



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 30, 2022
	REFERENCE: RFP-2022-33

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Policy Innovation Learning and Documentation**.

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

Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with**

the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. 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 SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:
Varisara Anansiribovorn
EF7FCAA67C5C4B3...

Varisara Anansiribovorn
Procurement and Administrative Analyst

Annex 1**Description of Requirements**

Context of the Requirement	<i>Policy Innovation Learning and Documentation</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	As per TOR attached in Annex 2
List and Description of Expected Outputs to be Delivered	As per TOR attached in Annex 2
Person to Supervise the Work/Performance of the Service Provider	The Head of Thailand Policy Lab
Frequency of Reporting	<i>As per deliverables</i>
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Assignment duration is 16 months from the contract signing date but no longer than 31 January 2024
Target start date	15 October 2022
Latest completion date	16 months from the contract signing date but no longer than 31 January 2024
Travels Expected	A maximum 12 domestic trips (within Thailand, including 4 trips to Hat Yai or nearby, 4 trips to Chiang Mai or nearby, and 4 trips to Ubon Ratchathani or nearby) will be taken for a maximum of 3 individuals per trip for a maximum of 3 days/nights per trip, to be organized within the contract period
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP	

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

(i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Thai Baht) For local bidder and/or entity is located in Thailand territory All prices shall be quoted in the currency or currencies indicated. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: <ul style="list-style-type: none"> • 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 • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

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

<i>submission of quotes)</i>	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per TOR attached in Annex 2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Head of Thailand Policy Lab
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm: 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 30% <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

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

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Onanong Wuthimonkolkul Procurement Associate Email: onanong.wuthimonkolkul@undp.org; procurement.th@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be submitted to establish minimum qualification of proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> ☒ Technical Proposal submission form as per the Template (Annex 3); ☒ Password protected Financial proposal (Annex 4); ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; ☒ 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; ☒ Latest Audited Financial Statement – (balance sheets, including all related notes, and income statements) for past 3 years: 2019, 2020 and 2021; ☒ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address; ☒ Completed and signed CVs for the Proposed Key personnel; and ☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference.
<p>Special note</p>	<p>Electronic submission through e- Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> ● Electronic files that form part of the proposal must be in PDF format; ● The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; ● 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. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the TOR.

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- 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;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
 - At least 7 years of proven experience in innovation, public policy, and qualitative and quantitative research
 - Proven experience in delivering projects relating to knowledge management, learning process, and/or pedagogy (delivered at least 3 projects over past three years)
 - Proven experience and understanding in working in the Thailand policymaking context (delivered at least 3 projects working with Thai policymakers over the past three years)

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 7 years of proven experience in innovation, public policy, and qualitative and quantitative research	150

1.2	Proven experience in delivering projects relating to knowledge management, learning process, and/or pedagogy (delivered at least 3 projects over past three years)	125
1.3	Proven experience and understanding in working in the Thailand policymaking context (delivered at least 3 projects over the past projects over the past three years)	125
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Bidder's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	150
2.2	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	150
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
	Qualifications of key personnel proposed		
3.1	Qualifications of Team Leader (1 member)		100
	Minimum Master's degree in public policy, public administration, political science, social sciences, education, communications or similar	40	
	Minimum 5 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy	30	
	Minimum 5 years of experience in public policy, academic or social research or a similar background in the Thailand context	30	
3.2	Qualifications of Team Member 1		100
	Minimum Bachelor's degree in public policy, public administration, political science, social sciences, education, communications or similar	40	
	Minimum 3 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy	30	
	Minimum 3 years of experience in public policy, academic or social research or a similar background in the Thailand context	30	
3.3	Qualifications of Team Member 2		100
	Minimum Bachelor's degree in public policy, public administration, political science, social sciences, education, communications or similar	40	
	Minimum 3 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy	30	

	Minimum 3 years of experience in public policy, academic or social research or a similar background in the Thailand context	30	
Total Section 3			300

Annex 2

TERM OF REFERENCE Policy Innovation Learning and Documentation

a. Background Information

As an upper-middle-income country, Thailand has advanced far beyond having many of the more basic development challenges affecting other nations. However, several challenges remain. COVID-19 pandemic revealed weaknesses of some public policies and services delivery. It shows that the traditional approach for designing and formulation policy and delivering public services lacks agility and how both efficiency and effectiveness need to be further improved to tackle such challenges.

To address complex development challenges in Thailand, UNDP Thailand and the Royal Thai Government through the Office of National Economic and Social Development Council (NESDC) have partnered to establish the Thailand Policy Lab as a project under UNDP Thailand. The Thailand Policy Lab seeks to identify paradigm shifts emerging from the current response of the Royal Thai Government to current challenges. It will ask which new models of governance can enable better preparedness for future crises and the achievement of the Sustainable Development Goals (SDG) in Thailand and identify interventions that are grounded in system thinking and can accelerate the transition from short-term to long-term policy and planning. To address the challenges, the Thailand Policy Lab project will enhance the capacity of the Royal Thai Government in terms of knowledge, skills and hands-on experiences in applying policy innovations in policy formulation, implementation and evaluation; share good practices and experience on policy innovations; and be a learning platform for a community of innovators.

With the objective of reforming the public policy processes and ecosystem to address increasingly complex contemporary challenges while upholding inclusive and human-centric values, the lab's core work seeks to explore innovative tools and approaches and to experiment them in the Thai context alongside working-level policymakers on real policy issues. From these projects, the lab also expects to learn from the application of these tools and approaches to eventually be able to co-design new a policy processes that could be further mainstreamed, codified and institutionalised in the broader policymaking ecosystem. In parallel, to support wider adoption in the policymaking community, capacity building and continued engagement with stakeholders are also key cornerstones of work that the Thailand Policy Lab does to achieve an ecosystemic transformation.

Project Description – Policy Innovation Learning and Documentation

With the extensive work plan that the Thailand Policy Lab is undertaking, which range across 1. Policy Innovation projects (the applied experimentation of innovative tools and methodology to real policy issues and partners), 2. Capacity Building projects (the training of

innovative tools for policymakers and other relevant public policy stakeholders), and Community of Innovators projects (events and platforms that bring together global, national and local stakeholders to connect and exchange experiences relating to the policy innovation agenda), the knowledge management and monitoring and evaluating of how these innovation tools, methodology and approaches apply in the Thailand context is an essential part of the lab's work. The lab expects that in parallel to all these activities, a comprehensive 'learning' and 'documentation' process, based on rigorous research methodologies, is carried out to extract crucial contents, insights, best practices, cautions and guidance needed for each innovation activity.

The innovation tools, methodologies, approaches under the Thailand Policy Lab work includes but are not limited to the following:

- Data Analytics
- Deep Listening
- Design Thinking
- Ethnography
- Portfolio Approach
- Sensemaking
- Social Listening
- Strategic Foresight and Futures Thinking
- Systems Design

The content generated under this learning and documentation work is expected to be consolidated and codified in a way that is accessible and practical for predominantly policymakers (as well as for informed and interested stakeholders and the public). It is expected that such content will be kept in a public repository (most likely on the Thailand Policy Lab website) and disseminated publicly to further the policy innovation agenda of the lab, in order for the innovation tools to be further experimented upon by interested parties. In the long-term, this content and knowledge is hoped to provide a well-evidenced starting point for other policy and/or innovation practitioners to learn from and contribute to, hence accelerating Thailand's innovation capabilities.

b. Specific Objectives

The Thailand Policy Lab project under UNDP Thailand is looking for an innovative, adaptive, and highly capable service provider to design and implement a learning and documentation process alongside the lab's own work plan, and to produce accessible materials that capture policy innovation content, insights, best practices, cautions and guidance for each innovation activity that the lab carries out. It is expected that this learning and documentation process will be structured, rigorous and create well-evidenced information that can be beneficial, productive and inspiring for policymakers working in the Thailand context.

The Thailand Policy Lab's portfolio of work includes 3 main pillars, under which main activities/projects that will require the learning and documentation services are listed below:

1. Policy Innovation Projects:

The first pillar of Thailand Policy Lab's work is the first entry point for experimenting with innovative approaches to create practical learning experiences for policymakers in Thailand. The projects under this pillar not only introduce new approaches to policymaking conceptually (e.g., systems approach, portfolio approach, foresight and futures thinking, empathetic tools, design thinking, deep listening), but they are applied to real policy projects and act as a demonstration space for policymakers.

Under this pillar, it is expected that the service provider will primarily document:

- *The tools and processes - how they are applied, their objectives, outcomes, the pros and cons, analyses of their application in policy design and formulation and their application in the different policy domain issues, and reflections*
 - *The Thailand Policy Lab's learning journey in form of case studies specific to the content within the project*
- **Policy for Youth, by Youth project (2021-2023)** – an experiment to maximise youth's role and voices throughout the entire policy cycle, using tools such as social listening and hackathon.
 - **Reinventing the Policy Process through the Portfolio and Systems Approach (2021-2023)** – the training and application of the Portfolio Approach and Systems Design to a real policy issue alongside policymakers to co-create a new policy process suitable for the Thai context
 - **Thailand Innovative Policy Analysis and Design (TIPAD) project (2021-2022)** – the design and testing of empathic, deliberative and human-centric policy tools to enhance policymaking and empower policymakers in Thailand, including design thinking and foresight tools.
 - **Using Innovation to Promote Inclusivity in Healthcare Policies and Services (2022)** – the application of social listening, ethnography and strategic foresight to inform the strategic plan on national health security
 - **Design Thinking for Social Welfare (2022)** - policy prototype for personalized social welfare that addresses citizen's social welfare needs through the application of integrated, innovative methods.
 - **Multiculturalism (2022)** - the application of selected innovative, co-design tools and techniques to improve policy delivery process on multiculturalism for Thailand's southernmost provinces.
 - **Promoting Inclusive Employment for Persons with Disabilities (2022)** - the application of a design process with government and businesses to understand their needs and begin to diagnose the problems and challenges in relation to employment of PWDs that need to fix and facilitate a process to translate user needs into policy and services and explore, share and refine solutions to increase inclusive employment of PWDs.

- **Scaling Solution - Waste Bank Sandbox (2022 – 2023)** - the measurement the impact of a social innovation model and to make the model adaptable / experimental and draft policy recommendations arising from the learnings - with an end objective being the scale up of the model at the provincial level
- *And 2-3 additional projects to commence in 2023.*

2. Capacity Building Activities:

The second pillar of Thailand Policy Lab's work is a wider engagement that aims to build the capacities of a larger cohort of policymakers and government officials on the innovative approaches that the Thailand Policy Lab is exploring and experimenting with in the first pillar. Unlike the first pillar, this capacity building pillar primarily focuses on the transferable skills and competency of individuals (policymakers, government official and stakeholders) that can be applied in any policy area or organisation to create more efficient and effective policies. The longer-term impact for this pillar is to create a critical mass of innovative change agents who would usher in a new culture of policymaking – one that is more systematic, anticipatory, human-centric and leaves no one behind.

Under this pillar, it is expected that the service provider will primarily document:

- *The tools and processes - how they are applied, their objectives, outcomes, the pros and cons, analyses and reflections*
 - *The reception of participants and policymakers to the tools*
- Design Thinking Training for Policy Making and Public Service Delivery (2022)
 - Foresight Masterclass for Policymakers (2022)
 - Innovative Tools Training (2023)
 - Data Analytics Training (2023)
 - And 1-2 additional training in 2023

3. Community of Innovators:

The third pillar of the Thailand Policy Lab's work focuses on building, facilitating, and maintaining connections between innovators, through the creation of spaces (platforms, series of national and local events, communities) that allow innovators and stakeholders in the policymaking ecosystem to connect and create a multi-disciplinary effort to tackle complex issues. While this may include policymakers, government officials and stakeholders, this pillar also highlights the special role of the public in participating in the wider conversations on policy innovation. Similar to the second pillar, the long term impact of this work is to foster a society where policy innovation is valued and promoted, which in turn multiplies the number policy innovation projects beyond ones which are undertaken by the Thailand Policy Lab itself.

Under this pillar, it is expected that the service provider will primarily document:

- *The tools presented*
- *Reception and experiences of participants*

- Policy Innovation Exchange (PIX) series (2021-2023) – A series of national level events to facilitate a cross-border exchange in skills and knowledge on policy innovation to enhance capacity of Thailand’s policyplanners
- Policy Innovation Journey (PIJ) series (2022-2023) – A series of regional/sub-national level events across Thailand to understand local policy experiences and to enhance the capacity of local governments in applying innovation tools to policymaking and public services
- Policy Innovation Knowledge Sharing (PIK) series (2021-2023) - A series of trainings and networking space to introduce different innovative tools to educators and policy makers and map the collection of innovative tools/processes that are being used in public policy teaching and in different courses and create a repository for educators
- Virtual Policy Platform – An initiative policy platform which aims to increase public participation in policymaking processes by enabling the public to express their views and insights, consider the views of other, assisting policymakers in identifying innovative ideas and new approaches to public policy issues, and directly engaging the public with the policymakers to co-decide the government’s steps towards policy implementation

The specific objective of this assignment is to capture the experience and learning journey of the Thailand Policy Lab in its mission to apply and adapt innovation tools, processes, and methodologies into the Thailand policymaking community context, which would produce well-evidenced and accessible guides and support for policymakers and any interested individuals to further upon these applications of innovation to policymaking in Thailand and beyond.

c. Scope of work

The selected provider is expected to undertake the following tasks:

- Through close collaboration with the Thailand Policy Lab, design a ‘learning and documentation’ plan for the Thailand Policy Lab’s portfolio of work, combining both traditional and innovative research methods to generate qualitative and quantitative data, insights and learnings from participants, partners, implementers, stakeholders, facilitators, and Thailand Policy Lab members.
 - This plan shall include a specific implementation plan to retroactively track and learn from past activities and projects (as identified above), albeit in a limited capacity. The Thailand Policy Lab acknowledges that some data, information and insights from these past activities will not be available and will collaborate closely with the service provider team to share information it has collected.
 - The plan shall at least include documentation of the tools and processes - how they are applied, their objectives, outcomes, the pros and cons, analyses of their application in policy design and formulation and their application in the different

policy domain issues and reflections; and the Thailand Policy Lab's learning journey in form of case studies specific to the content within the project.

- Implement the plan as agreed upon with the Thailand Policy Lab, carrying out methodical and systematic learning around the Thailand Policy Lab's work (as defined above).
 - Any costs relating to travel and logistics shall be covered by the service provider, with the expectation that at maximum 12 domestic trips outside of Bangkok (including 4 trips to Hat Yai or nearby, 4 trips to Chiang Mai or nearby, and 4 trips to Ubon Ratchathani or nearby) will be taken for a maximum of 3 individuals per trip for a maximum of 3 days/nights per trip, to be organized within the contract period. Each trip shall be coordinated with and approved by the Thailand Policy Lab.
- Create and maintain an up to date information repository with all the data and insights collected from the Thailand Policy Lab's work, accessible to the Thailand Policy Lab team
- Consolidate all the insights collected from the learning and documentation plan to create an accessible and comprehensive set of resources and materials for policymakers in Thailand in a guidebook format.
- Provide an analysis report of the policy innovation journey implemented by Thailand Policy Lab to unpack how each pillar has transformed Thailand's public policymaking ecosystem and the lessons learned from the application of the policy innovation tools when used in different activities/policy domain issues, and finally how all of 3 pillars (Policy Innovation, Capacity Building, Community of Innovators) have integrally transformed Thailand's public policymaking ecosystem

d. Platform, Tools and Methodology

The service provider is expected to have existing human resources, tools and platforms that are ready to be utilized to produce high quality planning and implementation, which will allow for an immediate start of the assignment. The service provider is expected to draft and develop a detailed and tailored plan to be used for this assignment to be approved by the Thailand Policy Lab prior to implementation.

e. Deliverables and Schedules/Expected Outputs

No.	Deliverables	Tentative Timeline
1.	Learning and Documentation Plan for Implementation	31 October 2022
2.	Tools documented and repository created and populated with up to date data and insights collected from the Plan in Deliverable 1	31 January 2023

3.	Tools documented and repository populated with up to date data and insights collected from the Plan in Deliverable 1	30 April 2023
4.	Tool documented and repository populated with up to date data and insights collected from the Plan in Deliverable 1	31 July 2023
5.	Tools documented and repository populated with up to date data and insights collected from the Plan in Deliverable 1	31 October 2023
6.	Accessible digital guidebook for policymakers consolidated from all the learnings and documentation generated over the course of the project length	31 December 2023
7.	Analysis report of Thailand Policy Lab's policy innovation journey throughout our 3-year project timeline	31 December 2023

f. Key Performance Indicators and Service Level

- The performance of service will be evaluated based on the actual quality deliverables, the relevance to the areas of scoping described.
- If the contractor does not meet the required service level, the Head of Thailand Policy Lab will not certify the payments for the deliverable. Eventually if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

g. Governance and Accountability

The Head of Thailand Policy Lab will directly supervise the Service Provider, and the Contractor will be directly responsible to, reporting to, and seeking approval of output from the Head of Thailand Policy Lab.

h. Facilities to be provided by UNDP

The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.

i. Expected duration of the contract/assignment

- Expected starting date is 15 October 2022;

- Assignment duration is 16 months from the contract signing date, completed no later than 31 January 2024;
- Target date of commencement of the work and expected completion date: as per indicated in the Deliverable table;
- Estimated lead time for UNDP or Project Partners to review outputs, give comments, approve/accept outputs, 14 days all-inclusive on demand basis within the contract duration, no later than 31 December 2023.

j. Duty Station and Expected Places of Travel

The contractor is expected to carry out much of the work in their own office space in Bangkok, Thailand. In-person meetings with the Thailand Policy Lab is to be expected on an ad hoc basis, held in Bangkok, to be agreed upon between the contractor and the Thailand Policy Lab. Commute costs for the team members of the contractor within Bangkok throughout the entirety of the activity will be absorbed by contractor.

As domestic travel will be required as to fulfil this activity, although the specific details per trip cannot currently be determined due to the nature of projects the Thailand Policy Lab is engaged in, it can be assumed that a maximum 12 domestic trips (within Thailand, including 4 trips to Hat Yai or nearby, 4 trips to Chiang Mai or nearby, and 4 trips to Ubon Ratchathani or nearby) will be taken for a maximum of 3 individuals per trip for a maximum of 3 days/nights per trip, to be organized within the contract period. Each trip shall be coordinated with and approved by the Thailand Policy Lab. Cost estimate for the travel scope specified above should be elaborated in the cost breakdown, using the assumption of average costs of domestic travel in Thailand – including but not limited to flights, accommodation, local transportation and daily allowance.

k. Professional Qualifications of the Successful Contractor and its key personnel

Institutional capacity – The contractor shall demonstrate its well-established, renowned, institutional body with past engagements indicating its ability and responsibility to deliver results. This assignment requires comprehensive and research level expertise, experience and understanding of innovation, experimentation, and public policy as well as experience in working with civil servants and policymakers in Thailand (or of a similar background):

- At least 7 years of proven experience in innovation, public policy, and qualitative and quantitative research
- Proven experience in delivering projects relating to knowledge management, learning process, and/or pedagogy (delivered at least 3 projects over past three years)
- Proven experience and understanding in working in the Thailand policymaking context (delivered at least 3 projects with Thai policymakers over the past three years)

- i. **Technical capacity of assigned team members for this service** – The team members who are assigned for this assignment shall demonstrate having the relevant qualification and experiences required to deliver quality results of this assignment:

a. **Team Leader (1 member)**

- Minimum Master's degree in public policy, public administration, political science, social sciences, education, communications or similar
- Minimum 5 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy
- Minimum 5 years of experience in public policy, academic or social research or a similar background in the Thailand context

b. **Team Members (2 members)**

- Minimum Bachelor's degree in public policy, public administration, political science, social sciences, education, communications or similar
- Minimum 3 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy
- Minimum 3 years of experience in public policy, academic or social research or a similar background in the Thailand context

I. Price and Schedule of Payments

The contractor must send a financial proposal based on the lump sum amount indicating research processes and activities for each deliverable. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be incurred by the contractor in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs in accordance with the schedule of payment below.

Deliverables	Percentage of Total Price (Weight for payment)	Tentative Timeline
Deliverable 1: Learning and Documentation Plan for Implementation	10%	31 October 2022
Deliverable 2: Repository created and populated with up to date data and insights collected from the Plan in Deliverable 1	20%	31 January 2023
Deliverable 3: Repository populated with up to date data and insights collected from the Plan in Deliverable 1	15%	30 April 2023

Deliverable 4: Repository populated with up to date data and insights collected from the Plan in Deliverable 1	15%	31 July 2023
Deliverable 5: Repository populated with up to date data and insights collected from the Plan in Deliverable 1	15%	31 October 2023
Deliverable 6: Accessible guide for policymakers consolidated from all the learnings and documentation generated over the course of the project length Deliverable 7: Analysis report of Thailand Policy Lab's policy innovation journey throughout our 3-year project timeline	25%	31 December 2023

m. Additional References or Resources

The successful contractor shall submit the supporting documents listed in below:

- I. Latest Business Registration Certificate
- II. The research team's profile
- III. Portfolio of past works and client lists

n. The Evaluation Criteria

Highest Combined Score method (based on the 70% technical offer and 30% price weight distribution).

Technical Evaluation Criteria (weighting 70%)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	40%	400
2.	Proposed Project Plan	30%	300
3.	Key Personnel	30%	300
Total			1000

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Bidder's Qualification, Capacity and Experience

Form **2**: Proposed Project Plan

Form **3**: Technical capacity of Key Personnel

Bidder's Qualification, Capacity and Experience Form 1		Points obtainable
1.1	At least 7 years of proven experience in innovation, public policy, and qualitative and quantitative research	150
1.2	Proven experience in delivering projects relating to knowledge management, learning process, and/or pedagogy (delivered at least 3 projects over past three years)	125
1.3	Proven experience and understanding in working in the Thailand policymaking context (delivered at least 3 projects over the past projects over the past three years)	125
		400

Proposed Project Plan Form 2		Points obtainable
2.1	Description of the Bidder's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	150
2.2	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	150
		300

Key Personnel Form 3		Points Obtainable
3.1	Team Leader (1 member)	
	Minimum Master's degree in public policy, public administration, political science, social sciences, education, communications or similar	40
	Minimum 5 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy	30
	Minimum 5 years of experience in public policy, academic or social research or a similar background in the Thailand context	30
		100
3.2	Team Member 1	
	Minimum Bachelor's degree in public policy, public administration, political science, social sciences, education, communications or similar	40
	Minimum 3 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy	30
	Minimum 3 years of experience in public policy, academic or social research or a similar background in the Thailand context	30
		100
3.3	Team Member 2	
	Minimum Bachelor's degree in public policy, public administration, political science, social sciences, education, communications or similar	40

	Minimum 3 years of experience working in projects relating to knowledge management, learning process, and/or pedagogy	30
	Minimum 3 years of experience in public policy, academic or social research or a similar background in the Thailand context	30
		100
	Total points	300

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be

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

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

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

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

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive) in THB</i>
1	The 1 st payment shall be made upon the submission and completion of the Deliverable 1	10%	
2	The 2 nd payment shall be made upon the submission and completion of the Deliverable 2	20%	
3	The 3 rd payment shall be made upon the submission and completion of the Deliverable 3	15%	
4	The 4 th payment shall be made upon the submission and completion of the Deliverable 4	15%	
5	The 5 th payment shall be made upon the submission and completion of the Deliverable 5	15%	
6	The 6 th payment shall be made upon the submission and completion of the Deliverable 6	25%	
	Total	100%	THB

*This shall be the basis of the payment tranches

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
Home Based				
A. Expertise 1				
B. Expertise 2				
C. Expertise 3				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs [This is only an Example]:

Description	UOM	Quantity	Unit Price	Total Amount
Air Ticket				
Accommodation				
Local transportation costs				
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

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

