



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

To:	DATE: February 19, 2022 UNDPKE/004/2022 Civic education; Nairobi, Western and Central Regions in Kenya
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Dear Sir / Madam:

We kindly request you to submit your Proposal for the assignment to increase stakeholder coordination, including civic and media engagement and public participation in governance processes for accountable service delivery, to support informed public participation in the electoral process and strengthened civic space in Kenya.

Please be guided by the form attached hereto as Annex 3 & 4, in preparing your Proposal. **Technical and Financial Proposals should be submitted in separate PDF Files**

Annex 1 – Description of Requirements

Annex 2 – Terms of Reference

Annex 3 – Form for submitting service provider's Technical proposal

Annex 4 – Form for submitting service provider's Financial proposal

Annex 5 – General Terms and Conditions of the Contract

Proposals should be submitted to; bids.ke@undp.org on or before 3:00 PM (Kenyan Time EAT+3.00) on Wednesday, 2nd March 2022

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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 5

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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Margaret Mbugua
Procurement Analyst

Description of Requirements

Context of the Requirement	<p>The objective of the assignment is to increase stakeholder coordination, including civic and media engagement and public participation in governance processes for accountable service delivery, to support informed public participation in the electoral process and strengthened civic space in Kenya.</p> <p>Under this consultancy, the selected organization will engage with grassroots human rights organizations and networks as key actors to promote the enjoyment of civil and political rights. The selected organization will work with and support grassroots human rights organizations and networks to facilitate civic education through engagement dialogues in targeted hot spot counties, specifically targeting young women and men, to increase awareness of rights and responsibilities in relation to electoral processes and support informed public participation in governance processes and debates. These dialogues will provide a forum for young people to identify and engage in debate on shared priorities, to promote issues-based democratic processes that are grounded on public participation and the priorities of the people. This consultancy also has the broader objective of supporting civic space and the engagement of human rights defenders and tapping into their potential as agents of positive change and violence prevention in their communities.</p>
Implementing Partner of UNDP	The Office of the High Commissioner for Human Rights (OHCHR)
Brief Description of the Required Services ¹	<p>Under the guidance of the OHCHR Senior Human Rights Adviser and working closely with the OHCHR Human Rights Specialist, the consultancy aims to:</p> <ul style="list-style-type: none"> a) Identify grassroots human rights organizations and networks to collaborate with in conducting civic education and community dialogues in targeted regions and counties (Nairobi, Western and Central); b) Develop a methodology and tools to conduct civic education and community dialogues, including to ensure consistent documentation and reporting on dialogues and identified issues and priorities; c) Coordinate with grassroots human rights organizations and networks to ensure common understanding of the methodology, tools and objectives of the civic education and dialogues; d) Conduct civic education and community engagement dialogues,

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.

	<p>specifically targeting young women and men, in select counties (ward level) on citizens' rights and responsibilities, informed public participation in governance processes, as well as the role of youth as agents of positive change and violence prevention in their communities;</p> <p>e) Utilize information, education and communication materials and communications strategies to raise awareness of governance processes and citizens' rights and responsibilities;</p> <p>f) Prepare monthly analytical reports from information collected from the community dialogues, reporting on activities and numbers of people reached, highlighting key issues and priorities identified, and flagging risks and concerns to inform appropriate action and follow up.</p>
List and Description of Expected Outputs to be Delivered	<p>The main deliverables under this assignment are:</p> <p>a) Methodology and tools to conduct civic education and ensure consistent documentation of community dialogues and identified issues and priorities;</p> <p>b) Coordination with grassroots human rights organizations and networks on the objectives of civic education and community dialogues, and use of methodology and tools;</p> <p>c) Civic education and community engagement dialogues conducted in targeted regions and counties (ward level);</p> <p>d) Information, education and communication materials and communications strategies on governance processes and citizens' rights and responsibilities;</p> <p>e) Monthly analytical reports on the number and reach of community dialogues, key issues and priorities identified, and including alerts on risks and concerns;</p> <p>f) Narrative reporting on status of activity implementation on a quarterly basis.</p>

Person to Supervise the Work/Performance of the Service Provider	OHCHR Senior Human Rights Adviser, together with the OHCHR Human Rights Specialist,
Frequency of Reporting	Monthly schedule
Progress Reporting Requirements	<p>Monthly meetings and scheduled reports</p> <p>All reports are to be submitted in a confidential and timely fashion: monthly analysis reports should be submitted at the latest 3 days after the end of each month, and quarterly reports should be submitted at the latest 5 days after the end of each reporting quarter.</p>
Location of work	The consultancy may require travel within the country, as necessary, for support to human rights networks and follow up on emerging human rights concerns in targeted regions and counties (Nairobi, Western and Central).
Expected duration of work	Seven (7) Month(s)
Target start date	23 rd March 2022
Latest completion date	30 th October 2022
Travels Expected	The consultancy may require travel within the country, as necessary, for support to human rights networks and follow up on emerging human rights concerns in targeted regions and counties (Nairobi, Western and Central).
Special Security Requirements	<p>The responsibility for the safety and security of the Contractor, its personnel and property, and project's property in the Contractor's custody, rests with the Contractor. The Contractor shall:</p> <ul style="list-style-type: none"> a) Put in place an appropriate security plan and maintain the security plan, considering the security situation in the county where the services are being provided. b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan. c) The project and the implementing agency reserve the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. d) Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. e) Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for the project's

	property in its custody.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Refer to TOR (Annex 2) for full scope.
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"/> Kenya Shillings (Kes)
Value Added Tax on Price Proposal ²	<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 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
Payment Terms ³	The organization will indicate the cost of services for each deliverable in local currency (KES) all-inclusive lump sum contract amount when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The organization shall receive the lump sum

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.

	<p>service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:</p> <ol style="list-style-type: none"> 1) 50% upon submission and acceptance of an initial report outlining the methodology and work plan for the consultancy, including partners and targeted areas; 2) 30% upon submission of an interim report (after 3 months), reporting on progress against the deliverables and work plan; 3) 20% at the end of the consultancy, upon completion of all the deliverables and submission of the final report.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	OHCHR Senior Human Rights Adviser, together with the OHCHR Human Rights Specialist,
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
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) <p>Submissions will be reviewed and rated based on both technical and financial evaluations, providing a weight of 70% to the technical component and 30% to the financial component. Only contractor(s) achieving at least 70% from the technical evaluation shall be considered for financial evaluation.</p> <input 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.
	<u>Technical Proposal (70%)</u>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm 50% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <u>Financial Proposal (30%)</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 <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<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
Annexes to this RFP ⁶	Annex 1 – Description of Requirements Annex 2 – Terms of Reference Annex 3 – Form for submitting service provider's Technical proposal Annex 4 – Form for submitting service provider's Financial proposal Annex 5 – General Terms and Conditions of the Contract
Contact Person for Inquiries (Written inquiries only) ⁷	Daniel Chege (Procurement associate) Email: daniel.chege@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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	<p>MINIMUM REQUIRED QUALIFICATIONS AND COMPETENCIES OF THE ORGANIZATION</p> <p>The organization will be required to have:</p> <ul style="list-style-type: none"> a) Over 7 years of experience working in the field of human rights in Kenya. b) Extensive experience working with grassroots human rights networks and communities; c) Sound knowledge of and proven experience in the development and implementation of human rights projects and programmes, including promotion and protection of human rights through training, community engagement and support for grassroots human rights networks, and in integrating gender perspectives in human rights related projects and programmes; d) Proven ability to produce quality human rights analysis and reports; e) Ability to coordinate multidisciplinary and diverse teams; f) Experience working with UN agencies, other international organizations, National Human Rights Institution and civil society organizations to address human rights issues; g) Prior engagement/work on human rights in an electoral context.
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TERMS OF REFERENCE (TOR)

Job Title:	Consultancy to support grassroots human rights organizations and networks to facilitate civic education and community engagement dialogues to increase awareness of rights and responsibilities, and support informed public participation in governance processes
Brand:	
Application Deadline:	2 nd March 2022
Duty Station:	Nairobi
Type of Contract:	Contract for Professional Services
Languages Required:	English
Duration of Contract:	Contract will start 23 rd March to 30 October 2022 (7 months)

A. BACKGROUND

The Office of the High Commissioner for Human Rights (OHCHR) is the leading UN entity on human rights with a unique mandate to promote and protect all human rights for all people. The United Nations human rights programme aims to ensure that the protection and enjoyment of human rights is a reality in the lives of all people. OHCHR also plays a crucial role in safeguarding the integrity of the three interconnected pillars of the United Nations – peace and security, human rights and development.

OHCHR is one of the implementing entities for the *Consolidating Democratic Dividends for Sustainable Transformation in Kenya* project, which has the overall objective of supporting state action and citizen engagement towards realizing improved democratic governance, accountability, respect for the rule of law, access to justice, human rights, and gender equality. The project integrates a human rights-based and people-centred approach to support national governance institutions and strengthen citizen engagement in democratic processes, including electoral processes. The project contributes to the UN Development Assistance Framework 2018-2022, which seeks to ensure that the culture of constitutionalism is strengthened in Kenya, underpinned by improved governance, respect for human rights, and a justice and rule of law system that is inclusive, accountable and empowering, especially for vulnerable groups, to ensure no one is left behind.

One of the key project interventions is increased stakeholder coordination, including civic engagement and public participation in governance processes for accountable service delivery. This consultancy seeks to engage an organization with the requisite experience and networks to conduct civic education and community-level dialogues in identified hot spot counties in the Nairobi, Western and Central, to increase awareness of rights and responsibilities in relation to electoral processes, and support informed public participation in governance processes and debates.

1. Objectives of the Assignment

The objective of the assignment is to increase stakeholder coordination, including civic and media engagement and public participation in governance processes for accountable service delivery, to support informed public participation in the electoral process and strengthened civic space in Kenya.

Under this consultancy, the selected organization will engage with grassroots human rights organizations and networks as key actors to promote the enjoyment of civil and political rights. The selected organization will work with and support grassroots human rights organizations and networks to facilitate civic education through engagement dialogues in targeted hot spot counties, specifically targeting young women and men, to increase awareness of rights and responsibilities in relation to electoral processes, and support informed public participation in governance processes and debates. These dialogues will provide a forum for young people to identify and engage in debate on shared priorities, to promote issues-based democratic processes that are grounded on public participation and the priorities of the people. This consultancy also has the broader objective of supporting civic space and the engagement of human rights defenders, and tapping into their potential as agents of positive change and violence prevention in their communities.

Specific activities of the assignment

Under the guidance of the OHCHR Senior Human Rights Adviser and working closely with the OHCHR Human Rights Specialist, the consultancy aims to:

- a) Identify grassroots human rights organizations and networks to collaborate with in conducting civic education and community dialogues in targeted regions and counties (Nairobi, Western and Central);
- b) Develop a methodology and tools to conduct civic education and community dialogues, including to ensure consistent documentation and reporting on dialogues and identified issues and priorities;
- c) Coordinate with grassroots human rights organizations and networks to ensure common understanding of the methodology, tools and objectives of the civic education and dialogues;
- d) Conduct civic education and community engagement dialogues, specifically targeting young women and men, in select counties (ward level) on citizens' rights and responsibilities, informed public participation in governance processes, as well as the role of youth as agents of positive change and violence prevention in their communities;
- e) Utilize information, education and communication materials and communications strategies to raise awareness of governance processes and citizens' rights and responsibilities;
- f) Prepare monthly analytical reports from information collected from the community dialogues, reporting on activities and numbers of people reached, highlighting key issues and priorities identified, and flagging risks and concerns to inform appropriate action and follow up.

2. Deliverables

The main deliverables under this assignment are:

- a) Methodology and tools to conduct civic education and ensure consistent documentation of community dialogues and identified issues and priorities;
- b) Coordination with grassroots human rights organizations and networks on the objectives of civic education and community dialogues, and use of methodology and tools;
- c) Civic education and community engagement dialogues conducted in targeted regions and counties (ward level);

- d) Information, education and communication materials and communications strategies on governance processes and citizens' rights and responsibilities;
- e) Monthly analytical reports on the number and reach of community dialogues, key issues and priorities identified, and including alerts on risks and concerns;
- f) Narrative reporting on status of activity implementation on a quarterly basis.

3. Travel

The consultancy may require travel within the country, as necessary, for support to human rights networks and follow up on emerging human rights concerns in targeted regions and counties.

4. Timelines and Duration of Service

The work will commence on 1 March to 30 September 2022 (7 months). All reports are to be submitted in a confidential and timely fashion: monthly analysis reports should be submitted at the latest 3 days after the end of each month, and quarterly reports should be submitted at the latest 5 days after the end of each reporting quarter.

5. Supervision of the Consultant

The OHCHR Senior Human Rights Adviser, together with the OHCHR Human Rights Specialist, will work in close collaboration with the selected organization to ensure delivery of the activities and timely deliverables. There will be monthly meetings between the the selected organization and OHCHR.

6. Timeframe and Deliverables

No	Activity	Deliverable
1	Identify grassroots human rights organizations and networks to collaborate with in conducting civic education and community dialogues in targeted regions and counties (Nairobi, Western and Central).	Partner grassroots organizations and networks in identified in targeted regions and counties
2	Develop a methodology and tools to conduct civic education and community dialogues, including to ensure consistent documentation and reporting on dialogues and identified issues and priorities.	Methodology and tools to conduct civic education and ensure consistent documentation of community dialogues and identified issues and priorities
3	Coordinate with grassroots human rights organizations and networks to ensure common understanding of the methodology, tools and objectives of the civic education and dialogues.	Coordination with grassroots human rights organizations and networks on the objectives of civic education and community dialogues, and use of methodology and tools
4	Conduct civic education and community engagement dialogues, specifically targeting young women and men, in select counties (ward level) on citizens' rights and responsibilities, informed public participation in governance processes, as well as the role of	Civic education and community engagement dialogues conducted in targeted regions and counties (ward level) Reports to the selected organization(s) on each dialogue, including disaggregated data on community members reached, highlighting key issues and community priorities for political candidates to address at national, county and

	youth as agents of positive change and violence prevention in their communities.	sub-county level, and risks and concerns requiring action or follow up
5	Utilize information, education and communication materials and communications strategies to raise awareness of governance processes and citizens' rights and responsibilities.	Information, education and communication materials and communications strategies on governance processes and citizens' rights and responsibilities
6	Prepare monthly analytical reports from information collected from the community dialogues, reporting on activities and numbers of people reached, highlighting key issues and priorities identified, and flagging risks and concerns to inform appropriate action and follow up.	Monthly analytical reports on the number and reach of community dialogues, key issues and priorities identified, and including alerts on risks and concerns Financial and narrative reporting on status of activity implementation on a quarterly basis

7. Schedule of Payments

The organization will indicate the cost of services for each deliverable in local currency (KES) all-inclusive lump sum contract amount when applying for this consultancy. The consultant will be paid based on only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The organization shall receive the lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

1. 50% upon submission and acceptance of an initial report outlining the methodology and work plan for the consultancy, including partners and targeted areas;
2. 30% upon submission of an interim report (after 3 months), reporting on progress against the deliverables and work plan;
3. 20% at the end of the consultancy, upon completion of all the deliverables and submission of the final report.

B. MINIMUM REQUIRED QUALIFICATIONS AND COMPETENCIES OF THE ORGANIZATION

The organization will be required to have:

- a) Over 7 years of experience working in the field of human rights in Kenya.
- b) Extensive experience working with grassroots human rights networks and communities;
- c) Sound knowledge of and proven experience in the development and implementation of human rights projects and programmes, including promotion and protection of human rights through training, community engagement and support for grassroots human rights networks, and in integrating gender perspectives in human rights related projects and programmes;
- d) Proven ability to produce quality human rights analysis and reports;
- e) Ability to coordinate multidisciplinary and diverse teams;
- f) Experience working with UN agencies, other international organizations, National Human Rights Institution and civil society organizations to address human rights issues;
- g) Prior engagement/work on human rights in an electoral context.

Qualifications for Key Personnel

In addition to the above, the designated team leader of the organization should have the below qualifications.

- a) Holder of degree in Law, Political Science, International Relations, Social Sciences and/or relevant

- fields;
- b) At least 10 years of professional experience in the field of human rights in Kenya;
 - c) Knowledge and demonstrated experience in human rights analysis and engagement, including in an electoral context;
 - d) Demonstrated experience in engaging with human rights defenders and grassroots networks;
 - e) Demonstrated experience in engaging and working with different stakeholders (Government, National Human Rights Institution, civil society, local communities) to address human rights issues.

Language and other skills

- Fluency in written and oral English;
- Demonstrated commitment to human rights, gender equality and respect for the rule of law;
- Ability to adhere to timelines and ensure quality deliverables.

Compliance with UN Core Values

- Integrity: Demonstrates the values of the UN; resists undue political pressure in decision-making; does not abuse power or authority.
- Professionalism: Demonstrates professional competence; is motivated by professional rather than personal concerns; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Respect for Diversity: Treats all people with dignity and respect; treats men and women equally; does not discriminate against any individual or group.
- Zero tolerance for sexual exploitation and abuse.

Annex IV. BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Costs by Deliverables*

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (KES) (Lump Sum, All Inclusive)
1	An inception report outlining the methodology and work plan for the consultancy	50	
2	Interim report (after 3 months), reporting on progress against the deliverables and work plan	30	
3	Final report(s)	20	
	Total	100%	

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Annex V. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organization submitting Proposal	50%	500					
2.	Proposed Work Plan and Approach	30%	300					

3.	Personnel	20%	200					
	Total		1000					

Technical Proposal Evaluation Form 1			Points obtainable	Company / Other Entity				
				A	B	C	D	E
Expertise of firm / organisation submitting proposal								
1.1	Reputation of Organization and Staff (Competence / Reliability)		200					
1.2	Litigation and Arbitration history		15					
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)		50					
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 specialized skills.		15					
1.5	Quality assurance procedures, warranty		20					
1.6	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the country Work for major multilateral / or bilateral programmes		200					
Total			500					

Technical Proposal Evaluation Form 2			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
Proposed Work Plan and Approach								
2.1	To what degree does the Offeror understand the task?		75					
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?		15					
2.4	Is the proposal based on a survey of the project environment and was this properly used in the preparation of the proposal?		20					
2.5	Is the conceptual framework adopted appropriate for the task?		15					
2.6	Is the scope of task well defined and does it correspond to the TOR?		75					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		50					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
	Total Part 2	300					

	Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
					A	B	C	D	E
Personnel									
3.1	Team Leader		Sub-Score						
	General Qualification								
	Suitability for the Project								
	General Qualifications	50							
	Adequacy for the assignment in the area of specialization	50							
	Specific Qualifications: Knowledge and experience in human rights analysis and engagement, including in an electoral context; Demonstrated experience in engaging with human rights defenders and grassroots networks; Demonstrated experience in engaging and working with different stakeholders (Government, National Human Rights Institution, civil society, local communities) to address human rights issues.	100							
	Total			200					

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸
TECHNICAL PROPOSAL

(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:

B. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

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

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

C. 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.

D. Qualifications of Key Personnel

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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰
FINANCIAL PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

E. Cost Breakdown per Deliverable*

Payment Modality:

Contractor must submit a financial proposal based in (KES) Kenya Shillings for elements related to the outlined methodology.

Payment terms:

Payment schedule for this assignment will be remitted in accordance with the following schedule:

No.	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price - KES <i>(Lump Sum, All Inclusive)</i>
1	An inception report outlining the methodology and work plan for the consultancy	50%	
2	Interim report (after 3 months), reporting on progress against the deliverables and work plan	30%	
3	Final report(s)	20%	
	Total	100%	

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

F. 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				
1. Services from Home Office				
a. Expertise 1				

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]