



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

Addressing rights and well-being of Women with Disabilities and veterans of the Nagorno-Karabakh conflict	DATE: August 21, 2019
	REFERENCE: Assessment of particular vulnerabilities of persons with disabilities, development of methodology for conducting monitoring and design and modeling the 'ecosystem' of disability employment services

Dear Sir / Madam:

We kindly request you to submit your Proposal for assessment of particular vulnerabilities of persons with disabilities in the light of prevalent social attitudes; assessment of labor market, educational levels, development of methodology for conducting monitoring and design and modeling the 'ecosystem' of disability employment services.

In particular, the services to be delivered are:

1. Rapid Assessment on particular vulnerabilities of women with disabilities and war veterans (18 days)
2. Assessment of educational levels, interests and needs of women and war veterans with disabilities in two regions – Salyan and Masalli, measuring their strengths, weaknesses and professional needs and support services needed (12 days)
3. Assessment of labor market in 2 regions – Masalli and Salyan (12 days)
4. Development of a methodology for conducting regular monitoring to determine the employment rate of people with disabilities (by sex, age and area of economic activity) (10 days)
5. Design and model the 'ecosystem' of disability employment services and interventions for disability confident employers (10 days)

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

Proposals may be submitted on or before **Wednesday, September 11, 2019** and via email to the address below:

[procurement.aze@undp.org](mailto:procurement.aze@undp.org)

Your email shall bear the following information in the subject: "Proposal for Project 00111023. Ref. Assessment of particular vulnerabilities of persons with disabilities, development of methodology for conducting monitoring and design and modeling the 'ecosystem' of disability employment services".

**The Company is required to prepare and submit separately a Technical and Financial Proposals. The Financial proposal to be submitted in a password-protected file separate from the Technical Proposal. The password to financial proposal shall not be provided if not officially requested by UNDP.**

The proposals should be duly signed and stamped.

**The Technical proposal shall include:**

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Income statement and balance sheet (either audited or approved by the tax office) 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 etc., if any
- 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.
- g) Written statement confirming that VAT is excluded from financial offer.
- h) Proposed methodology and workplan (please see details in with Annex 2, Clause B).
- i) List of personnel and their resumes (please see details in with Annex 2, Clause C)

**The Financial proposal shall include:**

- j) Cost breakdown per Deliverable (Annex 2, Financial Proposal, Clause D)
- k) Cost breakdown by Cost Component (Annex 2, Financial Proposal, Clause E)

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

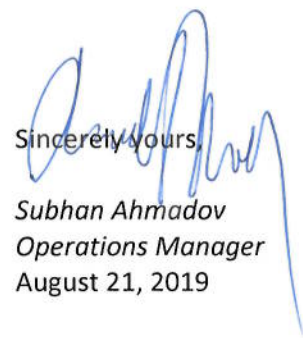
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Subhan Ahmadov  
Operations Manager  
August 21, 2019

### Description of Requirements

Context of the Requirement	<p>Project aims at undertaking a qualitative inquiry on particular vulnerabilities of women with disabilities and war veterans in two regions of Azerbaijan (Salyan and Masalli) to quickly develop a preliminary understanding of challenges faced by persons with disabilities, the coping strategies they utilize as well as their major needs with a focus on well-being and access to available resources; conduct an assessment of employment opportunities/vacancies that could be filled by women/girls with disabilities and war veterans in the target regions; develop the methodology for conducting regular monitoring to determine the employment rate of people with disabilities (by sex, age and area of economic activity).</p>
Implementing Partners of the project:	<p>UNDP, UNFPA, Ministry of Labour and Social Protection of Population</p>
Brief Description of the Required Services	<p>UNDP is the development arm of the United Nations system, with presence in over 170 countries. Globally the organization employs 17,000 people and manages a budget of USD 5 billion annually. The UNDP office in Baku employs a team of 55 professionals and currently manages a portfolio of projects in areas of inclusive growth, environmental protection and good governance.</p> <p>UNFPA is the United Nations sexual and reproductive health agency, with the field offices present in more than 150 countries across the world and a large number of people employed as international and local staff members. The UNFPA office in Baku employs a team of eight persons engaged in the implementation of the projects and programmes in the field of family planning, gender equality and population dynamics.</p> <p>UNDP and UNFPA have initiated a new partnership with the Ministry of Labour and Social Protection of the Population (MLSPP) through joint <i>Addressing rights and well-being of women with disabilities and veterans of the Nagorno-Karabakh conflict</i> project. The joint project aims to complement the Government efforts to protect, respect and fulfil the rights of persons living with disabilities with specific focus on women and war veterans of Nagorno-Karabakh conflict as regards their protection and well-being in the area of inclusive employment and the rights of persons living with disabilities with the focus on women with disabilities and war veterans.</p> <p>The project aims to enable inclusion and participation of the persons with disabilities in various aspects of life. The project also envisions series of interrelated activities on producing improved data and evidence for informed policymaking, increased awareness of the decision makers and the population on particular vulnerabilities of the persons with disabilities as well as exchange of good practices both within the country and in the region.</p> <p>The project is a joint programme funded by the Government of Azerbaijan, and co-</p>

funded by UNDP and UNFPA.

The key government partner for the project is the Ministry of Labour and Social Protection of the Population. The project will also be implemented in close partnership with the State Committee for Family, Women and Children's Affairs and the State Statistics Committee. Active partnerships with local authorities, public and private sector agencies, media, communities, and NGOs will be sought for the successful implementation of the programme.

The project will be implemented in Baku, Masalli and Salyan. An estimated 6,000 vulnerable individuals will benefit, directly and indirectly, from improved livelihoods opportunities and accessible space. The availability of quantitative and qualitative data on the particular vulnerabilities and capacities of the target groups will be improved; and changes in public perceptions will be promoted to reduce stigma and discrimination against PwDs.

The project will involve a mix of mainstream and targeted approaches to directly benefit persons with disabilities through improved economic opportunities; and indirectly, by making the environment more accessible and friendly for people with disabilities. Specifically, the scope of the programme will include the following components:

1. Capacity development for data collection and statistics. Activities under this strategic area will focus on strengthening the collection of quantitative and qualitative data on the particular vulnerabilities and capacities of the project's main target groups (Veterans of the Nagorno-Karabakh conflict with disabilities and women and girls with disabilities). This information will help service providers to develop strategies based on evidence. Interrelated activities will focus on improving the statistical database and providing findings from research. (The component will be implemented by UNFPA)
2. Economic empowerment of women with disabilities and war veterans. This programme component will involve strategies contributing to increased employability and expansion of employment opportunities and promote the principles of universal design and accessibility. It will target simultaneously women and war veterans with physical disabilities, employers and state employment services. The interventions will be implemented in Baku and 2 pilot regions, using the lessons learnt, experience and the infrastructure of the UNDP's Women Resource Centers (WRC) established and functional in Masalli and Salyan. (The component will be implemented by UNDP).
3. Awareness raising for attitudinal changes. It is well known that reluctance of the general population to accept the persons with disabilities will cast a major shadow on all intervention strategies geared towards improved social protection and empowerment. It is therefore important to educate the people by fostering and nourishing the positive attitudes towards the persons with disabilities and ensuring that the society is accepting, understanding and empathetic to those who are different, but equal. Hence,

the programme intends to raise public awareness and visibility of the persons with disabilities through a combination of various strategies including inter alia through traditional and modern media, focusing on positive role models and practices. (The component will be implemented by UNFPA).

**SCOPE OF WORK OF THE ASSIGNMENT:**

Within the Outputs 1 and 2, the project aims at undertaking a qualitative inquiry on particular vulnerabilities of women with disabilities and war veterans in two regions of Azerbaijan (Salyan and Masalli) to quickly develop a preliminary understanding of challenges faced by persons with disabilities, the coping strategies they utilize as well as their major needs with a focus on well-being and access to available resources; conduct an assessment of employment opportunities/vacancies that could be filled by women/girls with disabilities and war veterans in the target regions; develop the methodology for conducting regular monitoring to determine the employment rate of people with disabilities (by sex, age and area of economic activity).

The specific objectives of the inquiry are as follows:

- Identify the major patterns of attitudinal barriers including prevalent behaviors, perceptions, and assumptions that discriminate against persons with disabilities including in the field of labour market;
- Assess educational levels, interests and needs of women and war veterans with disabilities, measuring their strengths, weaknesses and professional needs and support services needed.
- Assess the environmental barriers including the elements of buildings or outdoor spaces that create physical impediments to persons with disabilities;
- Explore the challenges related to the delivery of services including sexual and reproductive health related services that may further restrict participation of persons with disabilities;
- Design and model the 'ecosystem' of disability employment services and interventions for disability confident employers based on the findings of the assessment;
- Elaborate on the implications of the findings to inform project's future strategic interventions;
- Assess local labor market demand, analyze and proof from disability and gender perspective: establishing labor market demand, assessing which vacancies could be made accessible with minimal interventions and where the medium and longer term interventions are needed;

**Scope of work:**

- Initial orientation with the concerned UN agencies, the MLSPP and other Government agencies engaged in the project action;
- Desk review of the available data and secondary sources on the issues of disability in Azerbaijan including the state and alternative reports to the CRPD Committee;

	<ul style="list-style-type: none"> <li>❑ Develop the study methodology (for rapid assessment and labor market assessment), including tools for interviews and focus groups, sampling frame, research plan, ethical procedures and data quality control mechanisms;</li> <li>❑ Conduct a 2-day orientation session/training with interviewers and field supervisors to sensitize them on the issues concerning interaction with persons with disabilities;</li> <li>❑ Assume responsibility for overall coordination of the field work in close partnership and coordination with the concerned UN agencies, the MLSP, and other Government agencies engaged in the project action;</li> <li>❑ Conduct pilot interviews (2) and focus group discussions (2) to validate and refine the study methodology;</li> <li>❑ Organize individual interviews, focus groups and other qualitative data collection techniques as required by the study methodology with at least 300 persons with disabilities residing in the project's target districts (Baku, Masalli, Salyan) and 60 representatives of the labor market (private and public);</li> <li>❑ Ensure processing of all collected data (either through a user-friendly basic on-line database or statistical packages for data analysis);</li> <li>❑ Analyze the data collected and conduct a validation meeting with the stakeholders;</li> <li>❑ Develop 2 study reports, including recommendations and implications of the findings to inform the project's future strategic interventions on the qualitative assessment and labor market assessment;</li> <li>❑ Design and model the 'ecosystem' of disability employment services and interventions for disability confident employers</li> <li>❑ Develop a methodology for conducting regular monitoring to determine the employment rate of people with disabilities (by sex, age and area of economic activity);</li> </ul>
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List and Description of Expected Outputs to be Delivered	<p>Initial orientation with the concerned UN agencies, the MLSP, and other Government agencies engaged in the project action (<b>Deliverable 1</b>); September 2019</p> <p>Desk review of the available data and secondary sources on the issues of disability in Azerbaijan including the state and alternative reports to the CRPD Committee (<b>Deliverable 2</b>); September- October 2019</p> <p>Development of the study methodology (rapid assessment and labor market), including tools for interviews and focus groups, data requirements, indicators and sample estimation (<b>Deliverable 3</b>); September- October 2019</p> <p>Conduct a 2-day orientation session/training with interviewers and field supervisors to sensitize them on the issues concerning interaction with persons with disabilities (<b>Deliverable 4</b>); September- October 2019</p> <p>Assume responsibility for overall coordination of the field work in close partnership and coordination with the concerned UN agencies, the MLSP, and other Government agencies engaged in the project action (<b>Deliverable 5</b>); September- October 2019</p> <p>Conduct pilot interviews (2) and focus group discussions (2) to validate and refine the study methodology (<b>Deliverable 6</b>); October 2019</p> <p>Organize individual interviews, focus groups and other qualitative data collection techniques as required by the study methodology with at least 300 persons with disabilities residing in the project's target districts (Baku, Masalli, Saiyan) and 60 representatives of the labor market (private and public) (<b>Deliverable 7</b>); October- November 2019</p> <p>Ensure processing of all collected data (either through a user-friendly basic on-line database or statistical packages for data analysis) (<b>Deliverable 8</b>); November 2019</p> <p>Analyze the data collected and conduct a validation meeting with the stakeholders. (<b>Deliverable 9</b>); November 2019</p> <p>Develop 2 study reports, including recommendations and implications of the findings to inform the project's future strategic interventions on the qualitative assessment and labor market assessment (<b>Deliverable 10</b>); December 2019</p> <p>Design and model the 'ecosystem' of disability employment services and interventions for disability confident employers (<b>Deliverable 11</b>); December 2019</p> <p>Develop a methodology for conducting regular monitoring to determine the employment rate of people with disabilities (by sex, age and area of economic activity) (<b>Deliverable 12</b>); December 2019</p>
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Person to Supervise the Work/Performance of the Service Provider	The company will work under the supervision of the Project manager and in close cooperation with a local expert, the delegated representatives of the concerned UN agencies and the MLSPP.
Frequency of Reporting	Monthly
Progress Reporting Requirements	The Company will report on a monthly basis on activities implemented during the month
Location of work	Baku, Masalli, Salyan
Expected duration of work	Duration: September 23, 2019– December 10, 2019 (62 days)
Target start date	September 23, 2019
Latest completion date	December 10, 2019
Travels Expected	Travels to Masalli and Salyan are expected.
Special Security Requirements	The project territories possess low-risk of security threats. However, it is the responsibility of the Company to take all due measures to ensure safety of his staff and assets.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Facilities are provided. The project will provide access to project documentation.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<ol style="list-style-type: none"> <li>1. Rapid Assessment on particular vulnerabilities of women with disabilities and war veterans (18 days)</li> <li>2. Assessment of educational levels, interests and needs of women and war veterans with disabilities in two regions – Salyan and Masalli, measuring their strengths, weaknesses and professional needs and support services needed (12 days)</li> <li>3. Assessment of labor market in 2 regions – Masalli and Salyan (12 days)</li> <li>4. Development of a methodology for conducting regular monitoring to determine the employment rate of people with disabilities (by sex, age and area of economic activity) (10 days)</li> <li>5. Design and model the ‘ecosystem’ of disability employment services and interventions for disability confident employers (10 days)</li> </ol>
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP/UNFPA may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<p><b>Output:</b> Deliverable 1-3  <b>Percentage:</b> 40% of the total amount  <b>Timing:</b> October 2019  <b>Condition for Payment release:</b> within thirty (30) days from the date of meeting the following conditions:  a) UNDP/UNFPA's written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider.</p> <p><b>Output:</b> Deliverables 4-6  <b>Percentage:</b> 40% of the total amount  <b>Timing:</b> November 2019  <b>Condition for Payment release:</b> within thirty (30) days from the date of meeting the following conditions:  a) UNDP/UNFPA's written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider.</p> <p><b>Output:</b> Deliverables 7-12  <b>Percentage:</b> 20% of the total amount  <b>Timing:</b> December 2019  <b>Condition for Payment release:</b> within thirty (30) days from the date of meeting the following conditions:  a) UNDP/UNFPA's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p>

	b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Mrs. Gulara Humbatova, Project manager
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Minimum threshold for technical proposals is 70% i.e. 49 points.</b> <input checked="" type="checkbox"/> <b>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.</b>

Criteria for the Assessment of Proposal

**Technical Proposal (70%)**

■ **Expertise of the Firm - 20%**

- Legal registration as CSO/NGO/other profile with the Ministry of Justice of the Republic of Azerbaijan and a valid registration certificate;
- At least 4 years of experience in provision of complex services related to data collection and research (specific experience with research on sensitive issues/vulnerabilities of disadvantaged population groups would be considered an asset);
- Track record of partnership with the UN, the Government, and local authorities in the framework of different research initiatives

■ **Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30%**

■ **Management Structure and Qualification of Key Personnel - 50%**

Organizational pool of experts with good knowledge of qualitative and quantitative research methodologies, awareness of human rights and non-discrimination provisions concerning the persons with disabilities, track record of experience in data collection and research on non-discrimination issues including the disability clause, excellent academic writing skills in Azerbaijani and English.

Out of 50%, the key experts will be evaluated as follows:

*a) Team Leader – 10%*

*Requirements:*

- Advanced degree in legal studies, social studies or any other related field (concentration on disability related issues will be considered an asset)
- At least 5 years of experience in managing projects of similar nature;
- Experience with surveys, data collection and analysis
- Experience in working with government structures on the issues concerning rights, health and well-being of persons with disabilities
- Excellent academic writing skills in English.

*b) Local expert on rapid assessment – 10%*

*Requirements:*

- Advanced degree in legal studies, social studies or any other related field (concentration on disability related issues will be considered an asset)
- Good knowledge of human rights and non-discrimination provisions concerning the persons with disabilities
- At least 5 years of experience in data collection and research on non-discrimination issues including the disability clause
- Experience in working with government structures on the issues concerning rights, health and well-being of persons with disabilities
- Excellent academic writing skills in English.

c) *International expert to guide a set of specific intervention measures aimed at building the national institutional capacities – 10%*

*Requirements:*

- Advanced degree in statistics, demography or any other related field
- A minimum of 5 years of progressively responsible and relevant professional international experience (Azerbaijani experts with proven international experience are also eligible) in analyzing disability data and designing relevant data collection tools and methodologies on disability data
- Hands-on experience in statistical analysis of disability data according to Washington Group on Disability Statistics and UN recommendations
- Experience in technical capacity building assignments
- Experience with government structures/statistical offices on similar assignments will be considered an asset
- Fluency in English

d) *International Gender expert – 10%*

*Requirements:*

- University Degree (PhD is preferable) in social sciences, preferably with specialization in gender studies
- Minimum 5 years of international experience (Azerbaijani experts with proven international experience are also eligible) working in the field of gender equality, women's empowerment and the specific category - women with disabilities and war veterans with limited mobility
- Working experience with UN agencies and other international organizations, and familiarity with (prior working experience in) the CIS region
- In depth knowledge of qualitative and quantitative research methods
- Experience in delivering trainings and producing learning resources on gender equality and women empowerment
- Fluency in written and spoken English language is mandatory; knowledge of Azerbaijani language will be an asset

e) *Local Consultant on Labor market assessment – 10%*

*Requirements:*

- MBA and/or University degree is required in the field of qualitative and quantitative research and analysis or general management, gender equality, social work
- Minimum 5 years of experience in the research and analysis, market research, training field preferably economic development, in the areas of economic policies; capacity development and gender, trade areas
- Excellent facilitation, training, research and analytical skills are required. Excellent skills in coordination, reporting and extracting necessary and relevant information are a must.

	<ul style="list-style-type: none"> <li>• Working experience in an international organization and/or previous work experience in related areas will be an asset</li> <li>• Fluency in written and spoken English and Azerbaijani languages is mandatory</li> </ul> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p><b>Rating the Technical Proposal:</b> TP = (Total Score Obtained by the Proposal / Max. Obtainable Score for TP) x 100</p> <p><b>Rating for Financial Proposal (FP)</b> FP = (Lowest Priced Offer / Price of the Offer being Reviewed) x 100</p> <p><b>Total Combined Score:</b> TP x 70% + FP x 30%</p> <p>Only those who receive min. 70% at the Technical evaluation stage will pass to the financial evaluation stage.</p> <p>If a company passes 70% minimum threshold as a result of technical evaluation, then UNDP will officially request the companies passing 70% to provide their passwords for financial proposal. The companies not gaining 70% for technical evaluation will not pass to the next stage of evaluation and their passwords will not be requested.</p>
UNDP will award the contract to:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> One and only one Service Provider</li> <li><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></li> </ul>
Contract General Terms and Conditions	<ul style="list-style-type: none"> <li><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</li> <li><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</li> </ul> <p>Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</li> <li><input type="checkbox"/> Detailed TOR</li> <li><input type="checkbox"/> Others <i>[pls. specify]</i></li> </ul>

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>Mrs. Gulara Humatova</i> <i>Project Manager</i> <i><u><a href="mailto:Gulara.humatova@undp.org">Gulara.humatova@undp.org</a></u> with copy to <u><a href="mailto:procurement.aze@undp.org">procurement.aze@undp.org</a></u></i></p> <p><i>All questions shall bear in subject the following information:</i> <b><i>"INQUIRY. Project 00111023. Ref. Assessment of particular vulnerabilities of persons with disabilities, development of methodology for conducting monitoring and design and modeling the 'ecosystem' of disability employment services"</i></b></p> <p><i>Without this reference the inquiries may not be timely identified and responded.</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>
<p>Other Information [pls. specify]</p>	

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[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) income statement and balance sheet (audited or approved by the tax office) 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 etc., if any*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. In addition, the Service Provider shall submit a detailed work plan aligned with the proposed methodology.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**C. Qualifications of Key Personnel**

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

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

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

## Financial proposal

### D. Cost Breakdown per Deliverable\*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price ( <i>Weight for payment</i> )	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	...		
	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
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				

5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>Total:</b>				

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