



REQUEST FOR PROPOSAL (RFP)

Hiring a Consultancy Firm/NGO/CSO to draft and develop the human rights investigations procedural regulation, and the civil litigation and compensation regulation.	DATE: August 16, 2022
	REFERENCE: MDV/RFP/22/09

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Consultancy Firm/NGO/CSO to draft and develop the human rights investigations procedural regulation, and the civil litigation and compensation regulation.**

Please be guided by the form attached here to as Annex 3, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, August 30, 2022** and via e-tendering.

With the subject line: **“Hiring a Consultancy Firm/NGO/CSO to draft and develop the human rights investigations procedural regulation, and the civil litigation and compensation regulation.”**

Submissions must contain a separate technical and financial proposal. **Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified.** Vendors will be requested to share the password to financial proposal upon completion of technical evaluation process.

Your Proposal must be expressed in the **English Language**, 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 the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,

DocuSigned by:

3026C8690F374EB...
Shafag Athif

Operations Manager
16 August 2022

Annex 1

Description of Requirements

Context of the Requirement	“Hiring a Consultancy Firm/NGO/CSO to draft and develop the human rights investigations procedural regulation, and the civil litigation and compensation regulation.”
Implementing Partner of UNDP	UNDP Maldives
Brief Description of the Required Services ¹	Hiring a Consultancy Firm/NGO/CSO to draft and develop the human rights investigations procedural regulation, and the civil litigation and compensation regulation.
List and Description of Expected Outputs to be Delivered	Please see attached TOR (Annex 2)
Person to Supervise the Work/Performance of the Service Provider	Mohamed Nabeeh Asim, Programme Officer, Integrated Governance Programme, UNDP
Frequency of Reporting	<i>Weekly meetings with the focal point.</i>
Progress Reporting Requirements	Monthly
Location of work	<input checked="" type="checkbox"/> Exact Address/es: Home-based.
Expected duration of work	60 working says (between 1 September 2022 – 30 November 2022)
Target start date	September 2022
Latest completion date	November 2022
Travels Expected	Home-based exercise, with online & face-to-face meetings held with stakeholders in Male’, Maldives as stated under point 3 of Scope of Work. Validation workshop shall be conducted in Male’, Maldives.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN’s Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP	<input checked="" type="checkbox"/> Others: Please see attached TOR (Annex 2)

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.

(i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
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"/> Maldivian Rufiyaa
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input 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"/> 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	As defined in the attached TOR (Annex 2)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Mohamed Nabeeh Asim, Programme Officer, Integrated Governance Programme, UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

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.

	<input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
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"/> Criteria 1: Overall Experience and Expertise of the Firm/Institution <input checked="" type="checkbox"/> Criteria 2: Expertise of key personnel <input checked="" type="checkbox"/> Criteria 3: Workplan, Methodology & Timeline in the technical proposal
	<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> <p>Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the financial proposal only from the proposals who pass the technical evaluation as per the criteria is established and disclosed in the solicitation document. The proposal shall assume the responsibility for not encrypting the financial proposal.</p> <p>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
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:

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.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Aishath Loona Moosa</i> <i>Executive Assistant</i> <i>proc.mv@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>

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

⁶ 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.

Annex 2**Terms of Reference**

Location:	Male', Maldives
Position Title:	Hiring a Consultancy Firm/NGO/CSO to draft and develop the human rights investigations procedural regulation, and the civil litigation and compensation regulation.
Type of Contract:	Institutional Contract for Services
Post Level	National
Languages required:	Dhivehi, English
Contract period:	01 September 2022 – 30 November 2022
Project Title:	Integrated Governance Programme III
Prompt ID:	MDV-0000191581
TOR ID	TOR/2022/04

A – BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national development challenges. In the programme countries, UNDP supports stabilization, state-building, governance, and development priorities in partnership with the host governments, the United Nations system, the development partners and other partners to help the country to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shock.

UNDP has been a trusted development partner of the Maldives for more than 40 years, helping to achieve the eradication of poverty, reduction of inequalities and exclusion in areas such governance, environment protection, climate change mitigation and adaptation. In each of its thematic areas of work, UNDP at the request of its national partners provides relevant policy advisory support, technical assistance, advocacy, and knowledge to help Maldives achieve its global commitment on Sustainable Development Goals (SDG). With Maldives's transition to Middle Income Country Status, Official Development Assistance from traditional donor sources has been on the continuous decline. UNDP is therefore working with its national partners to identify and tap into alternative and innovative financing mechanisms for development. This process involves broadening outreach and forging wide-ranging partnerships with stakeholders - including other UN agencies, the government, the private sector, philanthropic Foundations, multi-lateral and bi-lateral donors and International Finance Institutions to advance the country's development strategies and objectives.

UNDP Maldives through its Integrated Governance Programme II (IGP) works with various government partners, including The Human Rights Commission of the Maldives (HRCM), in providing relevant support to strengthen the rule of law and human rights for sustaining peace and fostering development. HRCM is an independent statutory institution, established on 10 December 2003 in accordance with the Human Rights Commission Act 6/2006. It is mandated to defend and promote human rights in and around Maldivian jurisdiction. One of the most crucial functions of the commission is its investigation limb, which essentially scrutinizes and investigates any case that surrounds a breach and/or violation of any fundamental rights protected by The Constitution of Maldives and subsequent legally binding instruments.

Within the powers allocated by the Human Rights Commission Act (HRCM Act), during the course of approved investigations, HRCM has the power to summon person(s) and conduct inquiries. However, HRCM Act does not clearly stipulate the manner in which HRCM's investigative powers are to be executed. As such, it is crucial to highlight that HRCM has not had a specific regulation and/or procedure that monitors and/or guides the process of investigation, receipt, and assimilation of investigative materials. Therefore, in cases of any breach or violation of any of the fundamental rights protected in/around Maldivian jurisdiction, it is vital to have a detailed regulation which aligns with international best practices for the proper execution of powers vested by Maldivian Constitution and HRCM Act.

Furthermore, the 2nd amendment to the HRCM Act ratified in 2020 provides an opportunity for the Commission to set a robust mechanism for civil compensation and civil litigation process. This is an extremely important step in providing compensation for victims of human rights violations and to ensure guilty personnel and/or entities are held accountable.

In this regard, UNDP Maldives together with HRCM is seeking the support of a qualified legal firm or practice to develop and deliver the human rights investigations procedural regulation, and the civil litigation and compensation regulation.

B - DUTIES AND RESPONSIBILITIES

Scope of Work

Under the guidance of UNDP and HRCM, the firm is expected to develop and deliver the human rights investigations procedural regulation powered by HRCM Act (including all the amendments), and the civil litigation and compensation regulation (hereby referred to as "the regulations"). The tasks to be undertaken by the firm under the Terms of Reference include, but are not necessarily limited to, the following:

1. Conducting a desk review of existing policy papers (local and international), legal framework and relevant legislations/regulations and practices related to human rights, assessments, and relevant reports.

2. Conducting consultation meetings with UNDP, relevant UN Agencies and HRCM's relevant staff to discuss and make note of the Commission's policy directives and recommendations for the regulations.
3. Conducting consultation meetings with relevant stakeholders including but not limited to judiciary (Supreme Court, High Court, Superior Courts, Magistrate Courts), Department of Judicial Administration, Maldives Police Service, Prosecutor General's Office, Attorney General's Office, Maldives Correctional Services, Ministry of Health, Ministry of Gender, Family and Social Services, other relevant government institutions, and NGO's.
4. Drafting the regulations as per HRCM Act and the Constitution of the Maldives, and based on the consultation meetings, international best practices, the review of suggested policy papers, and policy directives from HRCM.
5. Drafting the regulations in Dhivehi language.
6. Conducting a final consultation meeting with relevant stakeholders, UNDP and HRCM to validate and finalize the regulations.
7. Develop a roadmap by Identifying the implications of the regulations on key institutions and stakeholders once enacted and recommend a way forward by proposing roadmaps for implementing the regulations which includes mitigating measures.

Expected Outputs and Deliverables:

All documents shall be submitted as stipulated below and all documents will be submitted as drafts and upon review by the HRCM and UNDP the firm shall revise the draft documents. Once, the revised reports are approved by UNDP and HRCM they will be termed as final documents for the consultancy.

The firm will be responsible for the following deliverables:

Deliverable	Description	Estimated Maximum Duration to Complete (in working days)
1. Inception report	Under this deliverable, the firm will conduct a desk review of existing policy papers (local and international), legal framework and relevant legislations/regulations and practices related to human rights, assessments, and relevant reports. The firm will then conduct working meetings with UNDP, relevant UN Agencies and HRCM's relevant staff to discuss and make note of the Commission's policy directives and recommendations for the regulations. During this stage the firm is expected to provide technical guidance and recommendations to HRCM on the best approach and methodology, drawing from international best practices. Afterwards, the firm will produce an inception report reflecting the findings of the	12 days

	desk review, the proposed policy options for the regulations, a proposed list of stakeholders for further consultation (including those specified under point 3 of the Scope of Work above), and a proposed timeline for the remaining deliverables. The deliverable will be completed upon the submission of the draft inception report for HRCM/UNDP review, collecting initial feedback and submitting a final inception report.	
2. Drafting of the regulations	Under this deliverable, the firm will conduct consultations with the stakeholders identified in the inception report and others if required. The firm will then draft the regulations based on the findings from the consultations, the proposed policy options outlined in the inception report, and as per the timeline identified in the inception report. The drafts should be written in Dhivehi and in a format and style determined by the HRCM and UNDP. The deliverable will be completed upon the submission of the draft regulations for HRCM/UNDP review, collecting initial feedback and submitting final draft regulations.	30 days
3. Validation meeting and final submission of the regulations	Under this deliverable, the firm will conduct consultations with the stakeholders identified in the inception report and others if required. The firm will then draft the regulations based on the findings from the consultations, the proposed policy options outlined in the inception report, and as per the timeline identified in the inception report. The drafts should be written in Dhivehi and in a format and style determined by the HRCM and UNDP. The deliverable will be completed upon the submission of the draft regulations for HRCM/UNDP review, collecting initial feedback and submitting final draft regulations.	08 days
4. Developing Roadmap for implementation of the regulations	Under this deliverable, the firm will develop a roadmap for both regulations, identifying the implications of the regulations on key institutions and stakeholders once enacted and recommend a way forward by proposing a roadmap for implementing the regulations which includes mitigating measures. The deliverable will be completed upon the submission of the draft roadmap for HRCM/UNDP review, collecting initial feedback and submitting final roadmap.	10 days

Duration of the Assignment

The duration of this assignment is 60 working days, between 01 September 2022 – 30 November 2022. The firm should come up with a clear timeline while submitting the proposal taking into consideration the estimated time durations for each deliverable as stipulated above.

Institutional Arrangement

The Firm will closely coordinate with UNDP and HRCM and will be accountable to the UNDP Programme Officer supported by the designated focal point from HRCM assigned to this consultancy. Regular meetings will be held with Programme Officer of UNDP Maldives as needed. A briefing and debriefing meeting will be organized with UNDP and HRCM at the beginning and end of assignment. HRCM will facilitate meetings and prepare/extend invitations with stakeholders for consultations and for the validation workshop, provide any other necessary information to firm in a timely manner, review, and comment deliverables in a timely manner, and monitor the consultancy together with UNDP. The firm is expected to maintain close contact by email with UNDP, communicate any complications regarding the consultancy by writing as soon as possible, and to provide contact details that allow UNDP to get in contact with the firm at any time during the consultancy.

Duty Station and Expected Places of Travel

This consultancy is a home-based exercise, with online & face-to-face meetings held with stakeholders in Male', Maldives as stated under point 3 of Scope of Work.

Validation workshop shall be conducted in Male', Maldives.

C - PAYMENT TERMS

The method of payment is **output-based lump-sum scheme**. The total amount quoted shall be **all-inclusive lump sum** and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, and any other applicable cost to be incurred by the firm in completing the assignment. The contract price will be a fixed output-based price regardless of extension of the specified duration herein.

The payments shall be released upon submitting the required deliverables/outputs with satisfactory by the Programme Manager/Focal Point as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

Deliverable	Target due date	Deliverable payment Percentage	Review and Approvals Required
Deliverable 1 – Inception Report (12 days) <i>[1 day for consultation, 6 days for desk review and drafting, 3 days for commenting, 2 days for final submission.]</i>	14 th September 2022	30% upon submission of deliverable	Review and Approval of the final draft by the ARR and Programme Manager – IGP of UNDP Maldives.

Deliverable 2 – Drafting the regulations (30 days) <i>[3 days for consultations, 14 days for drafting, 5 days for commenting, 6 days for translation, 2 days for final submission.]</i>	19 th October 2022	30% upon submission of deliverable	Review and Approval of the final draft by the ARR and Programme Manager – IGP of UNDP Maldives.
Deliverable 3 – Validation meeting and final regulations (8 days) <i>[1 day for preparing, 1 day for validation, 4 days for commenting, 2 days for final submission.]</i>	30 th October 2022	20% upon submission of deliverable	Review and Approval of the final draft by the ARR and Programme Manager – IGP of UNDP Maldives.
Deliverable 4 – Roadmap for implementation (10 days) <i>[5 days for drafting, 3 days for commenting, 2 days for final submission]</i>	10 th November 2022	20% upon submission of deliverable	Review and Approval of the final draft by the ARR and Programme Manager – IGP of UNDP Maldives.

D – REQUIRED SKILLS AND EXPERIENCE

The required skills and experiences of the Firm as well as the proposed team are further described in the evaluation criteria below

Language Requirements:

Fluency in written and spoken Dhivehi and English is required for all team members.

Evaluation Method and Criteria

Cumulative analysis

The award of the contract shall be made to the individual consulting firm whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation

Evaluation criteria	Maximum marks obtainable
Criteria 1: Overall Experience and Expertise of the Firm/Institution	15
1.1 The firm has a professional network of law practitioners, with a proven track of legal assistance or advice provided to government or non-governmental bodies in the past.	5
1.2 The firm has a <u>minimum of 2 years</u> of experience in legal drafting, development of policy briefs, white papers, and green papers, in areas including but not limited to human rights and civil matters	5
1.3 The Firm has a <u>minimum of 1 years</u> of relevant experience in developing relevant manuals, roadmaps, or relevant materials.	5
Criteria 2: Expertise of key personnel	40
<u>Team composition</u>	
2.1 The team must have at least 2 members.	
- Team leader: demonstrates prior experience in working with relevant government or non-governmental bodies in providing legal support and should demonstrate prior experience in legal drafting.	5
- The second technical member of the team must also have prior experience in legal work, preferably in the area of research and/or legal drafting.	5
<u>Educational qualifications of the team members</u>	
2.2 The team members have at least a LLM in the areas of human rights, social justice law, or related field, or a LLB	5
<u>Professional experience and qualifications of the team members</u>	
2.3 Team members with a LLM must demonstrate a minimum 1 year of public or private practice, OR with LLB, a minimum 3 years of public or private practice.	5
2.4 Team members must demonstrate a minimum of 1 year experience in legal drafting, development of policy briefs, white papers, and green papers, in areas	10

including but not limited to human rights and civil matters	
2.5 Team members must demonstrate a minimum of 1 year of relevant experience in developing relevant manuals, roadmaps, or relevant materials.	5
2.6 Team members must have demonstrated experience in conducting consultation meetings	5
Criteria 3: Workplan, Methodology & Timeline in the technical proposal	15
3.1 Overall understanding of the assignment & proposed solution	5
3.2 Proposed workplan and timeline relevant to the assignment as per the Terms of Reference.	10
TOTAL	70 marks

Only firms obtaining a minimum of 70% of the total technical points during technical evaluations are acceptable and would be considered for the Financial Evaluation.

Documentation required.

Interested consultancy firm/institutions must submit the following documents/information to demonstrate their qualifications.

1. Technical Proposal

- Technical proposal detailing workplan, methodology, timeline, team composition (which should not exceed 15 pages including any printed brochure relevant to the services being procured).
- Organizational profile describing the nature of business.
- CVs of all team members.
- Details of previous related or similar projects/consultancies/portfolio completed by the firm/institution in the past five years. (Include duration/timeline of previous activities individually)
- Extracts of, or links to, related or similar work.
- Details of at least 3 professional referees for the firm from past similar work experience (including full name, designation, email address & phone number)

2. Financial proposal (Should be password protected)

- Financial proposal (inclusive of all costs with the detailed breakdown of fees for each deliverable outlined in the TOR).
- We will notify the bidders who pass the technical score to provide the password of the financial proposal on the day of financial evaluation.
- Financial proposal that indicates the lump sum rate/fee of the firm in Maldivian Rufiyaa.

Incomplete proposals may not be considered. The short-listed firms may be contacted for interview and the successful firm will be notified.

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]

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, contract 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.

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

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*

	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]