

DATE: 06 March 2022

REQUEST FOR PROPOSAL: RFP/HCR/ROK/2022/004

FOR THE PROVISION OF REMUNERATION SALARY SCALE SURVEY FOR UNHCR PARTNERS' NATIONAL PERSONNEL
ENGAGED UNDER UNHCR-FUNDED PARTNERSHIP AGREEMENTS

CLOSING DATE AND TIME: 03 April 2022 23:59 HRS SUDAN LOCAL TIME

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified firms to make a firm offer for the provision of remuneration salary scale survey for UNHCR partners' national personnel engaged under UNHCR-funded partnership agreements.

IMPORTANT:

Terms of references (TORs) detailed in Annexes A1, A2 & A3 of this document.

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for Proposal:

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- Annex C: Technical Evaluation Criteria
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form
- Annex F: Annex F_UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex G: Supplier's Code of conduct
- Annex H: Calendar of Activities

IMPORTANT:

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to send the above requested information may result in disqualification from the evaluation process.

2.2 ACKNOWLEDGEMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to SUDKH-SU@unhcr.org, as to:

- Your confirmation of receipt of this Request for Proposal (RFP)

- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of RFP by e-mail to SUDKH-SU@unhcr.org. UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

The deadline for receipt of queries is 23:59 HRS on 17 March 2021. Bidders are requested to keep all questions concise.

Note:

This document is not to be considered in any way as an offer to contract your firm.

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT TO REPLY.

EMAIL SUBJECT: RFP/HCR/ROK/2022/004 – QUERY

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail address above.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission's e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The terms of Reference for **THE PROVISION OF REMUNERATION SALARY SCALE SURVEY FOR UNHCR PARTNERS' NATIONAL PERSONNEL ENGAGED UNDER UNHCR-FUNDED PARTNERSHIP AGREEMENTS** can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department) Sudan.
- List of key personnel and their qualifications
- The organization structure or organizational chart;
- Frame-time for completion of the project
- Work Schedules; Gantt charts.

- Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials;
- Experience on similar works
- List of references for similar projects performed by contractor.
- Project assumption's and constraints based on your understanding of the project;
- Audited reports for last three years
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A.
- Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex E).

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in **United States Dollars (USD)**. The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The Financial Offer is to be submitted as per attached (**Annex B**). Bids that have a different price structure may not be accepted.

UNHCR is exempted from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for a minimum of **90 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order. The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of Sudan and therefore the current market condition must be factored in before submitting your quote.

IMPORTANT:

The financial offer signed and stamped is to be sent separately from the technical offer

2.5 BID EVALUATION

2.5.1 Supplier Registration:

The qualified company (s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- Technical Offer will be weighed at 60 points (or 60%)
- Financial Offer will be weighed at 40 points (or 40%)

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score, with a **minimum passing score of 36 points**.

Evaluation Factors
Mandatory
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract.
UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F)
Scoring Criteria
Company's capacity to deliver in the proposed timeframe (0 - 10) marks
Technical methodology (0-20) marks
Workplan (0-20) marks
General Experience of Firm (0-10) marks
Relevant Experience of Firm (0-10) marks
Team Leader (0 - 10) marks
Researcher (social science) (0-10) marks
Data Manager- (0-5) marks
Field Team Leader - (0-5)
Total Marks (100)

The Minimum Score to be considered technically compliant is 60 points out of max 100 technical points (60%).
Proposals that score below 36 points will not be considered in the financial evaluation nor for the award of the contract.

2.5.3 The Financial offer will use the following percentage distribution: 40% from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g., $[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component}$. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company and can also be sent to the street address of UNHCR offices or via Email at the addresses mentioned below:

Bids must be submitted in the Following manner:

By e-mail:

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: SUDKHTO@unhcr.org

The Financial offer should be sent by E-mail ONLY to: SUDKHFO@unhcr.org

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [Number]

Name of your firm with the title of the attachment

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: RFP/2022/004 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS: REQUEST OF PROPOSAL NO: RFP/HCR/ROK/2022/004 FOR THE PROVISION OF REMUNERATION SALARY SCALE SURVEY FOR UNHCR PARTNERS' NATIONAL PERSONNEL ENGAGED UNDER UNHCR-FUNDED PARTNERSHIP AGREEMENTS

UNHCR REPRESENTATION OFFICE, KHARTOUM-SUDAN, ALONG AHMED KHEIR STREET, KHARTOUM

IMPORTANT TO NOTE: The submission of based on two envelop system separating the technical and financial offer; The outer envelope should be containing two inner envelopes as described below: Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: **NOT TO BE OPENED BY REGISTRY.**

Deadline: 03 April 2022 23:59 HRS SUDAN LOCAL TIME

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.7 BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.



UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for the service.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of service and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)

Please note that the UNHCR General Conditions of Contracts for Civil works (October 2000) (**Annex F**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

Ibrahima Drame

06/03/2022

Supply Officer
UNHCR Representation Office in Sudan



Annex A - Terms of Reference

Survey to conduct and recommend UNHCR a scale of contribution for partner personnel costs (non-expatriate) in Sudan.

Background

UNHCR currently have 33 Partners including Government entities and NGOs – both national and international. Under the Project Partnership Agreements, UNHCR's Government and NGO Partners are expected to deploy competent personnel and put in place policies as well as take reasonable measures to ensure that their respective organizations and personnel carry out their duties and functions in accordance with the highest ethical and professional standards.

Partners are the sole responsible entity for the recruitment, employment, establishment of contracts, management, and dismissal of their Personnel and for payment of salaries and other entitlements including insurance, social security, termination benefits, end-of-service entitlements, and other forms of employment compensation applicable under national labour laws.

In the spirit of the partnership, Partners may request a contribution from UNHCR to cover the Partner Personnel Costs. UNHCR office(s), based on UNHCR's ability to contribute, will contribute towards such costs. The remuneration systems and salary scales are distinctly different among Partners and diverse in areas where they operate, in providing the basis for determining the level of the UNHCR contribution to Partner National Personnel costs engaged under UNHCR-funded projects. UNHCR can use either local rates for the UNHCR contribution towards National Personnel costs established through UN Country Teams (not the UN staff salary scale) or, alternatively, a survey commissioned by the UNHCR Country Office in consultation with Partners.

Since there are no local rates established through the UN Country Team for partners and UNHCR has been funding partners (both national and INGOs') salary contributions that are not unified, UNHCR Sudan will conduct a remuneration survey through comprehensive local labor market research, involving various comparators that will be identified from the international and national humanitarian non-governmental and not-for-profit organizations as well as other UN agencies funded project positions. The remuneration scales should be established based on the local labor market and be consistent with the prevailing levels of pay for similar services, contract conditions and comparable work in the local labor market.

Furthermore, the need for a harmonized structure has been necessitated by the inflation of the Sudanese currency which has led to increased cost of commodities hence reduced purchasing power since there has been no concrete steps taken to review salaries with a view of cushioning the impact of the inflation.

A standard categorization of the Partner National Personnel functions (whether employed by International or National Partners) in line with the UNHCR Sudan functional classification is introduced below for consistency amongst various types of Partners and Personnel. The categorization should guide the survey to arrive at a harmonized salary scales both at Gross and Net pay.

National Personnel Category	Positions
A	Support (Guards, Helper, Driver, casual labour etc.)
B	Junior Assistants (Clerks, Data Entry, Secretaries, etc.)
C	Senior Assistants (Senior Finance Assistants, Programme Officers, Nurse, Social Workers, etc.)
D	Senior Officer (Senior Programme Officers, Doctors, Engineers, etc.)
E	Managers (Team Leaders, Senior Managers, Deputy Directors, Directors, Presidents, etc.)

Objectives:

- In accordance with the established UNHCR policies and Guidance Note 07/FP/S2-3 on Partner Personnel (Annex A) and based on the current level of the UNHCR contribution towards Partner National Personnel costs within UNHCR Sudan, the selected contractor/firm will conduct an independent survey for the purpose of recommending a new remuneration scale for UNHCR Partner National Personnel engaged under UNHCR-funded Partnership Agreements (in line with the established standard categorization) and corresponding to prevailing local market rates for similar work of comparable quality, complexity and difficulty.
- To define benchmarks for UNHCR's Representation in Sudan to set the right and consistent level of contribution towards partners' project personnel costs in a systematic approach, taking into consideration the national law on labor, income tax and national social security and other staff benefits including hardship and risk allowances.

Scope of Works:

- UNHCR shall provide to the contractor a list of its current funded Partners as well as Partner position Lists.
- The selected contractor/firm shall review UNHCR Sudan's existing contributions for Partner National Personnel costs, existing job categories and salary structure of partner organisations for the national staffs.
- The contractor/firm shall suggest to UNHCR a list of organizations and positions/jobs which may be considered as Comparators, for the purpose of establishing Partner National Personnel remuneration.
- The selected contractor/firm shall collect and analyze the following information from each of the agreed Comparators as suggested above:
 1. Job descriptions of the positions like those identified in the standard categorization for the purpose of job matching on the nature, complexities, and responsibilities of each position in the existing Partner Personnel categorization.
 2. The salary structures and associated benefits (including typical allowances and benefits package both monetary and non-monetary) of the selected Comparator organizations for existing Job Descriptions.
 3. Information on the Comparator employer (size, number of employees, length of time present in the location, etc.).
 4. Before the results of the survey and remuneration scale will be concluded, the contractor/firm shall present a draft analysis report to UNHCR and partners for discussion and feedback.
 5. The contractor/firm shall make final recommendations on the proposed remuneration scale and shall prepare a Final Report, incorporating comments from UNHCR and NGOs, containing all the items listed in Section (expected outcome).
 6. The contractor/firm shall maintain complete confidentiality of all data and documents provided by selected Comparator employers and by UNHCR. Data from Comparator employers will be shared with UNHCR only.
- Target identified international NGOs, local NGOs and other civil society organizations in Sudan taking into consideration the size and scale of operations of the NGOs (based on the organizations' operating costs, number of staff, number of field offices, etc.), the different sectors, regions, and locations that they are operating in.
- Include market information on the base of the salary scale, fixed/regular allowances, incentives, and benefits in compliance with the standards defined by the Sudanese labor law (such additional compensation may include transportation, annual holidays, end of service indemnity, retirement, health insurance life insurance programs, family plans, and leave policies).

Expected Output:

Based on the established UNHCR policies and within the time frame specified, the contractor is expected to submit a report which includes, but not limited to, the following outputs:

- Details and summary of data collected from the Comparators showing TOR matches and the evaluation of their remuneration packages.
- The minimum and maximum remuneration values of all job match obtained from the Comparators.
- A report on final survey findings with comparison and analysis of the survey results,
- A concise report on relevant local labour conditions and laws.
- A summary table of Comparator practices on remunerations compared to UNHCR Country Office contributions towards Partner National Personnel Costs.
- A proposal in both Sudanese pounds and USD with options for a revised remunerations scale for Partner National Personnel which takes in to account the hardship conditions and cost of living in different duty stations in Sudan.
- All completed questionnaires together with relevant remuneration scales and all relevant documentations and correspondence received from the respective comparators; and
- As and when required by UNHCR, the contractor/firm shall conduct a presentation of the process and the results to any relevant audience that UNHCR may organize.
- The selected firm will be expected to conduct an entry and exit meeting with UNHCR and with its partners separately. The details of these meetings/ sessions will be agreed prior to having them.
- Additionally, the report should suggest a practical approach/methodology for updating the UNHCR contribution levels for the next three (3) years taking in to account the cost-of-living index.

Institutional Arrangements

The contractor/firm engaged shall work closely with the Assistant Representative (Programme), Senior Project Control Officer and Snr Programme Officer. As such, submission of the above- mentioned reports shall be made through the designated officials. The confirmation of acceptability of report contents, the authorization of disbursement of payments, and evaluation of performance shall all be undertaken by these UNHCR personnel.

Expected duration of Assignment

The task is expected to be completed within three months from the date of signing of the contract. The contractor/firm is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables within three months period.

Duty Station

The selected contractor/firm shall not be required to be present at the UNHCR Country Office and may work independently with coordinated contacts and visits to UNHCR and the Partners.

Qualification/Experience

The successful contractor/firm shall meet the following minimum criteria:

- Experience in the field of human resource management.
- Experience in undertaking salary surveys for non-profit organizations will be an asset.
- Familiarity with local labour law and market issues.
- Ability to render consulting services in the most professional, effective, and efficient manner.
- Fluency in English and Arabic language.
- Excellent writing and presentation skills (all required reports shall be written in English).
- Familiarity with the UNHCR rules and regulations and experience within the UN system would be an advantage.

Recommended Presentation of Proposals

The Proposal shall be presented in the following manner:

1. Company profile including registration and tax clearance certificate highlighting the qualifications that meet the minimum criteria stated above, Curriculum Vitae of proposed personnel to undertake the assignment and at least three (3) references from past Organizations.
2. Statement on why the company is the most suitable contractor for the work, a brief methodology on how the company will approach and conduct the work (with the methodology clearly explained), and a detailed work plan; and



3. The Financial Proposal containing the final and all-inclusive total price offer (professional fees, all envisaged travel costs, living allowances, insurance, etc.) for the full range of services required, broken down into all major cost components associated with the services. The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

Payment terms

Payment under the contract will be output based and shall be made upon the satisfactory completion of the assignment following confirmation by the UNHCR focal staff responsible for the project.

Confidentiality

It is expected from the selected contractor/firm to maintain the highest level of confidentiality on the information provided before, during and after the completion of the assignment. The company shall practice the highest standard of professional and ethical values and norms in providing this consultancy service.

Basis of Contract Award

The contender meeting the technical requirements, as determined by the technical evaluation committee, and having the lowest cost, will be awarded the contract.

ANNEX B – FINANCIAL OFFER FORM FOR THE PROVISION OF REMUNERATION SALARY SCALE SURVEY FOR UNHCR PARTNERS' NATIONAL PERSONNEL ENGAGED UNDER UNHCR-FUNDED PARTNERSHIP AGREEMENTS RFP NO: RFQ/HCR/ROK/2022/04.

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS).

YES

☐

NO

☐

BIDDERS' NAME:

S/N	Service Description	Price /Survey (USD)
1	Provision of remuneration salary scale Survey for UNHCR partners' national personnel engaged under UNHCR-funded partnership agreements. (Package) -	

NOTE:

1. Survey to be for 10% of comparators which should include INGOs, NNGOs and other UN agency contributions
2. The Financial Proposal containing the final and all-inclusive total price offer (professional fees, all envisaged travel costs, living allowances, insurance, etc.) for the full range of services required, broken down into all major cost components associated with the services. The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

Delivery Date required by UNHCR: Three Months upon contract signature

Proposed Delivery period upon UNHCR request

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE:

NAME:

SIGNATURE:

IN THE CAPACITY OF:

DULY AUTHORIZED TO

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP:

ANNEX C- Technical Evaluation Criteria

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
Mandatory	
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.	PASS/FAIL
Company Age Not less than 3 years from the date of registration / incorporation	<i>(failing to meet a single mandatory criterion will result in disqualification of the contractor from further technical evaluation)</i>
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract.	
UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F)	
Evaluation Factors	Max Scores Allocated
Company's capacity to deliver in the proposed timeframe (0 - 10) marks	Mobilization time 10 marks
Technical methodology (0-30) marks	Research concept includes:
	- Survey design 5 Marks
	- Sampling methodology 5 Marks
	- Data collection methodology 5 Marks
	- secondary data review concept 5 Marks
	Total= 30 Marks
Workplan (0-20) marks	Good detail work plan, realistic, efficient addressing TOR needs 10/10 Pts
	Satisfactory work plan provided 8/10 Pts
	Unsatisfactory work plan provided 5/10 Pts
	Information not provided 0/15 Pts
	Total= 10 Marks
General Experience of Firm (0-10) marks	In humanitarian or development research for up to 5 years= 5 marks
	In humanitarian or development research for over 5 years= 1 mark for each year up to maximum of 10 marks
	Total= 10 Marks
Relevant Experience of Firm (0-10) marks	Total past assessments undertaken
	(Two mark for each project up to maximum 10 marks)
	Total= 10 Marks.
Staff capacities	
Team Leader (0 - 15) marks	MSc Social Science + 3 years=8Marks
	Additional years of experience = 10 Marks
	Total=10 Marks
Researcher (social science) (0-10) marks	BSc Social Science +3 years= 8 Marks
	MSc Social Science + 1 years=8 Marks
	Additional years of experience = 10 Marks
	Total=10 Marks
Data Manager- (0-10) marks	BSc Data management + 3 years 8 Marks
	MSc Data management + 3 years 8 Marks
	Additional years of experience = 10 Marks
	Total=10 Marks
Field Team Leader - (0-10)	BSc Data management + 3 years 8 Marks
	Additional years of experience = 10 Marks
	Total=10 Marks
Total Marks (100)	

ANNEX D: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE SERVICES TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	03 April 2022 at 23:59 HRS Sudan Local Time.	
	BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM FOR THE PROVISION OF REMUNERATION SALARY SCALE SURVEY FOR UNHCR PARTNERS' NATIONAL PERSONNEL ENGAGED UNDER UNHCR-FUNDED PARTNERSHIP AGREEMENTS <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	90 DAYS	
PRICE VALIDITY PERIOD:	90 DAYS	
DEFECT LIABILITY:	A MINIMUM OF 6 MONTH DEFECT LIABILITY APPLY	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
RETENTION MONEY:	Please note that a 5% of the total contract value will be kept as retention money for period of six months from the completion and handover of the site against defects and liabilities.	
RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of subsequent Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer.	
LIQUIDATED DAMAGES	The resulting contract from this tendering exercise <u>MAY BE</u> subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary.	
SUBCONTRACTING	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 23:59 HRS Sudan Local Time on 17 March 2022. (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article <u>"2.6.2 Technical and Financial evaluation"</u>	

Annex H: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	07-March-2022	02-April-2022
2	Closing date for Queries	17-Mar-22	
3	Closing date for Submission		22-Mar-22
4	Bid opening Date	04-April-2022	
5	Technical and Financial Evaluation	04-April-2022	07-April-2022
6	Approval of Contract	6-Apr-22	10-Apr-22
7	Issuance of Purchase order		13-Apr-22

Note :

The above dates are tentative and may vary from actual dates.