



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 29, 2022
	REFERENCE: UNDP/TLS/RFP/2022/ 0000013757 RFP for Youth Behavioral Study for UNDP Parliament Project / Youth-Parliament Engagement Initiative in Timor-Leste

Dear Sir/Madam

We kindly request you to submit your Proposal for Youth Behavioural Study for UNDP Parliament Project / Youth-Parliament Engagement Initiative in Timor-Leste.

Please be guided by the form and instruction provided hereto as Annexes, in preparing your Proposal.

Proposals may be submitted via e-tendering system the address below:

<https://etendering.partneragencies.org>

TRAINING FOR E-Tendering:

Bidders who are interested to register their company with UNDP E-Tendering System. Please contact: TLS_Procurement_Staff_Timor-Leste procurement.staff.tp@undp.org and +67078367023 (Whatsapp)

Please contact us through given email or phone number in order to schedule a training session and get your company registered.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering 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

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide or contact Ahmad Zubair at below details.

For further details on e-tendering registration and FAQ please visit site: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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 5.

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 Provider's 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/unsc/condict_english.pdf

Thank you and we are looking forward for your proposal.

DocuSigned by:

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Ahmad Zubair
Head of Procurement
UNDP Timor-Leste

Annex 1**Description of Requirements**

Context of the Requirement	RFP for Youth Behavioural Study for UNDP Parliament Project / Youth-Parliament Engagement Initiative in Timor-Leste
Implementing Partner of UNDP	Please refer to Annex-3 Terms of Reference
Brief Description of the Required Services	Please refer to Annex-3 Terms of Reference
List and Description of Expected Outputs to be Delivered	Please refer to Annex-3 Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager</i> <i>Please refer to Annex-3 Terms of Reference</i>
Frequency of Reporting	Please refer to Annex-3 Terms of Reference
Progress Reporting Requirements	Please refer to Annex-3 Terms of Reference
Location of work	Please refer to Annex-3 Terms of Reference
Expected duration of work	Please refer to Annex-3 Terms of Reference
Target start date	Immediately after issuance of Contract/PO
Latest completion date	Please refer to Annex-3 Terms of Reference
Travels Expected	Please refer to Annex-3 Terms of Reference
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Annex-3 Terms of Reference
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"/> United States Dollars
Value Added Tax on Price Proposal	<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"/> 90 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	Upon completion and acceptance of each deliverable mentioned in TOR Annex-3
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70% out of 100% technical score. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
Eligibility Assessment	<input checked="" type="checkbox"/> Local Registration certificate from government of Timor Leste <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> At least two (2) contracts with National or International organizations during the last 5 years. The cumulative value of contracts implemented and completed during the last 5 years should be equal or more than \$20,000; <input checked="" type="checkbox"/> At least three (3) years of relevant experience in the sector of development; <input checked="" type="checkbox"/> An average Financial turnover of \$30,000 during last two (2) years (2019, 2020 or 2020, 2021); <input checked="" type="checkbox"/> <u>Financial Proposal (Password Protected)</u>
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <u>Financial Proposal (30%)</u>

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts 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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR – Annex 3 <input checked="" type="checkbox"/> Forms to be filled- Annex 4 <input checked="" type="checkbox"/> UNDP General Terms and Conditions- Annex 5
Contact Person for Inquiries (Written inquiries only) what	<p><i>Procurement Team</i> procurement.staff.tp@undp.org</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>

¹ 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.

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annexes with this RFP, <input checked="" type="checkbox"/> Local Registration certificate from government of Timor Leste <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> List of previous clients; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services and list of similar works undertaken; <input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, for last 2 years (2019, 2020 or 2020, 2021); <input checked="" type="checkbox"/> Technical Proposal with Methodology and Timeline <input checked="" type="checkbox"/> Qualification and experience of technical key staff stated in TOR; <input checked="" type="checkbox"/> CV of key personnel as mentioned in TOR, <input checked="" type="checkbox"/> <u>Financial Proposal (Password Protected)</u> <input checked="" type="checkbox"/> Any other document required in technical proposal and Annexes.
Tender Closing date and time	Closing date: <u>Monday, October 17, 2022</u> Time: Please refer to E-tendering system for exact time The time in E-Tendering system is based on New York EST Time Zone.
Additional Information	<u>Instructions on submission of Financial Proposal:</u> <ul style="list-style-type: none"> • The financial proposal submitted along the proposal should be password protected. • Failure to submit password protected financial proposal may lead to dis-qualification of the firm. • The proposer should not indicate their price in any part of the technical proposal or any other document than password protected financial proposal. • In E-tendering System, please put 1 in section of price line. DO NOT MENTION YOUR PRICE ANYWHERE IN E-TENDERING OR PROPOSAL EXCEPT IN YOUR PASSWORD PROTECTED FINANCIAL PROPOSAL

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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 – 400 points

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 ANNEX 4 SECTION B. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references, ANNEX 4 SECTION C;*
- e) *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 ANNEX 4 SECTION A.*

B. Proposed Methodology for the Completion of Services – 400 points

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 appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel – 200 points

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*

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Leader, who are supporting, etc.;

- b) CVs demonstrating qualifications must be submitted if required by the RFP ANNEX 4 SECTION D; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract ANNEX 4 SECTION D.*

FINANCIAL PROPOSAL:

The financial proposal should be complete, and **PASSWORD PROTECTED** IN SEPRATE PDF FILE
In E-tendering System, please put 1 in section of price line

A. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Target Due Dates	Payment	AMOUNT
Deliverable 1: Research and assessment; interviews (up to 15). Gather info on the past and current state of engagement and communication initiatives, and any related reports on its efficiency, in addition to existing studies about the target audience. <ul style="list-style-type: none"> Individual interviews with UNDP leadership, projects' managers (Spotlight, Parliament, Elections and Accelerator Lab) and personnel with communication duties. These interviews serve the purpose of gathering and consolidating different internal views and experiences around the same challenge. 	22 November 2022	25%	
Deliverable 2: Two co-creation workshops with the youth. <ul style="list-style-type: none"> The co-creation sessions will each focus on a specific target group – urban and rural – delivered in their respective locations. The sessions will be either half- day (4h) or full day (8h), and engage a diverse range of participants (TBD) ensuring representation in terms of gender, age, education, social status, etc. The sessions are participatory by nature and aim to identify and unveil key insights into youth's engagement barriers and preferences, to further help on solving this challenge. 	21 December 2022	25%	
Deliverable 3: Co-creation session with UNDP The session will be delivered in location (TBD) with an estimated duration between half-day (4h minimum) and full-day (8h maximum). Participants (up to 24) should include the interviewees as well as other stakeholders, if relevant for the process. This session's program includes: <ul style="list-style-type: none"> Presentation of key takeaways from the beginning of the process until this moment: from the interviews to the co-creation workshops with the youth. Other conclusions, questions and opportunities unveiled during the research stage. 	11 December 2022	25%	

○ Co-create solutions to solve the challenge.			
Deliverable 4: Developing project deliverables – presenting results Developing a full report including a “map” on how to reach and engage the youth, covering not only channels but also contexts, moments, subjects, initiatives, contents, visual codes and (potentially) trends to assist UNDP in improving its reach and engagement with youth in Timor-Leste in a more efficient and systematic way. The report should also include concrete ideas for behavioural change experiments toward increased young people’s constructive engagement in public affairs and participation in parliamentary processes.	15 January 2023	25%	
TOTAL		100%	

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

B. Cost Breakdown by Cost Component [This is only an Example please insert or delete unnecessary lines]:

Please indicate the details of cost breakdown line by line and inputs required in terms of operations and personnel expenses.

Please provide details of cost breakdown, how the estimation is made and what are the details.

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate	Details and breakdown of cost
I. Personnel Services					
a. Expertise 1					
b. Expertise 2					
c. Expertise 3					
Others					
II. Out of Pocket Expenses					
1. Travel Costs					
2. Daily Allowance					
3. Communications					
4. Reproduction					
5. Equipment Lease					
6. Others equipment					
III. Other Related Costs					

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

[Designation]

[Date]



Empowered lives.
Resilient nations.

Annex-3

Terms of Reference (TOR) for the Development of Youth Behavioural Study

Country: Timor-Leste (Dili)

Description of the assignment:

As part of UNDP's broader support to the Parliament of Timor-Leste and UNDP BRH's efforts to help bridge the gap between parliaments and people in Asia-Pacific region, the Country Office supports interactive engagement between Timor-Leste people, particularly the youth, and the National Parliament. UNDP Timor-Leste is currently focussing on enhancing the relationships and collaboration with youth more generally and gaining a better understanding of the behaviour of this group of people to better support their meaningful and systematic public engagement.

Based on this, UNDP Timor-Leste requires the services of a company to develop a *youth behavioural study*, for a better understanding of how to reach and engage youth more effectively and systematically and to enable behavioural change interventions.

A. Project Title: Parliament Project/Youth-Parliament Engagement Initiative

B. Background and Project Description

Background

Since 1999, UNDP has been supporting the Timorese people move from post-conflict recovery towards sustainable development. UNDP's current Country Programme 2021-2025 specifically focuses on poverty reduction and employment, climate resilience, and accountable governance. The 'accountable governance portfolio' falls under the management of the Democratic Governance Unit, whose projects aim to support the building of strong and capable public institutions, and inclusive and effective democratic governance processes and outcomes.

This assignment is part of UNDP's Parliament Project, an umbrella project that works closely with the National Parliament of Timor-Leste, which falls under the management of the Democratic Governance Unit. The Parliament project is implementing the second Phase of the Youth Conversations, a regional project initiated by Bangkok Regional Hub that is implemented in Timor-Leste, Pakistan and Bhutan UNDP Country Offices. The second phase will run until December 2022 after which a third phase is planned.

The Youth Conversations Platform is an interactive digital tool developed as part of this regional initiative to amplify the voices of the youth in Timor-Leste (and the other two countries) in the parliamentary and government decision-making processes towards the country's sustainable development. Thanks to this platform, young Timorese are invited to online discussions on the country's challenges and potential solutions. Their ideas are analyzed using advanced data science methods coupled with collection of participants' demographic data. The results, including ideas on which there is broader consensus and those on which there are divergent views are to be discussed with policy makers and parliamentarians and expected to inform future parliamentary debates.

The seed question of the first conversation was: "What challenges need to be tackled by the Government to make Timor-Leste a better place to live in, both during COVID and in post-COVID times? Participants had a series

of seed statements they could agree, disagree or be unsure with. They also had the opportunity to submit their own ideas, which were submitted to future voters' consideration. The second online youth conversation run on the platform explored what young Timorese think their government should do to tackle climate change.

The initiative is in alignment with the National Parliament's strategic goal to promote a culture of openness and transparency within the institution and vis-à-vis citizens and to boost public participation in parliamentary processes and decisions.

Problem Description

While a further increase in youth's numbers and demands is foreseen, UNDP in Timor-Leste has identified that its national communication and engagement efforts supporting its initiatives with the youth should produce more results. Despite country office's efforts put into mobilising youth to participate in large numbers in the digital youth conversations described above, the number of young people interested to participate was not large enough. There is a shared notion that it is crucial to better understand the youth's behaviours and motivations so to develop more effective and systematic approaches across the organisation's initiatives and to advise Parliament and other state institutions on effective youth engagement strategies.

Beyond an umbrella framework to guide UN's global actions towards young people, UN Timor-Leste misses local understanding of what drives Timorese youth from a communication and engagement point of view. Crucial knowledge to support UNDP and the UN Country Team on its declared first priority "Engagement, participation and advocacy" is required with regard to young people. The behavioural study that makes the object of this assignment is expected to fill this gap.

As for the target audience for this initiative, we are assuming youth as a wider group of young people, from 15 to 24 years of age, from two different contexts: urban, more digitally proficient and included; and rural, less digitally included.

The problem identified in Timor-Leste during the pilot phase of the regional initiative on digital youth and youth-parliament conversations has also been experienced by UNDP and parliaments in other Asia-Pacific countries. As such the insights and recommendations of this study are expected to be relevant and applicable in many other countries in Asia-Pacific. They will be made use of in the context of the planned scale up of our regional youth-parliament initiative and will inform other future regional interventions aimed at linking youth with parliament for more inclusive and forward-looking decision-making. In addition to informing future regional/multi-country programming, the findings of this research will also be used in resource mobilization efforts focused on boosting young people's significant political engagement and participation in governance in Asia-Pacific countries.

C. Scope of Work

UNDP, on behalf of the National Parliament of Timor-Leste, is therefore seeking to hire a qualified company to carry out the assignment to develop a comprehensive study on youth behaviour, understanding how UNDP and the Parliament can reach and engage youth more effectively and systematically and how we can use these insights in the future to help change young people's behaviour towards constructive engagement and participation in parliamentary and government processes.

Based on a co-creation process for creative problem-solving and engaging the target audiences, UNDP and other relevant stakeholders in different moments, this assignment's objectives are to:

1. Develop a full report with main findings, conclusions, and further recommendations regarding youth behaviour.
2. Develop a actionable “map” (TBD) on how to reach and engage the youth, outreach channels, contexts, moments, subjects, initiatives, contents, motivational messages, visual codes and trends to assist UNDP and Parliament in improving its outreach and engagement with the youth in Timor-Leste in a more efficient and systematic way.
3. Propose concrete ideas for behavioural change experiments toward increased young people’s constructive engagement in public affairs and participation in parliamentary processes.

D. Expected Outputs and Deliverables

The selected company will map the current stage of engagement and communication initiatives, by researching and interviewing UNDP leadership, project managers and other staff. This map will help draft the next stages of the process, more specifically the co-creation scripts for workshops to be held with the youth, and the co-creation session with UNDP, where a presentation of the key takeaways of the process and other conclusions and questions will be made. Subsequently, the company will develop a final map on how to reach and engage the youth and will present it to a smaller group, responsible for managing the “reaching the youth” project and decision makers, and also to all UNDP members that participated in the project. The contractor will also propose concrete ideas for behavioural change experiments toward increased young people’s constructive engagement in public affairs and participation in parliamentary processes.

The expected outputs and deliverables are outlined in the table below:

Deliverables/Outputs	Target Due Dates	Breakdown of the Payment	Review and Approvals
<p>Output 1: Research and assessment; interviews (up to 15). Gather info on the past and current state of engagement and communication initiatives, and any related reports on its efficiency, in addition to existing studies about the target audience.</p> <p>Individual interviews with UNDP leadership, projects' managers (Spotlight, Parliament, Elections and Accelerator Lab) and personnel with communication duties. These interviews serve the purpose of gathering and consolidating different internal views and experiences around the same challenge.</p>	<p>Estimated Period: 3 weeks 01 November – 22 November 2022</p> <p>Due date: 22 November 2022</p>	25%	<p>UNDP Parliament CTA</p> <p>Estimated period: 23 to 29 November 2022</p>
<p>Output 2: Two co-creation workshops with the youth. The co-creation sessions will each focus on a specific target group – urban and rural – delivered in their respective locations. The sessions will be either half- day (4h) or full day (8h), and engage a diverse range of participants (TBD) ensuring representation in terms of gender, age, education, social status, etc. The sessions are participatory by nature and aim to identify and unveil key insights into youth's engagement barriers and preferences, to further help on solving this challenge.</p>	<p>Estimated period: 3 weeks 30 November – 21 December 2022</p> <p>Due date: 21 December 2022</p>	25%	<p>UNDP Parliament CTA</p> <p>Estimated period: 24 to 28 December 2022</p>
<p>Output 3: Co-creation session with UNDP The session will be delivered in location (TBD) with an estimated duration between half-day (4h minimum) and full-day (8h maximum). Participants (up to 24) should include the interviewees as well as other stakeholders, if relevant for the process. This session's program includes:</p> <ul style="list-style-type: none"> • Presentation of key takeaways from the beginning of the process until this moment: from the interviews to the co-creation workshops with the youth. Other conclusions, questions and opportunities unveiled during the research stage. • Co-create solutions to solve the challenge. 	<p>Estimated period: 2 weeks 30 November – 11 December 2022</p> <p>Due date: 11 December 2022</p>	25%	<p>UNDP Parliament CTA</p> <p>Estimated period: 14 to 18 December 2022</p>
Output 4: Developing project deliverables – presenting results	Estimated period: 4 weeks	25%	UNDP Parliament CTA

Developing a full report including a “map” on how to reach and engage the youth, covering not only channels but also contexts, moments, subjects, initiatives, contents, visual codes and (potentially) trends to assist UNDP in improving its reach and engagement with youth in Timor-Leste in a more efficient and systematic way. The report should also include concrete ideas for behavioural change experiments toward increased young people’s constructive engagement in public affairs and participation in parliamentary processes.	18-31 December 2022 Due date: 15 January 2023		Estimated period: 15-30 January 2023
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E. Institutional Arrangement

The selected company will work from their offices, and in location to deliver the co-creation activities, under the direct supervision of the Chief Technical Advisor of the UNDP Parliament Project. Virtual meetings throughout the assignment will be scheduled with the project team and Parliament Secretariat departments (e.g. IT, Communications, Legislative) and Members of Parliament, according to the needs. The company’s employees assigned to this project should use their own computer/laptop for the assignment, including access to internet to facilitate communication, as well as any additional material necessary to develop the planned activities.

F. Duration of the Work and Duty Station

The contractor is expected to start the work in October 2022 up to December 2022 for total period of 13 weeks. This duration may be adjusted according to the availability of those who are to be engaged in the process, from interviewees to the co-creation workshops’ participants.

Duty Station: Díli, Timor-Leste

G. Qualifications of the Successful Company

Experience:

- Proven experience in developing co-creation processes with both the target audiences and the leading organizations.
- Experience in conducting behavioral studies;
- International experience in strategic development of engagement plans
- At least 3 years of relevant experience in the sector of development;
- Should have experience in conducting interviews, project monitoring, preparing reports, consolidating information and data;
- Proficiency in written English;
- Country experience in Timor-Leste or this region will be considered as asset.

H. Scope of the Price Proposal and Schedule of Payments

Payment terms will be upon deliverables as specified in the timetable under section D.

Interested companies should make an offer based on a lump sum required to produce the 4 outputs which can be guided by the estimated number of days that have been specified for each output.

I. Team Composition and Key Staff:

Serial Number	Professional Staff & Position	Required qualification and experience
1	Project Manager- 1 position (1 CV Required)	<p>Education: Advanced university degree (Master's or equivalent) in the Design (thinking) field.</p> <p>Experience: 5 years direct work experience in co-creation, project management capacity, including all aspects of process development and execution, experience with behavioral insights. International experience in the sector of development.</p> <p>Language: English (Portuguese will be considered an asset)</p>

Annex 4

ANNEX 4, Section A:

Form for Submitting Self-Declaration

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

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

[Designation]

[Date]

Yours sincerely,

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Annex 4- Section B: Financial details Form

Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;

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

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

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

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

Annex 4- Section C: Track record and previous experience

Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

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

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

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

Annex 4 Section D: CV Format

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Annex-5:

UNDP General Terms and Conditions

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>