REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Evaluation of UNDP support to Social Protection
Date: 01 July 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by: Independent Evaluation Office, UNDP

Signature: ________________________________
Name: Thi Kieu Oanh Nguyen
Title: Evaluation Specialist
Date: Click or tap here to enter text.
# SECTION 2: RFQ INSTRUCTIONS AND DATA

| Introduction | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website. |
| --- | --- |
| Deadline for the Submission of Quotation | 17 July 2022 by 11:59 PM (EST)
If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/. |
| Method of Submission | Quotations must be submitted as follows:
☐ E-tendering
☒ Dedicated Email Address
☐ Courier / Hand delivery
☐ Other Click or tap here to enter text.

**Bid submission address:** ieo.procurement@undp.org

- File Format: PDF
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: Click or tap here to enter text.
- Mandatory subject of email: Social Protection Evaluation - social network analysis
- Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”
- It is recommended that the entire Quotation be consolidated into as few attachments as possible.
- The bidder should receive an email acknowledging email receipt. |
| Cost of preparation of quotation | UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| Supplier Code of Conduct, Fraud, Corruption, | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti |
| Gifts and Hospitality | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the }
| **Conflict of Interest** | UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: ☐ General Terms and Conditions / Special Conditions for Contract. ☒ General Terms and Conditions for de minimis contracts (services only, less than $50,000) ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy |
| **Special Conditions of Contract** | ☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] ☐ Others [pls. specify] |
| **Eligibility** | A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative |
| **Currency of Quotation** | Quotations shall be quoted in USD |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: |
a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

Duties and taxes

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:

- All prices must:
  - ☒ be inclusive of VAT and other applicable indirect taxes
  - ☐ be exclusive of VAT and other applicable indirect taxes

Language of quotation

Click or tap here to enter text
Including documentation including catalogues, instructions and operating manuals.

Documents to be submitted

Bidders shall include the following documents in their quotation:
- ☒ Annex 2: Quotation Submission Form duly completed and signed
- ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- ☒ Company Profile.
- ☒ Registration certificate;
- ☐ List and value of projects performed for the last XXXX years plus client’s contact details who may be contacted for further information on those contracts;
- ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;
- ☒ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
- ☒ Completed and signed CVs for the proposed key Personnel;
- ☐ Other Click or tap here to enter text.

Quotation validity period

Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.

Price variation

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Partial Quotes

- ☒ Not permitted
- ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes

Alternative Quotes

- ☒ Not permitted
- ☐ Permitted

If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”

Payment Terms

- ☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
- ☒ Other Refer to annex 1
| Conditions for Release of Payment | ☐ Passing Inspection [specify method, if possible] Complete Installation  
☐ Passing all Testing [specify standard, if possible]  
☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]  
☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements  
☐ Others [pls. specify] |
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<tbody>
<tr>
<td>Contact Person for correspondence, notifications and clarifications</td>
<td>E-mail address: <a href="mailto:ieo.procurement@undp.org">ieo.procurement@undp.org</a></td>
</tr>
<tr>
<td>Clarifications</td>
<td>Requests for clarification from bidders will not be accepted any later than [Click or tap here to enter text.] days before the submission deadline. Responses to request for clarification will be communicated [Click or tap here to enter text.] by [Click or tap to enter a date.]</td>
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| Evaluation method | ☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  
☐ Other [Click or tap here to enter text.] |
| Evaluation criteria | ☒ Full compliance with all requirements as specified in Annex 1  
☒ Full acceptance of the General Conditions of Contract  
☐ Comprehensiveness of after-sales services  
☐ Earliest Delivery /shortest lead time  
☐ Others [Click or tap here to enter text.] |
| Right not to accept any quotation | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| Right to vary requirement at time of award | At the time of award of Contract or Purchase Order, IEO 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. |
| Type of Contract to be awarded | ☐ Purchase Order  
☒ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)  
☐ Contract for Works  
☐ Other Type/s of Contract [pls. specify] |
| Expected date for contract award. | 01 August 2022 |
| Publication of Contract Award | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| Policies and procedures | This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures |
| UNGM registration | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org). The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature. |
ANNEX 1: SCHEDULE OF REQUIREMENTS

Evaluation of UNDP support to Social Protection
Terms of reference for the social network analysis support

Background

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) is conducting an evaluation of UNDP support to social protection, as planned in its multiyear programme of work (2022-2025) approved by the UNDP Executive Board in February 2022.

The evaluation aims to provide evidence to promote organizational learning for improved effectiveness and contribute to enhanced accountability towards the Executive Board and UNDP’s development partners. The evaluation will be conducted during 2022 and presented to the UNDP Executive Board at its annual session in June 2023. It will examine the coherence, efficiency, relevance, effectiveness and sustainability of UNDP’s support to social protection in programme countries. In addition, the evaluation aims to assess the extent to which the current UNDP social protection offer and its on-going interventions remain relevant to the global efforts to meet the SDG target 1.3 and to build forward better.

The consultancy

The IEO is hiring a firm/institution specialized in the use of social network analysis or other appropriate methods to support the Social Protection evaluation. The IEO will use this analysis to identify bottlenecks and missed opportunities in a select number of countries which face substantial challenges in the social protection systems and where UNDP and/or other development partners’ support has been limited. The analysis will determine and understand the nature of interactions between institutional stakeholders using a systems-lens, to form a better understanding of the social protection context in the countries. This will help evaluate past UNDP approaches to social protection and to identify where and how UNDP may be able to strengthen social protection systems and form partnerships.

The firm/institution will conduct analyses in 4 countries in total. The countries selected will be in the regions in which UNDP operates (Africa, Arab states, Asia and Pacific, Latin American and the Caribbean, Europe and the CIS). The firm/institution will be responsible for collecting all data required for the analysis.

The assignment is entirely home-based and conducted between August – October 2022.

Duties and responsibilities

Under the guidance of the Lead Evaluator and the Associate Lead Evaluators the firm/institution will:

- Support the refining of research questions in collaboration with the IEO evaluation team.
- Lead the design of the methodology, including sample strategy and plan, data collection plan, testing and configuration of tools
- Collect data required and lead full development of 4 sets of network maps (one set per country) and accompanying analysis. Ensure data quality and integrity of analysis, by providing quality control for collected data through data cleaning and analysis. Revise the analysis report, as per comments received from the IEO.

1 (DP/2022/6) Independent Evaluation Office multiyear programme of work (2022-2025)
• Conduct training or advisory support to the evaluation team in the use of social network analysis.

Expected outputs and indicative timeframe

Working under the leadership of the Lead Evaluator and the Associate Lead Evaluators, the firm/institution will contribute to ensuring the overall quality, including the timely delivery of the draft analysis and intermediate outputs as agreed. The assignment will take place from August to October 2022.

The deliverables include:

(i) **Inception report**: including refined research questions, methodology, national and subnational sampling strategies, data collection plan, and tools. *Due three weeks upon signing of the contract; tentatively in August.*

(ii) **Analysis report**: Present the social network process and findings in a written report and respond to adjustments. *Due tentatively by September.*

(iii) **Training sessions**: the evaluation team in the use of social network analysis, induction to the evaluators to prepare the online regional collection sessions, presentation on the use of social network analysis to IEO staff. *Advisory support to be provided to the evaluation team throughout the process; organized training due in October.*

All the outputs will be produced in English.

Remuneration and duration of contract

The duration of the consultancy contract is estimated in working days between the date of contract signature and the end of October 2022, with most of the efforts concentrated in the period August-September 2022.

The total amount of the contract will be based on an agreed lumpsum. Payments will be based on the delivery the following outputs:

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<tr>
<th>Output Description</th>
<th>Percentage</th>
<th>Due Date</th>
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<tr>
<td>Upon satisfactory presentation of the inception report</td>
<td>20%</td>
<td>Due August 2022</td>
</tr>
<tr>
<td>Upon acceptance of the finalised analysis report</td>
<td>50%</td>
<td>Due September 2022</td>
</tr>
<tr>
<td>Upon satisfactory delivery of the IEO training</td>
<td>30%</td>
<td>Due October 2022</td>
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Required Skills and Experience

The IEO seeks an experienced firm in social network analysis with the following qualifications:

Professional Experience Requirements

- Demonstrated experience in the use of social network analysis, or other appropriate methods, in international development evaluations. Experience applying social network analysis, or other appropriate methods, in relation to social protection systems a distinct advantage.
- Proficiency with data collection methods used in social network analysis, and experience in facilitating remote data collection.
- Familiarity with UNDP or United Nations operations is desirable.

Language requirements

- Full proficiency in English (oral and written) for the analysis.
- Knowledge of French, Spanish, Arabic and/or Russian is desirable.

Competencies

Functional competencies

- Strong analytical skills, including ability to quickly assess a diverse range of information with a discerning sense for quality of data.
- Good mastery of information technology required for organized presentation of information.

Development and Operational Effectiveness

- Adhere to the principle of confidentiality and ethical code of conducts during the evaluation.
- Ability to work under pressure.
- Available to conduct required analysis within the agreed timelines.

Corporate Competencies

- Ability to work in multicultural and multidisciplinary teams, acting with professionalism, diplomacy, tact and courtesy.

Application Instructions

Applicants are expected to submit their applications via email to ieo.procurement@undp.org, by 23:59 (EST) on 17 July 2022, following the instructions detailed in the RFQ. The application must include:

- A cover letter that introduces the firm and highlights relevant expertise and experience in social network analysis.
- Quotation that indicates total costs for this assignment as well as the expert day rate.
- CVs of all proposed experts in the P11 format.
- Writing samples containing social network analysis.
- Contact details of three (3) institutional references.