

REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 24, 2022
	REFERENCE: 2022/UNDP-MMR/PN/054

Dear Sir / Madam:

We kindly request you to submit your Proposal **for Provision of Service for Organisational development of national CSOs.**

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

Proposals may be submitted on or before **June 8, 2022 5:00 PM Yangon Time** and via eTendering to the below Link.

<https://etendering.partneragencies.org>

BU code: MMR10, Event ID: 2022054

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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 did not award a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Moung Kee Aung
Head of Procurement Unit
6/24/2022

Description of Requirements

Context of the Requirement	<i>Organisational development of national CSOs</i>
Implementing Partner of UNDP	UNDP Myanmar
Brief Description of the Required Services	<i>Please see in attached TOR</i>
List and Description of Expected Outputs to be Delivered	<p>The outputs and deliverable required are:</p> <ol style="list-style-type: none"> 1. Conduct Operational Capacity Assessments (OCA) and provide recommendations (based on the relevant UNDP CSO Capacity Assessment guidelines) 2. Develop Organisational Development plans addressing the same areas as the OCA, and containing: <ol style="list-style-type: none"> a) Activities to be delivered b) Desired outcomes c) Staffing and resource requirements d) Timeline 3. Provide Organisational Development training 4. Provide standard organisational policies and SOPs appropriate for medium sized national CSOs, in the same areas as the OCAs and OD plans <p><i>Please see details in attached TOR</i></p>
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP CSU Team Leader</i>
Frequency of Reporting	Please see in attached TOR details
Progress Reporting Requirements	<i>Please see in attached TOR</i>
Location of work	<input checked="" type="checkbox"/> Kachin, Chin and Shan States

Expected duration of work	July 2022 to March 2023 (8 months)																
Target start date	July 2022																
Latest completion date	March 2023																
Travels Expected	<p>Bidders to propose in the table below:</p> <table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <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> </tbody> </table> <p>Travel to be proposed in line with proposed methodology against target deliverables.</p>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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Special Security Requirements	<input checked="" type="checkbox"/> N/A																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not provided																
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for International Firm <input checked="" type="checkbox"/> Local Currency (Kyats) for Local Firm																
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																
Validity Period of Proposals	<input checked="" type="checkbox"/> 120 days																

(Counting for the last day of submission of quotes)	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	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>1. Inception report with work plan and timelines</td><td>10%</td><td>Start + 1 week</td><td rowspan="5">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. Organisational Capacity Assessment reports and Organisational Development plans produced for first 5 CSOs</td><td>20%</td><td>Start + 9 weeks</td></tr> <tr> <td>3. Organisational Capacity Assessment reports and Organisational Development plans produced for last 5 CSOs</td><td>20%</td><td>Start + 17 weeks</td></tr> <tr> <td>4. Training sessions delivered in Project Management and Personnel Management for 20 CSOs Deliverable to submit: training report, materials, pre- and post surveys</td><td>25%</td><td>Start + 22 weeks</td></tr> <tr> <td>5. Training sessions delivered in Strategic Planning, Managing Finances and Gender Mainstreaming for 20 CSOs and Provision of set of standard policies and SOPs to each CSO. Deliverables to submit: training report, materials, pre- and post surveys, standard set of policies and SOPs</td><td>25%</td><td>Start + 30 weeks</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	1. Inception report with work plan and timelines	10%	Start + 1 week	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. Organisational Capacity Assessment reports and Organisational Development plans produced for first 5 CSOs	20%	Start + 9 weeks	3. Organisational Capacity Assessment reports and Organisational Development plans produced for last 5 CSOs	20%	Start + 17 weeks	4. Training sessions delivered in Project Management and Personnel Management for 20 CSOs Deliverable to submit: training report, materials, pre- and post surveys	25%	Start + 22 weeks	5. Training sessions delivered in Strategic Planning, Managing Finances and Gender Mainstreaming for 20 CSOs and Provision of set of standard policies and SOPs to each CSO. Deliverables to submit: training report, materials, pre- and post surveys, standard set of policies and SOPs	25%	Start + 30 weeks
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP CSU Team Leader																							
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> <input checked="" type="checkbox"/> Expertise of the Firm 35% <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 15 %
	<p><u>Financial Proposal (30%)</u></p> <p>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:	<input checked="" type="checkbox"/> One and only one Service Provider
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 <u><i>Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process</i></u>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only)	<p><i>Aye Wa with cced to Mounk Kee Aung</i> <i>aye.wa@undp.org , cced to mounk.kee.aung@undp.org</i></p> <p>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.</p>
Other Information [pls. specify]	NA

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

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

[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.

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

C. Qualifications of Key Personnel

The Service Provider must provide :

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

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	1. Inception report with work plan and timelines	10%	
2	2. Organisational Capacity Assessment reports and Organisational Development plans produced for first 5 CSOs	20%	
3	3. Organisational Capacity Assessment reports and Organisational Development plans produced for last 5 CSOs	20%	
4	4. Training sessions delivered in Project Management and Personnel Management for 20 CSOs Deliverable to submit: training report, materials, pre- and post surveys	25%	
5	5. Training sessions delivered in Strategic Planning, Managing Finances and Gender Mainstreaming for 20 CSOs and Provision of set of standard policies and SOPs to each CSO. Deliverables to submit: training report, materials, pre- and post surveys, standard set of policies and SOPs	25%	
	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: _____]