



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 21, 2022
	REFERENCE: RFP/UNDP/RWA/2022/021

Dear Sir / Madam:

We kindly request you to submit your Proposal for a **National Consultancy Firm for conducting “A Study on Community Based Support Mechanisms in Africa- Rwanda Case”**.

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

Proposals may be submitted on or before **Friday, May 06, 2022** and via email, courier mail or fax to the address below:

United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda, 12 Avenue de l’Armée, Kigali, Rwanda
Attn: Head of Procurement Unit
Email: offers.rw@undp.org

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*

Description of Requirements

Context of the Requirement	Recruitment of A National Consultancy Firm for conducting “A Study on Community Based Support Mechanisms in Africa- Rwanda Case”
Implementing Partner of UNDP	UNDP Regional Service Centre for Africa (RSCA)
Brief Description of the Required Services ¹	<p>The study on informal support mechanisms in Rwanda is part of a multi-country research project to study non-state social protection provision in sub-Saharan Africa. The research will inform programmatic interventions aimed at strengthening the ability of informal support mechanisms to deal with shocks at the household and community levels as well as at establishing a platform between the non-state and state-sponsored mechanisms.</p> <p>Either in its entirety, abridged version or in form of findings, the output of this research will be incorporated in the report on the non-state social protection in sub-Saharan Africa. The Rwanda study can also be published separately.</p>
List and Description of Expected Outputs to be Delivered	<p>1. Undertake quantitative and qualitative research preparation:</p> <p>The Consultancy Firm will conduct all activities related to preparation and implementation of the research. This will include: ♣ Ensure the selection of localities (six localities will be considered) for the study that meets the requirement of the project, i.e., represent diverse contexts (including LNOB consideration, various socio-economic categories and age groups, poverty status, types of mechanisms present, etc).Climate-change impacts, rural, urban, etc.). ♣ Develop research instruments (including house-hold questionnaires, focus group discussion questions, etc.), research protocol and Field Work Plan, inclusive of all support functions necessary (e.g., research assistants) and logistics (travel arrangement, equipment, etc.). ♣ Obtain all permissions and consent to research from authorities and research participants. ♣ Conduct a methodological workshop, where the research instruments would be validated in collaboration with the field research team; if necessary, pilot-test the research instruments in a nearby community and revise before being finalized. ♣ Conduct training for field data enumerators and researchers. Ensure that the researchers and enumerators engaged have appropriate experience and language skills, including local languages. ♣ Ensure that gender expert is engaged in the project as well as ensure that the</p>

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.

	<p>team has expertise on social exclusion. ♣ Making and executing all logistical arrangements for data collection in localities, including any equipment necessary (e.g., tablets for enumerators, questionnaires, mobiles, recording devices, etc.), transportation, and other logistical issues related to the project.</p> <p>2. Undertake field research in localities determined in accordance to the project requirements development:</p> <p>Under this deliverable, the lead consultant shall lead the team to: ♣ Conduct quantitative data collection (household questionnaires) and qualitative data collection (interviews, focus group discussions, etc.). ♣ The gender specialist on the team may conduct specific interviews with women and children for in-depth understanding of the gender dynamics of the community-based support initiatives. ♣ Ensure interviews are taped and transcribed and translated when applicable; whenever possible and appropriate, short videos will be recorded.</p> <p>3. Analysis of Results and Report writing:</p> <p>♣ The lead consultant is responsible for drafting of the research report, inclusive of analysis of quantitative and qualitative data, infographics and visuals. ♣ The UNDP Team will support the lead consultant and team with the analysis of the research results. ♣ The lead consultant will draft the report in English from the research inclusive of context, methodology, analysis, findings and policy recommendations (about 50 pages including annexes).</p> <p>4. Managing Data Documentation and Storage.</p> <p>The lead consultant is responsible for ensuring proper, comprehensive documentation of the quantitative and qualitative research activities and results. All data acquired during this project belongs to UNDP and should be submitted in an acceptable format at the conclusion of this contract.</p>		
<p>Person to Supervise the Work/Performance of the Service Provider</p>	<p>UNDP Rwanda Head of IGE Unit and Social Protection and Inclusive Growth Specialist, RSCA</p>		
<p>Frequency of Reporting</p>	<table border="1"> <tr> <td data-bbox="444 1730 1057 1801"> <p>Deliverables/ Outputs</p> </td> <td data-bbox="1057 1730 1430 1801"> <p>Expected time (days/months)</p> </td> </tr> </table>	<p>Deliverables/ Outputs</p>	<p>Expected time (days/months)</p>
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	1. Inception report inclusive of the field work plan and research tools; and a draft of quality control measures.(Output1)	10 working days after the signing of the contract																
	2. Research fieldwork completion, data transcription, draft analysis report and presentation in validation workshop. (Output 2 and 3)	35 working days from the submission of the previous deliverable																
	3. Final Report on research results (including Annex with research data, final instruments, tape & transcribed, audio visual products and other relevant documentation). (Output 4)	10 working days from the submission of the previous deliverable																
Progress Reporting Requirements	N/A																	
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 days spread in 4months																	
Target start date	May 2022																	
Latest completion date	23 rd August 2022																	
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>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 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																	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)																		
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																	

activities/sub-activities													
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 ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input 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 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 ³	<table border="1"> <thead> <tr> <th>Deliverables/ Outputs</th> <th>Expected time (days/months)</th> <th>% of payment</th> </tr> </thead> <tbody> <tr> <td>1. Inception report inclusive of the field work plan and research tools; and a draft of quality control measures.</td> <td>10 working days after the signing of the contract</td> <td>20%</td> </tr> <tr> <td>2. Research fieldwork completion, data transcription, draft analysis report and presentation in validation workshop.</td> <td>35 working days from the submission of the previous deliverable</td> <td>60%</td> </tr> <tr> <td>3. Final Report on research results (including Annex with research data, final instruments, tape & transcribed, audio visual products and other relevant documentation).</td> <td>10 working days from the submission of the previous deliverable</td> <td>20%</td> </tr> </tbody> </table>	Deliverables/ Outputs	Expected time (days/months)	% of payment	1. Inception report inclusive of the field work plan and research tools; and a draft of quality control measures.	10 working days after the signing of the contract	20%	2. Research fieldwork completion, data transcription, draft analysis report and presentation in validation workshop.	35 working days from the submission of the previous deliverable	60%	3. Final Report on research results (including Annex with research data, final instruments, tape & transcribed, audio visual products and other relevant documentation).	10 working days from the submission of the previous deliverable	20%
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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

	Payments will be made upon approval by UNDP Rwanda and the UNDP RSCA Social Protection Team.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Rwanda Program Analyst and Social Protection and Inclusive Growth Specialist, RSCA
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <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"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm Reputation and operational capability of the firm (10%) and Relevant specialized knowledge of the firm and relevant experience in data quantitative and qualitative data collection in a relevant area (social protection, economic development, ethnography, anthropology) 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel :(50%) <ul style="list-style-type: none"> - Team Leader : ...25% - Socio Economist expert: ...15% - Gender Policy Expert: ...10.0% <p><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.</p>

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.

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:
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 type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Mr. Mbasu Rugigana</i> <i>Procurement Analyst</i> <i>Mbasu.rugigana@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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) *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.

C. Qualifications of Key Personnel

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

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.*

Team Leader	MA degree or PhD in Public Policy, Public Health, Economics, Gender and Development Studies, Social Development, Sociology or other relevant fields	5
	At least 10 years of proven experience in research and policy analysis in the fields of social protection, social development, policy and strategy development.	5
	Excellent analytical, presentation and writing skills	15
	Good understanding of the Rwandan context is an asset, in particular of the social protection sector in Rwanda	
	A minimum of five years of progressive experience related to data collection, qualitative research and related fields applying participatory approaches	
	Strong analytical, assessment and mapping capabilities	
	Proven experience conducting and transcribing interviews	
	Strong analytical aptitude, communication, and presentation skills	
	Strong project management skills	
	Computer skills: Full command of Microsoft applications (word, excel, PowerPoint) and common internet applications, demonstrated advanced knowledge of STATA or other statistical software is a must.	
	Demonstrates integrity by modelling the UN's values and ethical standards	
	Positive, constructive attitude and approaches work with energy	
	Demonstrates openness to change and ability to receive / integrate feedback	
	Good networking skills to engage with both internal and external partners	
Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, private sector, project staff)		

Socio Economist expert	MA degree in social sciences, Economics, Gender and Development Studies, international development Social Development, Sociology or other relevant fields	5
	At least 5 years of proven experience in research and policy analysis in the fields of social protection, social development, policy and strategy development.	5
	Excellent analytical, presentation and writing skills	5
	A minimum of five years of progressive experience related to data collection, qualitative research and related fields applying participatory approaches	
	Strong analytical, assessment and mapping capabilities	
	Proven experience conducting and transcribing interviews	
Gender Policy Expert	MA degree in social sciences, Economics, Gender and Development Studies, international development Social Development, Sociology or other relevant fields	5
	At least 5 years of proven experience in research and policy analysis in the fields of social protection, social development, policy and strategy development.	5
	Excellent analytical, presentation and writing skills	

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	Deliverable 3		
4	Deliverable 4		
	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]