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

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: February 7, 2022</th>
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<tbody>
<tr>
<td></td>
<td>REFERENCE: Economy-wide Scenario Planning: Supply-Side and Demand-Side Drivers of Economic Growth, Employment and Poverty Reduction in the Eastern Cape</td>
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Dear Sir / Madam:

We kindly request you to submit your Proposal for the: Economy-wide Scenario Planning: Supply-Side and Demand-Side Drivers of Economic Growth, Employment and Poverty Reduction in the Eastern Cape

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

Technical and Financial Proposals may be submitted IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL to bid.pretoria@undp.org no later than 16h00 Friday, March 04, 2022.

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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/protestandsanctions/

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,

UNDP Procurement Unit
UNDP South Africa
2/7/2022
Economies are dynamic by nature, shifting and changing over time. The recent pandemic of Covid-19 has affected economies in all continents, countries, and regions including the Eastern Cape. Post-recession analysis reveals that the province of the Eastern Cape is trapped in a low growth path, high levels of poverty and inequalities, and an inability to create adequate jobs. These challenges have exacerbated despite the effective use of fiscal policy, the paradox of high spending on strategic social programmes, and the fiscal policy’s role of stimulating growth and achieving redistribution. The co-existence of a sound fiscal policy and substantial government expenditure (colossal budget in social sectors: Education and Health) but insignificant returns in terms of social development suggests the potential of a dilemma that needs to be investigated.

Currently most research conducted at provincial levels are generally descriptive and static in nature. They lack empirical evidence, scenarios planning, and fail to predict key macro-economic indicators. Due to lack of data, analysis concentrates on international and national evidence, therefore, very little is done at sub-national level.

To close this gap, in July 2021, IFR and ECCSECC concluded a “Scenario Planning Project” study. The aim of the study was to develop a range of alternative scenarios for socio-economic development in the Eastern Cape in the post-Covid-19 context. The scenarios sought to identify opportunities and how they can be leveraged in a practical fashion. The study contributed to the provincial recovery strategy and provided an informed basis for policy review in the context of a changing contextual and operating environment. It provided the possible scenarios to the provincial executive and key stakeholders in the province.

The models focused on four scenarios (Destitute; Just a number; Do It Yourself; and The Flourishers), and projections were done for 2 variables (GDP and households). The study identified a gap for further engagements and proposed two recommendations. These recommendations were: (a) to run further simulations through the econometric model developed for the project; and (b) to deepen the scenario narratives. The current study seeks to implement the above recommendations.

<table>
<thead>
<tr>
<th>Implementing Partner of UNDP</th>
<th>UNDP</th>
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<tbody>
<tr>
<td>Brief Description of the Required Services(^1)</td>
<td>The aim of this project is to deepen and expand the scenarios that were modelled in the Scenario Planning Project done for the Eastern Cape, by the IFR and ECSECC.</td>
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\(^1\) 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.
The scenarios in the previous project focused mainly on growth and industry production. This project seeks (1) to provide additional simulations not included in the previous one, (2) to determine the impact of fiscal expansion on growth, poverty, and income distribution in the province. (3) The four-scenario planning (Destitute; Just a number; Do It Yourself; and The Flourishers) will be extended to forecast the Eastern Cape APEX indicators of the Provincial Development Plan (PDP) to 2040, focusing on GDP, unemployment, poverty, inequality, HDI, and investment.

**List and Description of Expected Outputs to be Delivered**

The deliverable of the project is a report on the simulations results indicated in section III (scope of the project) based on four scenarios as provided in the previous report.

1. A forecast until 2040 of the impact on all the macroeconomic and industry level variables, including sectoral growth and employment, with a detailed narrative explaining the results and economic trends.

2. A forecast until 2040 of the impact of the four scenarios on poverty and income distribution in the EC.

3. A forecast until 2040 of the impact of the four scenarios on the EC fiscus and EC APEX indicators.

4. PowerPoint presentation and webinar presentation to the project steering committee, Office of the Premier, ECSECC, DEDEAT and the Provincial Treasury.

**Person to Supervise the Work/Performance of the Service Provider**

The Programme Manager for Planning and Governance

**Frequency of Reporting**

*AS and when required in the workplan*

**Progress Reporting Requirements**

The company will be under the direct supervision of ECSECC Programme Manager for Planning and Governance, with reporting on a biweekly basis. The consultants will need to liaise and interact with other EC and national stakeholders on a regular basis.

**Location of work**

☒ At Contractor’s Location

**Expected duration of work**

100 days

**Target start date**

Upon signing of the contract by both parties

**Latest completion date**

31 July 2022
<table>
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<tr>
<th>Travels Expected</th>
<th>This consultancy assignment will be home-based and will require travel of the consultants for some field work to Eastern Cape for a validation meeting and/or Primary and secondary data collection.</th>
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</table>
| Special Security Requirements | ☐ Security Clearance from UN prior to travelling  
☑ Completion of UN’s Basic and Advanced Security Training  
☐ Comprehensive Travel Insurance  
☒ Others (N/A) |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | ☐ Office space and facilities  
☐ Land Transportation  
☒ Others (None) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required  
☐ Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required  
☐ Not Required |
| Currency of Proposal | ☐ United States Dollars  
☐ Euro  
☒ Local Currency (South African Rands) |
| Value Added Tax on Price Proposal | ☒ must be inclusive of VAT and other applicable indirect taxes  
☐ must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 60 days  
☐ 90 days  
☐ 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 | ☒ Not permitted  
☐ Permitted |

2 VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.
<table>
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<tr>
<th><strong>Payment Terms</strong></th>
<th>All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP</th>
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<tbody>
<tr>
<td><strong>Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment</strong></td>
<td>ECSECC Programme Manager for Planning and Governance</td>
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</table>
| **Type of Contract to be Signed** | ☒ Purchase Order  
☒ Institutional Contract  
☐ Contract for Professional Services  
☐ Long-Term Agreement  
☐ Other Type of Contract |
| **Criteria for Contract Award** | ☒ Lowest Price Quote among technically responsive offers  
☐ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| **Criteria for the Assessment of Proposal** | Technical Proposal (70% of the overall proposal - 100 points)  
1. Strong critical thinking and analysis that is evident in their contained in their portfolio of data mining, written documentation/reports/academic writing (20%)  
2. Knowledge of South African government’s public administration system, the various spheres, its planning systems and planning documentation. (20%)  
3. Strong verbal and written communication skills and presentation skills in working successfully with different stakeholders (15%)  
4. Extensive experience with development, delivery and production of online learning materials (10%)  
5. Good command and writing ability in English, and being conversant in either or in both Sesotho, Afrikaans, IsiXhosa will be an advantage. All interns must preferably be located in the Eastern Cape (15%).  
6. Connections with the relevant districts and metros of the Eastern Cape in particular (10%)  

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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.  
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 $100,000.00.
7. Dedication to deadlines of assignments and ability to work under pressure and to accommodate change (10%)

(minimum qualifying score – 70 points)
Financial Proposal (30%)
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

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<tr>
<th>UNDP will award the contract to:</th>
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<tr>
<td>☒ One and only one Service Provider</td>
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<tr>
<td>☐ One or more Service Providers, depending on the following factors:</td>
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<th>Annexes to this RFP⁵</th>
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<tbody>
<tr>
<td>☒ Form for Submission of Proposal (Annex 2)</td>
</tr>
<tr>
<td>☒ General Terms and Conditions / Special Conditions (Annex 3)⁶</td>
</tr>
<tr>
<td>☒ Detailed TOR</td>
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<tr>
<td>☐ Others⁷ [pls. specify]</td>
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<tr>
<th>Contact Person for Inquiries (Written inquiries only)⁸</th>
</tr>
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<tbody>
<tr>
<td><strong>Procurement Unit</strong></td>
</tr>
<tr>
<td><strong><a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a></strong></td>
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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.

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<tr>
<th>Other Information [pls. specify]</th>
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⁵ Where the information is available in the web, a URL for the information may simply be provided.
⁶ 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.
⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.
⁸ 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.