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REQUEST FOR PROPOSAL

LONG TERM AGREEMENT (LTA) PROVISION OF THIRD-PARTY MONITORING SERVICES TO

THE UNITED NATIONS DEVELOPMENT PROGRAMME IN SYRIA

RFP No.: UNDP-SYR-RFP-019-20

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Country: Syria

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to shouaib.alkhuder@undp.org , indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Approved by:

Name: Shouaib Al Khuder
Title: Procurement Associate
Date: **March 30, 2020**

Name: Hanan Al Ali
Title: Head of Procurement Unit
Date: **March 30, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#antifraud</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.</p>
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p>

<p>Email Submission</p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
<p>eTendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25.Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27.Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28.Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29.Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	<p>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Not applied
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 5 days, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar Local Currency <i>Reference date for determining UN Operational Exchange Rate : of the deadline.</i>

			<i>For local supplier's quoting in USD payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice.</i>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Shouaib Al Khuder Address: Damascus, Mezzeh, West Villas, Ghazawi St. 8 Fax: 01153116 11 45 41 E-mail address: shouaib.alkhuder@undp.org CC: syria.procurement@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email and Posting on the website: - www.ungm.org - http://www.sy.undp.org/content/syria/en/home/operations/procurement/ - http://procurement-notices.undp.org/ - www.facebook.com/UNDP.Syria
14	23	Deadline for Submission	Date: Sunday, April 15, 2020 at 02:00 pm (Damascus time)
15	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronical submission
17	22	Electronic submission (eTendering) requirements	<input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only, password protected for financial proposal. <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24 <input checked="" type="checkbox"/> Mandatory subject of email: [UNDP-SYR-RFP-019-20]
18	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. Only financial Proposals of those Proposers who achieve the minimum technical score of (70% out of 1000 obtainable scores) will be opened for evaluation, comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet

			the minimum passing technical score shall be returned to the Proposer unopened.
19		Expected date for commencement of Contract	July 15, 2020
20		Maximum expected duration of contract	LTA for one year, (with 6 months' probation period) with possibility to extend for additional two years based on the performance and availability of fund.
21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: Main LTA to be awarded to the proposer obtaining the highest combined scores.
22	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the RFP	N/A

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Certificate of Registration of the business, including Articles of Incorporation, or equivalent document. Official registration in Syria for local company, or an international company with an official representative in Syria.	Form A: Technical Proposal Submission Form
QUALIFICATION		

History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar nature and complexity implemented over the previous years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum annual turnover of US\$ 360,000 in any single year of the last three years. Submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years . <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
	Any additional criteria if required	

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	350
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	70
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	20
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: 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?	70
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference (TOC)	80
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic and clarity of the presentation	50

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
Total Section 2			350

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications (Arabic and English)	10	
3.1 b	Senior Consultant		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications (Arabic and English)	10	
3.1 c	Data Analysts		50
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications (Arabic and English)	10	
3.1 d	Field Monitors		50
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications (Arabic and English)	10	
3.1 e	Finance Officer		50
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications (Arabic and English)	10	
Total Section 3			350

Section 5. Terms of Reference

To be added here

TERMS OF REFERENCES (TOR)

PROVISION OF THIRD-PARTY MONITORING SERVICES TO THE UNITED NATIONS DEVELOPMENT PROGRAMME IN SYRIA

A. Background

More than eight years into the crisis, the scale, severity, and complexity of needs across Syria remain deep and far-reaching. Over half of the country's population have fled their homes: 5.5 million people have sought refuge in the region and beyond, and 6.1 million people are internally displaced. 13.1 million people remain in need of humanitarian assistance. Of these, 5.6 million people face acute humanitarian needs. Millions of people have fallen into poverty, forced to resort to harmful coping strategies and faced with increasing protection risks. If hostilities continue in some parts of the country, humanitarian needs are expected to deepen in these areas during 2020. In 2020 with no end to the conflict in sight, humanitarian needs are expected to continue to grow in scale, severity, and complexity. Humanitarian Response Plan (HRP) and the successor arrangement to the UNSF are expected to play a role in strengthening the Humanitarian-Development-Peacebuilding Nexus by strengthening Resilience of the affected population in Syria. The role of Resilience is expected to grow in importance and significance due to the need to accelerate the transition from immediate Humanitarian assistance to IDPs and affected population to more sustainable and recovery-oriented support, including support to potential returns of IDPs as well as refugees.

The priorities of UNDP Syria are, as stipulated in the Country Programme Document 2016-2017 (extended till 2020), to enhance the resilience and socio-economic stabilization of individuals and communities through restoring the disrupted livelihoods of the affected communities; and restoring, rehabilitating and maintaining sustainable basic services and infrastructure in damaged areas and host communities. Embedded in each priority is an institutional crisis response capacity development component for key national and local partners. Mindful of the scale of the crisis, the scaled-up, targeted, and rapidly responsive interventions of UNDP Syria would strive to mitigate displacement and movement of refugees, including forced, illegal, and unsafe migration and the trafficking of refugees, and to support potential returns of the IDPs.

The implementation modalities for the programme are unique and specially tailored to the situation in Syria. Implementation is undertaken in partnership with Non-Governmental Organizations (NGOs), Community and Faith Based Organizations (CBOs, FBOs), as well as directly by UNDP.

UNDP conducts project and programme monitoring of its interventions but also, relies on independent third-party monitoring to provide direct oversight, monitor and verify the delivery of projects and activities in the field; and assess the impact of UNDP's interventions amongst beneficiaries. In addition, the independent third-party monitoring agent shall provide feasible recommendations on how to improve the projects management and implementation practices and identify bottlenecks in completing the planned activities and how to minimize or eliminate such bottlenecks.

B. Objectives

The overall objective of the proposed contract shall be:

- To independently verify that UNDP implemented/supported activities are being implemented, as planned and meeting standard quality criteria defined by UNDP in the relevant project documents, grants agreements and/or contracts. These monitoring activities to be carried out through timely and effective collection and analysis of evidence-based information and data on the implementation of projects delivered by UNDP or its partners, namely progress, results achieved against plans, experienced bottlenecks or constraints, quality of interventions and satisfaction of direct beneficiaries.
- To measure the achievement of outputs defined in the agreements/directly implemented projects.
- To assess the impact that UNDP activities have achieved and their contribution to the socio-economic development of Syrians.
- To collect verifiable data to enable reporting on indicators of the agreements and/or project documents.
- In addition, this contract aims to support UNDP project management team by providing better means for learning from field experience, improving service delivery, planning and allocating resources, and achieving quality results.

The findings of third-party monitoring activities are expected to facilitate programme direction, programme reporting and review of project performance. Information from TPM enables programme to demonstrate value for money and accountability to utilization of programme resources, while extending opportunities for further partnership development and resource mobilization. Third-party monitoring activities serve as an independent source of information and extends the reach of UNDP's own human resource capacity.

C. Scope

The Contractor will closely engage with UNDP prior to commencement of any third-party monitoring activity in selected project activities based on CO priorities and geographical coverage. UNDP will provide the contractor with relevant documentation, including project documents, narrative and financial reports, partner capacity assessment, agreements, and any other relevant project information. All documentation shared with the contractor is confidential and shall not be disseminated further or shared with counterparts. The contractor will share with UNDP the methodology and data collection tools to be used prior to conducting field visits.

The selected contractor will visit partners at fixed points **during project implementation** to ensure satisfactory progress and impact of UNDP interventions, alignment with contractual agreements, obtain beneficiary feedback through among other, face to face meetings, call centers, and identification of obstacles and provision of recommendations to concerned projects. The Contractor shall also communicate with project beneficiaries and other national and local actors and provide a realistic evaluation whilst ensuring that voices of the beneficiaries are heard. In conducting the above, the Contractor will not replace the monitoring function undertaken by UNDP's implementing partners (IPs), or replace UNDPs own internal monitoring systems, but rather, will provide an independent perspective, external evidence and a detailed feedback on beneficiary satisfaction and feedback on the impact of UNDPs interventions.

Number of the selected project activities depends on the CO priorities and geographical coverage as well as changes in the security situation and accessibility for UNDP teams. The contractor will be notified and updated of any changes accordingly.

Third-Party Monitoring Activities

The main activities undertaken by the Contractor shall include but not limited to:

Activity 1: Performance Tracking, Analysis and Reporting

Tracking and reporting of performance will involve collection and analysis of data for project activities in the field. Data collection will include inter alia details of the target groups, capacity development of local partners and experts, sustainability arrangements, results, risks and operational performance. Under performance tracking and analysis, the following will be monitored and reported:

- **Activity Verification:** to verify ongoing project activities, their scopes, methodologies, and other details such as # of days, venue details, etc.
- **Target Groups:** details of the **groups that are targeted by the project** need to be tracked and indicators are needed to measure how the **intended beneficiaries are reached**. Characteristics of the groups and how they have been **impacted (positively and negatively)**, perceptions, their **own feedback or bottlenecks** they faced with the project interventions should be documented. Different approaches can be employed including before and after-intervention **surveys, focus group discussions (FGDs), phone interviews**, etc.
- **Capacity Development:** In case of **NGO/CSO** capacity development activities, **changes in capacities and performance must be monitored**, as relevant, through indicators that measure changes in capacity and performance as a result of NGO capacity building activities.
- **Sustainability:** any **sustainability or exit-strategy of the project and/or activities** should be reviewed for its suitability and relevance and adjusted if necessary.
- **Results:** reasons for **over-and under-achievement** will be sought through **in-depth analysis** and **interviews with relevant stakeholders (both within UNDP and other parties)** to document challenge and **lessons** for future implementation.
- **Risks:** an assessment of risks and an analysis of the implementation of **risk management plans** will be provided to inform decisions and corrective actions by the Country Office (CO).
- **Operational Performance:** analysis on **how the projects are being implemented** in terms of their targets and UNDP's quality benchmarks and identifying areas for **improvement** at the required level (project/portfolio). Some of management decisions that may result from the analysis of evidence include the following:
 1. **Adjustments to indicators, targets, and programming design** (this can include changes to outputs, activities, etc.)
 2. Adjustments to **implementation arrangements**, including the identification of implementing **partners, responsible parties (RPs)** and **vendors**
 3. Adjustments to the **budget** and **resources**

4. Actions to **mitigate risks** or respond to realized risks
5. Actions to **develop** or adjust a **sustainability plan**
6. Other adjustments and actions, as required

The **monitors are expected** a) to **interact with project beneficiaries**, b) to **participate as observers in selected activities** (where applicable), c) to obtain **feedback** from event **participants/beneficiaries**, d) undertake **surveys, exit interviews, FGDs, Key Informant Interviews (KII), videos, pictures, etc.** and e) **document progress through relevant reporting channels**. The Contractor will consult and interview project beneficiaries, key informants in the area, implementing partners' project and support personnel, other aid agencies working in the area, and local authorities as deemed necessary. Pre-monitoring planning (selection of activities and locations, pre-defined means of verification) will serve as a basis for targeted and sampled monitoring and will require **contractor's close engagement with UNDP's M&E Team with inputs from respective project teams**. **For selection of project sites to be monitored and their timings**, synergy with other UNDP projects, given the area-based approach that may be implemented in key areas and presence of other UNDP partners in the area that require monitoring should be considered. The Contractor will provide real-time updates on progress made to UNDP and flag any observations that require immediate attention.

Activity 2: Trend Analysis and Reporting

Submit an overall trend analysis report for **all project activities monitored under activity 1** for common best practices, **risks, challenges, bottlenecks, lessons learnt and performance issues**.

Activity 3: Impact Monitoring

Carrying out impact monitoring for **certain project interventions (e.g. job creation)** after completion to analyze **whether or not the intended results materialized**.

The TPM tasks are summarized in the table below:

TPM Process	Elements	Who should be interviewed/ consulted	Possible Methods and Types of Data collection	Frequency
1. Performance Tracking, Analysis and Reporting	Activity Verification	IP, RP, grantee, beneficiaries, project personnel and focal points	Site visits Focus Group Discussions Surveys Deployment of technology such as call center, GPS, photos Indicator specific methodology and metanalysis Quantitative and qualitative or self-assessment methods Interviews with key informants, project staff and trained participants Review of minutes of meetings Confirmation of systems established Strategic or operational plans developed Measurement of social, environmental, economic and political indicators	As per agreed quarterly plans
	Target Groups	Target Groups		
	Capacity Development	IP, RP, target beneficiaries		
	Sustainability			
	Results	IP, RP, grantee, beneficiaries, project personnel and focal points, Field Monitoring Officer, Portfolio/Project and Area Managers		
	Risks	Field Monitoring Officer, Portfolio/Project and Area Managers		
Operational Performance	Field Monitoring Officer, Portfolio/Project, Operations Manager and Area Managers			
2. Trend Analysis and Reporting	Common Trends (i.e. best)	Field Monitoring Officer, Portfolio/Project and Area Managers	Performance tracking and analysis reports	Quarterly

TPM Process	Elements	Who should be interviewed/ consulted	Possible Methods and Types of Data collection	Frequency
	practices, risks, challenges, bottlenecks, lessons learnt and performance issues)		Feedback from portfolio/project/area managers on major findings and follow-up actions	
2. Impact Monitoring and reporting	Impact of completed project activities to assist in improving project performance	Field Monitoring Officer, Portfolio/Project and Area Managers	Focus Group Discussions Surveys Interviews	Upon request

D. Approach and Methodology

Whereas the Proposer is expected to propose the **most appropriate approach and methodology to meet the objectives of the RFP**, the Proposer must demonstrate **how it intends to deliver services** outlined in the TOR which should at a minimum include the following information:

- **Proposing entity's qualification, capacity and experience:** Information on proposing entity outlining its **legal status, expertise, experience in providing similar services, institutional and financial capacity, track record**, etc.
- Proposed **Methodology, Approach and Implementation** Plan: Proposer must demonstrate how it will undertake the proposed activities and present a plan outlining how it intends to ensure **oversight, management, accountability (quality assurance)**, sequence activities (**detailed work-plan**) which should factor in **time needed for report-writing and document review**.
- **Management structure and key personnel:** Demonstrate capacity and expertise of proposed **team** to manage and implement required services across all governorates in Syria's operating environments. Include **detailed CVs of key personnel**. The contractor is encouraged to establish clusters to ensure project efficiency and adequate coverage, the following structure is suggested for the contract:
 1. **Team Leader** (1)
 2. **Senior Consultant** (1)
 3. **Data Analysts** (2)
 4. **Field Monitors** (1-4 per governorate depending on the number of projects and/or locations to be covered)
 5. **Finance Officer** (1)

E. Deliverables and Schedules/Expected Outputs

The TPM service provider shall prepare the following reports in accordance with the applicable UNDP standards as follows:

1. **Performance Reports:** One report per project activity
2. **Trend Analysis Reports:** One quarterly report covering all monitored project activities
3. **Impact Monitoring Reports:** One report per project (upon request)

In addition to the elements outlined under Activity 1 and 2 in Section C. above, the following parts must be included in each of the reports:

1. Enumeration of the agreed-upon procedures performed and a summary of corresponding factual findings
2. A statement indicating that the report is intended solely for the information and use of the specified parties
3. A statement that the report is not intended to be and should not be used by anyone other than the specified parties
4. A set of data collection tools used. The Project and field teams, the Contractor and Field Monitoring Officer should agree on data collection tools and methods. This can be developed with support from portfolio/projects managers, area managers and M&E officers in the field
5. Detailed narrative on key findings
6. A brief user-friendly summary of the findings
7. Verified participant data (disaggregated by gender, age, marital and physical status)
8. Database/ demographic profile of the key beneficiaries contacted

Final Formats and contents of these reports will be agreed between UNDP and the TPM service provider.

F. Key Performance Indicators

The following Key Performance Indicators (KPIs) shall be observed in performance of the contract:

Performance Attribute	Performance Indicator
Quality of Service	<ul style="list-style-type: none"> ▪ Timely performance of monitoring, data collection and evaluation consistent with timelines specified in the TOR. ▪ Timely submission and quality of reports with all supporting documents from the partners/grantees consistent with the contract ▪ Comprehensive reports demonstrating effective observations/recommendations consistent with the contract. ▪ Technical excellence, i.e. data and report quality ▪ Efficiency of contractor personnel ▪ Effective and efficient resolution of problems or concerns ▪ Contractor flexibility
Cost Performance	<ul style="list-style-type: none"> ▪ Timely, accurate and complete invoicing ▪ Cost control systems
Professional interaction with UNDP personnel, grantees and implementing partners	<ul style="list-style-type: none"> ▪ Frequency of complements/complaints from implementing partners ▪ Highest standards of integrity and competence ▪ Frequency of complements or complaints
Gender Balance in Contractor personnel where possible	<ul style="list-style-type: none"> ▪ Ratio of women to men employed on the contract

G. Governance and Accountability

1. Reporting

- a) For the purpose of the contract, the **Field Monitoring Officer** shall **supervise** the overall **Work/Performance** of the Service Provider supported by the CO M&E Officer
- b) The Contractor's **team leader will be UNDP's main contact person** with the Contractor on overall supervision and management of **field work, development of implementation schedule, quality assurance** and **management** of the contract with UNDP
- c) **Prior to engagement** of planned monitoring missions for the quarter, the **contractor s**hould arrange a **briefing session with UNDP Field Monitoring Officer and relevant country office units**. Similarly, a **debriefing to be held after each monitoring mission with initial findings**.
- d) **Pre-monitoring planning** (identification of **activities** and **locations, pre-defined means of verification** based on **assessed risks** carried out internally by UNDP) will serve as a **basis** for targeted and sampled monitoring and will require contractor's close engagement with the Field Monitoring Officer with inputs from respective projects and field teams.
- e) **Prior to commencement of the actual monitoring activities in the field, the TPM monitors should inform and coordinate their activities with the area manager.**
- f) The **monitors** are expected to interact with project beneficiaries, to participate as observers in select activities (where applicable), to obtain **feedback** from event **participants/beneficiaries**, undertake **surveys, exit interviews, FGDs, KII, videos, pictures** etc. and **document progress** through relevant reporting channels.
- g) The Contractor will **consult and interview project beneficiaries, key informants in the area**, implementing **partners' project** and **support staff**, other aid agencies working in the area, and local authorities as deemed necessary.
- h) The Contractor will provide **real time updates** on progress made to UNDP and **flag any observations** that require **immediate attention**.
- i) The **timeline** for report submission and the quality/content of the report will be based on the **type of verification** done in accordance with the **table in Section E** (Deliverables and Schedules/Expected Outputs) above. In the case of certain **time-sensitive projects**, activity monitoring reports, even in draft form, shall be submitted within one **(1) week** of the completion of activities monitored.

2. Roles and Responsibilities

a) **Contractor Responsibility**

- a) **Sole** responsibility for all **logistical, administrative** and **maintenance support** necessary to its personnel for the duration of the contract with no responsibility whatsoever on the part of the UNDP. This shall include:
 - i. **Welfare** (duty of care) of its staff including payment of salaries, medical and any other requirements
 - ii. Arrangements for logistics across all aspects of the assignment including **flights** to/from governorates (if applicable) and local **transport** for its operations, **accommodation** and any other requirements
 - iii. **Security** for all its personnel and assets. Neither the UNDP nor its partners shall provide security facilities or be liable for any individual and material damage
- b) Ensure adequate **communication** between the **Contractor and UNDP**.
- c) As **respondents' quotes** will be documented and pictorial evidence provided, the contractor is required to obtain **written/signed consent** from **respondents** and other participants agreeing that their **quotes** and **likeness** **may be used** in UNDP **reports and communications materials**.

b) UNDP Responsibility

- a) **Facilitate** establishing **contact** with its **Area Offices** and implementing **partners** e.g. **telephones** and **emails** and **name of the IPs/RPs/grantees' focal points**. UNDP will send a formal letter of introduction to the selected IPs/RPs/Grantees in advance of third-party monitoring exercises and will introduce the team of the service provider to the IP directly. Should the Contractor encounter any difficulties in implementing the assignment, it should notify UNDP immediately.
- b) Provide relevant **project and/or agreement documentation** required to facilitate monitoring.
- c) **Monitoring of Contractor's performance and quality assurance**. Undertake review of Contractor's performance which will include review of **quality of deliverables** and a **structured performance review** of the Contractor at the end of the Contract which shall also include feedback from various stakeholders.
- d) Availability to **discuss** the **observations** and **recommendations** of the regular reports as indicated in the deliverables as well as challenges to perform the assignment.
- e) Proceed with due **payments within 30 days** upon acceptance of the deliverables associated to each payment

H. Expected duration of the contract/assignment

- a) The RFP will result in a Long-Term Agreement (LTA) with an initial term of one year with a possibility to extend for two terms of one year each at the sole discretion of UNDP and, subject to satisfactory performance and availability of funds
- b) Duration of each assignment will be based on a specific **call-off order (COO)** to the assignment. The **timelines for specific assignments shall be discussed and agreed upon by UNDP and the Contractor**
- c) Once parameters for each assignment are agreed upon, UNDP will issue a **notice to proceed** via email

I. Geographical Coverage

Damascus, Rural Damascus, Dara'a, Quneitra, As-Sweida, Homs, Hama, accessible areas in Idlib, Tartous, Lattakia, Aleppo, Ar-Raqqa, Al-Hassakeh, and Deir-Ez-Zour. Monitoring and field visits will be conducted at the premises/offices of the selected Implementing Partners (IPs), Grantees, UNDP Area Offices and project intervention sites.

J. Professional Qualifications of the Successful Contractor and its key personnel

1. Qualifications of the Proposing Entity (Organization)

The selected Contractor must:

- a) **Be a legally registered entity**
- b) **Have accessibility to the Syrian governorates as required. Offeror shall submit within its proposal documents or information proving this request.**
- c) **Sound general organizational capacity and demonstrated ability to provide the third-party monitoring services for the categories mentioned in the TOR**

- d) Have a minimum of three (3) years' experience in provision of similar services to UN agencies and Affiliates in the region preferably in Syria.
- e) Have the ability to concurrently conduct multiple assignments and to demonstrate stand-by capacity to enable satisfactory completion of requested fieldwork within requested timeframes.
- f) Have ability to deploy staff in all governorates of Syria where UNDP operates
- g) Have no conflict of interest in providing similar services to relevant implementing partners, it must be completely impartial and independent from all aspects of interests. A duly signed statement shall be submitted within the proposal as confirmation of no conflict, impartiality and independency during the duration of the contract or such period thereafter as may be mutually agreed to between UNDP and the Contractor.
- h) Have no existing or any future conflict of interest arising from the Contract being involved in providing services to any UNDP Syria implemented projects.
- i) Have proven experience of third-party monitoring, quantitative and qualitative surveys, and socio-political analysis.
- j) Have technically and managerially sound composition of staff to perform the third-party monitoring activities. The organization must have on their team, staff with relevant experience in quantitative and qualitative surveys
- k) Litigation and arbitration history of the Offeror does not bear any potential reputational or other risks for UNDP
- l) Financial indicators to prove long-term sustainability and possession of the sufficient sound financial position to ensure it can meet its financial commitments under this TOR.

2. Qualifications of Personnel

The team will comprise a Team Leader, senior consultant, data analyst, field monitors and finance officer.

a) Team Leader

The person will serve as the lead consultant, project coordinator and focal point for communication with UNDP with overall supervision and management of the contract; development of implementation schedule, quality assurance and management of the contract and ensures effective and efficient implementation. S/he should also be in place to provide advice on amendments and improvements of project management and procedures based on observed situations. All necessary logistics and administrative support should be guaranteed to the whole team. Ultimate quality assurance of reports submitted to UNDP lie with the Team Leader. The person must possess a postgraduate degree in programme management or related social sciences with a minimum of seven (7) years' experience including team leader experience, possess strategic and analytical skills, excellent written and oral communication skills and be fluent in spoken and written English with an ability to produce technically sound, well-written reports in English. The person must have field work experience and must be willing and able to travel in all governorates as needed.

b) Senior Consultant

A postgraduate degree in International development or related social sciences with seven (7) years' experience in monitoring and quantitative and qualitative surveys/evaluation and report writing, and expertise in statistical analysis. Ability to produce technically sound, well-written reports in English. The person must be fluent in spoken and written English language.

c) Data Analysts

The Data Analysts will provide quality assurance to the project and, must possess a master's degree in statistics, mathematics or related field with five (5) years' experience in a busy data processing environment, development of research instruments, management and statistical analysis. The person must have excellent knowledge of and, working experience of at least one statistical package required for data collection, manipulation and analysis and, experience in performing quality assurance procedures to the data collection process and data analysis. Effective presentation skills in English and Arabic, analytical and strategic skills, good written and oral communication skills and, fluency in spoken and written English are a requirement for this position.

d) Field Monitors

A bachelor's degree in development studies or related social sciences and three (3) years' experience in a similar or related field. They must have the ability to conduct field visits and collect quantitative and qualitative field data in all governorates in Syria where UNDP operates, and the ability to produce technically sound, well-written reports in English. They must be fluent in spoken and written English and Arabic languages.

e) Finance Officer

The Finance Officer must possess a master's degree in finance, accounting or an equivalent finance certification with at least seven (7) years' experience in project financial management and accounting. The person must be fluent in spoken and written English.

3. Desired Qualities for all Staff

- a) They must have field work experience and must be willing and able to travel to project sites in all governorates as needed
- b) All personnel assigned to the proposed contract will display professionalism, respect, cultural and gender sensitivity while engaging with national and local counterparts and UNDP. UNDP reserves the right to request removal or replacement of contractor's staff at contractor's cost if these standards are not observed
- c) Experience in working with Internally Displaced Persons (IDPs), women, and vulnerable populations, familiarity with the key issues in each governorate
- d) Achieving gender equality and gender mainstreaming are key principles and strategies of UN system agencies, therefore, UNDP encourages the deployment of staff (male/female) at a balanced ratio based on the requirements defined in the TOR. As such, proposers with female key personnel will have an added advantage

K. Price and Schedule of Payments

The resulting LTA shall be a **fixed price contract**. UNDP shall pay the contractor in accordance with the terms of the LTA, a sum which shall be based on the services ordered by UNDP and delivered by the Contractor at the unit rates specified in the LTA. These prices shall remain firm and shall not be increased during the entire term of the LTA. The Contractor will implement the activities contained in the monitoring plan developed in consultation with and agreement by UNDP. The number of person-days required for each stage of the workflow will be discussed and agreed upon by UNDP and the Contractor prior to commencement of each call-off and, will vary according to the needs of the particular assignment. At the end of each task order, the Contractor will submit to UNDP an implementation report, detailing the work completed during the period,

general synthesis of lessons learned, risk analysis and other details as per task order and TOR. Along with the report, the Contractor will submit to UNDP documentation of personnel and operational costs as outlined in the agreed rates. Upon UNDP certification that the deliverables meet quality standards and UNDP certification that the variable staff and operations costs submitted by the Contractor fairly reflect the quantity and quality of work completed during the month, UNDP will reimburse the Contractor for such costs. Payment will be made within thirty (30) days of the acceptance of the finalized reports and deliverables.

L. Technical Evaluation Criteria

The awarding process will be based on the below scoring method where qualifications and methodology will be weighted at 70% as the following while price offer will be weighted a 30%:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	350
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	70
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	20
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: 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?		70
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference (TOC)		80
2.3	Details on how the different service elements shall be organized, controlled and delivered		50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic and clarity of the presentation		50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
Total Section 2			350

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications (Arabic and English)	10	
3.1 b	Senior Consultant		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications (Arabic and English)	10	
3.1 c	Data Analysts		50
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications (Arabic and English)	10	
3.1 d	Field Monitors		50
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	

Section 3. Management Structure and Key Personnel			Points obtainable
	- Regional/International experience	10	
	- Language Qualifications (Arabic and English)	10	
3.1 e	Finance Officer		50
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications (Arabic and English)	10	
Total Section 3			350

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages. <input checked="" type="checkbox"/> Certificate of Registration of the business in Syria, or at country of registration plus registration document for representation office in Syria, including Articles of Incorporation, or equivalent document. <input checked="" type="checkbox"/> Official Letter of Appointment as local representative (which should be registered in Syria), if Bidder is submitting a Bid on behalf of an entity located outside the country. <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the top two Clients.

- ☒ List of qualified and specialized key personal who are working in the entity/company and will be involved during the executing of the contract.
- ☒ List and value of similar contracts performed with similar nature and complexity, plus client's contact details who may be contacted for further information on those contracts.
- ☒ CVs of Senior Manager and Services Coordinator and other key personnel to be engaged in contract implementation.
- ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years.
- ☒ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. If applicable.
- ☒ All forms provided under **Section 6: Returnable Bidding Forms** must be filled, signed and stamped.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____
 Signature: _____ Signature: _____
 Date: _____ Date: _____

Name of partner: _____ Name of partner: _____
 Signature: _____ Signature: _____
 Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

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

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

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

A. **Currency of the proposal:** [Insert Currency] **Cost Breakdown per Deliverables**

Deliverables	Estimated number of annual reports A	Estimated number of 3 years reports B	Unit price per report C	Total Price (Lump Sum, All Inclusive) D = B * C
1- Performance Reports: One report per project activity	50	150		
2- Trend Analysis Reports: One quarterly report covering all monitored project activities	4	12		
3- Impact Monitoring Reports: One report per project (upon request)	6	18		
Total				

B. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that Both parties have agreed to add new deliverables to the scope of Services. The cost breakdown should take into consideration the following:

- 1- The estimated number of targeted activities for performance monitoring is 50 annually
- 2- The total number of Trend Analysis Reports is 4 annually
- 3- The estimated number of targeted activities for Impact monitoring is 6 annually

Deliverable 1: Performance Reports

Personnel	Position	Remuneration per Unit of Time (e.g., day, hour, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
Expertise 1					
Expertise 2					
Expertise 3					

Deliverable 2: Trend Analysis Reports

Personnel	Position	Remuneration per Unit of Time (e.g., day, hour, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
Expertise 1					
Expertise 2					
Expertise 3					

Deliverable 3: Impact Monitoring Reports

Personnel	Position	Remuneration per Unit of Time (e.g., day, hour, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
Expertise 1					
Expertise 2					
Expertise 3					

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