



REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)
TITLE: National Consultancy Firm to Develop a Database for Disaster Risk Profile in Rwanda

NAME & ADDRESS OF FIRM	DATE: September 1, 2020
	REFERENCE: RFP/UNDP/RWA/2020/033

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Firm to Develop a Database for Disaster Risk Profile in Rwanda.

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

Proposals may be submitted on or before Tuesday, September 15, 2020 and via email, courier mail or fax to the address below:

United Nations Development Programme

KN 67 Street No 4; P.O Box 445, Kigali

Attn: Head of Procurement Unit,

By email address at offers.rw@undp.org

not later than 15 September 2020,

Time: 12h00 PM Kigali Rwanda local time.

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Varsha Redkar-Palepu
Deputy Resident Representative

9/1/2020

Description of Requirements

Context of the Requirement	National Consultancy Firm to Develop a Database for Disaster Risk Profile in Rwanda																			
Implementing Partner of UNDP	Minister in charge of Emergency Management (MINEMA)																			
Brief Description of the Required Services ¹	To develop a database for disaster risk profile for Rwanda to manage (create, store, retrieve, update and disseminate) data on disaster risk profile in Rwanda. The database is expected to be accessible through the web, accommodate spatial data, facilitate data collection during fieldwork (on and offline) and be compatible with the existing information systems																			
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. User guide manual; 2. Final report; 3. Training on the frontend administration and backend of the database; 4. Final full running database version hosted on National Data Centre 																			
Person to Supervise the Work/Performance of the Service Provider	Technical working group led by MINEMA and UNDP																			
Frequency of Reporting	Weekly																			
Progress Reporting Requirements	Inception report (2 weeks after signing the contract), Interim report 1 (6 weeks after signing the contract), Interim report 2 (9 weeks after signing the contract), Final report (12 weeks after signing the contract)																			
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	55 working days in 12 weeks																			
Target start date	Immediately																			
Latest completion date	December 2020																			
Travels Expected	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Destination/s</th> <th style="width: 25%;">Estimated Duration</th> <th style="width: 40%;">Brief Description of Purpose of the Travel</th> <th style="width: 10%;">Target Date/s</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																	
Special Security																				

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> X Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> X Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> X Local Currency (RWF)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> <u>X must be inclusive of VAT and other applicable indirect taxes</u> <input 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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> X 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> X Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ³	

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

	Outputs	Percentage	Timing	Condition for Payment Release
	Inception report	20%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	First version of the system and its report	40%		
	Final developed version in the working environment, training reports including specific recommendations for sustainability	40%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical working group led by MINEMA and UNDP			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input 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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 30%			

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.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Proposal	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% Financial Proposal (30%) 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 <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>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>[Name]</i> Hyesu Yoon <i>[Designation]</i> Programme Analyst <i>[Fax/Email].</i> hyesu.yoon@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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 PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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

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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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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.*

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
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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



TERMS OF REFERENCE

National Consultancy Firm to Develop a Database for Disaster Risk Profile in Rwanda

Application type:	External Vacancy
Job Title:	National consulting Firm to Develop a Database for Disaster Risk Profile in Rwanda
Category:	Disaster Risk Management
Duty Station:	Kigali, Rwanda
Type of contract:	Consulting Firm
Expected starting date:	Immediately
Expected closing date:	December 2020
Duration of assignment:	55 working days in 12 weeks

1. Background

1.1 INTRODUCTION

The Project entitled “Strengthening National and Local Disaster Risk Management (DRM) Capacity, Resilience and Enhancing Preparedness and Early Warning System (EWS) in Rwanda” is a 5 year Project initiated in 2019, and expected to end by June 2023. The project intends to align with the 4 priority areas of the Sendai Framework for DRR and aims to achieve the outcome ‘reduce risks and build the resilience of the population to climate change and natural disasters’ by strengthening the technical capacities of institutions on better disaster risk management both in the long term, and short-term emergency preparedness at all levels and build disaster resilience of the population. This 5 year project is aligned with the government development Strategy as Disaster risk management (DRM) is one of the cross-cutting areas identified in the National Strategy for Transformation (NST1 2017-2024), which also

prioritizes improved coordination between ministries and better mainstreaming in all sector policies and programmes for enhanced resilience.

1.1 BACKGROUND

Rwanda is highly prone to natural hazards, including landslides, river and flash floods, heavy rains with strong wind, droughts, earthquakes, lightning and thunderstorms. The frequency and intensity of natural hazard-induced disasters, particularly floods, heavy rains with strong winds, landslides and droughts have significantly increased, causing more disasters with negative impacts on humans, economy and environment.

Many areas in the country are prone to one or several natural hazards. Hazard events result in disasters when risk factors such as hazard, vulnerability and inadequate capacity overlap in space and time. Disasters undermine development achievements, impoverishing people and the country. In absence of combined efforts to address root causes, disasters represent increasingly an obstacle to the achievements of Sustainable Development Goals (SDGs) and National Strategy for transformation (NST1).

The hilly topography, high annual precipitation rate, inappropriate farming techniques, overexploitation of the natural environment among others are the disaster triggering factors. Those factors accelerate the disaster risks that result into losses of lives and crops and damages of property for the community exposed to those disaster risks.

Based on Rwanda disaster profile, disasters cause many losses and damages depending on their geographic aspects or on their localized areas of the country. This is the main reason to develop a database for disaster risk profile and this contributes a lot in disaster risk reduction and disaster risk management.

2. Objective and Scope of work

2.1 PURPOSE OF THE WORK

The purpose of the assignment is to Develop a Database for Disaster Risk Profile in Rwanda that will be able to:

- Manage (creation, updating and manipulation) and store data on disasters, including geo-referenced data;
- Facilitate geo-referenced data collection;
- Facilitate data accessibility (through a user access control facility) and visualization;
- Capacity building for disaster risk profiling, assessment and management

- Facilitate Socio-economic analysis of the impacts related to disasters (flooding, landslide, windstorms, drought, earthquake, fire outbreak, lightning, etc);
- Facilitate knowledge management;
- Integrate existing systems (to avoid duplication of existing info systems, new system should complement the existing one).
- Regularly gather geo spatial, frequency and vulnerability related data where disaster occurred

2.2 OVERALL OBJECTIVES

The overall objective of this consultancy is to develop a database for Disaster Risk Profile for Rwanda to manage (create, store, retrieve, update and disseminate) data on disaster risks profile in Rwanda. The database is expected to be accessible through the web, accommodate spatial data, facilitate data collection during fieldwork (on and offline) and be compatible with the existing information systems. The specific objectives of the work is following:

- Develop a database for disaster risk profile that takes into account existing data in different formats (shapefiles, MS Excel documents, text-based documents, images, audio and videos) and accessible through the web.
- Integrate the database with the information systems currently used within the Ministry (Disaster Management Information System and DesInventar)
- Capacity building training for potential database users (from the Ministry)
- Test and operationalize the platform before its handover.
- Testing/validation of the data collection component on the field.

2.3 SCOPE OF WORK AND RESPONSIBILITIES

The consulting firm is expected to work on the development of a Database for Disaster Risk Profile in Rwanda with the following responsibilities:

- 1) Conduct a review of existing data and systems identified by MINEMA, required to design the database.
- 2) The consultant will ensure that the developed database allows the capture of corresponding disaggregated entries in the database for drought, landslide, flood, lightning and fire. Information in all cases must be disaggregated by official administrative boundaries (province/district/sector/cell/village).
- 3) Design and implement the database. After the submission of the first version of the database, a copy of the database should be installed on the server of the hosting agency(MINEMA). The final approved version of the database will be hosted in the National Data Centre.

- 4) Collection, formatting and importation of existing data within MINEMA into the developed database.
- 5) Capacity building training for potential database users (from the Ministry)
- 6) Test and operationalize the platform before its handover.
- 7) Conduct continuous coordination communications with the project Supervisor who will oversee this assignment with the purpose of agreeing on the methodology, detailed objectives and timeline.
- 8) Submit a final report and install the final version of the database on NDC servers.

3. Outputs/Expected deliverables

More specifically, the consultant is expected to produce and deliver the following deliverables in series:

3.1. Inception Phase 1:

- Inception report which demonstrates description of the understanding of the assignment, proposed database, clear methodology, description of training session, and work plan with timeline
- User requirement specification;
- Functional system requirement specification including the mockup;
- This deliverable will be approved by the Ministry in charge of Emergency Management. The consultant firm shall submit the inception report with 2 calendar weeks from the date of signing the contract.

3.2. Development Phase 2:

- Interim report 1 with first full running database version according to the description defined in design phase;
- Testing session 1;
- This deliverable will be approved by the Ministry in charge of Emergency Management. The consultant firm shall submit the inception report with 6 calendar weeks from the date of signing the contract.

3.3. Development Phase 3:

- Interim report 2 with second full running database version;
- Training material and draft user guide manual
- Conduct user training session
- Testing session 2 (including testing the data collection component on the field on the field)

- This deliverable will be approved by the Ministry in charge of Emergency Management. The consultant firm shall submit the inception report with 9 calendar weeks from the date of signing the contract.

3.4. Deployment Phase 4:

- Final full running database version hosted on National Data Centre
- Final report with the final version of the User guide manual
- Training on the frontend administration and backend of the database
- This deliverable will be approved by the Ministry in charge of Emergency Management. The consultant firm shall submit the inception report with 12 calendar weeks from the date of signing the contract.

Note that the consultant should provide weekly flash report to inform any change on work plan

4. Duration of the contract

The firm is expected to take 55 working days for 12 weeks (Three months) after signing of the contract.

	<i>Working days arrangement</i>	<i>Deliverables</i>
<i>Inception phase</i>	<i>2 weeks after signing the contract</i>	<ol style="list-style-type: none"> 1. <i>Inception report</i> 2. <i>User requirement specification;</i> 3. <i>Functional system requirement specification including the mockup of the database</i>
<i>Development phase 1</i>	<i>6 weeks after signing the contract</i>	<ol style="list-style-type: none"> 1. <i>First full running database version</i> 2. <i>Testing session 1</i> 3. <i>Interim report 1</i>
<i>Development phase 2</i>	<i>9 weeks after signing the contract</i>	<ol style="list-style-type: none"> 1. <i>Second full running database version;</i> 2. <i>Training material</i> 3. <i>Conduct user training session</i> 4. <i>Testing session 2 (including testing the data</i>

		<i>collection component on the field)</i> 5. <i>Interim report 2</i>
<i>Deployment Phase</i>	<i>12 weeks after signing the contract</i>	5. <i>User guide manual;</i> 6. <i>Final report;</i> 7. <i>Training on the frontend administration and backend of the database;</i> 8. <i>Final full running database version hosted on National Data Centre</i>

5. Institutional arrangement

- UNDP will contract the company to undertake the consultancy work on behalf of the Ministry in Charge of Emergency Management (MINEMA). UNDP will ensure that all issues pertaining to the contract with the consultant, including payments are completed on schedule and will be responsible for facilitating the work of the consultant.
- MINEMA will provide day-to-day management of the consultant with UNDP oversight. The MINEMA will facilitate the logistical requirements and provide technical assistance during all phases of the process. MINEMA will provide documentation to the team for the desk review, support the setting up of interview appointments and field visits and convene focus group meetings.
- A Technical working group led by MINEMA and UNDP, will oversee the conduct of the evaluation at the technical level. The team will provide quality assurance and guidance to the consultancy to ensure that it meets quality criteria. The technical committee will oversee the implementation of the agreed schedule of consultation activities, ensure wide stakeholder consultations, will be in charge of verifying all facts in the report and oversee the production of the final reports and the drafting and implementation of follow up actions.
- The consultant will work jointly under the overall guidance of the Supervisor for Data Collection designated by MINEMA and UNDP
Rwanda Upon signing the contract, the consultant will agree on a work plan with the Supervisor indicating timelines for completion of various activities as per the present ToR. This work plan will be used by the Supervisor and MINEMA/UNDP team to monitor and assess progress of the work performed by the consultant(s).

6. Duty station

The duty station of the work is Kigali, Rwanda. All transportation regarding the consultancy within Kigali should be arranged and paid by the company.

7. Required expertise and experience

The Company shall have a joint experience of 5 years in database development, geo-data management and disaster data management or related fields.

The Team Leader and three Key technical staff both of at least 5 years of experience:

1. Team Leader, Information Management Expert:

- At least a Master's degree in disaster risk management/geo-information sciences/database programming and development or related fields.
- At least 5 years of experience in developing, setting up and maintaining a database with GIS functionalities.
- Experience in the design and use of data collection tools relevant to the subject area
- Experience in similar contract management
- Reporting and communication skills in English

2. One Expert in System/Database development/ICT

- At least bachelor's degree in system design and programming
- At least 3 years of experience proved by work certificate
- reporting and communication in English

3. One Expert in Geo-Information Data management or related

- At least Master's degree in Geo-spatial information management
- At least 2 years of experience in similar tasks
- Reporting and communication in English

4. One expert in Disaster Management.

- At least bachelor's degree in disaster management
- At least 2 years of experience in disaster management/ disaster information management
- Reporting and communication in English

Note: The Consulting Firm should provide degrees and CVs of key staff with concrete evidence of previous experiences of similar products in nature, size and scope developed.

8. Payment modality

The company shall be paid the consultancy fee upon completion of the following milestones:

- 20% after the submission and acceptance of the Inception Report.
- 40% after the submission and validation of the first version of the system and its report.
- 40% after the submission and validation of the Final developed version in the working environment, training reports including specific recommendations for sustainability.

The remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

9. Application procedures

Interested firms should apply by presenting the following documents:

- (i) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (ii) Personal CV of required experts, indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references;
- (iii) Brief description of why the firm considers itself as the most suitable for the assignment;
- (iv) Methodology that describes the way the assessment will be undertaken;
- (v) Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.

Interested firms are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references. Technical enquiries can be directed to [Hyesu Yoon](mailto:hyesu.yoon@undp.org), at hyesu.yoon@undp.org, and enquiries about the procurement process to Mbasa Rugigana at mbasa.rugigana@undp.org

10. Evaluation criteria

The company will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. For each of the 3 profile candidates of the consultancy firm, the technical evaluation will include the following:

Table : Selection criteria technical evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i>Expertise of the Firm/Organization</i> <i>(Reputation of Organization and Staff / Credibility / Reliability / Industry Standing; General Organizational Capability which is likely to affect implementation ; Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.); Quality assurance procedures, warranty)</i>	30%	300
<i>Technical Proposal Evaluation</i> <i>(To what degree does the Proposer understand the task?; Have the important aspects of the task been addressed in sufficient detail?; Are the different components of the project adequately weighted relative to one another?; Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?; Is the conceptual framework adopted appropriate for the task?; Is the scope of task well defined and does it correspond to the TOR?;Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?)</i>	30%	300
<i>Expertise and experience of the team</i> <i>(Expertise and experience evaluation for each team member)</i>	40%	400
TOTAL	100%	1000

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.