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**RFP**

**FOR**

**Engagement of Consultant**

**for**

**Mid Term Review of Leadership to Ensure Adequate Nutrition (LEAN) Project**

RFP No.: RFP-UPB-LEAN-FY21-36

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# SECTION 1 LETTER OF INVITATION

The United Purpose (UP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the Mid Term Review of Leadership to Ensure Adequate Nutrition (LEAN) Project.

This RFP includes the following documents:

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference (TOR)

Section 6: Returnable Bidding Forms

* Form A: Format of Technical Proposal
* Form B: Financial Proposal Form

***Those who submitted proposal on the same RFP are requested to resubmit their proposal in response to this RFP.***

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.

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

United Purpose Procurement Unit

# SECTION 2 INSTRUCTION TO PROPOSERS

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| ***A. GENERAL PROVISIONS*** |
| *1. Introduction* | 1.1 1.2 | Proposers shall adhere to all the requirements of this RFP, including any amendments issued in writing by UP. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of the Proposal by UP. UP is under no obligation to award a contract to any Proposer as a result of this RFP. |
| *2. Fraud & Corruption, Gifts and Hospitality* | 2.12.22.3 | UP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UP vendors and requires all proposers /vendors observe the highest standard of ethics during the procurement process and contract implementation. Proposers/vendors shall not offer gifts or hospitality of any kind to UP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.In pursuance of this policy, UP1. Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question;
2. 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 UP contract.
 |
| *3. Eligibility* | 3.1 | A vendor should not be suspended, debarred, or otherwise identified as ineligible by government of Bangladesh, UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UP whether they are subject to any sanction or temporary suspension imposed by these organizations. |
|  | 3.2 | It is the Proposer’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 UP. |

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| 4. Conflict of interest | 4.1 Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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:a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UP 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; orc) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UP.4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Proposers must disclose to UP, and seek UP’s confirmation on whether or not such a conflict exists.4.3 Similarly, the Proposers must disclose in their proposal their knowledge of the following:1. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UP staff involved in the procurement functions and or any Implementing Partner receiving services under this RFP; and
2. b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. |
| ***B. PREPARATION OF PROPOSALS*** |
| *5. General Considerations* | 5.1 | In preparing the Proposal, the Proposer 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. |
| 5.2 | The Proposer will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Proposer must notify UP for clarification |
| *6. Cost of Preparation of Proposal* | 6.1 | The Proposer shall bear all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| *7. Language* | 7.1 | The Proposal, as well as any and all related correspondence exchanged by the Proposer and UP, shall be written in the language (s) specified in the BDS. |
| *8. Documents Comprising the Proposal* | * 1. The Proposal shall comprise of the following documents:
		1. Documents Establishing the Eligibility and Qualifications of the Proposer;
		2. Technical Proposal;
		3. Financial Proposal;
		4. Proposal Security, if required by BDS;
		5. Any attachments and/or appendices to the Proposal.
 |
| *9. Documents Establishing the Eligibility and Qualifications of the Proposer* | 9.1 The Proposer 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 Proposer, its qualifications must be documented to UP’s satisfaction. |
| *10.Technical Proposal Format and Content* | * 1. The Proposer is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UP, and at no expense to UP
	4. When applicable and required as per Section 5, the Proposer 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 UP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
 |
| *11.Financial Proposals* | * 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.
	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.
	3. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
 |
| *12.Proposal Security* | * 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.
	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.
	3. If the Proposal Security amount or its validity period is found to be less than what is required , UP shall reject the Proposal.
	4. In the event an electronic submission is allowed in the BDS, Proposers 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.
	5. The Proposal Security may be forfeited by UP, and the Proposal rejected, in the event of any one or combination, of the following conditions:
1. If the Proposer withdraws its offer during the period of the Proposal Validity specified in the BDS, or;
	1. In the event that the successful Proposer fails to sign the Contract after UP has issued an award; or

 to furnish the Performance Security, insurances, or other documents that UP may require as a condition precedent to the affectivity of the contract that may be awarded to the Proposer. |
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| *13. Currencies* | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS.
 |
| *14. Joint Venture, Consortium or Association* | * 1. If the Proposer 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 UP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	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 UP.
	3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause herein in respect of submitting only one proposal.
	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 UP.
	5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
		1. Those that were undertaken together by the JV, Consortium or Association; and
		2. Those that were undertaken by the individual entities of the JV, Consortium or Association.
	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 |

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|  | themselves in their presentation of their individual credentials.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. |
| *15.Only One Proposal* | * 1. The Proposer (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.
	2. Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:
		1. they have at least one controlling partner, director or shareholder in common; or
		2. any one of them receive or have received any direct or indirect subsidy from the other/s; or
		3. they have the same legal representative for purposes of this RFP; or
		4. 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 Proposer regarding this RFP process;
		5. they are subcontractors to each other’s Proposal, or a subcontractor to one

Proposal also submits another Proposal under its name as lead Proposer; or* + 1. some key personnel proposed to be in the team of one Proposer 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.
 |
| *16.Proposal Validity Period* | * 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 UP and rendered non-responsive.
	2. During the Proposal validity period, the Proposer shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
 |
| *17.Extension of Proposal Validity Period* | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UP may request Proposers 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.
	2. If the Proposer agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	3. The Proposer has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
 |
| *18.Clarification of Proposal* | * 1. Proposers 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 UP staff member, UP shall have no obligation to respond or confirm that the query was officially received.
	2. UP will provide the responses to clarifications through the method specified in the BDS.
	3. UP 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 UP to extend the submission date of the Proposals, unless UP deems that such an extension is justified and necessary.
 |
| *19.Amendment of Proposals* | * 1. At any time prior to the deadline of Proposal submission, UP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.
	2. If the amendment is substantial, UP may extend the Deadline for submission of proposal to give the Proposers reasonable time to incorporate the amendment into their Proposals.
 |
| *20.Alternative Proposals* | * 1. Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UP shall only consider the alternative proposal offered by the Proposer 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, UP reserves the right to award a contract based on an alternative proposal.
	2. If multiple/alternative proposals are being submitted, they must be clearly

marked as “Main Proposal” and “Alternative Proposal” |
| *21.Pre-Bid Conference* | 21.1 When appropriate, a Proposer’s conference will be conducted at the date, time and location specified in the BDS. All Proposers are encouraged to attend. Non- attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the Proposer’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 Proposer’s Conference or issued/posted as an amendment to RFP. |
| ***C. SUBMISSION AND OPENING OF PROPOSALS*** |
| *22.Submission*  | * 1. The Proposer 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.
	2. The Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. 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.
	3. Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer fully accepts the UP General Contract Terms and Conditions.
	4. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
		1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
		2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.

a) 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 ofUP. UP will request password only from proposers whose technical |
| proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.1. 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.
2. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system will be provided once activated.
 |
| *23.Deadline for Submission of Proposals and Late Proposals* | * 1. Complete Proposals must be received by UP in the manner, and no later than the date and time, specified in the BDS. UP shall only recognize the date and time that the bid was received by UP
	2. UP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
 |
| *24.Withdrawal, Substitution, and Modification of Proposals* | * 1. A Proposer may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
	2. Manual and Email submissions: A proposer may withdraw, substitute or modify its Proposal by sending a written notice to UP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of 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”
	3. eTendering: Will be notified once the system is activated.
	4. Proposals requested to be withdrawn shall be returned unopened to the Proposers (only for manual submissions), except if the bid is withdrawn after the bid has been opened
 |
| *25.Proposal Opening* | 25.1 There is no public bid opening for RFPs. UP shall open the Proposals in the presence of a committee formed by UP.  |
| ***D. EVALUATION OF PROPOSALS*** |
| *26.Confidentiality* | * 1. Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.
	2. Any effort by a Proposer or anyone on behalf of the Proposer to influence UP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UP’s vendor sanctions procedures.
 |
| *27.Evaluation of* *Proposals* | 27.1 The Proposer 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. UP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.* 1. Evaluation of proposals is made of the following steps:
		1. Preliminary Examination
		2. Minimum Eligibility and Qualification (if pre-qualification is not done)
		3. Evaluation of Technical Proposals
		4. Evaluation of Financial Proposals
 |
| *28.Preliminary Examination* | 28.1 UP 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. UP reserves the right to reject any Proposal at this stage. |
| *29.Evaluation of Eligibility and Qualification* | * 1. Eligibility and Qualification of the Proposer will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
 |
| *30.Evaluation of Technical and Financial Proposals* | * 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, UP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
	2. In the second stage, only the Financial Proposals of those Proposers 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 Proposer unopened. For emailed Proposals and e-tendering submissions, UP will not request for the password of the Financial Proposals of proposers whose Technical Proposal were found not responsive.
	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
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|  | method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:Rating the Technical Proposal (TP):**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x100Rating the Financial Proposal (FP):**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| *31. Due Diligence* | * 1. UP 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 Proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
		1. Verification of accuracy, correctness and authenticity of information provided by the Proposer;
		2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
		3. Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or with previous clients, or any other entity that may have done business with the Proposer;
		4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
		5. Physical inspection of the Proposer’s offices, branches or other places

where business transpires, with or without notice to the Proposer;* + 1. Other means that UP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
 |
| *32.Clarification of Proposals* | * 1. To assist in the examination, evaluation and comparison of Proposals, UP may, at its discretion, ask any Proposer for a clarification of its Proposal.
	2. UP’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 UP in the evaluation of the Proposals, in accordance with RFP.
	3. Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UP, shall not be considered during the review and evaluation of the Proposals.
 |
| *33.Responsiveness of**Proposal* | 33.1 UP’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.33.2 If a Proposal is not substantially responsive, it shall be rejected by UP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission. |
| *34.Nonconformities, Reparable Errors and Omissions* | * 1. Provided that a Proposal is substantially responsive, UP may waive any non- conformities or omissions in the Proposal that, in the opinion of UP, do not constitute a material deviation.
	2. UP may request the Proposer 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 Proposer to comply with the request may result in the rejection of its Proposal.
	3. For Financial Proposal that has been opened, UP shall check and correct arithmetical errors as follows:
		1. 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 UP 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;
		2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
		3. 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.
	4. If the Proposer does not accept the correction of errors made by UP, its Proposal shall be rejected.
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| ***E. AWARD OF CONTRACT*** |
| *35.Right to Accept, Reject, Any or All Proposals* | 35.1 UP 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 Proposer(s) of the grounds for UP’s action. UP 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, UP shall award the contract to the qualified Proposer based on the award criteria indicated in the BDS. |
| *37.Debriefing* | 37.1 In the event that a Proposer is unsuccessful, the Proposer may request a debriefing from UP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Proposer’s submission, in order to assist the Proposer in improving its future proposals for UP procurement opportunities. The content of other proposals and how they compare to the Proposer’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, UP 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 Proposer shall sign and date the Contract and return it to UP. 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, UP may award the Contract to the Second Ranked Proposer or call for new Proposals. |
| *40.Contract Type and General Terms and Conditions* | 40.1 Work Order /Purchase Order shall be treated as contract with UP.  |
| *41.Performance Security* | 41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS within fifteen (15) days of the issue of Work Order. Where a performance security is required, the receipt of the performance security by UP shall be a condition for rendering the contract effective. |
| *42.Bank Guarantee for Advanced Payment* | 42.1 Except when the interests of UP so require, it is UP’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, the Proposer shall submit a Bank Guarantee in the full amount of the advance payment.  |
| *43.Liquidated Damages* | 43.1 If specified in BDS, UP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract. |
| *44.Payment Provisions* | 44.1 Payment will be made only upon UP'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 UP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| *45.Vendor Protest* | 45.1 Vendor may initiate written complain to UP Country Director if it is felt by the bidder that injustice has been done to them.  |
| *46.Other Provisions* |  NA |

# 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 Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

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| **BDS****No.** | **Data** | **Specific Instructions / Requirements** |
| 1 | Language of the Proposal | English |
| 2 | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Not Accepted |
| 3 | Alternative Proposals | Shall not be considered |
| 4 | Pre-proposal conference | Due to COVID pandemic, there will be no physical pre-proposal conference.Prospective proposers are requested to submit respective queries on the TOR through following email by 04 October 2021:  **upb.procurement@united-purpose.org** |
| 5 | Proposal Validity Period | 120 days following deadline for submission of Proposals |
| 6 | Proposal Security | NA  |
| 7 | Payment  | As per payment schedule mentioned in the TOR |
| 8 | Liquidated Damages | NA  |
| 9 | Performance Security | NA |
|  10 | Currency of Proposal | BDT |
| 11 | Deadline for submitting requests for clarifications/ questions | Due to COVID pandemic, there will be no physical pre-proposal conference.Prospective proposers are requested to submit respective queries on the TOR through following email by 04 October 2021:  **upb.procurement@united-purpose.org** |
| 12 | Contact Details for submitting clarifications/questions | UP procurement officer **upb.procurement@united-purpose.org** |
| 13 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | From UP email**upb.procurement@united-purpose.org** |
| 14 | Deadline for Submission  | 24 October 2021, 12 PM |
| 15 | Proposal Opening | 24 October 2021, 12.15 PM Proposal will be opened in presence of procurement committee. Due to pandemic, public opening is not possible. |
| 16 | Allowable Manner of Submitting Proposals | Technical and Financial Proposal to be submitted separately. Following two options are available: **OPTION-1****Technical Proposal:** Soft copy of Technical Proposal to be sent through below email within deadline. For email submission there will be no acknowledgement. **upb.procurement@united-purpose.org****Financial Proposal:** Hard Copy of the Financial Offer should be in sealed envelope and dropped at the Tender Box kept at the following address within deadline:United Purpose Country Office3rd Floor House 26 Road 28 Block K Banana Dhaka 1213**OPTION-2**Hard copy may be submitted in sealed envelope separately for Technical and Financial Proposal within deadline at the tender box kept at: United Purpose Country Office3rd Floor House 26 Road 28 Block K Banana Dhaka 1213 |
| 17 | Electronic submission (email or eTendering) requirements | There is no electronic submission system. However, there may be email submission as explained at email submission.**upb.procurement@united-purpose.org** |
| 18 | Evaluation Method for the Award of Contract | Combined scoring method, the formula for therating of the Proposals will be as follows:Rating the Technical Proposal (TP):**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x100Rating the Financial Proposal (FP):**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| 19 | Expected date for commencement of Contract | 1st week November 2021 |
| 20 | Maximum expected duration of contract | As indicated in the TOR.  |
| 21 | UP will award the contract to | One proposer |
| 22 | Type of Contract | Purchase Order shall be the contract document |
| 23 | Contract Terms and Conditions that will apply | UP rules and regulations  |
| 24 | VAT and Tax | As per government rules/regulations |
| 25 | Currency of Payment; | BDT |
| 26 | Schedule of payments | As per payment terms of the TOR |
| 27 | Additional information | NA |

# 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:

* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Proposal Validity

**Evaluation Criteria**

The selection committee will evaluate both the technical and financial proposal of the proposer based on set out criteria as follows.

The combined scoring method will be used which will be based on a combination of the technical and financial score.

The award of the contract will be made to the proposer whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

The following areas will serve as criteria for technical proposal (100 marks) assessment:

* Methodology and design (20 marks)
* Previous experience regarding donor, similar work (15 marks)
* Team composition and relevance to project outcomes (20 marks)
* Time-bound rollout plan (15 marks)
* Financial proposal (30 marks)

# SECTION 5 TERMS OF REFERENCE

**Terms of Reference**

For

**Mid Term Review of Leadership to Ensure Adequate Nutrition (LEAN) Project**

**PROJECT SUMMERY**

**About LEAN project**

The European Union (EU) has awarded UP led consortium (UP, Gain, Helvetas, Caritas, IDF and Jum Foundation) a five-year project on local nutrition governance. The overall objective of the Leadership to Ensure Adequate Nutrition (LEAN) Action is to contribute to improve maternal and child nutrition in the Chittagong Hill Tracts, Bangladesh.

**Project overall objective, outcome and outputs**

**The overall objective is t**o improve maternal and child nutrition in Chittagong Hill Tracts (CHT). The first outcome of the project is to create enabling environment and awareness for improved and sustained pro-poor nutrition security service delivery. The second outcome is to increase availability and consumption of safe and diversified nutritious food for poor pregnant and lactating mothers, adolescent and children through value chain intervention. There are three output of the project these are-i) Activate and strengthen Effective governance system ii) Increase nutrition sensitive awareness, demand and behavior change at community level and iii) promotion of Nutrition-sensitive and climate smart value chains.

**Project coverage and stakeholders**

The LEAN project Interventions are being carried out in all 78 unions within 18 Upazilas of 3 hill districts i.e. Rangamati, Bandarban and Khagrachari hill districts. The direct stakeholder of the project are- Pregnant women and lactating mother, Children Under 5, Adolescents, Women entrepreneurs, Producers, Local service providers, Union level multistakeholder’s platform (Union MSP), Upazila Nutrition Coordination Committee (UNCC), District Nutrition Coordination Committee (DNCC), Hill District Councils, CHT Regional Council, CHT Circle Chiefs and Headmen and Karbaries

The Indirect stakeholders are - Government line departments (Health, Agriculture, Livestock, Fisheries, Public Health & Engineering, Women and Child affairs, social welfare, Youth development, Rural development), Social/religious and community leaders, Private sector representatives those are working in the project area.

**LEAN PROJECT ACTIVITIES**

The action comprised of two specific objectives (SOs) i.e. (I) to create Enabling environment and awareness for improved and sustained pro-poor nutrition security service delivery and II) to increase availability and consumption of safe and diversified nutritious food for poor pregnant and lactating mothers, adolescent and children through value chain intervention The SOs will be achieved through three sets of interrelated and reinforcing expected results/outputs. The three result/output areas, which will lead to the outcome envisaged by the Action, will be: i) an improved capacity, commitment and accountability of national, regional and local institutions for a better integration of nutrition services in CHT (Result 1); ii) an enhanced awareness, demand and consumption of nutritious food and direct nutrition inputs (DNIs), and improved WASH practices (Result 2); and iii) strengthened vertical and horizontal alliances for nutrition sensitive, transparent and climate smart value chains (Result 3).

**Result/Output-1: Create Enabling environment and awareness for improved and sustained pro-poor nutrition security service delivery**

There are a number of activities are outlined in result -1. The major activities are- 1) Improving multistakeholder platform (MSP), 2) Advocacy for inclusion of CHT agenda as priority in national nutrition governance related policies, strategies and action plans 3) Strengthen capacity and inter-departmental coordination in nutrition sensitive programming and service delivery:

**Result/output 2: Enhanced awareness, demand and consumption of nutritious food, direct nutrition inputs (DNI) and improved WASH practises**

The major activities are 1) Dynamic community level Social Behaviour Change Communication (SBCC) Nutrition and WASH campaigns 2) School based awareness, school garden campaigns and innovation solutions from school children to integrate nutrition sensitive interventions 3) Support adolescent clubs with a focus on girls and nominate nutrition champions from communities and Hill District Councils to lead nutrition sensitive activities: 4) Establish multi-purpose information and service hubs in collaboration with relevant existing government services for CHT:

**Result/Output 3: Strengthened vertical and horizontal alliances for nutrition sensitive, transparent and climate smart value chains**

The major activities are 1) Support MSMEs, entrepreneurs and local service providers to enhance access to and production of nutritious food 2) Disseminate innovative low-cost nutrition smart technologies 3) Horizontal and vertical alliances through match making and establish and strengthen Public Private Partnerships (PPPs) 4) Support MSMEs and Service Providers Associations (SPAs) in nutrition sensitive approaches and peer control mechanisms 5) Promote WASH and DNI markets:

**MID-TERM REVIEW (MTR): OBJECTIVES AND METHODS**

The overall aim of this REVIEW is to assess the extent to which the services and interventions of LEAN project are delivering, or likely to deliver, against project objectives and targets, and to identify specific strategies for improvement when and where this is not the case. In doing this, the MTR will assess the effectiveness of the processes through which services and interventions are being delivered and the extent to which they align with EU approved plans. It will look at the scope and scale of activities, as well as their quality, and identify factors that contribute to success or, conversely, are acting as barriers.

**Specific objectives and questions to be answered by the MTR**

The specific objectives of the MTR are as follows:

1. **Project progress in relation to outcome and output**
	1. Achievement to date of LEAN project to output and outcome as compared with the end-of-project targets outlined in the project monitoring and result framework,
	2. Assess the likelihood of achieving project targets within the remaining project implementation period
	3. Review aspects of the project that have already been successful, identify ways in which the project can further expand these benefits
	4. How far project contributed in nutrition specific and sensitive intervention effective as part of strengthening nutrition governance system?
	5. How far project effectively contributed in improving coordination between the nutrition actors both public and private sectors?
	6. Identify barriers to achieving the project outcome, outputs and relevant targets in the remainder of the project;
	7. Suggest measures to assess impact of the project on its closure
2. **Reviewing the project strategies and approaches**
	1. How effective are the project strategies to achieve the outcome and output ?
	2. To what extent the various factors (e.g. social, political, geographical, cultural, region specific power structure in the context of CHT ) are contributing and/or affecting to apply LEAN strategies and approaches
	3. what extend the COVID pandemic will affect/influence the possibilities to reach the outcome and impact of the project
	4. How strategies could be strengthened, modified /refined in the context of all above factors?
	5. To what extent the strategies are effective to reach the LEAN result wise targeted stakeholder and final beneficiaries in the context of geographical area, hard to reach area, lean suggested method to target group identification?
	6. Suggest measures to improve synergy among the interventions across three result areas.
3. **Partnership among the consortium partners**
	1. How effective the consortia works together to make one governance project functional?
	2. How partnership can be enhanced?
4. **Learning**
	1. Identify good practices or best practices that might be scaled up and widely communicated Captures the lesson learned specially for developing policy advocacy tools to influence the central service provision towards CHT
5. **Sustainability**
	1. What are the processes and success in place to promote greater community ownership and sustainability?
	2. How far the suitability actions (Specificized in the pro do 2.1.4) achieved by the project?
	3. How far the Community based organization and service delivery structure (Women Business Centre, Adolescent club, LSP and SPA, MSPs are contributing to achieve the sustainability of the project?
	4. What are the factors influencing the sustainability of project output and outcome?
	5. What measures can be taken to enhance the sustainability based on the current implementation status of the project outcome? Recommend measures to enhance sustainability of project outcome based on current implementation status.

**MID-TERM REVIEW METHODS**

The consulting firm will outline the Mid Term Review (MTR) methods that draws upon the experience and perceptions of wide range of stakeholder. The selection committee will review the method and it will be one of the criteria of selecting the firm/consultant.

**Sampling method:**

The consulting firm/consultant will propose sample size in a way that it reach to a statistically significant difference. The sample plan for both the quantitative and qualitative data collection must reflect the diversity of contextual factors, socio-economic factors, geographical circumstances, cultural practices , seasonality, linguistic diversity and ethnicity of the CHT. The LEAN team will work with the MTR consultant to develop an appropriate sampling plan that meets this objective.

**Finalize questionnaire and data collection plan**

In the proposal for this MTR, the evaluator should include a matrix that clearly identifies how they propose to answer the questions/objectives for the MTR, linking each objective to the range of methods and data sources they see as being appropriate and necessary for answering each. All data collection tools and interview guides should be provided to the LEAN team in advance. Data collectors will need to be trained in asking these questions in CHT local languages.

The evaluator must obtain approval of the data collection plan and tools prior to use in the field.

**DELIVERABLES:**

The individual Consulting firm/ consulting firm should follow the below deliverables-

* Inception report which includes-Inception report
* A detailed MTR methodology and work plan in consultation with LEAN consortium.
* A manning schedule as a part of MTR proposal. The manning schedule should describe the estimated duration of personnel deployment for the whole study period and the time-span for each of the specialists
* Final version of MTR questionnaire both in English and Bangla
* Data quality control protocol
* The final narrative report (both in hard & soft copies)
* Presentation of summery of report, recommendations and conclusion
* The database of quantitative survey
* Audio recordings, pictorial reference
* The consolidated records and findings of FGD as qualitative data
* Summary primary and secondary tables/matrices in SPSS and/or MS Excel used in report (both in hard and soft formats)
* The presentations and summary of recommendations, conclusions and lessons learned used during sharing and debriefing with stakeholders.
* Lists of sites visited with types and numbers of informants at each, list of stakeholders interviewed and consulted, and transcripts of interviews and discussions, such as in-depth interviews (IDIs and KIIs) and FGDs.

**MTR Final Report**

The evaluator will produce a comprehensive report that assesses the achievements, relevance, coherence, coverage, effectiveness, efficiency, outputs and early outcomes of LEAN’s interventions so far, and provide prioritized recommendations to maximize results during the remainder of the project. Sources of all evidence must be identified, conclusions must be based only on evidence presented in the report, and recommendations must directly correspond to the conclusions. Recommendations must be prioritized and categorized, with justification for the prioritization and classification. They should also mark recommendations that are sequential, have huge resource implications, or for which external support is needed to execute. The report must not exceed 30 pages (excluding all annexes) in MS Word and use standard page set-up, margin, fonts, line spacing, etc.

The evaluator will continue to revise documents until the submissions are found satisfactory by LEAN and EU. LEAN staff reserve the right to visit the data collection process, observe data quality, provide feedback to consultant. The consultant is obliged to address.

The final submission will include the following key elements with appropriate analysis, interpretation and evidence: But the consultant may be more innovative and must not limited to-

* Cover Page, Table of Contents, List of Acronyms
* Executive Summary - must be a clear, specific and concise standalone document that states the most salient findings, conclusions, and recommendations of the REVIEW
* Introduction - must include MTR objectives, purpose, audience, and synopsis of task and MTR questions
* Methodology and Study Design - must describe the methodology and design of the MTR, constraints and limitations to the study process and rigor, and issues in carrying out the study
* Limitations and Challenges - must provide a summary of key technical and/or administrative limitations experienced in delivering the MTR and summarize how these may affect the findings reported, and subsequent recommendations.
* Project Background– must provide a brief background and overview of project and prevailing nutrition governance system in CHT
* Tabular summary and graphical presentation of quantitative and qualitative REVIEW results - must present findings of the MTR in table and graphical forms, as suitable
* Findings and Discussion - must present results from the MTR and associated evidence. Results must be analysed and discussed, using findings from the qualitative and quantitative investigations in a complementary fashion.
* Conclusions and Recommendations - All conclusions and recommendations must be based solidly on the presented findings. If information from other sources is used to reach these conclusions, valid references must be provided, and reference documents or internet links to these included. Recommendations must be relevant to project and context and include concrete and realistic steps for implementing or applying the recommendations.
* Annexes – must include annexes of tools, maps, and other supporting documentation to provide further details and explanations.

The contractor must submit both electronic and printed versions of the report (One copies of final report – color print signed by the lead consultant) within the timeline.

**Pertinent Permissions, Approvals, Insurance, and Other Required Permits**

The MTR team will be responsible for obtaining required permits related to data collection from human subjects, including necessary internal review board approvals, as well as travel.

**TIMELINE FOR THE MTR**

A tentative timeline for the MTR is outlined below. However, there is flexibility in the timing of milestones in consultation with LEAN team.

Expected start time: First Week of November,2021

|  |  |
| --- | --- |
| Task  | Calender Days |
| Develop methodology and Mid Term review plan  | 05 |
| Mid Term Review Data collection  | 20 |
| Submit draft midterm review report and full presentation to LEAN | 10 |
| Review of the draft report by consortia and provide feedback | 07 |
|  submunition of final report | 06 |
| Submission of digital copies of all REVIEW documents and data sets | 02 |
| Total days required | **50 days** |

Above mentioned date is indicative and have flexibility of change discussion with LEAN team

**Logistics**

The MTR team will be responsible for the REVIEW logistics, including accommodation, transport, food, etc.

**MTR TEAM COMPOSITION, QUALIFICATIONS, AND ROLES** The MTR Team Leader will be the primary implementer of the MTR. S/he will provide oversight to the REVIEW throughout the entire REVIEW cycle. The MTR Team Leader will work in close collaboration with the LEAN point of contact at all times throughout the MTR process.

**MTR Team Composition**

The MTR team will typically consist of a team leader who is an Review specialist, plus technical specialists who bring expertise and practical experience in public health and nutrition, nutrition governance, gender and community mobilization, value chain and market system development., in addition to strong quantitative and qualitative research skills and experience. The team may include a data analyst experienced in analysing and relating data across various technical sectors.

The following areas are counted as minimum requirements for MTR team member qualifications:

* The team leader must have significant formal education in a field relevant to REVIEW (e.g., project review statistics, economics, agricultural economics, anthropology, applied research, sociology, Public Health and Nutrition) at a post-graduate level or with an undergraduate degree and a minimum of ten years of relevant experience. S/he must have extensive practical experience and expertise in REVIEW using mixed methods of investigation (qualitative and quantitative) and demonstrated strength in communicating clearly and concisely. Knowledge and experience on nutrition governance projects is highly desirable.
* Each technical specialist should have a post-graduate degree or sufficient experience in a field related to at least one of the technical sectors of the action.
* At least one member of the team must have substantial demonstrated experience in gender integration.
* No member of the MTR team, in particular the key personnel, should have had any prior input or substantial direct engagement to the project’s activity design or implementation.
* Having conflict sensitivity expertise on the MTR team is also desirable, particularly when an MTR will be undertaken in a context that is prone to violent conflict, such as in the CHT.

**ROLES AND RESPONSIBILITIES OF THE MTR TEAM**

* Ensure MTR plan, organize and lead the overall review.
* Ensure a thorough review and analysis of activity monitoring data and other available secondary data by the appropriate team members
* Lead the selection of a purposively selected sample of implementation sites and outputs for primary data collection
* Lead the collection and analyses of primary and secondary data to evaluate the activity’s M&E processes and the integration of activity sectors and interventions
* Ensure the final report is logical and presented in a way that clearly separates the evidence collected, conclusions, and recommendations in different sections of the report
* Interact with LEAN
* Manage human and financial resources
* Lead the collection and analyses of primary and secondary technical data related to his/her field(s) of expertise, document findings, and draw conclusions and form recommendations for the sector(s)
* Evaluate the general aspects of the implementation of all interventions related to his/her sector(s) and write relevant sections of the report.

**ROLES & RESPONSIBILITIES OF THE LEAN TEAM**

* The primary roles of the LEAN staff, including all partners with a direct stake in the project, are as informants and reviewers.
* Review and provide comments on data collection tools and instruments before they are finalized.
* LEAN staff must not collect primary data or participate in translation, analysis, or interpretation of the data.
* Provide comments on, and give final approval for the REVIEW plan, data collection tools, timeline and logistical plan before the MTR consultant begins field work.
* Provide comments on, and give (internal) approval for the MTR Report and all required annexes and accompanying documents.

**INTELLECTUAL PROPERTY**

The ownership of the report for publication sits with LEAN. All the data and the reports including the findings and recommendations will remain the property of LEAN and must not be published or shared with a third party by the consulting agency. The completed data set and report will be the sole property of LEAN and EU. The contractor should not have any right to use the data for its own research purposes, nor license the data to be used by others, without the written consent of LEAN.

**ETHICAL GUIDELINES**

The REVIEW team possesses the education, abilities, skills, and experience appropriate to undertake the tasks proposed in the REVIEW. Evaluators display honesty and integrity in their own behavior, and attempt to ensure the honesty and integrity of the entire REVIEW process. Evaluators respect the security, dignity, and self-worth of respondents, activity participants, clients, and other REVIEW stakeholders. Evaluators regard informed consent for participation in REVIEW and inform participants and clients about the scope and limits of confidentiality. Evaluators articulate and take into account the diversity of general and public interests and values that may be related to the REVIEW.

**BUDGET PROVISION**

Undisclosed for open tender call.

**REQUIRED BUSINESS DOCUMENTS**

The Consulting firm should have updated Trade Licence/RJSC Certificate, Tax clearance certificate, Bank solvency certificate, VAT registration certificate, TIN certificate, and a list of clients provided relevant services. VAT and Tax will be deducted as per Government rules.

**MODE OF PAYMENT**

Payment shall be made 40% as first instalment of the agreed amount upon signing the contract agreement. The final instalment (rest 60%) shall be paid upon receiving the final report with the required documents/annexures and materials. All payment shall be made through account payee cheque in favour of the bank account of consulting farm/consultant. Deduction of VAT and Tax shall be applicable as per government rules.

**SELECTION CRITERIA:**

The selection committee will evaluate both the technical and financial proposal of the proposer based on set out REVIEW criteria as follows. A cumulative weighted scoring method will be applied to evaluate the proposal. The award of the contract will be made to the proposer whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

The following areas will serve as criteria for technical proposal (100 marks) assessment:

* Methodology and design (20 marks)
* Previous experience regarding donor, similar work (15 marks)
* Team composition and relevance to project outcomes (20 marks)
* Time-bound rollout plan (15 marks)
* Financial proposal (30 marks)

# 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.**

## FORM A: TECHNICAL PROPOSAL FORM

|  |  |
| --- | --- |
| **Legal name of Proposer** | [Complete] |
| **Legal address** | [Complete] |
| **Company or Individual** | Please mention the status |
| **Year of registration for Company**  | [Complete] |
| **Name of the Team Leader and names of the team members (if not a company)**  |  |
| **Proposer’s Authorized****Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Contact person UP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete] |
| **Please attach the following documents:** | * Company Profile
* Tax Certificate
* Trade License

For individual consultant:TIN of Team Leader |

The Proposer’s proposal should be organized follow this format of Technical Proposal. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer 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: Proposed Methodology and Work Plan

This section should demonstrate the proposer’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.

* 1. A detailed description of the approach and methodology for how the Proposer 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. Description of the main functions of proposed business process management system; i.e. process modelling, security management, process cooperation, form management, workflow portal, monitoring amd management, process analysis, product technology and support, version management, integrations.
	3. The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.
	4. 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.
	5. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
	6. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	7. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
	8. Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 2: Proposer’s Relevant Experience

### Client’s certificate of completion and acceptance of service may be required during evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| Serial | Description of Relevant Service / Assignment | Client’s Details with email  | Completion date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

### SECTION 3: Management Structure, Team Profile and Strength

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 including non-key personnel and the time allocated for his/her involvement with a detailed list of specific areas of expertise required for activities.

### SECTION 4: CV of the Team Lead and Associates

|  |  |
| --- | --- |
| Name  | [Insert] |
| Position / Role in the team | [Insert] |
| Academic Qualification (University) |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial | Name of the Institution | Year | Exact Degree | Remarks  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

 |
| Professional certification / Training |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial | Name of the Institution | Year | Exact Certificate/Training | Remarks  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

 |
| Experience |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial | Name of Organization with designation and address  | From -To | Description of similar service provided  | Role in the assignment | Name and Address of the Organization bought the service  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

 |
| *References: [Provide names, addresses, phone and email contact information for two (2) references]* |
|

|  |  |  |
| --- | --- | --- |
| Details | Reference-1 | Reference-2  |
| Name |  |  |
| Designation  |  |  |
| Address |  |  |
| Email |  |  |
| Mobile |  |  |
| Relationship  |  |  |

 |

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 B: FINANCIAL PROPOSAL SUBMISSION FORM

**(Must be provided in separate envelope as required in BDS)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |

We, the undersigned, offer to provide the services for in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelopes.

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 Proposer*]

The Proposer 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 Proposers. Any Financial information provided in the Technical Proposal shall lead to Proposer’s disqualification.

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

### Table 1: Summary of Overall Prices

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees**  |  |
| **Other Costs**  |  |
| **VAT** |  |
| **Total Amount of Financial Proposal2** |  |

Table 2: Breakdown of Professional Fees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
|  | Team Leader |  |  |  |
|  | Other Experts |  |  |  |
|  | Support Staff |  |  |  |
|  |  |  |  |  |
| Sub Total (with VAT & TAX): |  |

2 This amount will be the total contract amount and be the basis for the schedule of payments. The payments will be affected on submission of final report. Table 3: Breakdown of Other Costs

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Travel expenses |  |
| Backstopping and support staff costs |  |
| Out-of-Pocket Expenses |  |
| Software (if any) |  |
| Other Costs: (please specify) |  |
| VAT |  |
| **Subtotal Other Costs (with VAT & TAX):** |  |