

United Nations Development Programme



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REQUEST FOR PROPOSAL

Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq

RFP No.: RFP-246-22

Project: SSR/RoL

Country: Iraq

Issued on: 16 August 2022

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Section 1. Letter of Invitation

Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form (Must be submitted password protected)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

In case your Company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company:

Username: **event.guest**

Password: **why2change**

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

Pre-Proposal meeting	<p>Time: 10:30 AM Erbil time Zone</p> <p>Date: 28 August 2022</p> <p>Venue: Through Zoom App</p> <p>The UNDP focal point for the arrangement is: Mohammad Ashraf Baaser – Procurement Analyst</p> <p>E-mail: mohammad.ashraf.baaser@undp.org</p> <p>Note: Interested firms/companies are requested to send an email request at-least one day before the pre-proposal conference so that the zoom invitation can be shared with the requesting participants.</p> <p>No last minute's request will be entertained.</p>
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If you need further information, please feel free to contact the following:

Focal Person in UNDP: Mohammad Ashraf Baaser, Procurement Analyst

Address: UNDP, Iraq

E-mail address: mohammad.ashraf.baaser@undp.org

You may acknowledge receipt of this RFP utilizing the "Accept Invitation" function in e-tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point queries on this RFP.

IMPORTANT NOTE: The amount of the Financial Offer **MUST NOT be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.**

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE E-TENDERING SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

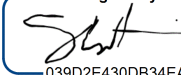
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

DocuSigned by:

8E9FBE17BD6841F...

DocuSigned by:

039D2E430DB34EA...

Name: **Mohammad Ashraf Baaser**

Title: **Procurement Analyst**

Date: **August 16, 2022**

Name: **Shadi Hussein**

Title: **Head of Procurement**

Date: **August 16, 2022**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 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_andinvestigation.html#anti</p> <p>2.2 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 or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should 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.</p> <p>3.2 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.</p>

4. Conflict of Interests	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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 Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.

<p>Email Submission</p>	<p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking</p>

	<p>them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25.Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26.Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27.Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28.Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29.Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production

	<p>capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>j) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p>

	<ul style="list-style-type: none"> b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words

	<p>shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=de

	fault
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 10:30 AM Erbil time Zone Date: 28 August 2022 Venue: Through Zoom App</p> <p>The UNDP focal point for the arrangement is: Mohammad Ashraf Baaser – Procurement Analyst E-mail: mohammad.ashraf.baaser@undp.org</p> <p>Note: Interested firms/companies are requested to send the name of the person at-least one day before the pre-proposal conference so that the zoom invitation is sent to the requesting participants.</p> <p>No last minute's request will be entertained.</p>
5	10	Proposal Validity Period	120 days
6	14	Proposal Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/questions	<p>5 days before the submission deadline with the following information:</p> <ul style="list-style-type: none"> - Referencing the tender document-section where the firm has question - Company Name and focal point <p>UNDP will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a proposals.</p>
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Mohammad Ashraf Baaser Procurement Analyst E-mail address: mohammad.ashraf.baaser@undp.org</p> <p>Any delay in UNDPs 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>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p>Supplemental Information will be uploaded to the system (Atlas-E-tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by a system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system.</p>
14	23	Deadline for Submission	<p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>

14	22	Allowable Manner of Submitting Proposals	Only through e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>IRQ10-RFP-246-22</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only 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. If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but 1f you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. Financial proposal must be password protected and uploaded to eTendering system. Password of the financial proposal must not be provided to UNDP until requested by UNDP. No price value should be disclosed In your technical proposal. <p>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please insert "1" as your bid price in e-tendering line item.</p> <p>Password for financial proposal <u>must not</u> be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted.</p> <ul style="list-style-type: none"> While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form. The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified. <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively.</p> <p>Technical Evaluation: <input checked="" type="checkbox"/> Expertise of the Firm 25%</p>

			<p>☑ Proposed methodology, approach, and implementation plan 40%</p> <p>☑ Management Structure and Qualification of Key Personnel 35%</p> <p>The minimum technical score required to pass the technical evaluation is 70%.</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The detailed evaluation criteria is mentioned in Section F of the TOR.</p> <p>IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer</p>
18		Expected date for commencement of Contract	October 1, 2022
19		Maximum expected duration of contract	09 Months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf</p>
23		Fraud, Corruption, Collusion, Unethical	UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities.
24		Joint Venture, Consortium or Association	<p>a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated</p>

			<p>lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>c) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>d) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>f). Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Proposal Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion. The Joint Venture should include the following:

1. Letter of Intent, jointly signed by Senior Partners of the JVs, as part of their RFP submission. The Letter of Intent should include the following:
 - a. Undertaking that the firms will be working as JV for the purposes of the assignment;
 - b. Specialties/areas of work that each individual firm will be responsible for;
 - c. Lead firm for UNDP contract for the assignment. For the purpose of the assignment, UNDP will deal with the lead firm as UNDP contact.
 - d. Name, title and telephone number of the Principal within the Lead firm identified for the JV, to act as the Contact Person. The principal must have been identified as the Contact and Empowered to sign Legal Agreement with UNDP and make decision for the JV on all contractual matters.
 - e. Completed Declaration of No conflict of Interest signed by the Principles of all firms in a Consultant JV.

Note: All information against which a firm or association or JV shall be evaluated should be attached and sequence as stated below:

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form

Certificates and Licenses	<p>-Certificate of Registration of the business; including Articles of incorporation, or equivalent document if Bidder is not a corporation.</p> <p>- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.</p> <p>Note: The companies/firms outside Iraq are required to take permission from the Government Authorities prior start of work in case they are awarded the contract.</p>	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	As per TOR- EXPERIENCE AND QUALIFICATION REQUIREMENTS	Form D: Qualification Form
Financial Standing	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p> <p>Minimum Annual Turnover should be US\$300,000 in any single year for the last 3 years (2018-2019-2020). 2021 will be considered if the audit report is available.</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p> <p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.</p> <p>UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p> <p>Submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years (2018-2019-2020). The bidders having completed financial audited statement for 2021 should also submit the report which will be considered for evaluation.</p>	Form D: Qualification Form

Section 5. Terms of Reference

Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq

1. Background:

UNDP has a global mandate to support governments in the area of good governance and Security Sector Reform (SSR) and has significant experience in producing policy advice and support to governments. At the request of the Government of Iraq (GoI), UNDP has been engaging with the Office of the National Security Adviser (ONSA), to support the government's SSR efforts. Amongst others, the ongoing work focuses specifically in supporting the implementation of the GoI Security Sector Reform Programme (SSRP). In this regard UNDP maintains strong partnerships with the office of the National Security Adviser (ONSA) and relevant Government Ministries/Agencies and, also plays a central coordination role between GoI and International Partners engaged in this long-term reform process.

On 16 July 2017 the National Security Council, formally endorsed the Security Sector Reform Programme (SSRP). UNDP has provided significant technical support to ONSA and relevant GoI institutions throughout the development of the SSRP and, has facilitated numerous consultations with a wide-range of stakeholders, helping to ensure broad support for this long-term reform process. Amongst others the overall GoI SSRP draws specific emphasis on strengthening local policing and criminal investigations under its identified priority *Criminal Justice and Law Enforcement*.

Furthermore, recognising that access to security and justice and realisation of safer communities is a precondition for democratic advancement and post-ISIL recovery and stability in Iraq, the Ministry of Interior's Police Affairs Agency has undertaken significant efforts to advance local policing in Iraq with a specific focus on preventative and responsive policing. In this regard the Ministry of Interior (MoI) recently endorsed the Local Police Service Road Map (2018) and the aligned internal regulations on Standard Operating procedures (SOP) for Criminal Investigations (2019). UNDP provided technical advice and assistance in the development these important policy documents and their implementation had just begun. The SOP facilitates an integrated approach to criminal investigations in Iraq, and is meant to become the governing practice to conduct criminal investigations in an effective and proactive manner. It is intended to raise the performance of police investigators and make their professional actions in criminal investigations more accountable to investigating judges. Similarly, the Road Map defines the direction of the Local Police transition to a service-oriented policing, as the primary public security provider in post-ISIL Iraq, and to build trust between the citizens and the police via transparency in criminal investigations.

In view of this, UNDP in close collaboration with the MoI will work to strengthen the area of "suspect interviewing techniques and methods" as well as "homicide investigation techniques – including the principles of crime scene management" to strengthen the capacity of the police to undertake criminal investigations. UNDP will thus undertake to design and deliver a series of specialised trainings to selected officers from across the MoI, including representative of the Police Affairs Agency, Local Police Stations, Anti-Crime and Forensics Directorates, Federal Intelligence Agency (FIIA), Training and Qualifications Directorate, Narcotics Directorate, the Organized and Economic Crimes Department as well as the Anti Trafficking Units (Human Trafficking) and the relevant Investigating Judges from the judiciary. Female police, investigators and investigating judges involved in SGBV cases and Family protection matters will also be a part of this initiative especially for the trainings on suspect interviews related to SGBV cases

UNDP has therefore identified a requirement to hire a qualified professional company/ service provider to assist in the implementation of the above trainings in close collaboration with its interlocutors in Iraq. Due to the unique characteristics of this assignment the service provider having an in-depth knowledge of/ and or previous experience in the criminal justice sector in Iraq is vital.

2. Scope of work:

The overall consultancy will involve the development of training curricula and the delivery of a series of comprehensive training events under the advice and guidance of UNDP SSR/RoL Programme Senior Technical Specialist - Criminal Justice, and rest of the team. The consultancy will be for a period of 09 months. The assignment will be managed under the oversight of the UNDP SSR/RoL Programme Manager. Majority of the work will be Baghdad/ Erbil based, and some home-based work where necessary.

The selected service provider is expected to deliver the following:

A. One specialized training course on interviewing techniques is developed and delivered in two training sessions

The key objective of this training course is to strengthen skills of investigating police officers and relevant criminal investigation officials to conduct suspect interviews (including witnesses & victims) by applying international best practices and to increase the probability of obtaining evidence and information that can be used in further court proceedings or to lead to further police investigations. Amongst others, the course content will focus on human rights compliant and internationally accepted principles and procedures in interviewing techniques through non - coercive methods to gather reliable evidence. The basis for the overall course content will be the suspect interviewing requirements set by the SOP for Criminal Investigations, but also rely on global best practices related to victims and witness interviews under criminal investigations. Similarities and dissimilarities to witness interviewing shall also be covered in the training. The necessary details for the delivery of this activity have been specified below in Section 3: Expected Deliverables.

B. Establishment of a technically equipped prototype of an interview room, to be used for training purposes.

The project shall provide the Criminal Investigation Centre of the Training and Qualification Directorate (TQD) of the MOI with a technically equipped interview room – set up as a prototype - that can provide live feedback into the classrooms where the trainings will be conducted. Once established, this facility will be used in all trainings to deliver practical understanding and cultivate the best practices and habits of good interviewing techniques within the MOI. The service provider will be required to procure all the necessary items to set up this interview room at the MOI campus in Baghdad, Iraq and provide detailed trainings and instructions to MOI staff on its regular use in accordance with the details under Section 3, below.

C. Two specialised training courses: one, focusing on interview techniques (suspect, victims, & witness) for SGBV cases, and a second on dedicated Training of Trainer (TOT) course – attached to the specialized training course on interviewing techniques – both to be embedded into the MOI TQD.

Two specialised training courses on interviewing techniques shall be developed and delivered under the overall advice of UNDP SSR/RoL Programme technical specialists. First course shall be specific on how to interview suspects, witnesses and victims of SGBV (e.g. rape, sexual violence and physical violence, forced prostitution, sex trafficking, indecent exposure, digital blackmail & cybercrime etc.) with an understanding of men and young boys being the perpetrators and women as victims (however, not excluding the understanding of violence perpetrated by people of same gender i.e. men against men and women against women). This course will be designed in accordance with the understanding of what constitutes SGBV under the prevailing Iraqi laws. The Second course will be a 3-week training of trainers (TOT) course on interviewing techniques. Participants of this course shall be trainers from MOI training schools and centres and particularly successful participants of recent law enforcement interview techniques courses. By the end of this course, the participants shall be able to conduct their own courses for other police investigators across the MOI on interviewing skills and techniques. The TOT course must include a dedicated pedagogy-based approach to enable the MOI trainers to develop their own interview techniques trainings for the MOI in the long run.

D. One Specialised Training Course on homicide investigations, linked with crime scene management is developed and delivered in two training sessions for the MOI.

The key objective of this training is to build the skills of a targeted set of criminal investigations officials in homicide investigations, on all vital aspects of crime scene management related techniques and procedures. Training shall refer to first response actions, evidence collection and preservation, forensic sciences and collaboration of various police

experts in homicide investigations, including new skills and insights on modern investigation techniques with reference on the applicable SOP for Criminal Investigations in Iraq. The overall course content aims to strengthen participants' skills and expertise in crime scene management and various forms of homicide and practical skills to ensure human rights compliant, accountable, and transparent criminal investigations. Course content and related documents will be produced in English and Arabic. The necessary details for the delivery of this activity have been specified below in Section 3: Expected Deliverables.

For the training courses mentioned above, UNDP in close coordination with its Iraqi counterparts from the MOI will identify the selected participants from the MOI based on agreed criteria and from all the relevant departments / directorates and units, as required. The development of the selection criteria and specific course parameters on course content will be undertaken in close cooperation with the consulting agency/ service provider as well - but will be led by UNDP. UNDP will provide the logistical arrangement to book the training venues in Iraq via its recommended vendors and travel/ accommodation of the participants to and from the training venue and cover the costs of the MOI participants at all trainings under this initiative.

While the training workshops are expected to be held in Baghdad, due to the prevailing volatile conditions related to the COVID -19 pandemic, and potential resumption of public demonstrations that may lead to the imposition of lockdown measures/ curfew with resulting movement restrictions, as risk averse planning the consulting company is expected to consider Erbil and / or Sulaymaniyah as an alternative training venue.

If the situation allows to deliver all deliverables outlined herein under section 3 below in person in Iraq through routine one- to- one courses, subject to lifting of ongoing COVID-19 related containment measures the projected expenses related to travel and in-country to be budgeted in line with estimated costs for in- country travel.

(Please also see section 8 – approach and methodology)

3. Expected deliverables:

Under the overall supervision of UNDP Security Sector Reform/ Rule of Law Programme Manager and the Senior Technical Specialist - Criminal Justice, the consulting company is expected to deliver the following deliverables:

Deliverables	Estimated Time- line	Location
<p>A. One specialized training course on suspect interviewing techniques is developed and delivered in two training sessions under the overall advice and guidance of UNDP SSR/RoL Programme technical specialists. The trainings will be delivered for 28 selected officers from targeted local police and criminal investigation entities.</p> <p>This will include:</p> <ul style="list-style-type: none"> - Develop and finalize the training curriculum, that will be endorsed by UNDP and MOI Training and Qualifications Directorate (TQD). Submission will include English and Arabic version. The course is designed for a length of 2 week's duration (subject to approval of UNDP and MOI TQD). - Develop and finalize the training agenda, training schedule (including the total course 	<p>October 2022 - May 2023 (8 months)</p> <p>October - December 2022 (3 months)</p> <p>December 2022 - January 2023 (2 months)</p>	<p>Home based and Baghdad and/ or Erbil in Iraq.</p> <p>Home based.</p> <p>Home based.</p>

<p>duration for each training) and receive endorsement from UNDP and the MOI TQD.</p> <ul style="list-style-type: none"> - Undertake procurement of items (of a high quality) to establish a prototype of an interview room, to be used for training purposes, at the Criminal Investigations Center of the MOI or any other location designated by UNDP and MOI jointly. This will include all items that are necessary within a standard interview room i.e. cameras, voice recorders, laptops, microphones, software for the laptop and data storage facilities i.e. to store interview recordings, intercom between interview room and investigator room outside, speakers, tables, chairs, power back – up source (solar batteries or inverters), movable walls etc. The final procurement list will be reviewed and vetted by UNDP and MOI. The service provider will assemble all items to demonstrate how a typical interview room is to be set up and functional in the Iraqi context. The service provider will also provide trainings on maintaining and operating these items smoothly - to 3 designated officers of the MOI. - Deliver two training workshops to the selected participants composing of 14 participants in each workshop. Each training workshop is delivered in accordance with the training curriculum developed for the duration of 2 weeks, as per step 1 above and approved by UNDP and MOI. The service provider must ensure that the trainings are delivered by qualified trainers who can travel to Iraq, in Arabic – or using simultaneous translations company. UNDP can assist in the identification of the simultaneous translations company as part of the logistics provided for the training workshop. The participants for the workshop will be nominated by the MOI and as per the criteria communicated by UNDP. - Submit final training outcome report including consolidated participants feedback and lessons learned to UNDP. (Training outcome report template will be agreed in advance with UNDP) <p>The consulting company will work closely with and under the advice and guidance of the UNDP technical experts to meet this deliverable and all activities under it. UNDP will continue to monitor the service provide to ensure quality of all services provided, at every step.</p>	<p>November 2022 – January 2023 (3 months)</p> <p>January 2023 -April 2023 (4 months)</p> <p>May 2023 (1 month)</p>	<p>Baghdad and/ or Erbil in Iraq. Procurement can be initiated at home base, but the final items must be available in Iraq and assembled in Iraq.</p> <p>Baghdad and/ or Erbil in Iraq.</p> <p>Baghdad and / or Erbil and / or Home Based.</p>
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<p>B. Two specialised training courses on interviewing techniques are developed under the overall advice and guidance of UNDP SSR/RoL Programme technical specialists. First course will focus on interviewing techniques for SGBV cases. Second course will focus on a TOT course for trainers to develop their capacity to design and conduct future interviewing techniques courses within the MOI. The trainings will be delivered for 28 additional participants: in two separate sessions of 14 participants in each.</p> <p>This will include:</p> <ul style="list-style-type: none"> - Develop and finalise two separate training curriculums: one on interviewing techniques for SGBV cases (for a duration of 2 weeks); and a second for TOT course to MOI trainers with a pedagogical approach on the subject matter of interviewing techniques for crime management i.e. suspect, witness and victim interview methods for police in Iraq (for a duration of 3 weeks). The duration of each of the course curriculums will be subject to the approval of UNDP and MOI TQD. The service provider will provide both curriculums in English and Arabic versions. - Developed and finalise the training agenda, training schedule (including the total course duration for each training) and endorsed by the UNDP and Mol TQD. Submission will include English and Arabic translations. - Deliver two training workshops to the selected participants and each of the trainings will compose of 14 participants. The training workshop for the first course will be for a period of two weeks (as endorsed by the MOI). The training workshop for the second course i.e. TOT will be for three weeks (as endorsed by the MOI). The service provider must ensure that the trainings are delivered by qualified trainers who can travel to Iraq, in Arabic – or using simultaneous translations company. UNDP can assist in the identification of the simultaneous translations company as part of the logistics provided for the training workshop. The participants for the workshop will be nominated by the MOI and as per the criteria communicated by UNDP. 	<p>October 2022 - May 2023 (8 months)</p> <p>October - December 2022 (3 months)</p> <p>December 2022 - January 2023 (3 months)</p> <p>January -April 2023 (4 months)</p>	<p>Home based and Baghdad and/ or Erbil in Iraq.</p> <p>Home based.</p> <p>Home based.</p> <p>Baghdad and/ or Erbil in Iraq</p>
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<p>- Submit final training outcome report including consolidated participants feedback and lessons learned to UNDP. (training outcome report template will be agreed in advance with UNDP)</p> <p>The consulting company will work closely with and under the advice and guidance of the UNDP technical experts in the delivery of the above overall output and its aligned activities.</p>	<p>May 2023 (1 month)</p>	<p>Baghdad and/ or Erbil in Iraq and Home Based.</p>
<p>C. One specialized training course on homicide investigations with crime scene management skills and techniques is developed and delivered in two training sessions under the overall advice and guidance of UNDP SSR/RoL Programme technical specialists. The trainings will be delivered for 50 selected officers from targeted local police and criminal investigation entities.</p> <p>This will include:</p> <ul style="list-style-type: none"> - Develop and finalize the training curriculum, that will be endorsed by UNDP and MoI Training and Qualifications Directorate (TQD). Submission will include English and Arabic version. The course is designed for a length of 2 week's duration (subject to approval of UNDP and MOI TQD). A crime scene set -up (homicide) has been established as a prototype at the MOI Training Command and must be utilized for practical delivery of the training curriculum. - Develop and finalize the training agenda, training schedule (including the total course duration for each training) and receive endorsement from UNDP and the MoI TQD. Two trainings for 25 participants in each training is required to be planned for delivery. - Deliver two training workshops to the selected participants composing of 25 participants in each workshop. Each training workshop is delivered in accordance with the training curriculum developed for the duration of 2 weeks, as per step 1 above and approved by UNDP and MOI. The service provider must ensure that the trainings are delivered by qualified trainers who can travel to Iraq, in Arabic – or using simultaneous translations company. UNDP can assist in the identification of the simultaneous translations company as part of the logistics provided for the training workshop. The participants for the workshop will be 	<p>October 2022 – May 2023 (8 months)</p> <p>October – December 2022 (3 months)</p> <p>December 2022 – January 2023 (2 months)</p> <p>January – April 2023 (4 months)</p>	<p>Baghdad / Erbil and / or Home Based</p> <p>Home Based</p> <p>Home Based</p> <p>Baghdad and / or Erbil based</p>

<p>nominated by the MOI and as per the criteria communicated by UNDP.</p> <p>- Submit final training outcome report including consolidated participants feedback and lessons learned to UNDP. (Training outcome report template will be agreed in advance with UNDP)</p> <p>The consulting company will work closely with and under the advice and guidance of the UNDP technical experts to meet this deliverable and all activities under it. UNDP will continue to monitor the service provide to ensure quality of all services provided, at every step.</p>	<p>May 2023 (1 months)</p>	<p>Baghdad and / or Erbil based and / or Home Based.</p>
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The consulting company and its team of experts are also required to make themselves available to attend remote/ virtual meetings / discussions via skype/ zoom or other relevant modality for planning meetings/ feedback meetings convened by UNDP Senior Criminal Justice Specialist and the SSR/RoL Programme Manager.

4. Key Performance Indicators during implementation of deliverables will include the following:

- Provision of clear and comprehensive deliverables specified above.
- Timely completion of deliverables.
- Appropriate and regular coordination with all relevant stakeholders.
- Excellent communication skills both written and verbal in English.
- Excellent communication skills both in written and verbal in Arabic will be an advantage.
- Good team player as well as the ability to work on its own initiative.

5. Reporting:

The service provider/ consulting company will report directly to the UNDP SSR/ RoL Programme Manager and the Senior Criminal Justice Specialist. The Team Leader will also provide monthly progress reports against the agreed outputs/ deliverable schedule to UNDP (1 to 1.5-page reports on an agreed template with UNDP).

6. Time Frame:

The outputs/ deliverables and alighted activities mentioned in this TOR must be implemented within a period of 09 months (01 October 2022 – 30 June 2023).

7. The Schedule and Method of Payment

The payments will be made upon satisfactory completion of the deliverables outlined in the table above (*i.e. Section 3*) and, upon the submission and acceptance of each deliverable/ output.

The payments will be made in Five Instalments subject to UNDP procurement procedures.

Payment %	Deliverables/ outputs
First payment 20% of the total amount	Upon satisfactory completion and acceptance of the training curricula on 1) specialized course on suspect interviewing and 2) one course on interviewing techniques for SGBV cases and TOT course for MOI on the interviewing techniques, as well as 3) development of course on homicide investigation with crime scene management skills and techniques each under deliverables A,B and C respectively.
Second payment 15% of the total amount	Upon satisfactory completion and acceptance of the training agenda and the training schedule and the delivery of the four training workshops on suspect interviewing and homicide investigations under deliverables A and C
Third payment of 15% of the total amount	Upon satisfactory completion and acceptance of the training agenda and the training schedule and the delivery of the two training workshops on interview techniques for SGBV cases and TOT courses for suspect interviewing techniques under deliverable B.
Fourth Payment of 20% of the total amount	Upon satisfactory procurement and establishment of the prototype interview room in the MOI or an alternative MOI designated location.
Final payment of 30% of the total amount	Upon satisfactory completion and acceptance final training outcome reports including consolidated participants feedback and lessons learned from the six training workshops mentioned above under deliverables A, B, and C respectively.

8. Approach and methodology

Proposals should include a description of the service provider's capability to carry out the proposed consultancy, describing any prior or similar experiences in any or more of the key deliverable areas in Iraq or similar context as well as clear risk mitigation plan/ risk averse planning methodology in the event of another outbreak of COVID-19 pandemic or public protests that may result in movement restrictions in Baghdad.

The service provider must describe how your proposal:

- will address/deliver the demands of the requirement; providing a detailed description of the essential performance characteristics in response to TOR;
- implementation plan 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.
- If the situation allows to deliver all deliverables outlined under section 3 in person in Iraq through routine one- to-one courses, subject to lifting of ongoing COVID-19 related containment measures the projected expenses related to travel and in-country to be budgeted in line with estimated costs for in- country travel.

9. Team Composition

Proposals should identify personnel overseeing the proposed consultancy. Explain which proposed personnel would be facilitating / undertaking which activity/ deliverable and provide a paragraph with a detailed biography of each key member of the team. The team should be composed of at least **one Team Leader**, who may also be one of the subject matter experts, and minimum **three and up to maximum five qualified and experienced personnel** to develop the course curricula and implement the deliverables mentioned under *section 3 above - expected outputs and deliverables*. The team should be able to establish collaborative and trusting working partnerships /relations with the UNDP team, and also with the key stakeholders for the purpose of carrying out the assigned activities on time and successfully. In the team composition it is highly desirable to have 1- 2 experts who is proficient in the Arabic language (written and spoken).

The **Team Leader** will have the overall responsibility to oversee the implementation of each deliverable/ output and aligned tasks mentioned above.

A description of the Team's, qualifications, skills and professional experience is listed below:

A. Team Leader (1 Nos.)

The Team Leader will be responsible for the overall coordination and quality control of the deliverables for this assignment, and they will lead and guide every aspect of the deliverable implementation.

Qualifications, skills and professional experience of the Team Leader should include the following;

- University degree or specialised diploma or equivalent ten years of professional experience in subjects related to criminal investigations, policing, criminology, peace, justice and security, and/ or conflict studies, strategy/risk management or other relevant subject areas.
- Ten years professional experience working in the criminal justice and/ or policing sector with specific professional experience in criminal investigations.
- Experience working in post-conflict environments and leading/ managing a small team of experts is essential.
- Previous experience working in the criminal justice or policing sector in Iraq will be an added advantage.
- In-depth understanding of and experience working on criminal investigations and policing is essential;
- Experience in designing and delivering training in criminal investigations is essential;
- Experience in designing and delivering training specifically in the areas of suspect interviewing or crime scene management or homicide investigations or local policing reform is highly desirable.
- Proven expertise in the field of criminal investigations and or/ police reforms in complex emergency settings is highly desirable;
- Proven capacity to engage with government and international stakeholders with strong liaison capacities and experience is essential.
- Excellent written and spoken English language skills are essential.
- Knowledge of Arabic language skills (written and spoken) will be an advantage.

B. Team Members

1. Expert on Suspect (Victims and Witness) Interviews in Criminal Cases, SGBV cases and Teaching Methods (1 No.)

- Experience as a Police Officer with university degree or a specialised diploma or equivalent seven years of professional experience in subjects related to criminal investigations, policing, justice, security, criminology, psychology, or other relevant subject area.
- Seven years professional experience working in the criminal justice and/ or policing sector with specific professional experience in criminal investigations.
- Previous experience working in the criminal justice or policing sector in Iraq or other post-conflict environments will be an added advantage.
- Five years of experience in the conduct of interviews with criminal suspects is essential.
- Experience in designing and delivering trainings in criminal investigations specifically in suspect interviewing is required.
- Experience in handling SGBV cases and especially suspect, victim and witness interviews.
- Experience in handling interviews in investigating Narcotics, Trafficking and Organized Crime.
- Experience in handling interviews in investigating Economic Crimes and Financial Transactions.
- Excellent written and spoken English language skills are essential.
- Knowledge of the Arabic language (written and especially spoken) will be an asset and strong advantage.

2. Expert on Homicide Investigations (1 No.)

- Police Officer with university degree or specialised diploma or equivalent seven years of professional experience in subjects related to criminal investigations, policing, criminology, justice or security.
- Seven years professional experience working in the criminal justice and/ or policing sector with specific professional experience in criminal investigations.
- Previous experience working in the criminal justice or policing sector in Iraq or other post-conflict environments will be an added advantage.
- Five years of experience in the conduct of homicide investigations is essential.
- Experience in designing and delivering training in criminal investigations essential.
- Experience in designing and delivering training specifically in the area of homicide investigations is highly desirable.
- Excellent written and spoken English language skills are essential.
- Knowledge of Arabic language (written and spoken) will be an advantage.

3. Crime Scene Technician (1 No.)

- Crime Scene Technician with university degree or specialised diploma or equivalent seven years of professional experience in subjects related to crime scene management.
- Seven years professional experience working in the criminal justice and/ or policing sector with specific professional experience in crime scene management.
- Previous experience working in the criminal justice or policing sector in Iraq or other post-conflict environments will be an added advantage.
- Five years of experience in the conduct of crime scene management is essential.
- Experience in designing and delivering training in criminal investigations specifically in the areas of first response and crime scene management is essential.
- Excellent written and spoken English language skills are essential.
- Knowledge of Arabic language (written and spoken) will be an advantage.

All team members must be able and willing to collaborate or assist rest of the team members in training events and provision of advice, and work collaboratively with UNDP Technical Experts and / or MOI Training & Qualifications Directorate – when needed

10. Qualification of the Consultancy Company/ Service Provider

- Possess minimum 5 years track record of professional experience and knowledge in designing and delivering trainings on criminal investigations to the police and criminal investigation personnel in complex settings are essential.
- Similar experience in Iraq will be an advantage.
- Have the capacity to deliver the stated outputs/ deliverables, and corresponding tasks to a high quality and in a timely manner is essential.
- Previous experience with UNDP, other UN agencies or donor-financed similar assignments will be an advantage.
- Three references from previous work for similar experience in the last 5 years.

11. Technical evaluation criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	25%	250
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	35%	350
		Total	1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing - General Organizational Capability which is likely to affect implementation: management structure, financial stability - Organizational previous Clients List	50
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country	50
1.3	Three references from similar Projects conducted in the 5 years (20 points for each reference)	60
1.4	Work for UNDP or UN/ major multilateral/ or bilateral programmes	90
Total Part 1		250

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach, and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	50
2.2	Is the scope of task well defined and does it correspond to the TOR? Have the important aspects of the task been addressed in sufficient detail?	100
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	Is the conceptual framework adopted appropriate for the task?	100

2.5	Are the quality assurance mechanisms put in place? Has the proposal describe potential risks that may affect the implementation along with mitigation measures?	50
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
	Total Part 2	400

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Team Leader (1 nos)	Sub-Score	110
	University degree or specialised diploma or equivalent years of professional experience in subjects related to criminal investigations, policing, criminology, peace, justice and security, and/ or conflict studies, strategy/risk management or other relevant subject areas.	10	
	Ten years professional experience working in the criminal justice and/ or policing sector with specific professional experience in criminal investigations.	10	
	Experience working in post-conflict environments and leading/ managing small teams of experts is essential.	20	
	Previous experience working in the criminal justice or policing sector in Iraq will be an added advantage. (10 points) In-depth understanding of and experience working on criminal investigations and SGBV is essential. (15 points)	25	
	Experience in designing and delivering training in criminal investigations specifically in the areas of suspect interviewing, including witness and victim interviewing techniques is desirable. (20 points) Proven expertise in the field of criminal investigations and or handling of SGBV cases for police reforms in complex emergency settings is highly desirable. (5 points)	25	
	Proven capacity to engage with government and international stakeholders with strong liaison capacities and experience is highly desirable.	5	
	Excellent written and spoken English language skills are essential. (10 points) Knowledge of Arabic language skills (written and spoken) will be an advantage. (05 points)	15	
	3.2 Experts on Suspect Interviewing (1 expert)	Sub score	80

	University degree or specialised diploma or equivalent years of professional experience in subjects related to criminal investigations, policing, justice, security, criminology, psychology, or other relevant subject. (10 points)	10	
	Seven years professional experience working in the criminal justice and/ or policing sector with specific professional experience in criminal investigations. (10 points)	10	
	Previous experience working in the criminal justice or policing sector in Iraq or other post-conflict environments will be an added advantage. (Each expert: 10 points; Total for 3 experts: 30 points)	10	
	Five years of experience in the conduct of interviews with criminal suspects is essential. (15 points)	15	
	Experience in designing and delivering training in criminal investigations specifically in the areas of: (a) suspect interviewing for all forms of criminal cases (10 points) and (b) interviewing under SGBV cases (10 points) is highly desirable. (20 points)	20	
	Excellent written and spoken English language skills are essential. (10 points)	10	
	Knowledge of Arabic language skills (written and especially spoken) is an asset and strong advantage. (5 points)	5	
3.3 Expert on Homicide Investigations (1 No.)		Sub score	80
	Police Officer with university degree or specialised diploma or equivalent seven years of professional experience in subjects related to criminal investigations, policing, criminology, justice or security.	10	
	Seven years professional experience working in the criminal justice and/ or policing sector with specific professional experience in criminal investigations.	10	
	Previous experience working in the criminal justice or policing sector in Iraq or other post-conflict environments will be an added advantage.	10	
	Five years of experience in the conduct of homicide investigations is essential.	10	
	Experience in designing and delivering training in criminal investigations essential.	10	
	Experience in designing and delivering training specifically in homicide investigations is highly desirable.	15	
	Excellent written and spoken English language skills are essential.	10	

	Knowledge of Arabic language (written and spoken) will be an advantage	5	
3.4. Crime Scene Technician (1 No.)		Sub score	80
	Crime Scene Technician with university degree or specialised diploma or equivalent seven years of professional experience in subjects related to crime scene management.	10	
	Seven years professional experience working in the criminal justice and/ or policing sector with specific professional experience in crime scene management.	10	
	Previous experience working in the criminal justice or policing sector in Iraq or other post-conflict environments will be an added advantage.	15	
	Five years of experience in the conduct of crime scene management is essential.	10	
	Experience in designing and delivering trainings on criminal investigations methods specifically in the areas of first response and crime scene management is essential.	20	
	Excellent written and spoken English language skills are essential.	10	
	Knowledge of Arabic language (written and spoken) will be an advantage.	5	
	Total Part 3		350

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form B: Bidder Information Form	<input checked="" type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form if applicable	<input checked="" type="checkbox"/>
▪ Form D: Qualification Form	<input checked="" type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input checked="" type="checkbox"/>
▪ Other Documents as required in the TOR	<input checked="" type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input checked="" type="checkbox"/>

Financial Proposal Envelope

▪ Form F: Financial Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form G: Financial Proposal Form Password protected	<input checked="" type="checkbox"/>

IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please insert "1" as your bid price in e-tendering line item.

Financial proposal should be password protected and uploaded to e-tendering system. Password of Financial proposal MUST NOT be provided to until requested by UNDP. No price value should be disclosed in your technical proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

Note: PROPOSALS WHICH DO NOT CONTAIN THE ABOVE LISTED REQUIRED FORMS WITH INITIAL SUBMISSION WILL BE REJECTED.

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-246-22 Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq		

We, the undersigned, offer to provide the services for **Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq** in accordance with your Request for Proposal No. **RFP-246-22** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____
 Title: _____
 Date: _____
 Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your NGO hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your NGO have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ A letter explaining why the applicant organization considers itself the most suitable candidate for the work ▪ Profile of any additional partners to be engaged as a part of project ▪ Tax Registration/Payment Certificate issued by the Internal revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Local Government permit to locate and operate in assignment location, if applicable

- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- Sample list of similar projects implemented previously
- Detailed Technical proposal, includes context analysis, evidence source/data, proposed methodology for the project, results framework, risks Analysis...etc - description of the approach to the assignment.
- A proposed working plan (included in schedule) with a list of key events
- Power of Attorney
- A detailed description of the approach to the assignment.
- Audit reports for the past 3 years (2018, 2019 and 2020)
- At least three recommendations from previous clients with clear indication of the service provided, relevant to the nature of the current requirement.
- CVs of proposed personnel – must indicate the name(s) of the personnel assigned to each position- including references

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-246-22 Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-246-22 Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-246-22 Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form (MUST be Password Protected)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-246-22 Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq		

We, the undersigned, offer to provide the services for **Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq** in accordance with your Request for Proposal No. **RFP-246-22** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form (MUST be Password Protected)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-246-22 Consultancy to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

A- Cost Breakdown by cost component**Table 1: Summary of Overall Prices**

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Position	Name	Monthly Rate US\$	Duration (5 months) = (20) weeks	Total Amount US\$
		A	B	C=A*B
Team Leader (1 Position)				
Experts on Suspect Interviewing (1 expert)				
Expert on Homicide Investigations (1 No.)				
Crime Scene Technician (1 No.)				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price US\$	Total Amount US\$
Subtotal Other Costs:				

B- Cost Breakdown per deliverables

No.	Deliverables/ outputs	Payment %	Total Amount US\$ (Lump Sum, All Inclusive)
1	Upon satisfactory completion and acceptance of the training curricula on 1) specialized course on suspect interviewing and 2) one course on interviewing techniques for SGBV cases and TOT course for MOI on the interviewing techniques, as well as 3) development of course on homicide investigation with crime scene management skills and techniques each under deliverables A, B and C, respectively.	First payment 20% of the total amount	
2	Upon satisfactory completion and acceptance of the training agenda and the training schedule and the delivery of the four training workshops on suspect interviewing and homicide investigations under deliverables A and C	Second payment 15% of the total amount	
3	Upon satisfactory completion and acceptance of the training agenda and the training schedule and the delivery of the two training workshops on interview techniques for SGBV cases and TOT courses for interviewing techniques under deliverable B.	Third payment of 15% of the total amount	
4	Upon satisfactory procurement and establishment of the prototype interview room in the MOI or an alternative MOI designated location.	Fourth Payment of 20% of the total amount	
5	Upon satisfactory completion and acceptance final training outcome reports including consolidated participants feedback and lessons learned from the four training workshops mentioned above under deliverables A, B and C respectively.	Final payment of 30% of the total amount	
Total			US\$