



REQUEST FOR PROPOSAL (RFP 131/22)

NAME & ADDRESS OF FIRM	DATE: September 22, 2022
	REFERENCE: Services for organizing a contest on “Social Innovation to restart human rights”

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting **“Services for organizing a contest on “Social Innovation to restart human rights”** (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
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Proposals may be submitted on or before, **6 October 2022, 4:00 pm local Yerevan time (GMT +4)** via **email only:**

to the following e-mail address: tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered.
Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar days. Please note that your **Financial Proposal must be password protected**.

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,

*Procurement Unit
UNDP Armenia*

Description of Requirements

Context of the Requirement	Services for organizing a contest on “Social Innovation to restart human rights”
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	Under the overall coordination of the Human Rights, Justice and Rule of Law Programme Manager and in close consultation with the Human Rights Expert the implementing organisation will be responsible for designing and implementing the “Social Innovations to restart Human Rights” contest. The goal of the assignment is to spur innovation in human rights field through competition. Ultimately, it is expected to have at least 2-3 innovative solutions having impact on human rights protection in Armenia.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Maria Silvanyan, Program Manager, Human Rights, Justice and Rule of Law, UNDP
Frequency of Reporting	<i>As per TOR (Annex 1a) D. Expected Deliverables, Draft Timeframe of the Services and Payment</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) D. Expected Deliverables, Draft Timeframe of the Services and Payment</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	6 months after contract signing by both parties.
Target start date	November 2022
Latest completion date	February 2023
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
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 type="checkbox"/> Others
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 <input type="checkbox"/> Not Required

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.

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days <input 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			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	The content of the contest is developed and validated by UNDP Promotion of the contest through media outlets to engage at least 5 different teams	50 %	1,5 months after contract is signed	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Teams are formed. Teams are mentored. The contest products presented to the Jury.	25 %	3,5 months after contract is signed	
	The contest is organized and the winners are awarded	25 %	4 months after contract is signed	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Maria Silvanyan, Program Manager, Human Rights, Justice and Rule of Law, UNDP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			

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

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

Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 100), including:</p> <ul style="list-style-type: none"> - Proven experience/previous activities in the field of human rights promotion; Established partnership with the Government, Parliament, HRDO, civil society organisations and media (max score: 50); - Experience and capacity in conducting needs assessment, developing and carrying out capacity building initiatives; Experience in organisation of trainings and mentoring; Solid experience in conducting public awareness, advocacy campaigns and organising contests; (max score: 25). - Proven experience of interaction with diverse group of stakeholders; Previous experience in similar assignments (max score: 25). <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including:</p> <ul style="list-style-type: none"> - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 250) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 100), including:</p> <ul style="list-style-type: none"> - Expert 1 - Team Leader: (max score:40), - Expert 2: (max score: 20), - Expert 3: (max score: 20), - Expert 4: (max score: 20). <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider.
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ 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.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁷	Procurement Unit, UNDP Armenia procurement.armenia@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 [pls. specify]	

⁷ 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.

TERMS of REFERENCE

Post Title:	Services for organising a contest on “Social Innovation to restart human rights”
Project title:	Accountable Institutions and Human Rights Protection in Armenia
Starting Date:	August 2022
Duration:	4 months
Duty station:	Yerevan, Armenia

Background:

Through the EU funded “Accountable Institutions and Human Rights Protection in Armenia” Project, UNDP, UNICEF, UNFPA and OSCE support the Government of Armenia (GoA) efforts towards inclusive, accountable and effective service delivery in the field of rule of law, security, enhanced human rights protection and Constitutional reform. The Project aims to strengthen rights-based approach in public service to safeguard protection, equality and inclusiveness, in line with the EU-GoA Financing Agreement “Comprehensive and Enhanced Partnership Agreement (CEPA) Reform Facility”.

The Project objectives are implemented through the following three components:

Human Rights Component implemented by UNDP, UNICEF and UNFPA focuses on (i) capacity building of the Office of the Human Rights Defender (HRDO) and Office of the State Representative in International Matters(ii) promotion of human rights awareness and education, (iii) improved Human Rights Action Plan monitoring and evaluation mechanisms.

Police Reform Component implemented by UNDP and OSCE, in close cooperation with the Ministry of Justice (MoJ) and the Police, supports implementation of the ongoing Police Reforms, with a special emphasis on the reform of the educational system and the patrol police.

Constitutional Reform Component implemented by UNDP contributes to advancement of the Constitutional Reform through empowerment of key national stakeholders, provision of expert advice and best practices.

To raise awareness among the youth population and encourage active participation in human rights protection, UNDP seeks services of a company to organise a contest on the topic of “Social Innovation to restart Human Rights” with the focus on promoting SDG 16, SDG 10 and SDG 5”.

The proposed initiative should include the following main stages: (a) organisation and mentoring of the teams; (b) support to the teams in developing innovative solutions (c) organisation of presentation of the solutions for jury’s consideration (in accordance with the pre-agreed contest requirements), (d) final contest ceremony and winner awards.

The proposed initiative can include work with the civil society, media, youth and professional groups by means of direct participation in the campaign as well as through social media and other communication tools. All stages of the contest should be gender mainstreamed and designed on the principles of non-discrimination and

promotion of inclusiveness. Wide geographic outreach throughout Armenia is encouraged.

Throughout the Project implementation, UNDP will support partnership with the Ministry of Justice, Human Rights Defender's Office, Office of the Representative of Armenia on International Legal Matters and the Police for organisation of tailored initiatives and mentoring purposes.

Scope of work:

Under the overall coordination of the Human Rights, Justice and Rule of Law Programme Manager and in close consultation with the Human Rights Expert the implementing organisation will be responsible for designing and implementing the "Social Innovations to restart Human Rights" contest. The goal of the assignment is to spur innovation in human rights field through competition. Ultimately, it is expected to have at least 2-3 innovative solutions having impact on human rights protection in Armenia.

Duties and responsibilities:

- Develop the content and the workplan of the contest;
- Promote the contest through different media outlets;
- Identify and engage the teams for the contest (age 15-30);
- Develop and organise the mentoring of the teams on the selected areas of interest;
- Work with the teams on innovative solutions;
- Organise meetings with the national partners as need be;
- Assist the teams in the presentation of developed solutions for jury's consideration;
- Organise the final contest and award ceremony of the winners.

Expected deliverables:

	Description of Deliverables	Delivery Time
1	The content of the contest is developed and validated by UNDP	2 weeks after contract is signed
2	Promotion of the contest through media outlets to engage at least 5 different teams	1,5 months after contract is signed
3	Teams are formed	2 months after contract is signed
4	Teams are mentored	3,5 months after contract is signed
5	The contest products presented to the Jury	3,5 months after contract is signed
6	The contest is organised and the winners are awarded	4 months after contract is signed

Required expertise, qualifications and competencies for service provision:

The organisation and the team implementing the action will be required to comply with standard UN rules and regulations and meet the following criteria:

- Proven experience/previous activities in the field of human rights promotion;

- Established partnership with the Government, Parliament, HRDO, civil society organisations and media;
- Experience and capacity in conducting needs assessment, developing and carrying out capacity building initiatives;
- Experience in organisation of trainings and mentoring;
- Solid experience in conducting public awareness, advocacy campaigns and organising contests;
- Proven experience of interaction with diverse group of stakeholders;
- Previous experience in similar assignments.

Key-Personnel Qualification Requirements

Key Expert 1 - Team Leader(full duration of the assignment)

- At least 10 years of proven experience and expertise in the field of human rights promotion;
- At least 7 years of proven experience in organisation of trainings and mentoring;
- Solid experience and skills in facilitating stakeholder/working group consultations and training;
- Demonstrated experience in conducting public awareness, advocacy campaigns and organising contests;
- Excellent writing, editing and oral communication skills in Armenian. Knowledge of English and/or Russian is an asset;
- High degree of autonomy, personal initiative and ability to take ownership;
- Demonstrated commitment to UNDP's mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty;
- Strong attention to detail and analytical aptitude;
- Effective interpersonal, organisational, research and writing, reporting and presentation skills.

Key Expert 2 – Mentor N1 (full duration of the assignment)

- At least 7 years of proven experience and expertise in the field of human rights promotion;
- At least 5 years of proven experience in organisation of trainings and mentoring;
- Demonstrated experience and skills in facilitating stakeholder/working group consultations and training;
- Excellent writing, editing and oral communication skills in Armenian. Knowledge of English and/or Russian is an asset;
- Demonstrated commitment to UNDP's mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty;
- Strong attention to detail and analytical aptitude;
- Effective interpersonal, organisational, research and writing, reporting and presentation skills.

Key Expert 3 – Mentor N2 (full duration of the assignment)

- At least 7 years of proven experience and expertise in the field of human rights promotion;
- At least 5 years of proven experience in organisation of trainings and mentoring;
- Demonstrated experience and skills in facilitating stakeholder/working group consultations and training;
- Excellent writing, editing and oral communication skills in Armenian. Knowledge of English and/or Russian is an asset;
- Demonstrated commitment to UNDP's mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty;
- Strong attention to detail and analytical aptitude;
- Effective interpersonal, organisational, research and writing, reporting and presentation skills.

Key Expert 4 – Mentor N3 (full duration of the assignment)

- At least 7 years of proven experience and expertise in the field of human rights promotion;
- At least 5 years of proven experience in organisation of trainings and mentoring;
- Demonstrated experience and skills in facilitating stakeholder/working group consultations and training;
- Excellent writing, editing and oral communication skills in Armenian. Knowledge of English and/or Russian is an asset;
- Demonstrated commitment to UNDP's mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty;
- Strong attention to detail and analytical aptitude;
- Effective interpersonal, organisational, research and writing, reporting and presentation skills.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(attached separately)

⁸ *This serves as a guide to the Service Provider in preparing the Proposal.*



Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)