



REQUEST FOR PROPOSAL (RFP)

DATE: May 23, 2022

REFERENCE: UNDP/UGA/RFP/2021/004

Dear Sir / Madam:

We kindly request you to submit your Proposal for a **Consultancy of Civil Society Organization (CSO) to implement components of Promoting Socio-Economic Development and Peace in Africa's Borderlands project.**

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

Proposals may be submitted on or before **Sunday, June 05, 2022** and via email, to the address below:

tenders.kampala@undp.org

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 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, 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 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, 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 did not award a Contract in a competitive procurement process. If 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.

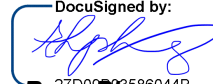
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying, and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:



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Rose Piang

Head of Procurement

5/11/2022

Description of Requirements

Context of the Requirement	<p>The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in around 170 countries and territories, supporting their own solutions to development challenges and developing national and local capacities that will help them achieve human development and the Sustainable Development Goals. Our work is concentrated on three focus areas: i) Sustainable development, ii) Democratic governance and peacebuilding, iii) Climate and disaster resilience. UNDP helps countries attract and use aid effectively. In all our activities, we promote gender equality and the protection of human rights.</p> <p>In Uganda, UNDP in partnership with the private sector, development partners, civil society and the academia is supporting the Government of Uganda (GoU) to achieve sustainable development outcomes, create opportunities for empowerment, protect the environment, minimize natural and man-made disasters, build strategic partnerships, and improve the quality of life for all citizens, as set out in the UNDP Uganda's Transformative Country Programme. UNDP also has cultivated a fertile ground for cross borderland interventions between Kenya and Uganda at the borderlands of Karamoja region in Uganda and Turkana and West Pokot counties of Kenya; by supporting Karamoja in five interrelated priority areas focused on cross-border cooperation and regional cooperation; governance, peace and security (prevention and sustaining peace); inclusive growth, environmental sustainability, climate change and resilience; women and youth empowerment to enhance resilience, economic opportunities and integration in the borderland areas of the Karamoja Cluster comprised of Karamojong of Uganda and Turkana/West Pokot of Kenya. In a bid to continue supporting the social co-existence and economic empowerment of cross boarder communities, UNDP With the support of and in partnership with the Government of Sweden, the African Union Commission (AUC), Inter-Governmental Authority on Development (IGAD), and Life and Peace Institute (LPI) have joined efforts to promote socio-economic development in Africa's Borderlands</p> <p>Kenya and Uganda signed a Memorandum of Understanding (MoU) in support of the Kenya (Turkana/West Pokot)-Uganda (Karamoja) Cross-Border Programme for Sustainable Peace and Development on 12th September 2019 in Moroto, Uganda. The objective of the MoU was to accord communities from both sides of the border opportunities for better cooperation, close collaboration, and peaceful coexistence, as well as bridging isolation gaps to improve livelihoods and socio-economic conditions for sustainable peace and development.</p> <p>Following on the commitments of the MOU, UNDP With the support of and in partnership with the Government of Sweden, the African Union Commission (AUC), Inter-Governmental Authority on Development (IGAD), Life and Peace Institute (LPI) and UNDP joined forces to promote socio-economic development in Africa's Borderlands. The borderlands of Karamoja region in Uganda and Turkana and West Pokot counties of Kenya are afflicted by endemic armed conflicts between the pastoral groups that inhabit the three geographically contiguous and socio-culturally and economically interconnected regions. In the last decade, conflict in the Karamoja cluster, has become increasingly more severe, commercialized, and politicized.</p>
Implementing Partner of UNDP	
Brief Description of the Required Services	The identified civil society organization shall offer the following services:

	<ol style="list-style-type: none"> 1. Strengthen the economic capacities of cross boarder communities (women and youth) through opening cross border security road Kanadap-Loitanit-Nalapatui in kaabong District using cash for work modality. 2. Open, and commission cross border security road Kanadap-Loitanit-Nalapatui in Kaabong District using cash for work modality. Kanadab – Loitanit – Nalapatui Community Access Road in the Ik county in Timu sub county, Timu parish of Kaabong district on the Ugandan side. 40km from Kaabong town council through the Kaabong – Kalapata road. From Tultul to Kanadab is 3km. While from Kanadab to Loitanit is 7km, and from Loitanit to Nalapatui is estimated to be 30km. The section to be opened for connectivity is thus 40km from Tultul – Kanadab – Loitanit – Nalapatui and is categorized as a community access road. Nalapatui is a Trading Centre in Kenya. The road therefore requires fresh opening in the form of Full rehabilitation, including bush clearing, shaping, gravelling, and drainage installations. Since the road lies in rocky surface, it is important that the clearing be done with a bulldozer and a mix of labour and equipment input be applied appropriately for reshaping. The road lies mostly in the rocky mountains of the Ik and with predominantly stable subgrade (insitu soil). There is abundant weathered rock for use as gravel along the road that can be borrowed for road surface with no compensation cost. Availability of boulders implies aggregates can easily be crushed close to the sites for concrete works 3. Drill and install two cross border boreholes to provide safe drinking water at Kaile/Nakitongo; Morulem/Nakadanya following the guidelines for water source construction provided by the Ministry of water and environment and agreed specifications (actual locations to be informed by site survey) It will be the CSO's responsibility to ensure the water user committee is instituted and clear guidance on the water source maintenance and operation is provided before commissioning. Actual costing, approved BoQs and specifications to drill and install two cross border boreholes to provide safe drinking water at Kaile/Nakitongo in Uganda and Morulem/ Nakadanya should be included in your submission. 4. Work with the District water office to ensure the borehole construction happens under their supervision. 5. Facilitate dialogues at community level 6. Diligently and effectively execute and report on all project interventions through monitoring the timeliness of interventions and reporting on both financial and narrative against the activity targets in the project workplan. 7. Conduct joint technical support and spear-head preparation, planning, monitoring of the project and donor visits. 8. Work closely with UNDP and other stakeholders including community leadership such as elders, Opinion relevant government ministries and district Local Government of operation to document and share lessons learnt and best practices from the project. 9. Participate and contribute to the sector coordination and technical meetings. 10. Adhere to the donor requirements in terms of reporting, and project implementation including visibility
List and Description of Expected Outputs to be Delivered	<p>The expected outputs from the contracted CSO are:</p> <p>Overall timely, quality and value for money in project implementation, specifically:</p> <ol style="list-style-type: none"> 1. Inception report(s). 2. Cross border security road opened as indicated in the project document under clear technical guidance of the district engineer. 3. Strengthened economic capacities of women and youth in cross boarder communities through participation in the cash for work activities. 4. 2 water sources constructed, functional and commissioned. Water user committee constituted and guidance on maintenance and operation of the water source provided.

5. Community peace dialogues conducted with elder's communique and key resolutions documented

Other key considerations.

- I. Project interventions effectively implemented and reported on periodically as shall be stipulated in the agreement.
- II. Skilled and professional human and other resources assigned/committed to the project.
- III. Joint technical support, preparation, planning, and monitoring of the project activities conducted.
- IV. Lessons learnt and best practices from the project are documented and shared by the CSO.
- V. Project is well represented during sector coordination and technical meetings.
- VI. Donor requirements and policies including visibility are fully adhered to.
- VII. Effective support to project monitoring by UNDP and other stakeholders
- VIII. Effective planning, project management and efficient utilization of project financial resources.

Deliverables/outputs	Percentage	Timing	Condition for Payment Release
Upon approval of inception report detailing the work schedule, interpretation of assignment, proposed methodology for engaging communities using cash for work. The following should accompany the inception report. <ol style="list-style-type: none"> a) Hydrological site survey report cleared by Ministry of Water and environment and actual sites for the boreholes confirmed b) Schedule of work with clear timelines c) Approved list with names of youth (40% women) to be engaged using cash for work, agreed daily pay 	25%	Within a week after receiving the report	
Upon approval of goods, services reports <ol style="list-style-type: none"> 1. Evidence of cross border security road opened as indicated and agreed in the inception report under clear technical guidance of the district engineer. 2. Reports with evidence of strengthened economic capacities of women and youth in cross border communities through participation in the cash for work activities 3. Evidence of 2 water sources drilled, installed, functional and commissioned with participation of Ministry of water, DLGs and UNDP. Water user committee constituted and guidance on maintenance and operation on the water source provided. 4. Report with evidence of peace dialogue, clear resolutions and signed-off elders' communique. 5. Evidence of clear branding and visibility on project sites as per UNDP guidelines 	50%	Within two weeks after receiving the said reports	
Upon approval of the final report	25%	On or before end of contract	

Person to Supervise the Work/Performance of the Service Provider	<i>The team leader of the Governance and Peace Unit, UNDP</i>
Frequency of Reporting	<i>As indicated in the terms of reference</i>
Progress Reporting Requirements	Update on the milestones and detailed plans for the upcoming
Location of work	<input checked="" type="checkbox"/> Moroto, Kaabong, Amudat, Kotido
Expected duration of work	5 months
Target start date	01/07/2022
Latest completion date	30/11/2022
Travels Expected	Moroto, Kaabong, Amudat, Kotido
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Access to previous progress reports, project documents, and other information relevant to assignment All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the offerors (transport, professional fees, software, hardware, communication, consumables, etc.)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required. To be included in the technical proposal
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Technical proposals must identify who in the organization would be taking the role of Lead Senior Consultant and specify the roles of the different staff proposed.
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (UGX)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be VAT EXCLUSIVE and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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	Deliverables/outputs	Percentage	Timing
	<p>Upon approval of inception report detailing the work schedule, interpretation of assignment, proposed methodology for engaging communities using cash for work. The following should accompany the inception report.</p> <ul style="list-style-type: none"> d) Hydrological site survey report cleared by Ministry of Water and environment and actual sites for the boreholes confirmed e) Schedule of work with clear timelines f) Approved list with names of youth (40% women) to be engaged using cash for work, agreed daily pay 	25%	Within a week after receiving the report
	<p>Upon approval of goods, services reports</p> <ul style="list-style-type: none"> 6. Evidence of cross border security road opened as indicated and agreed in the inception report under clear technical guidance of the district engineer. 7. Reports with evidence of strengthened economic capacities of women and youth in cross border communities through participation in the cash for work activities 8. Evidence of 2 water sources drilled, installed, functional and commissioned with participation of Ministry of water, DLGs and UNDP. Water user committee constituted and guidance on maintenance and operation on the water source provided. 9. Report with evidence of peace dialogue, clear resolutions and signed-off elders' communique. 10. Evidence of clear branding and visibility on project sites as per UNDP guidelines 	50%	Within two weeks after receiving the said reports
	Upon approval of the final report	25%	On or before end of contract
	<p>Note the following: -</p> <ul style="list-style-type: none"> a) The contract price will be a fixed output-based price regardless of extension of duration. b) The potential contractor should submit an all-inclusive bid with detailed costing for professional fees, operational costs, support personnel to be deployed, travel costs anticipated etc. c) Disbursement will be made by UNDP upon agreement on the milestones identified and in accordance with an approved work plan and budget. 		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Officer and overall reporting to UNDP Resident Representative		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional services		
Criteria for Contract Award	<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> <p><input checked="" type="checkbox"/> Expertise of the Firm 21%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 28%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 21%</p> <p><u>Financial Proposal (30%)</u></p> <ul style="list-style-type: none"> • To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. • Proposals of what shall be used delivery of set outputs • Distribution of the resources allocated for human resources
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider based on criteria in Annex 4 a)
Contract General Terms and Conditions	<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
Annexes to this RFP	<input checked="" type="checkbox"/> Terms of Reference (TOR) (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Technical criteria scoring table (Annex 4)
Contact Person for Inquiries (Written inquiries only)	ug.procurement@undp.org 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 [pls. specify]	The Financial and Technical Proposals MUST BE together and clearly marked TECHNICAL and FINANCIAL PROPOSAL FOR CSO CONSULTANCY Each application MUST clearly indicate the name of the Proposer, and Address. ONLY SOFT COPIES sent to tenders.Kampala@undp.org shall be accepted



Terms of Reference (TOR) for Procurement of a Civil Society Organization (CSO) to implement components of Promoting Socio-Economic Development and Peace in Africa's Borderlands project.

Organization: UNDP.

Location: Moroto, Kaabong, Amudat, Kotido

A. Project Title: Promoting Socio-Economic Development and Peace in Africa's Borderlands.

B. Project Description.

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in around 170 countries and territories, supporting their own solutions to development challenges and developing national and local capacities that will help them achieve human development and the Sustainable Development Goals. Our work is concentrated on three focus areas: i) Sustainable development, ii) Democratic governance and peacebuilding, iii) Climate and disaster resilience. UNDP helps countries attract and use aid effectively. In all our activities, we promote gender equality and the protection of human rights.

In Uganda, UNDP in partnership with the private sector, development partners, civil society and the academia is supporting the Government of Uganda (GoU) to achieve sustainable development outcomes, create opportunities for empowerment, protect the environment, minimize natural and man-made disasters, build strategic partnerships, and improve the quality of life for all citizens, as set out in the UNDP Uganda's Transformative Country Programme. UNDP also has cultivated a fertile ground for cross borderland interventions between Kenya and Uganda at the borderlands of Karamoja region in Uganda and Turkana and West Pokot counties of Kenya; by supporting Karamoja in five interrelated priority areas focused on cross-border cooperation and regional cooperation; governance, peace and security (prevention and sustaining peace); inclusive growth, environmental sustainability, climate change and resilience; women and youth empowerment to enhance resilience, economic opportunities and integration in the borderland areas of the Karamoja Cluster comprised of Karamojong of Uganda and Turkana/West Pokot of Kenya. In a bid to continue supporting the social co-existence and economic empowerment of cross boarder communities, UNDP With the support of and in partnership with the Government of Sweden, the African Union Commission (AUC), Inter-Governmental Authority on Development (IGAD), and Life and Peace Institute (LPI) have joined efforts to promote socio-economic development in Africa's Borderlands

Kenya and Uganda signed a Memorandum of Understanding (MoU) in support of the Kenya (Turkana/West Pokot)-Uganda (Karamoja) Cross-Border Programme for Sustainable Peace and Development on 12th September 2019 in Moroto, Uganda. The objective of the MoU was to accord communities from both sides of the border opportunities for better cooperation, close collaboration, and peaceful coexistence, as well as bridging isolation gaps to improve livelihoods and socio-economic conditions for sustainable peace and development.

Following on the commitments of the MOU, UNDP With the support of and in partnership with the Government of Sweden, the African Union Commission (AUC), Inter-Governmental Authority on Development (IGAD), Life and Peace Institute (LPI) and UNDP joined forces to promote socio-economic development in Africa's Borderlands.

The borderlands of Karamoja region in Uganda and Turkana and West Pokot counties of Kenya are afflicted by endemic armed conflicts between the pastoral groups that inhabit the three geographically contiguous and socio-culturally and economically interconnected regions. In the last decade, conflict in the Karamoja cluster, has become increasingly more severe, commercialized, and politicized.

C. Purpose:

As part of UNDP's overall agenda to support the global and regional commitments through its Integrator role, UNDP has/is supporting Karamoja in five interrelated priority areas focused on cross-border cooperation and regional cooperation; governance, peace and security (prevention and sustaining peace); inclusive growth, environmental sustainability, climate change and resilience; women and youth empowerment to enhance resilience, economic opportunities and integration in the borderland areas of the Karamoja Cluster comprised of Karamojong of Uganda and Turkana/West Pokot of Kenya.

UNDP seeks to engage the services of a Civil society Organisation with expertise in implementing water related projects (drilling boreholes), cross border road opening using cash for work modality, and facilitating peacebuilding dialogues with an understanding of the Karamoja context.

D. Scope of Work:

The identified civil society organization shall offer the following services:

1. Strengthen the economic capacities of cross boarder communities (women and youth) through opening cross border security road Kanadap-Loitanit-Nalapatui in kaabong District using cash for work modality.
2. Open, and commission cross border security road Kanadap-Loitanit-Nalapatui in Kaabong District using cash for work modality.
2. Open, and commission cross border security road Kanadap-Loitanit-Nalapatui in Kaabong District using cash for work modality. Kanadab – Loitanit – Nalapatui Community Access Road in the Ik county in Timu sub county, Timu parish of Kaabong district on the Ugandan side. 40km from Kaabong town council through the Kaabong – Kalapata road.
 From Tultul to Kanadab is 3km. While from Kanadab to Loitanit is 7km, and from Loitanit to Nalapatui is estimated to be 30km. The section to be opened for connectivity is thus 40km from Tultul – Kanadab – Loitanit – Nalapatui and is categorized as a community access road. Nalapatui is a Trading Centre in Kenya.
 The road therefore requires fresh opening in the form of Full rehabilitation, including bush clearing, shaping, gravelling, and drainage installations. Since the road lies in rocky surface, it is important that the clearing be done with a bulldozer and a mix of labour and equipment input be applied appropriately for reshaping.
 The road lies mostly in the rocky mountains of the Ik and with predominantly stable subgrade (insitu soil). There is abundant weathered rock for use as gravel along the road that can be borrowed for road surface with no compensation cost. Availability of boulders implies aggregates can easily be crushed close to the sites for concrete works
3. Drill and install two cross border boreholes to provide safe drinking water at Kaile/Nakitongo; Morulem/Nakadanya following the guidelines for water source construction provided by the Ministry of water and environment and agreed specifications (actual locations to be informed by site survey) It will be the CSO's responsibility to ensure the water user committee is instituted and clear guidance on the water source maintenance and operation is provided before commissioning. Actual costing, approved BoQs and specifications to drill and install two cross border boreholes to provide safe drinking water at Kaile/Nakitongo in Uganda and Morulem/ Nakadanya should be included in your submission.
4. Work with the District water office to ensure the borehole construction happens under their supervision.
5. Facilitate dialogues at community level

6. Diligently and effectively execute and report on all project interventions through monitoring the timeliness of interventions and reporting on both financial and narrative against the activity targets in the project workplan.
7. Conduct joint technical support and spear-head preparation, planning, monitoring of the project and donor visits.
8. Work closely with UNDP and other stakeholders including community leadership such as elders, Opinion relevant government ministries and district Local Government of operation to document and share lessons learnt and best practices from the project.
9. Participate and contribute to the sector coordination and technical meetings.
10. Adhere to the donor requirements in terms of reporting, and project implementation including visibility.

D. Expected Outputs:

The expected outputs from the contracted CSO are:

Overall timely, quality and value for money in project implementation, specifically:

1. Inception report(s).
2. Cross border security road opened as indicated in the project document under clear technical guidance of the district engineer.
3. Strengthened economic capacities of women and youth in cross boarder communities through participation in the cash for work activities.
4. 2 water sources constructed, functional and commissioned. Water user committee constituted and guidance on maintenance and operation of the water source provided.
5. Community peace dialogues conducted with elder's communiqué and key resolutions documented

Other key considerations.

- I. Project interventions effectively implemented and reported on periodically as shall be stipulated in the agreement.
- II. Skilled and professional human and other resources assigned/committed to the project.
- III. Joint technical support, preparation, planning, and monitoring of the project activities conducted.
- IV. Lessons learnt and best practices from the project are documented and shared by the CSO.
- V. Project is well represented during sector coordination and technical meetings.
- VI. Donor requirements and policies including visibility are fully adhered to.
- VII. Effective support to project monitoring by UNDP and other stakeholders
- VIII. Effective planning, project management and efficient utilization of project financial resources.

E. Schedule of Payments/ Deliverables

Deliverables/outputs	Percentage	Timing
<p>Upon approval of inception report detailing the work schedule, interpretation of assignment, proposed methodology for engaging communities using cash for work. The following should accompany the inception report.</p> <ul style="list-style-type: none"> g) Hydrological site survey report cleared by Ministry of Water and environment and actual sites for the boreholes confirmed h) Schedule of work with clear timelines i) Approved list with names of youth (40% women) to be engaged using cash for work, agreed daily pay 	25%	Within a week after receiving the report

<p>Upon approval of goods, services reports</p> <ol style="list-style-type: none"> 11. Evidence of cross border security road opened as indicated and agreed in the inception report under clear technical guidance of the district engineer. 12. Reports with evidence of strengthened economic capacities of women and youth in cross border communities through participation in the cash for work activities 13. Evidence of 2 water sources drilled, installed, functional and commissioned with participation of Ministry of water, DLGs and UNDP. Water user committee constituted and guidance on maintenance and operation on the water source provided. 14. Report with evidence of peace dialogue, clear resolutions and signed-off elders' communique. 15. Evidence of clear branding and visibility on project sites as per UNDP guidelines 	50%	Within two weeks after receiving the said reports
Upon approval of the final report	25%	On or before end of contract

F. Qualifications of the Successful CSO:

- a) Legally registered in Uganda as a non- profit-making organization, with a valid operating license.
- b) Should be a local partner well conversant with the Karamoja region.
- c) Good track record: should have experience implementing Water and Sanitation (drilling and maintaining boreholes) community labor-based projects like roads, and facilitating community dialogues
- d) Should be financially sound and stable with latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation.
- e) Employ experienced, technical, and professional staff who has expertise in managing and coordinating programme/project related to cash for work/ community labor-based projects like roads, peace building interventions, water and Sanitation (drilling and maintaining boreholes)
 1. **A project coordinator-**
 - o Minimum of Bachelor Degree in Engineering, preferably water engineering with at least three years of experience in the WASH sector, including experience in piped/ borehole water supply scheme designs and supervision
 - o Experienced in Engineering design software such as Epanet, AutoCAD / ArchiCAD, Prokons, mWater, ArcMap, Google earth and GIS, and conversant with Microsoft offices and smartphone-based apps.
 - o Ability and flexibility to handle high levels of pressure to meet very strict deadlines and critical decision making.
 - o Ability to demonstrate a genuine knowledge and interest of the water industry.
 - o High integrity, unquestionable character and openness coupled with commitment to good governance.
 - o Solution oriented.
 2. **Project Engineer**
 - o minimum of Bachelor of Science in Civil Engineering
 - o 5+ years of experience in Civil engineering sector

- o Ability to work with communities using intensive labor/ cash for work and ensure safety, quality and schedule adherence. Must be reliable and flexible with work.
 - o Ability to take direction, identify problems, develop solutions, conduct analysis independently and in collaboration with others
 - o Proven computer skills in Microsoft Office and design software
3. **Community facilitator** with at least a diploma in social work, experience in working with communities, facilitating community dialogues and fluent in ng'akarimajong
- f) Familiar with the UN operating procedures and policies.
- g) Presence in the areas of project implementation will be an added advantage.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[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, 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

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 by Cost Component

Description of Activity	Total Period of Engagement (days)	Remuneration per Unit of Time	Total Rate
I. Personnel Services	5		
Project Coordinator (1)	5		
Project Engineer (1)	5		
Community Facilitator (1)	5		
II. Out of Pocket Expenses			
Management fee of not more than 5% of the total cost	1		
III. Other Related Costs			
Opening Roads - Kanadap-Loitanit-Nalapatui in Kaabong District. (40 KM) <ul style="list-style-type: none"> Bush Clearing and grabbing - 30km labour Bush Clearing and grabbing - 10km escarpment section (Attach Separate List with Detailed Items/Activities)	Lumpsum		
Reshaping of roads and miter drains (Attach Separate List with Detailed Items/Activities)	Lumpsum		
Installation of key drainage structures like culverts and drifts (Irish bridges)	Lumpsum		
Community Dialogues (Attach Separate List with Detailed Items/Activities)	Lumpsum		
Boreholes (Kaile/Nakitongo and Morulem/ Nakadanya) (Attach Separate List with Detailed Items/Activities)	2		

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainabl
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainabl
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled, and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable	
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3	Qualifications of key personnel proposed		
3.2	Project Coordinator		80
	Minimum of Bachelor Degree in Engineering, preferably water engineering with at least three years of experience in the WASH sector, including experience in piped/ borehole water supply scheme designs and supervision	40	
	Experienced in Engineering design software such as Epanet, AutoCAD / ArchiCAD, Prokons, mWater, ArcMap, Google earth and GIS, and conversant with Microsoft offices and smartphone-based apps.	40	
3.2	Project Engineer		70
	Minimum of Bachelor of Science in Civil Engineering	35	
	5+ years of experience in Civil engineering sector	35	
3.2	Community Facilitator		50
	at least a diploma in social work, experience in working with communities, facilitating community dialogues and fluent in ng'akarimajong	50	
Total Section 3		300	