



REQUEST FOR PROPOSAL (RFP)

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| DIGITAL IDENTITY PILOT IN MAURITANIA | DATE: June 13, 2022 |
| | REFERENCE: PNUD/DRH/MRT/002/2022 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **DIGITAL IDENTITY PILOT IN MAURITANIA**.

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

Proposals may be submitted on or before **Monday, July 12, 2022** and via email, to the address below:

United Nations Development Programme
Dakar regional HUB
Wasc Operation Team
wasc.soumission@undp.org

Your Proposal must be expressed in the **FRENCH or English**, 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. 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.

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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/business/protest-andhttp://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.htmlsanctions.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/unscconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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Piero Emanuele Franceschetti
Regional Operation Advisor
6/13/2022

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Description of Requirements

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| Context of the Requirement | DIGITAL IDENTITY PILOT IN MAURITANIA | | |
| Implementing Partner of UNDP | Mauritania Government | | |
| Brief Description of the Required Services ¹ | Mauritania is determined to accelerate its efforts in the field of digital transition to improve the quality and accessibility of public services. In this context, the government has developed the "Digital Agenda 2022 – 2025". | | |
| List and Description of Expected Outputs to be Delivered | <ol style="list-style-type: none"> 1. Identity verification (identity proofing) with auto-ident process <ul style="list-style-type: none"> - Following NIST identity proofing process (resolution, validation, verification) - Testing face-match (ID photo vs. face) and liveness check: reliability 2. Authentication with future citizen services portal <ul style="list-style-type: none"> - OpenID Connect flows, including QR-code scanning - Separating IdP/ authentication server from Agency managing civil registry (double blindness principle) | | |
| Person to Supervise the Work/Performance of the Service Provider | <i>Innovation Team LAB</i> | | |
| Frequency of Reporting Progress Reporting Requirements | <i>Each end of week</i> | | |
| Location of work | Mauritanie | | |
| Expected duration of | Two months work | | |
| Target start date | July 2022 | | |
| Latest completion date | August 2022 | | |
| Travels Expected | Destination/s | Estimated Duration | Brief Description of Purpose of the Travel |
| Special Security Requirements | <input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance | | |
| Facilities to be Provided (i.e., must be excluded from Price | <input type="checkbox"/> Office space and facilities by UNDP <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify] | | |
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¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Proposal)

Implementation Required Schedule
indicating Not Required breakdown and
timing

| of activities/subactivities | | | | | | | | | | | | | | | | | | | |
|---|--|---------------------------------------|--|--------------|---|--|-----|---|---|-----|---|---|-----|---|--|-----|--|-------|-------|
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | | | | | | | | | | | | | | | | | | |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency | | | | | | | | | | | | | | | | | | |
| Value Added Tax on Price Proposal ² | <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 (<i>Counting for the last day of submission of quotes</i>) | <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 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 | <input checked="" type="checkbox"/> Not permitted | | | | | | | | | | | | | | | | | | |
| Payment Terms ³ | <p style="text-align: center;">1-</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Deliverables</th> <th>% of payment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Detailed implementation concept accepted</td> <td>25%</td> </tr> <tr> <td>2</td> <td>Fully functional test version of app + backend components (on vendors test environment)</td> <td>25%</td> </tr> <tr> <td>3</td> <td>Deployment on client infrastructure / incl app availability on Google Play Beta/ iOS TestFlight</td> <td>25%</td> </tr> <tr> <td>4</td> <td>Digital ID pilot fully functional / acceptance test passed</td> <td>25%</td> </tr> <tr> <td></td> <td>Total</td> <td>_100%</td> </tr> </tbody> </table> | No. | Deliverables | % of payment | 1 | Detailed implementation concept accepted | 25% | 2 | Fully functional test version of app + backend components (on vendors test environment) | 25% | 3 | Deployment on client infrastructure / incl app availability on Google Play Beta/ iOS TestFlight | 25% | 4 | Digital ID pilot fully functional / acceptance test passed | 25% | | Total | _100% |
| No. | Deliverables | % of payment | | | | | | | | | | | | | | | | | |
| 1 | Detailed implementation concept accepted | 25% | | | | | | | | | | | | | | | | | |
| 2 | Fully functional test version of app + backend components (on vendors test environment) | 25% | | | | | | | | | | | | | | | | | |
| 3 | Deployment on client infrastructure / incl app availability on Google Play Beta/ iOS TestFlight | 25% | | | | | | | | | | | | | | | | | |
| 4 | Digital ID pilot fully functional / acceptance test passed | 25% | | | | | | | | | | | | | | | | | |
| | Total | _100% | | | | | | | | | | | | | | | | | |
| No. | Deliverables | Location (Remotely or on site) | Date | | | | | | | | | | | | | | | | |
| 1 | Detailed implementation concept | Remote | Max. 15 days after signature of contract | | | | | | | | | | | | | | | | |
| 2 | Fully functional test version of app + backend components (on vendors test environment) | Remote | Max. 60 days after signature of contract | | | | | | | | | | | | | | | | |

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

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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| 3 | Deployment on client infrastructure / incl app availability on Google Play Beta/ iOS TestFlight | Remote | 75 days after signature of contract |
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| 4 | Digital ID pilot fully functional / acceptance test passed | Nouakchott | 90 days after signature of contract |
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| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project coordinator |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract |
| 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. |
| Criteria for the Assessment of Proposal | <p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 60% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p>Financial Proposal (30%)</p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i> |
| Contract General Terms and Conditions ⁴ | <input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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| Annexes to this RFP ⁵ | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i> |
| Contact Person for Inquiries (Written inquiries only) ⁷ | info.wasc@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 <i>[pls. specify]</i> | |

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⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto. ⁷ 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.

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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 per Deliverable*

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| | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price <i>(Weight for payment)</i> | Price <i>(Lump Sum, All Inclusive)</i> |
|---|---|---|--|
| 1 | Deliverable 1 | | |
| 2 | Deliverable 2 | | |
| 3 | | | |
| | Total | 100% | |

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|-----------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 2. Services from Field Offices | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 3. Services from Overseas | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

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

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