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

**Technical 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 **TECHNICAL** 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).

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| --- | --- |
|  | 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. **Areas of expertise**

Select at least one of the following areas in which you have proven facilitation expertise.

|  |  |
| --- | --- |
| **Facilitation areas** | **Do you have proven facilitation expertise in this area? (Y/N)** |
| Leadership, Organizational and/or Team development |  |
| Training on UNAIDS organizational priorities and new ways of working |  |
| Capacity building through training of trainers and/or facilitation skills training |  |
| Implementing change management approaches and processes |  |

1. **Languages**

The bidder must have a working level knowledge of English and be able to facilitate meetings, events, trainings and/or processes in at least one of the following languages: English, French and Spanish. Multi-linguistic capabilities would be an asset.

|  |  |
| --- | --- |
| **Language** | **Are you able to facilitate meetings, events, trainings and/or processes in this language? (Y/N)** |
| English |  |
| French |  |
| Spanish |  |
| [Add other language] |  |
| [Add other language] |  |
| [Add other language] |  |

1. **Information of individual or firm submitting Proposal** 
   1. **Corporate Information**
      1. Company **mission statement (if applicable)**
      2. **Quality Assurance / Quality Control mechanisms in place at the company**
      3. **Organization** structure
      4. **Geographical** presence
   2. Audited **financial statements** for the past three (3) years (Please attach)
   3. **Legal information**
      1. History of **Bankruptcy (if applicable)**
      2. Pending major **lawsuits** and **litigations** in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement) (if applicable)
      3. Pending **Criminal/Civil** **lawsuits (if applicable)**
   4. **Contractual** **relationships**
      1. **Contractual** **programmes** (with other UN agencies or International Organizations) (if applicable)
      2. **Company Certifications** and certification status (if applicable)
   5. Proposed **sub-contractor** arrangements including **company information (**as abovefor each sub-contractor) (if applicable)
2. **Presentation of the bidder’s understanding of UNAIDS’ requirements** 
   1. Please present your understanding of UNAIDS’ requirements for the facilitation service(s) you are bidding for. (maximum 400 words)
   2. Describe in a concise manner the methods, theories and practices that guide your overall facilitation approach. (maximum 400 words)
   3. What values and goals are emphasized in its practice and how does this influence your facilitation? (maximum 400 words)
3. **Proposed Approach, Methodology, Timing and Outputs**

Choose one of the facilitation areas[[1]](#footnote-2) you indicated having proven facilitation expertise in, provide one specific example of an activity or process that you have facilitated in the past two years and describe the following: (maximum 800 words)

* 1. Overview of the activity or process
  2. The bidder’s role and specific contributions.
  3. How the bidder tailored their services to the required needs.
  4. How the bidder defined and measured success.
  5. The facilitation and evaluation methodologies/tools applied.
  6. Scope of impact: individual, team, organization.
  7. How the bidder ensured the continuity of learning beyond the activity or sustainability of the process.
  8. Integration of gender equality, diversity, equity and inclusion issues.

1. **Proposed facilitator(s) (Project Team Member(s))**
   1. Provide detailed CVs of each facilitator including the functional and linguistic capacities as outlined in the RfP including degrees and facilitation assignments and at what level of seniority services were provided.
   2. List experience with working in different countries/settings with a diverse range of cultures.
   3. List all UN and/or public sector clients with whom the bidder has worked during the last 3 years and the topics of assignments.
   4. Provide three (3) written references from clients we may contact, who received the service provider’s facilitation services in the past two (2) years. These statements should describe the nature of the services and how the service provider helped them accomplish their goals and improve performance.

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| --- | --- | --- | --- | --- |
|  | **Client Name, Location, and Date of Execution** | **Description of the Project and the Work performed** | **Contract Value (USD)** | **Contact Details for Reference Check** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

1. These are:

   Leadership, Organizational and/or Team development

   Training on UNAIDS organizational priorities and new ways of working

   Capacity building through training of trainers and/or facilitation skills training

   Implementing change management approaches and processes [↑](#footnote-ref-2)