



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

NAME & ADDRESS OF FIRM	DATE: April 20, 2022
	REFERENCE: RFP/2022/010

Dear Sir / Madam:

We kindly request you to submit your Proposal for **INSTITUTIONAL GAP ASSESSMENT OF CORE GOVERNANCE INSTITUTIONS IN THE KINGDOM OF LESOTHO**

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

Proposals may be submitted on or before **Wednesday, May 04, 2022** and via email, courier mail or fax to the address below:

Betty Wabunoha
Resident Representative
United Nations Development Programme
UN House, United Nations Road
P.O. Box 301
Maseru, Lesotho
Tel: 22228000
Email: ls.procurement@undp.org

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/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,
DocuSigned by:
Pheea Mafethe
486481FCF609459...
Pheea Mafethe
Operations Analyst

4/20/2022

Annex 1

Description of Requirements

Context of the Requirement	INSTITUTIONAL GAP ASSESSMENT OF CORE GOVERNANCE INSTITUTIONS IN THE KINGDOM OF LESOTHO
Implementing Partner of UNDP	Ministry of Energy and Meteorology
Brief Description of the Required Services ¹	The consultancy service will be based in Maseru and aims to conduct an institutional capacity gap assessment of the National Assembly - Parliament and Senate; Judiciary and, The Executive – Office of the Prime Minister, Ministries of Justice and Law; Development Planning; Foreign Affairs and International Relations; Defence and National Security and Police and Public Safety to plan, implement, coordinate, monitor and deliver key targeted reforms articulated in the national reforms agenda. In addition, the consultancy work is expected to develop a response strategy for the identified gaps but following a multi-layer, consultative and comprehensive approach. This is expected to be guided by UNDP's capacity assessment framework.
List and Description of Expected Outputs to be Delivered	<p><i>Deliverable 1:-</i> Inception report showing the approach and methodology that the consultant will follow in preparing the institutional gaps assessment and the project document, how gender will be mainstreamed in the methodology, interpretation of the terms of reference, the work plan and resources within the first five days upon signing the contract.</p> <p><i>Deliverable 2:-</i> A draft institutional gap assessment and capacity development programme report with gender mainstreamed.</p> <p><i>Deliverable 3:-</i> Final institutional gap assessment and capacity development programme report with gender mainstreamed for the long-term capacity development of the National Assembly and Senate; Judiciary and, The Executive – Office of the Prime Minister, Ministries of Justice and Law; Development Planning; Foreign Affairs and International Relations; Defence and National Security and Police and Public Safety.</p> <p><i>Deliverable 4:-</i> A draft Project Document for implementation of the institutional capacity development programme in particular capturing issues of Gender Equality and Empowerment of Women as well as vulnerable groups.</p> <p><i>Deliverable 5:-</i> Final comprehensive Project Document for implementation of the institutional capacity development programme and Empowerment of Women as well as vulnerable groups incorporating comments and suggestion of Government, UNDP, the European Union and other stakeholders.</p>

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><i>Deliverable 6:-</i> A draft Resource Mobilisation Strategy for institutional capacity development programme of the National Assembly and Senate; Judiciary and, The Executive – Office of the Prime Minister, Ministries of Justice and Law; Development Planning; Foreign Affairs and International Relations; Defence and National Security and Police and Public Safety.</p> <p><i>Deliverable 7:-</i> Final Resource Mobilisation Strategy for institutional capacity development programme of the National Assembly and Senate; Judiciary and, The Executive – Office of the Prime Minister, Ministries of Justice and Law; Development Planning; Foreign Affairs and International Relations; Defence and National Security and Police and Public Safety.</p>																
Person to Supervise the Work/Performance of the Service Provider	<i>As per Institutional Arrangements in the TORs</i>																
Frequency of Reporting	<i>As per the TORs attached</i>																
Progress Reporting Requirements	<i>As per the TOR's Attached</i>																
Location of work	As per the TORs attached																
Expected duration of work	Up to 40 days over four Months																
Target start date	May 2020																
Latest completion date	August, 2022																
Travels Expected	<p>N/A</p> <table border="1"> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>																
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</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																
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (USD)																
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																

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

Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 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	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>1 Inception report</td><td>15%</td><td>27 May 2022</td><td rowspan="7">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.</td></tr><tr><td>2.A draft institutional gap assessment and capacity development programme report</td><td rowspan="2">45%</td><td rowspan="2">15 June 2022</td></tr><tr><td>3. Final institutional gap assessment and capacity development programme report</td></tr><tr><td>4.A draft Project Document</td><td rowspan="2">20%</td><td rowspan="2">15 July 2022</td></tr><tr><td>5.Final comprehensive Project Document</td></tr><tr><td>6.A draft Resource Mobilisation Strategy for institutional capacity development programme</td><td rowspan="2">20%</td><td rowspan="2">30 August 2022</td></tr><tr><td>7. Final Resource Mobilisation Strategy for institutional capacity development programme</td></tr></table>				Outputs	Percentage	Timing	Condition for Payment Release	1 Inception report	15%	27 May 2022	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.	2.A draft institutional gap assessment and capacity development programme report	45%	15 June 2022	3. Final institutional gap assessment and capacity development programme report	4.A draft Project Document	20%	15 July 2022	5.Final comprehensive Project Document	6.A draft Resource Mobilisation Strategy for institutional capacity development programme	20%	30 August 2022	7. Final Resource Mobilisation Strategy for institutional capacity development programme
Outputs	Percentage	Timing	Condition for Payment Release																					
1 Inception report	15%	27 May 2022	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.																					
2.A draft institutional gap assessment and capacity development programme report	45%	15 June 2022																						
3. Final institutional gap assessment and capacity development programme report																								
4.A draft Project Document	20%	15 July 2022																						
5.Final comprehensive Project Document																								
6.A draft Resource Mobilisation Strategy for institutional capacity development programme	20%	30 August 2022																						
7. Final Resource Mobilisation Strategy for institutional capacity development programme																								

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.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	As per Institutional Arrangements in the TORs
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
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 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 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%
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 factor
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

⁴ 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <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>Rethabile Thipe</i> <i>Rethabile.thipe@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>	

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.

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:

Technical Proposal

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, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

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

C. Qualifications of Key Personnel

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.*

Financial Proposal

(to be send in a separate email or envelope)

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]*