as renewable energies, sustainable environment, etc.	30
Total Section 1		300

3. Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the applicant understand the tasks.	50

2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	80
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	Description of how the Offeror's will ensure that the specific requirements of the education institutions are met in line with the relevant rules and regulations for this type of objects	40
2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
2.6	Understanding of specific testing and commissioning tasks	40
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
2.8	Soundness/completeness of the proposed workplan including whether the activities are properly sequenced and if these are logical and realistic	20
2.9	Structure of project management, monitoring, reporting	20
Total Section 2		350

4. 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?		30
3.2	Qualifications of key personnel proposed		
3.2.1	Team Leader		150
3.2 b	Expert 1 - Infrastructure Planning		100
3.2 c	Expert 2 – Demographer/Economist/Sociologist		100
Total Section 3			350

Annex 6

GENERAL TERMS AND CONDITIONS FOR SERVICES

General Terms and Conditions (for Goods and/or Services);



Acrobat
Document.pdf