REQUEST FOR PROPOSAL

RFP N° 2023-24

Facilitation Services

Responses to be received by **10 May 2023 (23:59 Geneva time)**

Name of individual/firm submitting the bid

**Financial proposal form**

Bidders must send their TECHNICAL and **FINANCIAL** components of their proposals in two separate, independent and clearly marked files. Bidders must ensure that no financial document is uploaded in the technical component of their offers as this may result in their disqualification from the tender process.

Bidders are required to fill this **FINANCIAL** proposal form.

The Proposal and all correspondence and documents related to the Proposal shall be written in English.

**Examination of Proposals**

UNAIDS will examine the proposals to determine whether: (i) they are complete, (ii) any computational errors have been made, (iii) the documents have been properly signed, and (iv) the proposals are generally in order.

Please note that UNAIDS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNAIDS’ general principles, including economy and efficiency, UNAIDS does not bind itself in any way to select the firm/institution offering the lowest price.

The technical evaluation of proposals will be carried out by a selection panel. The selection panel will evaluate all proposals which have passed the preliminary examination of proposals according to:

* the quality of the overall proposal (**10** Points);
* the quality and relevance to UNAIDS’ needs of methods, theories and practices that guide the service provider’s overall facilitation approach (Question 5 of the Technical Proposal Form; **10** Points);
* the experience of the individual or firm in carrying out related facilitation services in international organizations, including in international NGOs, national public sector or the UN system (Question 7.3 of the Technical Proposal Form; **10** Points);
* the quality and relevance to UNAIDS’ needs of at least 1 specific example of an activity that the service provider has facilitated in the past two years (including an example of a learning support tool) provided (Question 6 of the Technical Proposal Form; **20** Points);
* the qualifications and competence of the personnel proposed for the assignment (Question 7.1 of the Technical Proposal Form; **20** Points);
* the experience of the service provider with working in different countries with a diverse range of cultures on complex organizational initiatives/activities having high visibility and impact is an advantage (Question 7.2 of the Technical Proposal Form; **10** Points).

|  |  |
| --- | --- |
|  | Percentage |
| **Technical Proposal** | 70**%** |
| **Financial Offer** | 30**%** |
| Total | 100% |

1. **Facilitation service(s)**

Identify the facilitation service(s) you are bidding for. Bidders are invited to bid for any or all of the different facilitation services.

|  |  |
| --- | --- |
| **Facilitation service(s)** | **Are you bidding for this? (Y/N)** |
| Meetings |  |
| Events |  |
| Trainings |  |
| Training of trainers |  |
| Processes |  |

Facilitation services might be requested in-person, virtual or hybrid. Given the range of meetings, events, trainings and/or processes envisioned, UNAIDS will utilize service providers according to their areas of strength. Each service provider within the pool must be willing to work in collaboration with another provider should the need arise.

1. **Standard fee breakdown**
   1. Provide a breakdown (as applicable) of daily rates in the table below. If your project team includes several members, please provide daily rates for junior facilitator(s) and senior facilitator(s) (as applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Daily rate (full day) – Amount in United States Dollars (USD)** | | |
| If several facilitators | | If single facilitator |
| Junior facilitator | Senior facilitator |
| Design |  |  |  |
| Preparation |  |  |  |
| Facilitation (live interaction with clients) |  |  |  |
| Follow-up |  |  |  |
| Other service-related fees (please specify) |  |  |  |

1. **Fee for facilitation scenarios**
   1. If you have selected Meetings, Events, Trainings and/or Training of trainers under point 1, please provide a cost breakdown for the following scenario:

One senior facilitator for the facilitation of a 3-day in-person training attended by 15 director-level staff on inclusive leadership behaviours.

You must include a breakdown of costs for design, preparation, delivery and follow-up (evaluation and production of a final report), and any other service-related costs (as applicable). Please do not include travel nor daily subsistence allowances.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Days** | **Daily rate in USD** | **Sum (days \* daily rate) in USD** |
| Design |  |  |  |
| Preparation |  |  |  |
| Facilitation (live interaction with clients) | 3 |  |  |
| Follow-up |  |  |  |
| Other service-related fees (please specify) |  |  |  |
| **Total – Amount in USD** | | |  |

* 1. If you have selected processes under point 1, please provide a cost breakdown for the following scenario:

One senior facilitator for the facilitation of a 3-month change journey in a team towards adopting inclusive practices using practical, real-life exercises, and participatory and co-creation techniques.

You must include a breakdown of costs for design, preparation, delivery and follow-up (evaluation and production of a final report), and any other service-related costs (as applicable). Please do not include travel nor daily subsistence allowances.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Days** | **Daily rate in USD** | **Sum (days \* daily rate) in USD** |
| Design |  |  |  |
| Preparation |  |  |  |
| Facilitation (live interactions with clients) |  |  |  |
| Follow-up |  |  |  |
| Other service-related fees (please specify) |  |  |  |
| **Total – Amount in USD** | | |  |