



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 19, 2022
	REFERENCE: South Africa Youth Barometer Knowledge Product

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **SOUTH AFRICA YOUTH BAROMETER KNOWLEDGE PRODUCT**

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

Technical and Financial Proposals may be submitted to bid.pretoria@undp.org no later than 12h00 midday **Monday, October 03, 2022** South African time

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 days**

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
9/19/2022*

Description of Requirements

Context of the Requirement	<p>The United Nations Development Programme (UNDP) is a core member of the Partnership for Action on Green Economy (PAGE) together with the International Labor Organisation (ILO), UN Environment (UNEP), UN Industrial Development Organization (UNIDO) and UN Institute for Training and Research (UNITAR). The PAGE South Africa chapter is strengthened through the cooperation of the Department of Forestry, Fisheries and the Environment (DFFE); the Department of Trade, Industry and Competition (the dtic); and the Department of Science and Innovation (DSI).</p> <p>Since its launch in 2015, PAGE in South Africa has supported the strengthening of national coordination in green economy capabilities across Departments and sectors, to support the transition to a low-carbon and inclusive green economy. An important PAGE outcome is a deepened collaboration on green economy policy and planning processes across government and key institutions, as well as a social compact to support sectoral change on issues relating to a just transition to a green, low-carbon and climate-resilient economy. In 2022 UNDP, funded by PAGE, implemented a “Youth Barometer” which surveyed 10 000 youth (aged 18 – 35) nationally. The survey questionnaire design was informed by previous surveys in a similar thematic area, such as the Peoples’ Climate Vote, the African Youth Survey 2020, the Afrobarometer 2018, and the 2016 South African Social Attitudes Survey. In addition, inputs were made from a wide range of stakeholders such as the Department of Forestry, Fisheries and the Environment, the Presidential Climate Commission, United Nations Children’s Fund (UNICEF), and the United Nations Framework on the Convention of Climate Change (UNFCCC) Conference of the Youth coordinators in South Africa. The questionnaire included both quantitative and qualitative questions. The survey was tested before being implemented with all necessary pivots made. Each individual response was checked for validity, credibility and reliability, and the data has been cleaned and is stored in Excel for ease of access. A report providing an overview of the responses received has been developed.</p>
Objectives	<p>The overarching goal of the Youth Barometer Project is to support the effort of the National Government, and to identify and to strengthen the national coordination of climate change, green economy, and just transition activities as they relate to youth. The objective is to:</p> <ul style="list-style-type: none"> Enhance youth-led public participation and awareness around climate change, green jobs, and the just transition, by sourcing and analysing relevant data.
Implementing Partner of UNDP	International Labor Organisation (ILO), UN Environment (UNEP), UN Industrial Development Organization (UNIDO) and UN Institute for Training and Research (UNITAR).
Brief Description of the Required Services	<p>This assignment, the Knowledge Product service provider, refers to a professional service provider to prepare a final Youth Barometer report drawing on the data collected through the Youth Barometer 2022 as well as an in-depth policy analysis of policies and interventions related to youth AND climate change, green economy and the just transition.</p> <p>(For detailed information be found in terms of references)</p>

List and Description of Expected Outputs to be Delivered			
	Deliverable	Description	Timeline
	1. Inception phase (Deliverable 1)		
	1.1 Inception meeting	UNDP will organise the inception meeting. Service provider to present a preliminary approach at the inception meeting.	
	1.2 Inception report	Service provider to submit a final inception report incorporating the discussions in the inception meeting, as well as a full report breakdown / structure and methodology.	3 working days after deliverable 1.1.
	2. Preparation and submission of draft Youth Barometer Knowledge Product (Deliverable 2)		
	2.1 Draft Youth Barometer Report	The service provider to prepare a draft Youth Barometer Knowledge Product with initial recommendations. The service provider is also required to submit a PowerPoint presentation highlighting the key findings.	3 weeks after submission of deliverable 1
	3. Preparation and submission of final Youth Barometer Report (Deliverable 3)		
	3.1 Finalise Youth Barometer Report	Submit the final the Youth Barometer Knowledge Product, incorporating inputs from the draft submission and any requested changes / additions. Share the report with identified stakeholders, including youth groups, and consolidate all feedback and inputs.	1 weeks after submission of deliverable 2.
	3.2 Final Youth Barometer Report	Submit the final Youth Barometer Knowledge Product, incorporating inputs from UNDP and other key stakeholders, including youth groups. The report should be designed as per the UNDP brand manual and include all necessary formatting and branding. The service provider is also required to submit a final PowerPoint presentation highlighting the key findings (up to 15 slides).	2 weeks after submission of deliverable 3.1.
(For detailed information be found in terms of references)			
Person to Supervise the Work/Performance of the Service Provider	UNDP South Africa, Focal Point in Nature, Climate and Energy (NCE). UNDP will work closely with the PAGE National Steering Committee (NSC), DFFE and other key bodies throughout the course of this assignment. The PAGE NSC will approve each of the deliverables for sign-off.		
Frequency of Reporting	Monthly		

Progress Reporting Requirements	During progress feedback the company may be required to have progress meetings/presentations and reports when needed.
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location <input type="checkbox"/> other
Expected duration of work	2 months
Target start date	Upon signing of the contract by both parties
Latest completion date	Last day of November 2022
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes If Vat registered, please include VAT Number or confirm if not VAT registered, kindly confirm.
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

Payment Terms		
	Deliverable	Timeline
	Inception phase (Deliverable 1)	30%
	Preparation and submission of draft Youth Barometer Knowledge Product (Deliverable 2)	30%
	Preparation and submission of final Youth Barometer Report (Deliverable 3)	40%
	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP is responsible for making payments and administration associated with contract management	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract	
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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	Technical Proposal (70% of the overall proposal - 100 points) (minimum qualifying score – 70 points)	
	Selection criteria	Score (total 100)
	Proposed approach and work plan: <ul style="list-style-type: none"> The scope of work is well defined and responds to the TOR; The approach and methodology are clear and will result in quality and depth of deliverables; The sequence of activities and the planning are realistic and promise efficient implementation of the project within prescribed timelines. 	25
	Demonstrate knowledge of the context, legislation and policies of South Africa regarding youth and the Green Economy and Just Transition.	20
	Experience of similar assignments, for example developing reports and/ publications, data analysis, knowledge and communication products. Provide supporting evidence.	15

	Experience of youth-related work and implementing participatory approaches with youth. Provide supporting evidence.	10
	The team demonstrates the necessary level of education and experience, and the team lead should hold at least a postgraduate degree in a relevant field.	10
	Demonstration of a network of relevant stakeholders in the youth, green economy, and just transition thematic areas in South Africa.	10
	Experience of working with international organisations and government stakeholders.	5
	Individual / Team Lead completing the work are themselves youth (under 35 years old).	5
Financial Proposal (30%)		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:	
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <i>[pls. specify]</i>	
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Unit</i> procurement.enquiries.za@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.	
Other Information <i>[pls. specify]</i>		