



Poverty-Environment Action
for Sustainable Development Goals



UNDP–UNEP Poverty-Environment Action for Sustainable Development Goals

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

UNDP Global Policy Center on Resilient Ecosystems and Desertification (GC-RED) United Nations Development Programme United Nations Office at Nairobi P.O. Box 30218-00100, Nairobi, Kenya	DATE: 09. 05. 2022
	REFERENCE: RFP/GPC/002/2022 – Webinar Hosting Services for PEA Project

Dear Sir / Madam,

We kindly request you to submit your Proposal for Poverty Environment Action (PEA) Webinar hosting services. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the E-Tendering system. Bids must be submitted in the online E-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide. Your proposal must be expressed in English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

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

Please be advised that, if selected, you will be required to sign a UNDP contract and work under UNDP contract terms and agreement. UNDP will not sign any external contracts or agreements other than the UNDP contract.

Thank you and we look forward to receiving your Proposal.

Yours sincerely,

Anne Juepner
Co-manager
UNDP–UNEP Poverty-Environment Action
for Sustainable Development Goals
Date: 09/05/2022

Description of Requirements

Context of the Requirement	<p>The UNDP-UNEP Poverty Environment Action for Sustainable Development Goals (-PEA) is a global programme with 10+ country and regional initiatives supporting country-led efforts to mainstream poverty-environment linkages into national development planning from policymaking to budgeting, implementation, monitoring, and finance. With 2022 being the final year of implementation, an inclusive global retreat to share knowledge acquired, assess lessons learned, and explore strategies for sustaining poverty-environment and climate mainstreaming is timely. A virtual global retreat has therefore been planned to focus on Poverty-Environment-Climate Action Sustainability theme. In addition, PEA plans to organize a series of three 90-minute webinars from June to November 2022 under the following themes:</p> <p>(1) Launch of the Handbook “Mainstreaming Environment and Climate for Poverty Reduction and Sustainable Development: The Interactive Handbook to Strengthen Planning and Budgeting Processes »</p> <p>(2) Gender mainstreaming</p> <p>(3) Lessons learned from the Poverty-Environment Action project</p> <p>The Global Retreat and webinars are planned to attract diverse international audiences of up to 300 participants each drawn from UN agencies, private sector, member states and stakeholders specialized in the poverty-environment and climate mainstreaming and integration in policies, budgeting, programme implementation, public-private finance and related fields. Non specialists are expected to participate, especially from communities and organizations that supported implementation of the PEA project.</p> <p>To achieve the various objectives and outcomes of the webinars, PEA project intends to commission services of a service provider with expertise and experience in the provision of virtual platforms services, to plan and manage the webinars from end-to-end, including the development of individual webinar’s custom-made, integrated event management and registration platforms.</p> <p>The objectives of the assignment include: (i) Overall coordination of the webinar events; (ii) Integration of suitable online platforms for each webinar into the www.pea4sdgs.org and coordinate its use before, during and after the conference; (iii) Creation and management of communications media for targeted audiences in consultation with appointed focal points; (iv) Creating event branding plans for each webinar; (v) Manage participants’ registration; and (vi) Compile Webinars’ Summaries and Reporting at the end of the contract into a Final Report.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The successful bidder will be expected to:</p> <ol style="list-style-type: none"> 1. Develop a detailed implementation plan for delivery of all events in a single Inception Report, attaching annexes for each webinar as described in these terms of reference – and reflect adherence to the strict timelines outlined in the contract. 2. Source all technical and technology equipment ensuring they are of the highest quality and standard of technical specifications. Choice of equipment and

	<p>technology must be discussed and agreed to as part of the bidding process. Guarantees of stable and versatile internet connectivity is key to multiple functionalities of real time engagement and live feeds/streaming provisions at different locations on YouTube, Facebook, and social media channels for digital dissemination needs of these webinars.</p> <p>3. Provide logistical and other support services - as may be requested - including branding and social media support. 'Breakout Rooms' during webinars may be required for specific sessions, so provision for this must be a consideration in the choice of applicable technology platforms. To this extent, the successful bidder will work closely with the designated focal points for each webinar with support from the respective organizing committees for each webinar to achieve desired deliverables.</p> <p>4. Demonstrate capacity to be highly responsive to requests, ability to work across multiple time zones and demonstrate excellent communication skills. The bidder will provide exceptional service delivery and demonstrate a deep understanding and ability to achieve UN/international standards across all aspects of the assignment.</p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report detailing the plan for preparation, execution, and completion of the planned webinars annexing deliverables for individual events. 2. Event planning meetings organized and managed for one global retreat and three webinars in close liaison with the appointed focal point and organizing committee members to be clear on expected outcomes of each event. 3. Three successful webinars and one global retreat coordinated and delivered applying methodologies described in the Scope of Work and Format sections above for the scheduled events. 4. Evidence-based improvements provided to the webinar's format to improve future events. 5. Final Report for all webinars with objectives and successes against deliverables reflected.
Person to Supervise the Work/Performance of the Service Provider	UNEP Programme Management Officer
Frequency of Reporting	Monthly
Progress Reporting Requirements	Based on Deliverable timelines outlined herein.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months
Target start date	1 July 2022
Latest completion date	31 December 2022
Travels Expected	N/A
Special Security Requirements	<p>N/A</p> <input 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>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p>N/A</p> <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	<input checked="" type="checkbox"/> Required – <input type="checkbox"/> Not Required

timing of activities/sub-activities							
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required						
Qualification Criteria	<p>The successful bidder should have at least 5 years demonstrable relevant experience in managing and implementing events of similar nature and magnitude. Specifically, the firm must demonstrate, in its bid:</p> <ul style="list-style-type: none"> a) Sufficient experience in managing events for international organizations, including the UN, with links to both local/regional, and international audiences (at least 3 examples). b) Experience working with UN events, in the coordination of thought-leadership forums in Africa and other parts of the world (at least 3 examples attaching letters of reference/appreciation). c) Experience in the successful delivery of end-to-end virtual events services for the period before/ during/after the events (at least 3 examples attaching letters of reference/appreciation). d) Experience in virtual events for international organizations, that are similar in form of style and magnitude (audience size) and in participant management across diverse markets, with focus on developing or low technology markets. e) Proof of virtual event development experience and knowledge of virtual event management infrastructure attaching profiles/resumes/ curriculum vitae of the event management team. f) Demonstrated and proven ability to anticipate and mitigate risks across all aspects of event planning. <p>Through its proposal, the successful bidder should identify risks and mitigation measures, propose and demonstrate innovative and creative concepts for the event, that keep in mind the complexity and diversity of the planned webinar events.</p> <p><input type="checkbox"/> Not Required</p>						
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 (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>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.</p>						
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/>						
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverable</th><th>Due Date</th><th>Percentage of Total</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td></tr> </tbody> </table>	Deliverable	Due Date	Percentage of Total			
Deliverable	Due Date	Percentage of Total					

			Contract (USD)	
	Deliverable 1: Inception report /plan aligned – Concept development of webinar series and scripts for planning and management. By mid-July.	15 July 2022	10%	
	Deliverable 2: Webinar 1 i.e., Global Retreat – 3-half days during second half of September 2022	30 September 2022	30%	
	Deliverable 3: Webinar-2 : Launch of the Poverty Environment Mainstreaming Handbook – 30 July 2022	4 August 2022	10%	
	Deliverable 4: Webinar-3 : Gender mainstreaming – 13 October 2022	19 October 2022	10%	
	Deliverable 5: Webinar-4 : Lessons Learned – 17 November 2022	24 November 2022	10%	
	Deliverable 6: Final Report of the Webinars: By 10 December 2022	10 December 2022	30%	
Is Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Michael Stanley-Jones – UNEP Programme Management Officer			
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.			
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.			
Evaluation Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <ul style="list-style-type: none"> ▪ Experience in managing events for international organizations, including the UN, with links to both local/regional, and international audiences (provide at least 2 examples and attach the relevant reference letters). (Max 10 points) ▪ Provide at least 3 examples of previous experience in service provision of events of similar nature/ magnitude/ scale/scope/complexity/visibility undertaken within the past two (2) years (attach the relevant letters of reference/appreciation). (Max 30 points) ▪ Experience in virtual events for international organizations, that are similar in form of style and magnitude (audience size) and in participant management across diverse markets, with focus on developing or low technology markets. (Provide examples of at least 2 virtual events and the relevant letters of reference) (Max 10 points) 			

	<p>▪ Provide Proof of virtual event development experience and knowledge of the proposed firm by attaching the company profile, the certificate of incorporation or registration document of the company and the profiles/resumes/ curriculum vitae of at least 5 members of the event management team of the firm. (Max 20 points)</p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)</p> <p><input type="checkbox"/> Detailed TOR <input type="checkbox"/> Others</p>
Contact Person for Inquiries (Written inquiries only)	<p>Tapona Manjolo Project Management Specialist Tapona.manjolo@undp.org</p> <p>For how to apply questions contact: Pauline Muiyuro Pauline.muiyuro@undp.org</p> <p>Any delay in UNDP's response shall not be 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.</p>
Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Electronic submission of Bid</p>
Conditions and Procedures for electronic submission and opening	<p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only –The financial and technical proposals should <u>NOT</u> be password protected and should be submitted separately and clearly identified as (financial proposal) and (technical proposal). Firms acquiring 70% and above in the technical proposal will be further evaluated financially.</p> <p><input checked="" type="checkbox"/> Digital Certification/Signature: Required</p>
Deadline of Submission	<p>23.59 hours (E.A.T) ON Sunday, 22 .05 .2022</p>
Other Information [p/s. specify]	<p>The successful vendor will be issued with a Purchase Order (PO) after signing the contract to trigger payments</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

Nairobi

May 05, 2022

To: The Deputy Country Director (Operations)
UNDP Kenya
UN Complex Gigiri, Block N, Level 3
P.O. Box 30218-00100,
Nairobi, Kenya

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 2022, 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, 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.

C. Qualifications of Key Personnel/Project Focal Point

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

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- 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: Inception report/plan aligned – Concept development of webinar series and scripts for planning and management. By mid-June.	10%	
2	Deliverable 2: Webinar 1 i.e., Global Retreat – 3-half days during second half of June 2022	30%	
3	Deliverable 3: Webinar-2: Launch of the Poverty Environment Mainstreaming Handbook – 29 June 2022	10%	
4	Deliverable 4: Webinar-3: Gender mainstreaming – 13 October 2022	10%	
5	Deliverable 5: Webinar-4: Lessons Learned – 17 November 2022	10%	
6	Deliverable 6: Final Report of the Webinars: By 10 December 2022	30%	
	Total	100%	

*This shall be the basis of the payment tranches

** Please keep 'Percentage of Total Price' aligned with it's absolute amount 'Price'

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]