



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 4, 2022
	REFERENCE: UNDP/RFP/01/2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the Qualitative and Quantitatively Research on UN Sustainable Development Cooperation Framework 2023-2027 for Nepal**

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

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Thursday, January 20, 2022** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/01/2022 - Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/01/2022 - Financial Proposal- {Bidder's Name}

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

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

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

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

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

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

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

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

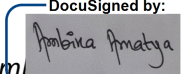
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures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

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

Anshu Amatya
A43F4F5D236F4B2...
Procurement Associate, UNDP Nepal
1/4/2022

Annex 1

Description of Requirements

Context of the Requirement	<p>Nepal has made remarkable progress over the last 20 years, despite a challenging environment, which included a decade-long conflict, trade disruption in the southern border of the country, two major earthquakes and now the ongoing COVID-19 pandemic. The country has achieved many of its development goals and is committed to achieving the Agenda 2030. The promulgation and implementation of the Constitution of Nepal, 2015 provides a unique opportunity for Nepal to establish an equitable development trajectory, which leaves no one behind.</p> <p>The United Nations cooperates with and supports the Government of Nepal in its development goals. The United Nations Sustainable Development Cooperation Framework (UNSDCF) will set out the areas of UN partnership in support of Nepal as it carves out its development agenda over the next five years.</p> <p>The UNSDCF is in the early development stages and is planned to begin in 2023. Its content is likely to align with the Government of Nepal's 15th plan, which defines four priority areas:</p> <ul style="list-style-type: none"> • Inclusive Governance • Economic transformation/development • Social Development • Environment, Climate change and disaster risk • Humanitarian Development and Peace nexus 	
Implementing Partner of UNDP	N/A	
Brief Description of the Required Services ¹	Qualitative and Quantitatively Research on UN Sustainable Development Cooperation Framework 2023-2027 for Nepal	
List and Description of Expected Outputs to be Delivered	Activity	Timeline
	COMPONENT 1	
	Design the methodology and data analysis	15 days
	Presentation and reporting	7 days
	COMPONENT 2	
	Design the methodology and group training	4 days
	Field work	21 days
	Collaborative analysis and Report submission	5 days

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.

Person to Supervise the Work/Performance of the Service Provider	Head of UN Resident Coordinator's Office (RCO)
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal.
Expected duration of work	1.5 months
Target start date	30 January 2022
Latest completion date	15 March 2022
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of similar assignments completed in the past for relevant experience and satisfactory completion certificates for similar work and value from at least two clients	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of Project Manager, Field researchers and Data analyst	<input checked="" type="checkbox"/> Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)
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 (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	50% upon the completion of component 1 50% upon the completion of component 2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Click here to enter text. Head of UN Resident Coordinator's Office
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> UNDP's Contract for Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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	<u>Technical Proposal – 1,000 points</u> <input checked="" type="checkbox"/> Expertise of the Firm - 300 points

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

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

	<input checked="" type="checkbox"/> Proposed Workplan and Approach – 450 points <input checked="" type="checkbox"/> Personnel – 250 points <u>Financial Proposal</u> <u>Lowest price offer among the technically qualified proposers.</u>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁵ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/01/2022 before 5 days of date of bid submission. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>

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

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ 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.

Other Information [pls. specify]	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1,000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals separately will be treated as non-responsive.</p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	30%	300
2	Proposed Work Plan and Approach	45%	450
3	Personnel	25%	250
	Total	100%	1,000

I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
1.2 Litigation and Arbitration history	30
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	30
Sub total (1.1 to 1.5)	140
1.6 Relevance of:	
- Specialised Knowledge	50
- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	30
- Work for UN/ major multilateral/ or bilateral programmes	30
Sub Total for 1.6	160
Total for Expertise of firm / organisation submitting proposal (I)	300
II. Proposed Work Plan and Approach (Points obtainable 450 Points)	
2.1 To what degree does the Offeror understand the task?	80
2.2 Have the important aspects of the task been addressed in sufficient detail?	50

2.3 Are the different components of the project adequately weighted relative to one another?	20
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	100
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
Total for Proposed Work Plan and Approach (II)	450
III. Personnel (Points obtainable 250 Points)	
3.1 Team Leader	
Master's degree in anthropology, sociology, or another relevant social sciences discipline.	50
A minimum of 2 years demonstrated experience and expertise working in social sciences for development	30
Proven experience in developing and implementing research processes using a range of research methodologies.	20
Sub Total for 3.1	100
3.2 Data Analyst	
Bachelor's degree in anthropology, sociology, statistics, or another relevant social sciences discipline.	40
A minimum of 1 year of work experience in data analysis and data management.	20
Experience of designing statistical methodology will be an asset.	15
Sub Total for 3.2	75
3.3 Researchers	
Bachelor's degree in anthropology, sociology, or another relevant social sciences discipline.	40
A minimum of 1 year of work experience in ethnographic related research in Nepal.	20
Experience of designing statistical methodology will be an asset.	15
Sub Total for 3.3	75
Total for Personnel (III)	250
Grand Total (A+B+C)	1,000

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon the completion of component 1	50%	
2	Upon the completion of component 1	50%	
	Total	100%	

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

E. Cost Breakdown by Cost Component: [This is only an Example]

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Project Manager/Team Leader			1	
Data Analyst			2	
Researchers			9	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

III. Other Related Costs (Pls specify)				
Total				
VAT 13%				
TOTAL WITH VAT				

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

Annex 3

General Terms and Conditions of Contract

Terms of Reference
United Nations Resident Coordinator's Office (UNRCO)
Qualitative and Quantitatively Research

UN Sustainable Development Cooperation Framework 2023-2027 for Nepal

Duration: 1.5 months from 30 January 2022 to 15 March 2022

Contract Modality: Institutional Contract

Duty Station: N/A

Background

Nepal has made remarkable progress over the last 20 years, despite a challenging environment, which included a decade-long conflict, trade disruption in the southern border of the country, two major earthquakes and now the ongoing COVID-19 pandemic. The country has achieved many of its development goals and is committed to achieving the Agenda 2030. The promulgation and implementation of the Constitution of Nepal, 2015 provides a unique opportunity for Nepal to establish an equitable development trajectory, which leaves no one behind.

The United Nations cooperates with and supports the Government of Nepal in its development goals. The United Nations Sustainable Development Cooperation Framework (UNSDCF) will set out the areas of UN partnership in support of Nepal as it carves out its development agenda over the next five years.

The UNSDCF is in the early development stages and is planned to begin in 2023. Its content is likely to align with the Government of Nepal's 15th plan, which defines four priority areas:

- Inclusive Governance
- Economic transformation/development
- Social Development
- Environment, Climate change and disaster risk
- Humanitarian Development and Peace nexus

Objective

The Resident Coordinator's Office is conducting a research to understanding needs and priorities of those communities being left furthest behind in current development progress in Nepal and help development

partners/UN agencies to plan future development programming accordingly. UN activities are guided by the principal of leaving no one behind. This study will target those communities in which there is a clear gap in the progress being made in issues like gender equality, access to basic facilities and vulnerability to natural hazards and provide evidence-based information on what might be needed to ensure the gap is filled as United Nations moves into the next development program cycle.

This research also seeks to understand the dynamics of exclusion in Nepal, with the ultimate aim of developing a set of programming guidelines that will help the UN achieve its goal to "leave no one behind".

This research will adopt two distinct but interrelated approach:

Component 1: Quantitative research

Component 2: Qualitative research

Scope of work:

Component 1: Quantitative research

Secondary data analysis: Conduct demographic analysis, mapping the pattern of variation between human development indicators and markers of public identity. Conduct analysis of existing datasets to product actionable insights into the category of people currently being failed by development.

Component 2: Qualitative research

Qualitative research will adopt an anthropological approach to ensure better understanding of communities' perspectives, taking into consideration the cultural and power dynamics in Nepal as well as guide the framing of questionnaires and tools.

With the express goal of targeting those who are falling behind on development progress, the aggregated Human Development Index (HDI) at the provincial level will be taken to identify those provinces with the lowest HDI: Province 2, Karnali and Sudurpaschim. Three districts from each province will be selected for the study. The district will be identified based on the development index and least developed district from the province will be selected.

The State of Social Inclusion in Nepal, Caste, Ethnicity and Gender, 2018 report clearly identifies those groups that are being left furthest behind across a range of sustainable development goal indicators. They include: Tarai Dalit, Hill Dalit, Muslim and Tarai Janajati. These groups will form the majority of the study population, with the addition of persons with disabilities and LGBTIQ+. In this way, the study will seek to gain feedback from the most left behind people within the most left behind places in Nepal.

Deliverables and Targets

Activity	Timeline
COMPONENT 1	
<i>Design the methodology and data analysis</i>	15 days
<i>Presentation and reporting</i>	7 days
COMPONENT 2	
<i>Design the methodology and group training</i>	4 days
<i>Field work</i>	21 days
<i>Collaborative analysis and Report submission</i>	5 days

Schedule of Payment:

Payment Date	Deliverable / Payment
January 2022	50% upon the completion of component 1
February 2022	50% upon the completion of component 2

Management Arrangements

The selected organization bears full responsibility for the overall management of activities, and bears all substantive, operational, and financial, monitoring and evaluation responsibilities, and will be responsible for reporting to the Humanitarian Advisor and Humanitarian Accountability Officer

Requirements

- Must be locally registered business, non-governmental organization (NGO), civil society organization (CSO) or academic organization in Nepal
- Must have experience in developing and implementing research processes using a range of research methodologies.
- Must have experience in anthropological research in Nepal.
- Demonstrated success in similar projects in Nepal an advantage.

Qualifications of Project Team

Applications from qualified private sector, civil society, academic and non-governmental organizations are encouraged.

Project Manager: 1

- Master's degree in anthropology, sociology, or another relevant social sciences discipline.
- A minimum of 2 years demonstrated experience and expertise working in social sciences for development
- Proven experience in developing and implementing research processes using a range of research methodologies.
- Excellent writing, editing, and oral communication skills in English.
- Proven experience of networking and collaborating across teams to achieve strategic outcomes.

Field Researcher: 9

- Bachelor's degree in anthropology, sociology, or another relevant social sciences discipline.
- A minimum of 1 year of work experience in ethnographic related research in Nepal.
- Proven teamwork skills.

Data Analyst: 2

- Bachelor's degree in anthropology, sociology, statistics, or another relevant social sciences discipline.
- A minimum of 1 year of work experience in data analysis and data management.
- Experience of designing statistical methodology will be an asset.