



REQUEST FOR PROPOSAL (RFP)

RECRUITMENT OF A CONSULTING FIRM(S) TO SUPPORT THE FIELD IMPLEMENTATION OF THE RECOVERY PROGRAMME THROUGH ASSESSMENT, MONITORING AND CONTROL IN THE NW AND SW REGIONS OF CAMEROON

NAME & ADDRESS OF FIRM	DATE: April 11, 2022
	REFERENCE: RFP/23/REC/UNDP/2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Recruitment of a consulting firm(s) to support the field implementation of the recovery programme through assessment, monitoring and control in the nw and sw regions of cameroon.**

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

may be submitted on or before Sunday, April 24, 2022 and via email, courier mail or fax to the address below:

e-mail box : procurement.cameroon@undp.org
United Nation Development Programme

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

While 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Alassane Ba,
Deputy Resident Representative*

Description of Requirements

Context of the Requirement	<p>1. Background/Context</p> <p>Cameroon has been experiencing an armed conflict in the North-West and South-West Regions since 2017. This conflict has caused a huge death toll in both civilian and combatant populations, significant economic decline, growing underdevelopment, pain and suffering in affected communities, and a breakdown in social cohesion.</p> <p>The government of Cameroon and UNDP collaborated in the formulation of the Presidential Plan for Reconstruction and Development (PPRD) of the North-West (NW) and South-West (SW) Regions. The PPRD feeds into the government's efforts to resolve the current crisis. It is against this backdrop that UNDP has engaged in recovery activities in both regions. The objective of this plan is to strengthen institutions and processes that facilitate peacebuilding and resilience through the following three pillars:</p> <ul style="list-style-type: none"> (i) Strengthening social cohesion (ii) Rehabilitation of damaged infrastructure (iii) Revitalization of the local economy <p>The PPRD plan will be implemented in phases, and the first phase which is expected to cover two to three years will focus mainly on Recovery. UNDP, and all international partners of Cameroon, have collectively agreed that it is necessary and urgent to set the population of the NW/SW on an upward trajectory towards lasting prosperity and wellbeing, creating an enabling environment for their enterprises and industries to flourish.</p> <p>The Recovery Program (RP) implementation phase of three years takes into consideration the impact of the crisis on all aspects of life and is primarily aimed at formulating responses across the three pillars designed to have a permanent beneficial impact – to 'Build Back Better'. It is intended that the priority interventions outlined in UNDP's Recovery plan will not only restore the NW/SW to its previous condition but form the nucleus of a concerted effort to fundamentally improve all aspects of life in both regions. Profound assessments of damage and needs within the sectors (social cohesion, infrastructure, and local economy) have been undertaken. After the first year of effective roll out of activities across the 3 Pillars marked by proof of concept and laying the foundation for RP, UNDP is moving into a scale up phase in 2022 with the objective of addressing the increasing needs that have been captured on the existing database.</p> <p>To consolidate the results of the initial launching phase under the various Pillars and building on the achievements and lessons learned, UNDP seeks to recruit a CONSULTING FIRM(S) TO CONTINUE SUPPORTING THE IMPLEMENTATION OF THE RECOVERY PROGRAMME ON THE FIELD THROUGH ASSESSMENT, MONITORING AND CONTROL IN THE NW AND SW REGIONS OF CAMEROON.</p> <p>1. Brief Description of Required Services</p> <p>The services required from the Consulting Firm is to support by contributing to the field implementation of the Recovery Programme activities in the NW</p>
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& SW Regions of Cameroon across all Divisions and selected Council areas focusing on approved projects under the (3) three pillars. The selected partner will be expected to replicate and scale up proven interventions that have formed part of Recovery Programme achievements so far. The Consulting Firm may be called upon to contribute in conjunction with the Programme Engineer to develop project designs, conduct verification study and monitor project implementation, including opinion gathering, project sustainability, support in community engagement, progress review and assessment of the work of UNDP Contractors, Implementing partners, Responsible Parties, and other Partners. In collaboration with UNDP Insider Mediators, and the Liaison and Security Assistant (LSA), the Consulting Firm will contribute to facilitate increased access of UNDP recovery programme solutions to vulnerable groups and populations in areas that have been seriously affected by the crisis and are currently witnessing security challenges. (See Details in Section 3. Duties and Responsibilities)

2. DUTIES AND RESPONSIBILITY

Under the authority of the UNDP Resident Representative in Cameroon and the general supervision of the Deputy Resident Representative and the Assistant Resident Representative, the Consulting Firm will work under direct supervision of the Regional Coordinator and in close collaboration with ALL the Pillar Heads of the Recovery Program. All duties enumerated may not be carried out simultaneously by the Consulting firm. The Consulting firm will be responsible for supporting the RP Team to take UNDP's ONLY in geographical areas that are not currently accessible by the RP staff by performing the following tasks under the 3 RP Pillars. **An up-to-date mapping of those areas will be shared with the selected Consulting firm.** The duties of the Consulting firm shall only be complementary to facilitate the task of the RP Team.

I. Social Cohesion:

- Contribute to the Progress review assessment of the work of Implementing Partners.
- Contribute to Progress review and assessment of the work of contractors in all Multifunctional centers.
- Share inputs for Verification and Impact assessment.
- Monitor and report on the distribution of items to beneficiaries at locations inaccessible to the RP Team.
- Share Log List of Stakeholders' Concerns
- Any other related duties as may be required.

II. Infrastructure:

- Carry out field assessments and Data Collection.
- Receiving of equipment and materials, as may be required.
- Ensure regular presence on site through a site office to maintain Quality Control.
- Follow-up implementation of works to ensure conformity with the tender documents, detailed plans, and specifications in accordance with the rules of the trade.

	<ul style="list-style-type: none"> • Organize site meetings where applicable. • Draw up weekly reports on the progress of the work. • Contribute to regular monitoring/evaluation, to the collection of relevant information, to the analysis and sharing of technical data on works and infrastructures. <p>III. Livelihood – Economic Revitalization.</p> <ul style="list-style-type: none"> • Contribute to the Progress review assessment of the work of Implementing Partners. • Contribute to Progress review and assessment of the work of contractors in all Multifunctional centers. • Share inputs for Verification and Impact assessment. • Monitor and report on the distribution of items to beneficiaries at locations inaccessible to the RP Team. • Share Log List of Stakeholders’ Concerns. • Any other related duties as may be required. 								
Implementing Partner of UNDP	<p>The selected Civil Society Organization CSO or Service Organization (SO) will provide technical expertise in the identification of pecuniary feasible entrepreneurial vocations / opportunities in Bamenda I, Bamenda II, Bamenda III, Tubah, and Mbengwi. The organisation will also carry out the selection, training, and mentorship of the beneficiaries. Training and mentorship will focus on enhancing business skills with cognitive and affective measures such as business management techniques, business intelligence, business performance, business IT, Partnership development and opportunity recognition; to behavioural measures such as start-up behaviour, entrepreneurial attitudes, and self-esteem amongst others. The CSO or SO will assist the trainees to develop feasible business plans that will be validated for funding by an ad hoc committee. The CSO or SO will then establish a mentorship strategy that will run for five (05) months to ensure full business insertion of the mentees. The ninety (50) beneficiaries will be selected from shortlisted councils (Bamenda I, Bamenda II, Bamenda III, Tubah, and Mbengwi)</p> <p>NB: An initial short list of beneficiary youths and their start domains will be provided by UNDP for field verification by the CSO or SO.</p>								
Brief Description of the Required Services ¹	<table> <tr> <th>Output</th><th>Timeframe</th></tr> <tr> <td>- Report on Assessment and double checking of various needs.</td><td></td></tr> <tr> <td>Monthly reports on the monitoring and control of the work</td><td>Monthly</td></tr> <tr> <td>Minutes of site meetings and other activities</td><td>End of activities</td></tr> </table>	Output	Timeframe	- Report on Assessment and double checking of various needs.		Monthly reports on the monitoring and control of the work	Monthly	Minutes of site meetings and other activities	End of activities
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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.

	Periodic monitoring reports of the execution of works.	Fore each construction or activities	
	Detailed cross-cutting support reports on all infrastructure, Social Cohesion and Livelihood issues.	Fore each construction or activities	
List and Description of Expected Outputs to be Delivered	Infrastructures	Number	Locations / Division
	SCHOOLS	50	NW (7 Divisions) - Boyo, Bui, Donga-Mantung, Menchum, Mezam, Momo, Ngo-Ketunjia. SW (6 Divisions) – Fako, Kupe Manenguba, Lebialem, Manyu, Meme, Ndian
	HEALTH FACILITIES	30	NW (7 Divisions) - Boyo, Bui, Donga-Mantung, Menchum, Mezam, Momo, Ngo-Ketunjia. SW (6 Divisions) – Fako, Kupe Manenguba, Lebialem, Manyu, Meme, Ndian
	WATER POINTS	50	NW (7 Divisions) - Boyo, Bui, Donga-Mantung, Menchum, Mezam, Momo, Ngo-Ketunjia. SW (6 Divisions) – Fako, Kupe Manenguba, Lebialem, Manyu, Meme, Ndian
	Social Cohesion activities	Across the 2 regions	To be specified as approved for implementation
	Livelihood Activities	Idem	Idem
	Person to Supervise the Work/Performance of the Service Provider	UNDP Recovery Program North-West and South West Coordinator	
Frequency of Reporting	Monthly		

Progress Reporting Requirements	Monthly progress Report required
Location of work	<input checked="" type="checkbox"/> Exact Address/es North west region in Cameroon <input type="checkbox"/> At Contractor's Location
Expected duration of work	12 Months
Target start date	05 th May 2022
Latest completion date	04 th April 2023
Travels Expected	At the expense of the bidder
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" 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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency XAF
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 checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

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

	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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms³	30 thirty (30) days after service delivery
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Regionals Coordinators South and North-West Region
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input 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) <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	Technical Proposal (70%) <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 15% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
	<input checked="" type="checkbox"/> One Service Provider

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 \$200,000.00.

UNDP will award the contract to:	<input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input 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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>procurement.cm@undp.org</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 <i>[pls. specify]</i>	

Selection criteria

Expertise, Reasoning and vision	50
Project management / support structure	15
Experts - composition and quality of the team	35
NB : Two independent teams (NW and SW) will be proposed by the bidder.	
Total	100

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 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <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]:

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				
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]*