



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 31, 2022
	REFERENCE: : 2022/UNDP/GAM/OPS/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **an independent Quality Assurance to Supervise the Construction of Barra Police Station.**

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

Proposals may be submitted on or before **Monday, February 21, 2022** and **via email** to the address below:

**United Nations Development Programme**  
**5 Kofi Annan Street, Cape Point, Bakau**  
**P.O.Box 553 Banjul, Republic of The Gambia**  
**Focal person: Mr. Thomas Mugabiyimana**  
**Email address: bids.gm@undp.org**

Your Proposal must be expressed in the **English**, and valid for a minimum period of 60 days

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

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

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

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

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

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

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Thomas Mugabiyimana*  
Team Leader  
1/31/2022

## Description of Requirements

Context of the Requirement	<b><i>Independent Quality Assurance to Supervise the Construction of Barra Police Station in The Gambia</i></b>																			
Implementing Partner of UNDP	UNDP																			
Brief Description of the Required Services <sup>1</sup>	See detailed Terms of reference (TOR) in Annex 3 below																			
List and Description of Expected Outputs to be Delivered	See TOR in annex 3																			
Person to Supervise the Work/Performance of the Service Provider	<i>Rule of Law project CTA</i>																			
Frequency of Reporting	<i>See TOR in annex 3</i>																			
Progress Reporting Requirements	See TOR in annex 3																			
Location of work	<input checked="" type="checkbox"/> Exact Address: Barra Police Station, Gambia																			
Expected duration of work	See TOR in annex 3																			
Target start date	See TOR in annex 3																			
Latest completion date	See TOR in annex 3																			
Travels Expected	<div style="background-color: yellow;">See TOR in annex 3</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Destination/s</th> <th style="width: 25%;">Estimated Duration</th> <th style="width: 25%;">Brief Description of Purpose of the Travel</th> <th style="width: 25%;">Target Date/s</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																	
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance																			

<sup>1</sup> 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.

	<input type="checkbox"/> Others [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p>The following will not be provided, so bidder shall take them into account in their financial offer.</p> <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
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 checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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 checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days  <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>3</sup>	See TOR in annex 3

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

<sup>3</sup> 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.

	Outputs	Percentage	Timing	Condition for Payment Release	
				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.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Office of the UN Resident Coordinator				
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"/> <b>Other Type of Contract – INDIVIDUAL CONTRACT (IC)</b>				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</b> 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	<u><b>Technical Proposal (70%)</b></u> <input checked="" type="checkbox"/> Education: 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Experience: 40%  <u><b>Financial Proposal (30%)</b></u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider/Consultant
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>Thomas Mugabiyimana</i> <i>Team Leader</i> <i>e-mail: <a href="mailto:Thomas.mugabiyimana@undp.org">Thomas.mugabiyimana@undp.org</a></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	N/A

<sup>4</sup> 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.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[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/consultant must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following that may apply to the applicant profile, all may not apply for a consultant:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact 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*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel (N/A for consultants)**

*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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <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 [This is only an Example to be adapted to the applicant offer, individual consultant may not apply cost for more that one expert ]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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



## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF CONSULTANT

### GENERAL INFORMATION

**Services/Work Description:** An independent Quality Assurance to Supervise the Construction of Barra Police Station

**Project/Program Title:** Strengthening Community Access to Justice, Community Policing and Effective SGBV Response

**Post Title:** National Consultant

**Consultant Level:** **Level B** (Specialist)

**Duty Station:** UNDP Gambia Country Office

**Expected Places of Travel:** North Bank Region, Barra Police Station

**Duration:** 120 working days over a period of 10 months

**Expected Start Date:** March 1, 2022/ Immediately after Concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP), UNFPA and UNICEF, in partnership with the Government of The Gambia, are implementing a Joint Strengthening Community Access to Justice, Community Policing, and Effective SGBV Response Project. The Joint Project endeavors to implement a holistic and comprehensive program that addresses both the supply and demand sides of justice delivery. The joint project seeks to strengthen the rule of law institutions to deliver quality services, empower citizens to exercise their rights and increase access to justice.

The Joint Project's implementing partners are the Ministry of Justice, the Judiciary, the Gambia Police Force, the Gambian Prisons Service, the National Agency for Legal Aid (NALA), CSOs, the ADR Secretariat, the Gambia Bar Association. The project has three outcomes, and these are improved access to justice, especially for women and children who are victims of serious human rights violations; establishing community policing initiative for the prevention of serious human rights violations and protection of survivors; strengthened justice service delivery system for citizens, particularly victims of human rights abuses.

The former regime built an abusive state security apparatus as a means for repression, undermining the role of the Gambia Police Force (GPF) in charge of internal security service and as a critical institution of the criminal justice system. As a result, GPF lacks adequate quantity and quality of human resources as well as scientific training and equipment for criminal investigation, which is a major impediment to access to fair justice service delivery. Under the previous regime, the GPF lost the confidence and trust of the Gambian citizens and communities they are meant to serve. As such, community Policing is key to providing Gambian communities a police service that is more visible, accessible, and service-oriented.

## **II. SCOPE OF THE WORK**

UNDP is hiring an Independent Quality Assurance (IQA) to oversee the individual contraction company for the contract of a model Police station at Barra. The IQA would provide oversight to the selected contractor responsible for the demolition of the existing police station at Barra, clearing and removal of any hazardous materials, treatment of the site, including the provision of electrical and plumbing works for the new model Police station, according to the specifications on the PSU and annexed within a 10 months' timeframe. The contractor would work in collaboration with the Gambia Police Force.

As part of the quality assurance at an earlier stage of the implementation of planned activities, UNDP would like to recruit an independent engineer as a consultant by these terms of reference. The consultant will support UNDP in the assessment of the individual construction company's bids and thereafter the performance of the retained contractor.

The independent Quality Assurance would work closely with UNDP, GPF, and the construction consultant to ensure the consultant complies with the Gambia Physical Planning and Development Control Act 1991 and Labor Act 2007. Also, to ensure the work under specification consists of provision stated on the SOW on the following description:

1. Verify and confirm the effectiveness of implementing the work plan agreed on between the police, UNDP, and the individual construction company.
2. Confirmation of the profiles and qualifications of experts deployed by an individual construction company and report any observed abnormality to UNDP.
3. Confirmation of the methodology followed by the individual construction company in preparation of the implementation of the scope of the works (SOW).
4. Verification of accuracy of any modification/updates during the implementation vis-a-vis the contractual SOW.
5. Confirmation that all stages and necessary surveys were undertaken to ensure the SOW's quality before validation and formulate a recommendation for improvement if necessary.

6. Review and certify the quality of the SOW submitted by the individual construction company.
7. Check and certify the billing details as presented by the construction company to justify its invoices to UNDP.
8. Oversees the demolition of the existing police station at Barra, clearing and removal of any hazardous materials, treatment of the site.
9. Oversees the construction of the new model Police station with the provision of electrical and plumbing works according to the specification annexed of the PSU.
10. Report on the satisfaction of work or any abnormality observed to UNDP and The Gambian Police Force.

## Objective

The selected Quality Assurance consultant support will focus on the construction of the Barra Police station.

## The expected outputs for this assignment are-

1. Detailed work plan is validated ahead of commencement of the works
2. Submission of Project Plans (Quality Management Plan, Health and Safety Plan, Defects Notification Plan
3. Provision of Certified Interim Payments ( IPCs)
4. The instruction note to commence the works is timely provided to the retained contractor.
5. Submission of Monthly Progress report of the construction
6. Final Report

## III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Review and Approvals Required
1	Inception report and Detailed workplan	UNDP
2	Submission of Monthly Progress report of the construction	UNDP
3	Submission of final report on the completion of work with all supporting documents (Substantial Completion/Final	UNDP

	Certificates/Variation Orders/Pictures/ As Built Drawings/Test Reports etc)	
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## Indicators to evaluate the consultant's performance

All deliverables/outputs must be submitted in English and meet the satisfaction of the UNDP RoL project according to the following indicators:

- Quality of the deliverable produced
- The evaluation of the consultant's performance (the quality of the reports and products, the technical competence shown, and the timeliness of the reports) will be determined by the UNDP RoL.

## IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. Through the Chief Technical Advisor for the RoL project (hereinafter, "CTA ROLSHR"), UNDP will manage and oversee the process with support from the UNDP Engineer. The consultant would oversee and submit the deliverables to **the UNDP CTA for the ROLSHR project and UNDP Engineer.**

## V. LOGISTICS AND ADMINISTRATIVE SUPPORT

The consultant is fully responsible for the transportation to the construction site.

## VI. DURATION OF THE WORK

- a. The duration of the consultancy is **120 working days over a period of 10 months**

## VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

### **a. Academic Qualifications:**

- Advanced university degree in civil engineering or construction engineering or building engineering, architecture, or construction management

### **b. Years of experience:**

- At least 5 years' experience as a quality assurance in building construction. Experience in construction of the same magnitude is an added advantage.
- Experience in managing or supervising the construction of large-scale infrastructure project within the neighborhood of Gambia would be an asset.
- Experience working with international organizations such as the EU, UN is desirable.

**b. Competencies:**

- Experience in providing quality assurance for construction work
- Excellent teamwork, communication and interpersonal skills, computer, analytical, and report writing skills

**d. Language and other skills:**

- Excellent command of English.
- Capacity to communicate fluently with different stakeholders

**e. Compliance with UN Core Values:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**IX. PAYMENT MILESTONES AND AUTHORITY**

The Independent Consultant would receive payment upon certification of the completed deliverables satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Submit work plan and Inception report with Project Plans	RR	20%
2 <sup>nd</sup> Installment	Submission of Progress Reports	RR	40%
3 <sup>rd</sup> Installment	Final Report on the completion of work	RR	40%

**XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

- The consultants during the term or after termination of the assignment, disclose any proprietary or confidential information related to the contract service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## 11. SELECTION CRITERIA

### Criteria for Selection of the Best Offer

Combined Scoring method – where the technical proposal will be weighted a max of 70% and combined with the financial proposal which will be weighted a max of 30%.

#### Technical scoring (70 point):

- Methodology, Approach and Work Plan: 40%
- Education and experience: 60%

#### Financial scoring (30 point):

- Price Offer: 100% for the lowest price or 30 points and calculation of points as follows for other financial offers:  $<30 * \text{Lowest offer/Offer}>$

#### Scale for detailed technical evaluation criteria for the consultant's offer:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposed Methodology, Approach and Implementation Plan	400
2.	Management Structure and Key Personnel	600
	<b>Total</b>	<b>1000</b>

Section 1. 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?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50

<b>Total Section 2</b>		<b>400</b>

<b>Section 2. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3	Consultant		120
	- General Experience	80	
	- Specific Experience relevant to the assignment	200	
	- Regional/International experience	100	
	- Language Qualifications	20	
<b>Total Section 2</b>			<b>400</b>