



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 28, 2022
	REFERENCE: Q-129/22

Dear Sir / Madam:

We kindly request you to submit your Technical and Financial Proposal for provision of technical support Services on Trade in Services, South Sudan. **UNDP is looking for service of a qualified firm and not an individual.**

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

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.

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

Search for BU: SSD10 Event ID: 0000013773

Deadline for Submission: As indicated in e-tendering system. Note that system time zone is in EST/EDT (New York) time zone.

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (120) days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **"Accept Invitation"**. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications email; procurementr.info.ss@undp.org, kindly communicate with the contact person/s identified in the Bid Data Sheet as the focal point for queries on this RFP.

It shall remain your responsibility to ensure that your proposal is submitted into the system by the deadline appearing on e-Tendering portal. Kindly ensure that **supporting documents required are signed and in pdf format**, and **free from any virus or corrupted files**.

The Financial Proposal and the Technical 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. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. **Financial proposals not encrypted with password shall be automatically disqualified.**

FOR YOUR FINANCIAL PROPOSAL: INSERT ONLY 1 IN THE SYSTEM AND UPLOAD FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT. DO NOT DISCLOSE YOUR PRICE OFFER IN THE SYSTEM.

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

Issued by:

Name: Bogere Lasu-Lobanja
Title: Procurement Associate
Date: **September 28, 2022**

Approved by:

Name: Yona Samo
Title: Procurement Specialist
Date: **September 28, 2022**

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

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

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

The Proposal that complies with all 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 did not award 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,

Yona Samo
Procurement Specialist
9/28/2022

Description of Requirements

Context of the Requirement	Service provider (Firm) to provide technical support on Trade in Services
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	The main objective of this assignment is to build capacity of stakeholders on Trade In Services, prepare Schedule of Specific Commitments on trade in Services in relation to AfCFTA and undertake Trade in Services Regulatory Audit to inform Trade in Services negotiation.
List and Description of Expected Outputs to be Delivered	<p>The qualified firm is required to undertake the following specific key tasks to achieve the assignment objective.</p> <ul style="list-style-type: none"> a) Deliver training on Trade in Services targeting at least 120 stakeholders in relation to AfCFTA negotiations targeting public and private sectors. Two workshops should be organized for the private sector and Government policy makers. The Training should cover Importance of Services in Trade development; General Agreement on Trade in Services (GATS), including scheduling practices; classification of services sectors, scheduling of Trade in Services commitments, most-favored nation (MFN) exemptions and domestic regulation of services; Trade in Services and regional integration; AfCFTA and Trade in Services protocol. b) Undertake regulatory audit to inform South Sudan negotiating position for Trade in Services. c) Assist South Sudan in developing Schedule of Specific Commitments on Trade in Services. d) Conduct consultations with relevant stakeholders including government, private sector, and representatives at different stages to discuss the various aspects of expected project outputs.
Person to Supervise the Work/Performance of the Service Provider	Team Leader STARR Project
Frequency of Reporting	Based on deliverables
Progress Reporting Requirements	As per Milestones
Location of work	<input checked="" type="checkbox"/> Exact Address/es Juba, South Sudan
Expected duration of work	100 days
Target start date	01 November 2022
Latest completion date	30 March 2023
Travels Expected	As per TOR
	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling

¹ Please find attached the detailed TOR.

Special Security Requirements		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars	
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 submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted	
Payment Terms ³	Deliverables	Payment
	1 training manual on trade in services produced and operationalized in line but not limited to section 4(a) of the TOR	20%
	120 stakeholders (private sector and government) trained and consulted on trade in services.	40%
	1 regulatory audit undertaken to inform South Sudan negotiating positions for trade in services.	20%
	1 schedule of Specific Commitments is developed for South Sudan trade in services.	20%
Person(s) to review/inspect/	Team Leader STARR Project	

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.

approve outputs/complete d services and authorize the disbursement of payment			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <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	Technical Proposal (70%)		
		Evaluation Criteria	Maximum Score
	A	Proposed Firms Experience (40 Marks)	
		At least 15 years’ demonstrable experience Trade in Services negotiations and implementation	10
		Demonstrate experience in Trade in Services negotiations, development of Trade in Services Schedule of Specific Commitments, and undertaking Trade in Services Regulatory Audit	15
		Demonstrate of experience in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities	15
	B	Technical Proposal (40 Marks)	
		The firm has detailed their understanding of the Terms of Reference (TORs) using their own words for each major scope of work mentioned in the TORs and methodology to facilitate assignment delivery.	40
	C	Proposed Key Personnel Experience and Qualifications (20 marks)	
	1	Trade in Services Expert (12 marks)	12
		Master’s degree in economics, International Trade, Trade Law, law, or any other field relevant to the assignment with professional qualification in Trade policy and trade law.	
		Minimum 10 years’ experience in trade in services, trade policy formulation, regional integration and development, or related areas is required.	
		Demonstrated experience in trade in services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level	
		Demonstrated understanding and background in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities	
	2.	Legal Trade Expert (8 Marks)	8
		Minimum of master’s degree Law, International Trade law, or related field	
		At least 10 years of experience in Trade in Services negotiations, specifically in scheduling specific sectoral commitments on the regional	

		and continental level, Trade in Services Regulatory Audit to inform trade in Services negotiations,	
		Experiences in developing and Delivering Training modules in Trade in Services	
		Grant Total	100
	<p><u>Financial Proposal (30%)</u></p> <p>All technically qualified proposals will be scored up to 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p = y (x/z)$</p> <p>Where:</p> <ul style="list-style-type: none"> • p = points for the financial proposal being evaluated • y = maximum number of points for the financial proposal • X = price of the lowest priced proposal • z = price of the proposal being evaluated. 		
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) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>		
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR		
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Unit</i> <i>Procurement.info.ss@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		
Other Information [pls. specify]			

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 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.

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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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.*
- 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

	Evaluation Criteria	Maximum Score
A	Proposed Firms Experience (40 Marks)	
	At least 15 years' demonstrable experience Trade in Services negotiations and implementation	10
	Demonstrate experience in Trade in Services negotiations, development of Trade in Services Schedule of Specific Commitments, and undertaking Trade in Services Regulatory Audit	15
	Demonstrate of experience in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities	15

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

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B	Technical Proposal (40 Marks)	
	The firm has detailed their understanding of the Terms of Reference (TORs) using their own words for each major scope of work mentioned in the TORs and methodology to facilitate assignment delivery.	40

C. Qualifications of Key Personnel

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; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

Evaluation Criteria	Maximum Score
Proposed Key Personnel Experience and Qualifications (20 marks)	
Trade in Services Expert (12 marks)	12
Master's degree in economics, International Trade, Trade Law, law, or any other field relevant to the assignment with professional qualification in Trade policy and trade law.	
Minimum 10 years' experience in trade in services, trade policy formulation, regional integration and development, or related areas is required.	
Demonstrated experience in trade in services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level	
Demonstrated understanding and background in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities	
Legal Trade Expert (8 Marks)	8
Minimum of master's degree Law, International Trade law, or related field	
At least 10 years of experience in Trade in Services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level, Trade in Services Regulatory Audit to inform trade in Services negotiations,	
Experiences in developing and Delivering Training modules in Trade in Services	

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception Report with capacity development plans and training agenda.	10%	
2	Report on Two (2) trainings conducted	30%	
3	QuickBooks installed and partners trained on its use (10 CSO partners and the Ministry of Peacebuilding)	30%	
4	Report on Three (3) Support sessions per partner	30%	
	Total	100%	

**This shall be the basis of the payment tranches*

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
III. Other Related Costs				

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

[Designation]

[Date]

**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**



1. Consultancy Information

Consultancy Title	Service provider (Firm) to provide technical support on Trade in Services
Location:	Juba, South Sudan
Application Deadline:	(Midnight Juba, South Sudan)
Programme Unit	Stabilization Recovery and Resilience Unit (STARR)
Type of Services:	Service Provider
Starting date:	TBD
Ending date:	TBD
Expected Duration of Assignment:	100 days
Project Title:	Transforming MSE development and enhancing youth and women employment and empowerment through the African Continental Free Trade Agreement (AfCFTA)

2. Background and Context

South Sudan has an estimated population of 13.3 million (2020. Est) in an area of 644,000 square kilometres. 75 percent of the country's land area is suitable for agriculture and about half of the total land space, is estimated to be suitable for cultivation. Population growth rate is exceedingly high at 3.1 percent (2010-2019), with 40 percent of the population younger than 15 Years. 80% of the population lives in rural areas (as compared to 60% in overall sub-Saharan African in 2018) with limited access to services, support, and markets. South Sudan remains highly dependent on oil, which accounts for about 90 percent of government revenue, 95 percent of total exports and more than half of the country's GDP. Outside the oil sector, livelihoods are concentrated in low productivity, unpaid agriculture, and pastoralist work. Agriculture sector, accounts for 15 percent of GDP and employs 80 percent of the population. Low agricultural production, however, has led to the country to be heavily dependent on food imports, despite the abundance of arable land. Food imports as a percent of merchandise imports have consistently increased throughout the last decade.

The Government of South Sudan through the Revised in National Development Strategy 2021-2023 seeks to diversify the economy through the service sector. Services cover a wide range of activities: electricity, gas, and water supply; wholesale and retail trade; hotels and restaurants; transport, storage, and communication; financial intermediation; real estate, professional business services; tourism, education, health, etc. The list also includes services provided by the government in the public interest. Services growth contributes more strongly to GDP per capita growth and employment growth than does manufacturing. On average about two-thirds of the global workforce work in services; many of them are women. Research has shown that the higher the share of services employment, the higher the female participation in the economy. This helps to reduce poverty and achieve socio-economic development goals. Services are not only an important economic sector on their own, but they anchor and support entire production processes in manufacturing and agriculture.

High-quality, affordable services, such as ICT, distribution, transport, legal and tax advisory financial and other business services, play an important role in enhancing productivity and competitiveness in manufacturing and agriculture. All commercial enterprises therefore benefit from a strong and competitive services sector. Moreover, Services trade liberalisation accompanied by an appropriate

regulatory regime attracts increased investment in domestic services (due to relaxation of foreign ownership limitations), as well as better access to foreign services providers.

The Africa Continental Free trade Area (AfCFTA) provides an opportunity to develop the Services sector for South Sudan. The Trade in Services protocol is an integral part of the agreement. South Sudan as signatory to the AfCFTA is required to understand the scope of the trade in Services and its implications to the economy even as it participates in the negotiations. In order to effectively participate in the AfCFTA negotiations process, South Sudan needs to make informed choices on how to reap the benefits presented by the services liberalization, while at the same time managing the challenges that may come with it.

In this context, UNDP in collaboration with the Ministry of Trade and Industry intends to hire a qualified firm with expertise in Trade in Services to build capacity of stakeholders on trade in Services, undertake Trade in Services regulatory audit and to prepare Schedule of Specific Commitments in relation to AfCFTA.

Project Descriptions

The South Sudan National Development Strategy (2021-2024) seeks to promote stability, economic recovery, and resilience building while initiating the adoption of transformative technologies and innovation to enhance trade promotion and regional integration through private sector development, financial inclusion, and youth and women employment and empowerment. UNDP South Sudan through the project, ***Transforming MSE development and enhancing youth and women employment and empowerment through the African Continental Free Trade Agreement (AfCFTA)***, aims to foster intra-African Trade, enhance private sector development, and create opportunities amongst youth and women in South Sudan. This initiative operationalizes the new UNDP Strategic Plan (2022-2025) by creating transformational change in terms of economic recovery and social development in South Sudan, while ensuring that focus is on the most vulnerable youth and women who constitute the bulk of the population to ensure include trade and private sector development.

The project plays a crucial role in accelerating the attainment of the SDGs ensuring its relevance and responsiveness to the country context and challenges, while taking advantage of opportunities. It complements existing UNDP programmes and projects, particular on trade promotion and mainstreaming, youth and women employment and empowerment, stabilization, recovery and resilience.

3. Purpose and Objective

The main objective of this assignment is to build capacity of stakeholders on Trade in Services, prepare Schedule of Specific Commitments on trade in Services in relation to AfCFTA and undertake Trade in Services Regulatory Audit to inform Trade in Services negotiation.

4. Duties and Responsibilities

The qualified firm is required to undertake the following specific key tasks to achieve the assignment objective.

- e) Deliver training on Trade in Services targeting at least 120 stakeholders in relation to AfCFTA negotiations targeting public and private sectors. Two workshops should be organized for the private sector and Government policy makers. The Training should cover Importance of Services in Trade development; General Agreement on Trade in Services (GATS), including scheduling practices; classification of services sectors, scheduling of Trade in Services commitments, most-favored nation (MFN) exemptions and domestic regulation of services; Trade in Services and regional integration; AfCFTA and Trade in Services protocol.
- f) Undertake regulatory audit to inform South Sudan negotiating position for Trade in Services.
- g) Assist South Sudan in developing Schedule of Specific Commitments on Trade in Services.

h) Conduct consultations with relevant stakeholders including government, private sector, and representatives at different stages to discuss the various aspects of expected project outputs.
5. Deliverables and Targets
<p>The consulting Firm is required to produce the following outputs:</p> <ul style="list-style-type: none"> ▪ 120 stakeholders (private and government) trained on trade in services. ▪ 1 training manual on trade in services produced in line but not limited to section 4(a) of the TOR ▪ 1 regulatory audit undertaken to inform South Sudan negotiating positions for trade in services. ▪ 1 schedule of Specific Commitments is developed for South Sudan trade in services.
Competencies for Firm
<p>Corporate Competencies:</p> <ul style="list-style-type: none"> • Demonstrates professional competence and expertise on the subject matter • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Able to work in team environment • Treats all people fairly without favouritism <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Possess competent staff with critical reasoning and problem-solving skills • Possess capacities including equipment and all computer software packages (MS Word, Excel) • Clear transparent and accountable management, administrative and financial system. <p>Development and Operational Effectiveness:</p> <ul style="list-style-type: none"> • Demonstrates strong previous written communication including training manual and published reports. • Builds strong relationships with stakeholders, clients, and external actors. • Excellent previous records of achievements in delivering UNDP or UN activities. • High degree of effective and efficient in project implementation.
Required qualifications of a Firm
<p>Experience of the firm (35%)</p> <ul style="list-style-type: none"> ▪ At least five years of experience Trade in Services negotiations, development of Trade in Services Schedule of Specific Commitments, and undertaking Trade in Services Regulatory Audit ▪ Demonstrated experience in trade in services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level ▪ Demonstrated expertise in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities ▪ Proven experience in regulatory audits for trade in services negotiations ▪ Experience with UNDP South Sudan's skills development project is a plus. <p>Approach and methodology (45%)</p> <ul style="list-style-type: none"> ▪ Excellent understanding of the terms of reference and the local context ▪ Logical structuring of activities and work plan to fulfil the objectives of the assignment. ▪ Demonstrate experience on Trade in Services negotiations, development of Trade in Services Schedule of Specific Commitments, and undertaking Trade in Services Regulatory Audit ▪ Demonstrate experience in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities

- Demonstrate experience in regulatory audits and capacity strengthening in the area of trade in services negotiations.

Team composition (20%)

a) Trade in Services Expert (25%)

Academic Qualifications

- Master's degree in economics, International Trade, Trade Law, law, or any other field relevant to the assignment with professional qualification in Trade policy and trade law.

Professional experience

- Minimum 10 years' experience in trade in services, trade policy formulation, regional integration and development, or related areas is required.
- Demonstrated experience in trade in services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level.
- Demonstrated understanding and background in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities

b) Legal Trade expert (25%)

Academic Qualifications

- Minimum of Master's degree Law, International Trade law, or related field.

Professional experience

- At least 10 years of experience in Trade in Services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level, Trade in Services.
- Experience in undertaking Service Sector Regulatory Audit to inform trade in Services negotiations.
- Experiences in Training key stakeholders in Trade in Services

Language requirements

The firm is required use English as language of instructions and reporting.

Institutional arrangements

The selected Firm will work in close collaboration with the Ministry of Trade and Industry and UNDP's STARR Unit. It shall visit the relevant stakeholders while undertaking the assignment. The Firm will work under overall guidance of the Chief Program Advisor/Team leader and the Under Secretary of the Ministry of Trade and Industry, who will review and approve delivery of outputs. Day-to-day coordination and technical support will be provided by the Project Officer of AfCFTA Project and the Trade Advisor in UNDP.

Payment Schedule

Sn	Deliverable	Payment
1.	1 training manual on trade in services produced and operationalized in line but not limited to section 4(a) of the TOR	20%
2.	120 stakeholders (private sector and government) trained and consulted on trade in services.	40%
3.	1 regulatory audit undertaken to inform South Sudan negotiating positions for trade in services.	20%

4.	1 schedule of Specific Commitments is developed for South Sudan trade in services.	20%
	Total	100%
Consultancy Evaluation Criteria		
<p>Offers received will be evaluated using a combined scoring method, where the qualifications and required expertise, kills and experience will be weighted 70 percent, and combined with the price offer, which will be weighted 30 percent.</p> <p>Technical evaluation criteria</p> <p>The technical evaluation will be based on a scoring system marked out of a maximum score of 100 marks. Marks will be awarded according to the following matrix. The detailed evaluation criteria for each stage are provided below. The bidder is required to provide qualified and competent experts in each of the following areas of expertise.</p>		
	Evaluation Criteria	Maximum Score
A	Proposed Firms Experience (40 Marks)	
	At least 15 years' demonstrable experience Trade in Services negotiations and implementation	10
	Demonstrate experience in Trade in Services negotiations, development of Trade in Services Schedule of Specific Commitments, and undertaking Trade in Services Regulatory Audit	15
	Demonstrate of experience in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities	15
B	Technical Proposal (40 Marks)	
	The firm has detailed their understanding of the Terms of Reference (TORs) using their own words for each major scope of work mentioned in the TORs and methodology to facilitate assignment delivery.	40
C	Proposed Key Personnel Experience and Qualifications (20 marks)	
1	Trade in Services Expert (12 marks)	12
	Master's degree in economics, International Trade, Trade Law, law, or any other field relevant to the assignment with professional qualification in Trade policy and trade law.	
	Minimum 10 years' experience in trade in services, trade policy formulation, regional integration and development, or related areas is required.	
	Demonstrated experience in trade in services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level	
	Demonstrated understanding and background in the necessary technical details including General Agreement on Trade in Services (GATS) methodology and AfCFTA Trade in Services Modalities	
2.	Legal Trade Expert (8 Marks)	8
	Minimum of master's degree Law, International Trade law, or related field	
	At least 10 years of experience in Trade in Services negotiations, specifically in scheduling specific sectoral commitments on the regional and continental level, Trade in Services Regulatory Audit to inform trade in Services negotiations,	
	Experiences in developing and Delivering Training modules in Trade in Services	
	Grant Total	100

NOTE: Only proposals that score a minimum of 70 marks in this technical evaluation will be deemed to be “substantially responsive and will be considered for the financial evaluation.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored up to 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p \cdot y / z$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal price of the lowest priced proposal
- z = price of the proposal being evaluated.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.