



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

To whom it may concern	DATE: March 4, 2022
	REFERENCE: RFP2022/WSM/01

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Development and Delivery of a Social Protection Training for Samoa, Cook Islands, Niue and Tokelau.

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

Proposals may be submitted on or before Friday, March 18, 2022 and via the UNDP Jobs URL address below:

United Nations Development Programme Jobs Site

https://jobs.undp.org/cj_view_job.cfm?cur_job_id= 105015

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.

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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Aliitasi Petaia
Procurement Associate
3/4/2022

Description of Requirements

Context of the Requirement	UNDP is seeking a firm to develop and deliver a Social Protection Training for Cook Islands, Niue, Samoa and Tokelau.											
Implementing Partner of UNDP	The Firm will work closely with UNDP Governance and Poverty Reduction Unit (GPRU), UNESCAP focal point for the UN Social Protection Joint Program (SP-JP), and key focal members of the Technical Committees (across the four PICTs											
Brief Description of the Required Services	<p>Existing social protection initiatives are fragmented and limited in scope, and the adoption and implementation of universal social protection systems are relatively novel in the four Pacific Island Countries (PICTs). As such, there is a great need to develop a better, well-informed, and common understanding of what is social protection (re principles, components/ingredients, schemes, programs, institutional and customisation aspects, fiscal space, etc.), including what is required by the different PICTs based on their current social protection systems and contexts. There is scope provided under the SP-JP to help build and develop this understanding across the four PICTs, under the following activities of the approved SP-JP work plan:</p> <ul style="list-style-type: none">• Train public servants to assess eligibility and address claims for redress.• Training for Ministries of Finance, Women's Affairs and Social Services in evidence-based budgeting for SP (initial training and refresher training, 4 PICTs).• Support efforts to build technical capacity for implementation of social protection with a focus on strengthening the understanding of stakeholders on key implementation aspects.											
List and Description of Expected Outputs to be Delivered	<table><tr><th>Outputs</th><th>Deliverables</th></tr><tr><td>1. Design and implementation of a scoping and needs assessment</td><td><ul style="list-style-type: none">• Inception Report stating methodology and workplan.• Scoping and needs assessment report developed, presented, and endorsed.</td></tr><tr><td>2. Design of a social protection training</td><td><ul style="list-style-type: none">• Social protection training designed, presented and endorsed.• MEL methodology developed and included as part of the design of the SP training.</td></tr><tr><td>3. Implementation/delivery of training</td><td><ul style="list-style-type: none">• Training delivered and completed, with regular weekly debriefings with UNDP and UNESCAP on how the training is progressing.</td></tr><tr><td>4. Monitoring, evaluation, and learning (MEL)</td><td><ul style="list-style-type: none">• Training evaluation.• Training report developed, presented, and endorsed.</td></tr></table>		Outputs	Deliverables	1. Design and implementation of a scoping and needs assessment	<ul style="list-style-type: none">• Inception Report stating methodology and workplan.• Scoping and needs assessment report developed, presented, and endorsed.	2. Design of a social protection training	<ul style="list-style-type: none">• Social protection training designed, presented and endorsed.• MEL methodology developed and included as part of the design of the SP training.	3. Implementation/delivery of training	<ul style="list-style-type: none">• Training delivered and completed, with regular weekly debriefings with UNDP and UNESCAP on how the training is progressing.	4. Monitoring, evaluation, and learning (MEL)	<ul style="list-style-type: none">• Training evaluation.• Training report developed, presented, and endorsed.
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Person to Supervise the Work/Performance of the Service Provider	Quandolita Reid-Enari, Project Coordinator, Social Protection, UNDP
Frequency of Reporting	As needed
Progress Reporting Requirements	<i>Refer to the Deliverables and tentative due dates for requirements in the full Terms of Reference for this consultancy.</i>
Location of work	<input checked="" type="checkbox"/> Exact Address/es of the four PICTs TBA <input checked="" type="checkbox"/> At Contractor's Location for the design and implementation of the SP training and monitoring as described in the expected deliverables <i>It is expected that all work will be conducted virtually by the firm however, support will be offered by the PICTs technical committees where applicable together with the UNDP GPRU and UNESCAP technical focal point for the SP-JP.</i>
Expected duration of work	Within 3 months with a mid to end of April 2022 start date
Tentative Target start date	18 April 2022
Tentative Latest completion date	30 June 2022
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <i>Please refer to the full Terms of Reference for the timelines.</i>
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <i>Please refer to the full Terms of Reference for expected team members.</i>
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency

Value Added Tax on Price Proposal	<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 (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <i>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.</i>																					
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																					
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Tentative Due Dates</th></tr> </thead> <tbody> <tr> <td>1. Inception Report (maximum 10 pages)</td><td>10%</td><td>22 April 2022</td></tr> <tr> <td>2. Scoping and needs assessment report developed, presented, and endorsed.</td><td>20%</td><td>29 April 2022</td></tr> <tr> <td>3. Social protection training designed, presented, and endorsed. - MEL methodology developed and included as part of the design of the SP training under Output 2 above.</td><td>25%</td><td>6 May 2022</td></tr> <tr> <td>4. Training delivered and completed, with regular debriefings with UNDP and UNESCAP on how the training is progressing.</td><td>35%</td><td>10 June 2022</td></tr> <tr> <td>5. Training evaluation and training report developed, presented, and endorsed.</td><td>10%</td><td>24 June 2022</td></tr> </tbody> </table>	Outputs	Percentage	Tentative Due Dates	1. Inception Report (maximum 10 pages)	10%	22 April 2022	2. Scoping and needs assessment report developed, presented, and endorsed.	20%	29 April 2022	3. Social protection training designed, presented, and endorsed. - MEL methodology developed and included as part of the design of the SP training under Output 2 above.	25%	6 May 2022	4. Training delivered and completed, with regular debriefings with UNDP and UNESCAP on how the training is progressing.	35%	10 June 2022	5. Training evaluation and training report developed, presented, and endorsed.	10%	24 June 2022	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.		
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Person(s) to review/inspect/ approve outputs/completed services and authorize the	Christina Mualia-Lima, Assistant Resident Representative, GPRU, UNDP																					

disbursement of payment	
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 <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (qualification, capacity & experience) 30% <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p><i><u>NB.</u></i> Only proposals that meet 70% of the technical percentage (ie, 49%) will have their financial proposals considered for the final computation of the award (combined scoring).</p>
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 ¹	<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) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP	<p> <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others - <i>Please refer to the UNDP Procurement website link below for further details and to download the template for submission of your proposal.</i> </p> <p><i>It is mandatory to use the template (Annex 2) provided.</i></p> <p>https://procurement-notice.undp.org/view_notice.cfm?notice_id=88466</p>
Contact Person for Inquiries (Written inquiries only) ²	<p>Aliitasi Petaia Procurement Associate procurement.ws@undp.org</p> <p><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.</i></p>
Other Information	<p>The proposal must include the following;</p> <ul style="list-style-type: none"> i). Fully completed and signed Annex 2; ii). A copy of the signed audited financial account from within the past 2 years for the firm; iii). A copy of a valid business registration certification of the firm; iv). All CVs of personnel to be included in this consultancy.

² 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.