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

To whom it may concern

DATE: April 29, 2022

REFERENCE: RFP2022/WSM/02
Development and Delivery of a Social Protection Training – Cook Islands, Niue, Samoa and Tokelau

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 1, in preparing your Proposal.

Proposals may be submitted on or before Friday, May 13, 2022 and addressed below and emailed as follows:

Mandatory Subject Title “RFP2022/WSM/02 Social Protection Trainer”

Email address: registry.ws@undp.org

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:

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:

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Shiva Adhikari
Procurement Analyst
4/29/2022
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>UNDP is seeking a firm to develop and deliver a Social Protection Training for Cook Islands, Niue, Samoa and Tokelau.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>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)</td>
</tr>
<tr>
<td>Brief Description of the Required Services</td>
<td>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 (e.g., 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:</td>
</tr>
<tr>
<td></td>
<td>• Train public servants to assess eligibility and address claims for redress.</td>
</tr>
<tr>
<td></td>
<td>• Training for Ministries of Finance, Women's Affairs and Social Services in evidence-based budgeting for SP (initial training and refresher training, 4 PICTs).</td>
</tr>
<tr>
<td></td>
<td>• Support efforts to build technical capacity for implementation of social protection with a focus on strengthening the understanding of stakeholders on key implementation aspects.</td>
</tr>
<tr>
<td></td>
<td>Refer to the Terms of Reference for detailed specifications.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| 1. Design and implementation of a scoping and needs assessment | • Inception Report stating methodology and workplan.  
• Scoping and needs assessment report developed, presented, and endorsed. |
| 2. Design of a social protection training | • 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 | • Training delivered and completed, with regular weekly debriefings with UNDP and UNESCAP on how the training is progressing. |
| 4. Monitoring, evaluation, and learning (MEL) | • Training evaluation.  
• Training report developed, presented, and endorsed. |
<table>
<thead>
<tr>
<th>Person to Supervise the Work/Performance of the Service Provider</th>
<th>Project Coordinator, Social Protection, UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Reporting</td>
<td>As needed</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>Refer to the Deliverables and tentative due dates for requirements in the full Terms of Reference for this consultancy.</td>
</tr>
</tbody>
</table>
| Location of work | ☒ Exact Address/es of the four PICTs TBA  
| | ☒ At Contractor’s Location for the design and implemention of the SP training and monitoring as described in the expected deliverables  
| | 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. |
| Expected duration of work | Within 3 months with a mid to end of May 2022 start date |
| Tentative Target start date | 6 June 2022 |
| Tentative Latest completion date | 30 September 2022 |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required  
| | ☐ Not Required |
| | Please refer to the full Terms of Reference for the timelines. |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required  
| | ☐ Not Required |
| | Please refer to the full Terms of Reference for expected team members. |
| Currency of Proposal | ☒ United States Dollars  
| | ☐ Euro  
| | ☐ Local Currency |
| 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 |

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>Outputs</th>
<th>Percentage</th>
<th>Tentative Due Dates</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception Report (maximum 10 pages)</td>
<td>10%</td>
<td>17 June 2022</td>
<td>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>
<td></td>
</tr>
<tr>
<td>2. Scoping and needs assessment report developed, presented, and endorsed.</td>
<td>20%</td>
<td>8 July 2022</td>
<td></td>
<td></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>22 July 2022</td>
<td></td>
<td></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>26 August 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Training evaluation and training report developed, presented, and endorsed.</td>
<td>10%</td>
<td>23 September 2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Person(s) to review/inspect/ | Assistant Resident Representative, GPRU, UNDP |
approve outputs/completed services and authorize the disbursement of payment

| Type of Contract to be Signed | ☐ Purchase Order  
☐ Institutional Contract  
☒ Face Sheet  
☐ 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%)
- ☒ Bidder’s qualification, capacity and experience 300 points  
- ☒ Proposed Methodology, Approach and Implementation Plan 400 points  
- ☒ Management Structure and Qualification of Key Personnel 500 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.

**NB. Only proposals that meet 70% of the technical percentage will have their financial proposals considered for the final computation of the award (combined scoring).**

| UNDP will award the contract to: | ☒ One and only one Service Provider  
☐ One or more Service Providers, depending on the following factors |

| Contract General Terms and Conditions¹ | ☒ General Terms and Conditions for contracts (goods and/or services)  
☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000) |


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

- Form for Submission of Proposal (Annex 2)
- Form for Submission of Financial Proposal (Annex 3)
- Detailed TOR
- Others - *Please refer to the UNDP Procurement website link below for further details and to download the template for submission of your proposal.*

*It is mandatory to use the templates (Annex 2 and 3) provided.*

https://procurement-notices.undp.org/view_notice.cfm?notice_id=90679

Contact Person for Inquiries (Written inquiries only)²

<table>
<thead>
<tr>
<th>Aliitasi Petaia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Associate</td>
</tr>
<tr>
<td><a href="mailto:procurement.ws@undp.org">procurement.ws@undp.org</a></td>
</tr>
</tbody>
</table>

*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

The proposal must include the following minimum documents;

i). Fully completed and signed Annex 2;

ii). Fully completed and signed Annex 3 – the financial proposal is to be password protected.

iii). A copy of the signed audited financial account from within the past 2 years for the firm;

iv). A copy of a valid business registration certification of the firm;

v). All CVs of personnel to be included in this consultancy.

The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (840 points) of the obtainable score of 1200 points in the evaluation of the technical proposals.

The Financial Proposal and the Technical Proposal should be two different documents and the **FINANCIAL PROPOSAL MUST BE PASSWORD PROTECTED**. The password will be requested later during the financial evaluation. Failing to submit the Financial Proposal with password protected will be treated as non-responsive.

---

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.*