**Section III: Returnable Bidding Forms**

**eSourcing reference:**RFP/2021/30081

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by Offerors as part of their Proposal. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your proposal by uploading them against their specific Document Checklist in the UNOPS eSourcing system. Please ensure that Financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

**This Section comprises the following Returnable Bidding Forms:**

* Form A: Joint Venture Partner Information Form
* Form B: Proposal Submission Form
* Form C: Financial Proposal Form (to be submitted using Form C in word and in excel version for detailed breakdown)
* Form D: Technical Proposal Form
* Form E: Format for Resume of Proposed Key Personnel
* Form F: Statement of Availability
* Form G: Past Contracts Form
* Form H: DRiVE Questionnaire (see excel)
* Form I: Proposal Preparation Team
* Form J: Proposed List of Materials and Specifications

**Form A: Joint Venture Partner Information Form**

[The Offeror shall fill in this Form in accordance with the instructions indicated below].

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

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

| **JV / Consortium/ Association Information** | |
| --- | --- |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [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] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the services to be performed by each** | [complete] |

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS 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 B: Proposal Submission Form**

Offerors are requested to complete this form, sign it and return it as part of their Proposal submission. The Offeror shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Proposal for the supply of** [***Insert a brief description of goods/services*]in**[***Name of country/city*],** RFP Case No**.[insert RFP ref number],**dated**[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the Bidding documents, including amendments No.: (Insert the number and issuing date of each amendment);
  2. We offer to supply in conformity with the Bidding documents, including the UNOPS General Conditions of Contract and in accordance with the Schedule of Requirements
  3. Our Proposal shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Proposal Particulars, Period of Validity of Proposals] from the date fixed for the Proposal submission deadline as set out in the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  4. If our Proposal is accepted, and if so requested in Section I: Proposal Particulars, we commit to obtain a performance security, in accordance with Instructions to Offerors Article 35 and the UNOPS General Conditions of the Contract;
  5. If our Proposal is accepted, we confirm our adherence to the insurance requirements outlined in Article 6 of the UNOPS General Conditions of Contract, and commit to taking out and maintaining insurance, the evidence for which shall be provided to UNOPS prior to the commencement of any obligations under the Contract.
  6. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
  7. We 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.
  8. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  9. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  10. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Offerors Article 4, Eligibility;
  11. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFP and will not engage in any such activity during the performance of any contract awarded.
  12. We understand that you are not bound to accept the lowest evaluated Proposal or any other Proposal that you may receive;

I, the undersigned, certify that I am duly authorized by [***insert name of Offeror***] to sign this Proposal and bind [***insert name of Offeror***] should UNOPS accept this Proposal:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[***Stamp form of Proposal with official stamp of the Offeror***]**

**Form C: Financial Proposal Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

The Offeror is required to prepare the Financial Proposal following the below format and be submitted separate from the rest of the RFP as indicated in the Instruction to Offerors. The financial proposal must be submitted in US Dollars.

The Financial Proposal must be filled in using both **Table below and in the Attached Form C Financial Proposal Detailed Breakdown in excel** for which the total amount should match.

**NOTE TO OFFERORS: This tender shall be treated independently from any other on-going PSC tenders for which no contract has been officially signed and executed. Offerors must submit their full and complete financial offer for this RFP. Offerors must not consider potential economies of scales or discounts based on the assumption that they will be awarded more than one PSC contract as this will render the proposals incomplete. Potential economies of scales shall be considered at the negotiation stage (not during the evaluation stage). Any position being shared with another on-going project must be duly explained.  Offerors must demonstrate that proposed sharing of personnel will not have any adverse impact in contract implementation. Incomplete financial proposals shall be grounds for disqualification.**

**Table - Cost breakdown per component**

Offerors are requested to provide the cost breakdown for the above given prices based on the following format. UNOPS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment in the future.

|  | Cost Component | Mobilization | Operations | Demobilization | Total |
| --- | --- | --- | --- | --- | --- |
| 1 | Personnel: Management Capacity |  |  |  |  |
| 2 | Personnel – Operational Capacity |  |  |  |  |
| 3 | Travel (Accommodation / Flights / Transportation) |  |  |  |  |
| 4 | Non Expendable equipment |  |  |  |  |
| 5 | Expendable equipment |  |  |  |  |
| 6 | Running Costs |  |  |  |  |
|  | TOTAL COST |  |  |  |  |

**List of subcontractors or suppliers**

Offeror must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, acknowledge that **UN Supplier Code of Conduct** published in the UNGM Website <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>set forth the UN’s expectations for all suppliers that are registered with the UN or with whom it does business. I will ensure that these principles are adhered to by all our employees, suppliers, parent, subsidiary or affiliate entities, and subcontractors.

I, the undersigned, certify that I am duly authorized by [***insert full name of Offeror***] to sign this Proposal and bind [***insert full name of Offeror***] should UNOPS accept this Proposal:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form D: Technical Proposal Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

**Technical Evaluation shall be conducted as follows:**

1. **Eligibility and Formal** Criteria: Scored on a pass or fail basis as per the “Criteria Tab” in eSourcing
2. **Qualification Criteria:** Scored on a pass or fail basis as per the “Criteria Tab” in eSourcing
3. **Technical Criteria:** Each Technical Criterion (except for 2.8 and 3.3) shall be scored on a scale of 0 – 10 based on the below rating scale:

| **Excellent:**  **10 Points** | **Good:**  **8-9 Points** | **Satisfactory:**  **7 Points** | **Poor:**  **4- 6 Points** | **Very Poor:**  **1-3 Points** | **0 Points** |
| --- | --- | --- | --- | --- | --- |
| **Proposal submitted and supported by excellent evidence of ability to support and exceed requirements and criteria as included in the RFP.** | **Proposal submitted and supported by good evidence of ability to support and exceed requirements and criteria as included in the RFP.** | **Proposal submitted and supported by satisfactory evidence of ability to support requirements and criteria as included in the RFP.** | **Proposal submitted and supported by marginally acceptable or weak evidence of ability to support requirements and criteria as included in the RFP.** | **Proposal submitted but not supported by evidence to demonstrate ability to comply with requirements and criteria as included in the RFP.** | **Information has not been submitted or is unacceptable.** |

1. **Gender and Diversity (Criterion 2.8)** shall be scored on a scale of 0 – 10 based on the below rating scale:

| **10 Points** | **8 - 9 Points** | **7 Points** | **4 - 6 Points** | **1-3 Points** | **0** |
| --- | --- | --- | --- | --- | --- |
| **Meets all the 5 considerations listed in 2.8** | **Meets 4 of the 5 considerations listed in 2.8** | **Meets 3 of the 5 considerations listed in 2.8** | **Meets 2 of the 5 considerations listed in 2.8** | **Meets 1 of the 5 considerations listed in 2.8 or poor application of gender and diversity consideration.** | **Information has not been submitted or is unacceptable.** |

1. **Qualifications of Key Personnel Proposed (Criterion 3.3)**: Each Personnel proposed shall be scored on a scale of 0 – 10 based on the below rating scale:

**Table 3:**

| **Item** | **10 Points** | **9 Points** | **8 Points** | **7 Points** | **6 Points** | **5 Points** | **2, 3 & 4 Points** | **1 Point** | **0 Points** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A.Required/Recommended Experience with specified number of years** | **Number of years stipulated in the RFP + 5 years or more in excess** | **Number of years stipulated in the RFP + 3 or 4 years in excess** | **Number of years stipulated in the RFP + 1 or 2 years in excess** | **Equal to the number of years stipulated in the RFP** | **1 year less than the Number of years stipulated in the RFP** | **2 years less than the Number of years stipulated in the RFP** | **N/A** | **3 years less than the Number of years stipulated in the RFP** | **4 or more years less than the Number of years stipulated in the RFP** |
| **B. Required/Recommended certification/Education/Training/Experience with no number of years** | **Proposed personnel possesses recommended experience** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **Proposed personnel does not possess recommended experience** |

**Detailed Technical Criteria:**

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

| **Section 1: Presentation of Proposal and Relevant Experience** | | **Points** |
| --- | --- | --- |
| **1.1** | **Presentation of Proposal** | **4** |
|  | The Offeror’s proposal must be presented in a clear and cohesive manner facilitating easy evaluation.   * The recommended structure as per this ***Form D: Technical Proposal Form*** must be followed. * All the Returnable Bid Forms must be duly completed and submitted. * Complete information and supporting documentation must be included. All relevant certifications/ documents/ forms are to be duly dated, signed and labelled. * No discrepancies noted throughout the proposal. No or minimal clarifications needed by the Evaluation Committee. * Only information and documents relevant to the RFP must be included in the submission. No unnecessary documents/ information included. * Files and Documents shall be organized in an easy searchable manner (i.e. Certifications must follow the respective CV of the proposed personnel instead of grouping all CVs in one section and all certifications in another section.) |  |
| **1.2** | **Relevant Experience** | **3** |
|  | Non-Prequalified offerors must provide a description of the organisation’s relevant experience. The information provided should be in a **tabular format, including Client, Country, Value of Contracts, Achievements and Client Contact Information. Pre-qualified Offerors** are not required to submit this as part of this RFP but **are required to ensure that their respective information in the “PQ Vendor Experience Database” shared in google sheets are kept updated.**  In scoring this criterion, the Evaluation Panel will consider the following:   * Experience in similar types of services   + At least 2 years’ experience in conducting EORE/NTS training courses and experience in conducting Training of Trainers. * Experience in the geographical region where the project will be implemented * At least 2 years experience in EORE and / or NTS operations in Northeast Nigeria. |  |
| **1.3** | **Application of Relevant Lessons Learned in Previous Contracts** | **3** |
|  | The Offeror must provide a narrative explaining how lessons and experiences in previous contracts can help them deliver the outputs required in the SOW. **Focus must been given on the most relevant and practical lessons learned from previous contracts that can be applied/ integrated to the implementation of this contract.**Offerors are to capture their efforts in addressing challenges, delays in mobilization, operational deployment, and how shortcomings in implementing similar contracts were rectified if applicable. |  |
| **1.4** | **Past Performance** | **4** |
|  | For Offerors with **no experience with UNOPS/UNMAS** (even if Pre-qualified), it is **strongly recommended that at least 3 client reference letters** for similar contracts in Capacity building and/or carrying out non technical survey outside of UNOPS / UNMAS are submitted as part of their proposal.  For Offerors with ongoing or completed contracts with UNOPS/ UNMAS, reference letters are not required to be submitted as the Evaluation Panel will consider the offeror’s overall performance in ongoing and/or completed UNOPS/ UNMAS contracts in awarding points under this criterion. |  |

| **Section 2: Assumptions, Technical Approach and Logistical Plan** | |  |
| --- | --- | --- |
| **2.1** | **Understanding of the Requirements and Key Assumptions** | **5** |
|  | The Offeror must demonstrate **full understanding** of the requirements stipulated in the SOW and provide a **list of assumptions** based on the due diligence conducted and findings that the proposal is built upon. This should include but not limited to key assumptions on the following areas:   * Scope of the SOW and Concept of Operations. * Division of responsibilities between UNOPS/UNMAS and the contractor in the performance of the contract. * Admin/ Logistics (Visas, Equipment Availability, Registrations as applicable, Taxation as applicable, Custom clearance procedures, known shipping and freight timeframes etc.). * Timelines. * Any relevant information obtained during the offeror’s site visit/ market research should be included here with detailed description of findings. |  |
| **2.2** | **Suitability of the Proposed Approach/ Methodology** | **13** |
|  | The Offeror must provide comprehensive information on their Concept of Operations. A detailed narrative on the Offferor’s proposed technical approach, methodology, strategy and techniques must be covered under this section. The technical approach must fully address all the requirements of the SOW.  Evidence that will demonstrate the effectivity of the Offeror’s proposed technical approach and an explanation of its suitability to the country of operations must be included under this section. Include innovative solutions/ approaches as applicable.  Should the Offeror propose to subcontract specific components of the services, comprehensive information on the Offeror’s approach to subcontracting must be submitted as part of the Technical Proposal. This section must include the following information:   * Description of the services to be subcontracted. * Internal selection process for identifying qualified subcontractor/s. * Internal procedures in place to ensure that subcontractors will abide by the UN Supplier Code of Conduct. * Internal procedures/ risk mitigating measures put in place to address subcontractors’ failure to deliver. * Ability of subcontractors to operate in the country of operations ( i.e. legal requirements, registration, and accreditation if applicable). * Description of relevant experience and technical capability of proposed subcontractor/s. * Ability of the subcontractors to deploy in line with the required timelines of the SOW. |  |
| **2.3** | **Standard Operational Procedures, Quality Management Systems (QMS), Safety Procedures and Medevac procedures** | **5** |
|  | The Offeror must provide their Standard Operational Procedures (SOPs), Quality Management Systems (QMS), Safety Procedures and Medevac procedures suitable to the requirements. Pre-qualified organizations are not required to submit SOPs already submitted as part of the pre-qualification process, however **detailed information on how to they intend to tailor/ apply their SOPs, QMS and Safety and Medevac Procedures to suit the specific requirements of the SOW and the local conditions in the country of operations.** |  |
| **2.4** | **Proposed Equipment** | **7** |
|  | The Offeror must list all relevant equipment needed to perform the contract under this section. **Please refer to the SOW for equipment-related documents required to be submitted as part of the Technical Proposal *(i.e. certifications, trial results, proof of compliance to standards, etc).***  The List of Equipment must follow the format below which includes a detailed description of all items, year of manufacture, quantity and whether it was purchased by the Contractor. Do not include any low value items (under $500 USD) in your technical proposal for brevity.  However, please note that all relevant equipment (including low value items) must be costed for in the financial proposal. Refer to Section IV Contract Forms, Annex 1 for more details on the definition of Asset Category 1, 2, 3, 4. Do not provide any price information in the equipment list to be submitted as part of the Technical Proposal:   | **Sr #** | **Description of Item** | **Qty** | **Year of Manufacture** | **Currently Owned? Yes/No** | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |
| **2.5** | **Suitability of Proposed Timelines and Logistical Plan** | **11** |
|  | The Offeror must demonstrate their ability to fulfil the proposed timelines set in the SOW by including a **Detailed Timetable or a Gantt Chart**. Any activity shall have a clear start and end dates and these should be clearly identified in the technical proposal.  The Offeror must provide a complete **Logistical Plan** based on their understanding of the requirements and key assumptions, including potential delays based on site visits / market research to demonstrate capacity to successfully deliver the required services in all of the following phases:     * Mobilization Phase and organizational accreditation * Personnel recruitment, obtaining visas (including location where visas are to be collected), deployment, training and operational accreditation. The Technical Proposal shall include a detailed description of any training that will be carried out if applicable (curriculums, training plan plus a Gantt chart outlining all training activities). **For contracts which require rapid deployment, offerors must be ready to provide all relevant personnel travel documents at any point between the deadline of bid submission and the award of contract to allow immediate processing of visas and other related documents.** * Procurement, shipping, customs clearance and forward supply activities to identify potential bottlenecks and propose alternative solutions, clearly reflected in the procurement/logistics plan. * ***Note to offerors proposing personnel currently employed with the incumbent contractor:***   *A plan detailing how you intend to carry out the mobilization phase considering the transition of personnel from the incumbent contract to the new contract must be included in your technical proposal and consistent with your financial proposal.*   * Operational Phase * Demobilization Phase   In addition to the above-mentioned Gantt Chart and Logistical Plans, this section must include:   1. A narrative detailing the **mechanisms put in place to ensure timely deployment and operational start in country.** 2. Comprehensive information on the **specific activities to be done by the subcontractor/s to ensure deployment in time and adherence to the operational requirements** of the SOW should the Offeror propose to subcontract specific components of the services. |  |
| **2.6** | **Operational Capability and Self Sufficiency** | **8** |
|  | The Offeror must include proposed arrangements to ensure that the services required in the SOW will be delivered without operational interruption. This includes but not limited to:   * Relief capacity arrangements as applicable. **Work/leave and rotation plans** shall be included in this section. * Information that will demonstrate **Offeror’s ability to sustain a self-sufficient operation.** * **Evidence of operational capability to implement multiple contracts *(UNOPS and Non-UNOPS Contracts)* simultaneously.** Moreover, the Offeror is submitting proposals to other on-going PSC tenders or plan to share resources with an on-going contract, this section **must** include information that demonstrates the Offeror’s operational and organizational capability to successfully implement multiple contracts. |  |
| **2.7** | **Sustainability** | **3** |
|  | **The Offeror shall include a Sustainability Plan within the context of the services required under this specific RFP.**  As PSC Pre-qualified Organizations have already submitted broad corporate policies on sustainability during the pre-qualification process, this section of the technical proposal **shall focus on providing a practical plan showing the application of broad corporate policies on sustainability as it relates to the execution of the contract** to be awarded under this tender. Implementation of the sustainability plan of the winning bid will be monitored through the monthly progress report.  Some areas for consideration are as follows:  ***General***  Inclusion of approaches to mitigating negative environmental impact during the execution of the contract which might include such themes as Air, Land, Water, Biodiversity, Energy, Materials, Waste, Global Climate or Disaster Risk Reduction. The plan should also consider elements of social sustainability that can encompass such themes as Population, Cultures, Services, Health, Vulnerability, Resilience and Gender.  ***Energy***  Inclusion of products or solutions that help to reduce or conserve energy.  ***Waste management***  Inclusion of a formal plan to properly manage any waste or waste by-products created during the execution of the contract, including hazardous waste. This should include a breakdown of expected types of waste, storage, transport and disposal methodologies and include measure that will be put in place to reduce likelihood and impact of potential spills. Explanation of approaches and practices to reduce overall waste production are also welcome. |  |
| **2.8** | **Gender and Diversity Considerations** | **7** |
|  | The offeror shall address the below Gender and Diversity Considerations within the context of the SOW. Please note that the Evaluation Panel will consider your overall approach to Gender and Diversity throughout your proposal.  To be awarded full points under this criterion, the below **5 considerations** are to be captured in the Offeror’s proposal:   1. **Gender and Diversity Analysis:** The proposal demonstrates an understanding of how women, men and different groups (in terms of sex, age, ethnicity, religion, physical ability, etc.) are differently impacted by ongoing (or recovery from) conflict and explosive hazards. The proposal understands the complex issues caused by social and economic differences that men and women and diverse groups experience and how these differences affect project design and delivery. The offeror understands which groups are dominant or particularly vulnerable and/or might be difficult to reach. The analysis shows an understanding of how the context might impact upon the safe and secure delivery of project activities by a diverse project team, taking into account any specific security issues. For example, in some contexts it is not advisable to deploy women or certain ethnic groups to field locations because they are specifically vulnerable or targeted. Moreover, this can also cover the offeror’s self-assessment and understanding of their own gaps/challenges and indicating how they will fill those gaps (i.e through internal capacity development, training in coordination with another agency, or through the support of UNMAS/etc). 2. **Gender and Diversity Mainstreaming**: The proposal describes what measures the project will take to ensure that the project delivers equitable benefits to women, men and different members of the community (in terms of sex, age, ethnicity, religion, physical ability, etc.). It outlines how the project will offer equal access to services and opportunities to different categories of beneficiaries. For example, by SOPs ensuring that Community Liaison teams visit communities at times they know women or children will be available or ensuring that NTS processes include women, men and different groups (in terms of sex, age, ethnicity, religion, physical ability, etc.) to allow them to have a say in how areas are prioritised or activities scheduled. 3. **Organisational Maturity:** The Offeror shows its commitment to gender and diversity by submitting Gender Sensitive Policies, or demonstrating inclusive and enabling practices in their proposal. For example, gender and diversity sensitive SOPs, clear Sexual Exploitation and Abuse (SEA) policies and reporting and accountability mechanisms internal monitoring & evaluation system that consider different needs/opportunities/access to services for different groups of beneficiaries (in terms of sex, age, ethnicity, religion, physical ability, etc.), provision of gender sensitive/ safe facilities, promotion of gender equality and inclusion in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practices), outreach to recruit female staff for managerial and technical positions, representation of women on its senior management team at HQ level, opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees), specific arrangements such as flexible hours or shorter working week as deemed relevant.     **Note on Organisational Maturity: Offerors who have already submitted their Gender Policies as part of the PSC Pre-qualification (PQ) Process are waived from submitting the same document as part of this RFP. Please be aware that PSC is in the process of aligning the gender requirements across previous and recent PQ Processes with the aim of ensuring that all Pre-qualified Organizations submit their respective Gender Policies.**   1. **Proposed Team:** The proposal includes women and/or personnel from different geographical/ethnic/social backgrounds in their proposed team, especially in managerial positions and/or in technical positions. Mentoring/training systems are in place (within the context of the specific SOW) to advance women empowerment and increase the role of women and personnel from under-represented backgrounds as “promotable” players within a team. 2. **Innovation in relation to Gender and Diversity:** The proposal sets forth an interesting or new idea that aims to enhance the delivery of benefits to or increase the participation of women or minority groups and/or promotes women’s empowerment. The proposal covers collection of specific data (qualitative data or data related to diversity) in addition to Sex and Age Disaggregated Data (SADD).   For guidance please refer to “**UN Gender Guidelines for Mine Action Programmes”** available [here](https://www.mineaction.org/sites/default/files/publications/mine_action_gender_guidelines_web_0.pdf) (i.e. pages 5, 10, 15, 18, 24, 28 and 59).  For more information, please refer to the Gender and Sustainability section of *Section II Schedule of Requirements/ Statement of Works.* |  |

| ***Section 3: Proposed Team Structure and Personnel*** | |  |
| --- | --- | --- |
| ***3.1*** | ***Proposed Team Structure*** | ***8*** |
|  | *The Offeror shall provide* ***full information*** *on the composition of the proposed team. An* ***Organizational Chart*** *illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal.*  *Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action.* ***This should include both operational and support personnel****. The organizational chart should be accompanied by a* ***list of all proposed personnel in a tabular format*** *with job titles, sex, whether international or national and whether they are in operations or support functions. The overall number of personnel, as well as their break down by functions / positions shall match the personnel breakdown in the financial proposal. Any position being shared with another project must be noted in the technical proposal.  Offeror must demonstrate that such sharing of personnel will not have any adverse impact in contract implementation.* |  |
| ***3.2*** | ***Staffing Plan*** | ***4*** |
|  | *The Offeror must provide a comprehensive plan on* ***how to replace, retain and attract*** *personnel to ensure minimum disruption to the contract due to staff turnover. Focus shall be given to the measures undertaken to ensure that the* ***personnel proposed in RFP will deploy*** *for the duration of the contract and that changes in proposed personnel will be avoided.*  ***Note to Offerors:*** *If any of your key personnel under this tender are also being proposed for another tender,* ***this section must include a plan on how you intend to fulfil personnel requirements in the event that multiple contracts are awarded to you.*** *Submission of qualified alternate candidates shall be scored favorably. Note that the Contractor shall not replace more than 20% of the total number of approved candidates as submitted in the Technical Proposal without due justification and approval of UNOPS.* |  |
| ***3.3*** | ***Qualifications of Key Personnel Proposed*** | ***15*** |
|  | *The curriculum vitae (CV) of* ***all key personnel*** *proposed for this project shall be submitted with the technical proposal (please use the* ***CV Format provided in Form E****).*  *The CVs should clearly show:*   * *The position the person will be carrying out.* * *Candidate’s nationality.* * *Technical qualifications and experience in response to the required qualifications in the SOW. In addition to indicating the title of previous/ current positions held by the candidate, a short description of the role must be included to help the Evaluation Panel in assessing the suitability of the candidate.* * *List of applicable certifications/ courses, relevant military, civilian and managerial experience in response to the required qualifications in the SOW.* * *Language skills in response to the required qualifications in the SOW.*   *All CVs shall be supplemented by a signed letter from each candidate stating his/her interest and availability for this contract (please use the* ***Statement of Availability Format provided in Form F****).*  *Please ensure that* ***Copies of Relevant Certificates*** *for necessary qualifications indicated in the SOW are included within your proposal.*  ***CVs, Statement of Availability and Certifications shall also be submitted with this proposal.***   | ***Project Manager/ Coordinator***  ***(Key position)***  *CV and Statement of Availability for this position must be submitted with the proposal* | 1. ***Required/***   ***Certification/Education/Training/ Experience*** |  | | --- | --- | --- | | * Relevant experience of two (2) years in managing humanitarian mine action (HMA) projects in the proposed Areas of Operations (**Required**). | **Pass/Fail** | | * Relevant experience of managing projects involving training courses and experience in Training of Trainers courses implementation and content development in projects of a duration of one (1) year or more (**Required**) | | * Fluency in English language, written and spoken proven either by being a native speaker or through certifications, employment records or references (**Required**). | | 1. ***Required/Recommended Certification/Education/Training/ Experience*** | **4 Points** | | * *Relevant experience of two (2) years in managing humanitarian mine action (HMA) projects in the proposed Areas of Operations* | 2 | | * *Relevant experience of managing projects involving training courses and experience in Training of Trainers courses implementation and content development in projects of a duration of one (1) year or more* | 1 | |  | * *One (1) year of experience in managing projects under UN contractual agreements* | 1 |  | **Training Specialist on EORE and NTS** | ***A.Required Certification/Education/Training/ Experience*** |  | | --- | --- | --- | | * Relevant experience of leading EORE/NTS teams in a humanitarian mine action program for a minimum of two (2) years. **(Required)** | **Pass/Fail** | | * Relevant experience in developing and managing delivery of Training Management Packages (TMP) **(Required)** | | * Relevant experience of delivering training to EORE facilitators and/or NTS personnel for a minimum of one (1) year**(Required)** | | * Fluency in English language, written and spoken proven either by being a native speaker or through certifications, employment records or references (**Required**). | | ***B.Required/Recommended Certification/Education/Training/ Experience*** | **( 5 Points)** | | * *Relevant experience of leading EORE/NTS teams in a humanitarian mine action program for a minimum of two (2) years.* | *2* | | * *Relevant experience of delivering training to EORE facilitators and/or NTS personnel for a minimum of one (1) year* | *2* | | * *50% of these positions (1) should be reserved to female candidates* | *1* |  | **Assistant Trainer on EORE/NTS (National position - Field based)** | ***A.Required Certification/Education/Training/ Experience*** |  | | --- | --- | --- | | * High school diploma (or equivalent) **(Required)** | **Pass/Fail** | | * A minimum of two (2) years’ experience in EORE/NTS activities in BAY States**(Required)** | | * Experience in training in BAY States **(Required)**. | | * Good level of written and spoken English proven either through certifications, employment records or references **(Required)** | | * Fluency in Hausa or Kanuri **(Required).** | | ***B.Required/Recommended Certification/Education/Training/ Experience*** | **( 6 Points)** | | * *50% of these positions (3) should be reserved to female candidates* | *2* | | * *A minimum of two (2) years’ experience in EORE/NTS activities in BAY States* | *4* | |  |

| ***Supplementary Section:*** |
| --- |
| *Specific requirements and recommendations have been included in the SOW to minimize operational risks and facilitate a fair comparison of proposals.* ***Offerors not meeting the requirements or deviating from the recommendations in the SOW (i.e. qualifications of personnel, team structure, equipment, timelines, etc.) must include this supplementary section to detail their plan on how they intend to mitigate potential operational risks and successfully demonstrate the soundness of their proposed approach.*** |

*Note, UNOPS may at its discretion contact proposed personnel to confirm their availability and qualifications. Please ensure a current telephone number is included on the Resume for this purpose.*

*I, the undersigned, certify that I am duly authorized by [****insert full name of Offeror****] to sign this Proposal and bind [****insert full name of Offeror****] should UNOPS accept this Proposal:*

*Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Form E: Format for Resume of Proposed Key Personnel***

*RFP reference no: [insert RFP reference No.]*

*Name of Offeror: [insert name of Offeror]*

*Please carefully read the Personnel Requirements set out in SOW/ TOR and the Technical Proposal Form. Ensure that personnel proposed for this contract provides ALL of the information requested in these guidelines. CVs should consist of a maximum of 3 pages.*

| *Position* | *[Insert] INDICATE IF “RELIEF” OR NOT* |
| --- | --- |
| *Name of Personnel* | *[Insert]* |
| *Title:* | *[Insert]* |
| *Years with Firm* | *[Insert]* |
| *Nationality* | *[Insert]* |
| *Language proficiency* | * *[Insert] Language skills in response to the required qualifications in the SOW* |
| *Education/ Qualifications* | * *Technical qualifications in response to the required qualifications in the SOW* * *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| *Professional certifications* | * *[List of applicable certifications/ courses, relevant military, civilian and managerial experience in response to the required qualifications in the SOW*   *Provide details of professional certifications relevant to the scope of services]*   * *Name of institution: [Insert]* * *Date of certification: [Insert]*   *If required in the SOW, relevant certifications must be uploaded together with the CV.* |
| *Employment Record/ Experience* | * *Experience in response to the required qualifications in the SOW*   *[Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, 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.]* |
| *References* | *Provide names, addresses, phone and email contact information for two (2) references:*  *Reference 1:*  *Reference 2:* |

*I, the undersigned, certify to the best of my knowledge and belief, this bio-date is accurate.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Personnel (individual) or firm representative Date (Day/Month/Year)*

***Form F: Statement of Availability***

*RFP reference no: [insert RFP reference No.]*

*Name of Offeror: [insert name of Offeror]*

*Date: [insert submission date]*

*I, the undersigned, hereby declare that I agree to participate with the Offeror[insert Offeror name] in the above-mentioned RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:*

| ***From*** | ***To*** |
| --- | --- |
| *[start of period 1]* | *[end of period 1]* |
| *[start of period 2]* | *[end of period 2]* |
| *[etc]* |  |

| *Personnel who are part of the incumbent contract must disclose the end of date of their contract:* | *(Insert end date of service with the incumbent contractor)* |
| --- | --- |

***Note to offerors proposing personnel currently employed with the incumbent contractor:***

***A plan detailing how you intend to carry out the mobilization phase must be included in your proposal.***

*Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or force majeure, I may be subject to exclusion from UNOPS other tenders and contracts and that the notification of award of contract to the Offeror may be rendered null and void.*

***Applicable only to personnel who have worked in UNOPS and/or have contracts with UNOPS or another UN organization:***

*I confirm that I am in compliance with, and my proposed work with the Offeror would be in compliance with, the below UNOPS Policy on Post-Service Restrictions:*

***Post-Service Restrictions***

*1. This section outlines all restrictions after separation of personnel involved in the procurement process. (Personnel may seek clarification from the General Counsel as to whether his/her specific situation falls under the scope of these restrictions).*

*1.1 For a period of one year following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from seeking or accepting service with, or otherwise accepting any form of compensation or financial benefit from, any UNOPS contractor or vendor of goods or services, regardless of location, which conducts business with UNOPS or seeks to do so and with whom such personnel have been personally involved in the procurement process during the last three years of service with UNOPS.*

*1.2 For a period of two years following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from knowingly communicating with, or appearing before, any UNOPS personnel or unit of UNOPS on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with UNOPS.*

*2. Sanctions for violations:*

*2.1 Violation of any of the provisions of section 1.1 or 1.2 of above by former personnel shall be recorded by a formal note in the individual’s official status file indicating the nature of the violation and a recommendation against any future service with UNOPS. In accordance with established procedures, such a note shall be brought to the attention of the individual concerned so that he or she has an opportunity to provide comments.*

*2.2 Any UNOPS contractor or vendor of goods or services who offers employment, hires or otherwise compensates personnel in violation of these restrictions may, after review by UNOPS, be subject to having its registration as a qualified contractor or vendor with UNOPS barred, suspended or terminated, in accordance with United Nations/UNOPS procurement policies and procedures.*

*Furthermore, I confirm that my proposed work with the Offeror would not conflict with, or be perceived to conflict with, any obligation that I may have to UNOPS or another United Nations organization.*

*Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Form G: Past Contracts Form***

* *RFP reference no: [insert RFP reference No.]*
* *Name of Offeror: [insert name of Offeror]*
* *Date: [insert submission date]*

| ***Project name***  ***and country*** | ***Name of client, address and contact person*** | ***Type of work performed and year of completion*** | ***Value of Contract*** | ***Date of completion of Delivery*** | | ***Remarks indicating reasons of late delivery, if any*** | ***Was performance of services satisfactory*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***As per Contract*** | ***Actual*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Form I: Proposal Preparation Team***

*RFP reference no: [insert RFP reference No.]*

*Name of Offeror: [insert name of Offeror]*

*Date: [insert submission date]*

***Offerors are required to provide information on the composition of their respective “Proposal Preparation Team” to ensure that no individual is involved in the preparation of a proposal for more than one organisation for a specific tender*** *. Should UNOPS identify that an individual is involved in preparing more than one proposal, this would result in the disqualification of the respective company proposals. The aim of this approach is to protect the integrity of the process and minimize the risk of collusion, conflict of interest and unethical practices.*

| ***No*** | ***Name of Proposal Preparation Team Member*** | ***Title*** |
| --- | --- | --- |
|
| *1* |  |  |
| *2* |  |  |
| *3* |  |  |
| *4* |  |  |

*Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Form J: Proposed List of Materials and Specifications**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

**Table 1: Mandatory Materials where submission of detail specification is required**

The Contractor is to include the below Material as part of their proposal which will be evaluated as a Pass/Fail Criteria at Qualification Stage.

Offerors must provide details of the technical specification of each proposed material.

| **Sr #** | **UNOPS Minimum Requirements for Mandatory Materials** | **Qty** | Can supply?  Yes / No | **Technical Specs of Mandatory Materials Proposed by Offeror** |
| --- | --- | --- | --- | --- |
| **1** | Kits for EORE Facilitators  **Each Kit will contain**:   1. One set of laminated EORE flipcharts for Facilitators (containing main messages to pass to the affected population (set shall be made at least from 6 flipcharts: 2 will include EORE tailored messages for children, while the other 4 shall include EORE tailored messages for adults, men and women). 2. At least 100 leaflets including main EORE messages to be distributed to the beneficiaries of EORE sessions (30 leaflets should be EORE tailored messages for children, while the rest should include messages for adults). 3. Minimum of 30 posters to hang on communities’ walls including main EORE messages (each community visited shall receive 2 posters, one with EORE tailored messages for children, the other with EORE tailored messages for adults). 4. Safety Handbook (handbook content provided by UNMAS)   PLEASE REFER PAGE 11 and 12 of the SOR for EORE Kits detail Specification. | 80 EORE Kits for Facilitators | [insert yes or no] | Insert details of material offered, including specifications offered if applicable |
|  |  |  |  |  |