

REQUEST FOR PROPOSAL

LRFP-2015-9121269

22 September 2015

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

Training of senior pediatricians in Inpatient management of severe acute malnutrition with medical complications

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to Procure Services for providing Training of senior pediatricians in Inpatient management of severe acute malnutrition with medical complications

SEALED proposals should be sent to:

UNICEF Lebanon
Attention: Supply Section
Clemenceau, Gefinor Center, Block D 4th floor
Beirut Lebanon

IMPORTANT - ESSENTIAL INFORMATION

The reference LBN/RFP/2015/9121269 must be shown on the envelope containing the proposal. Proposals must be sent separately and must not be included in packages containing samples.

The Request for Proposal for Services form must be used when replying to this invitation.

Proposals must be received at the above address not later than 14:00 (Lebanon time) on 07 October 2015 and will be opened at 15:00 hours on 07 October 2015. Request for Proposal for Services received after the stipulated date and time will be invalidated.

It is important that you read all the provisions of the Request for Proposal for Services to ensure that you understand and comply with the UNICEF's requirements. Note that failure to submit compliant proposals may result in invalidation of your proposal. Please quote your price in USD \$.

THIS REQUEST FOR PROPOSAL HAS BEEN:


Prepared By:

Tarek Zeidani

(To be contacted for additional information, NOT FOR SENDING OFFERS)

Email : tzeidani@unicef.org

Verified By:


22/9/15

Nuhoddin Maarij

BID FORM

BID FORM must be completed, signed and returned to UNICEF.
 Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

Any request for information regarding this INVITATION must be forwarded by fax to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. **LRFP-2015-9121269** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Validity of Offer: _____

Currency of Offer: _____

Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____

Other Trade Discounts _____

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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SCHEDULE NO: 1 TRAINING

00010		1 Perf. unit		
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PROJECT/ASSIGNMENT TITLE:

Training of senior pediatricians in Inpatient management of severe acute malnutrition with medical complications.

Objective:

Improve the technical knowledge of pediatricians in the management of severe acute malnutrition (SAM) with medical complications in order to reduce mortality among children under five but also strengthen MoPH emergency nutrition preparedness and response capacity in Lebanon.

Background:

Lebanon is currently hosting 1,172,753

<http://data.unhcr.org/syrianrefugees/country.php?id=122> individuals that have been displaced as a result of the Syrian conflict that has been going on for 4 years and UNICEF in collaboration with local and international counterparts including the MoPH and the ministry of social welfare(MOSA) are currently working with various local and international partners to mitigate the effect of this prolonged conflict on the health and nutrition wellbeing of children under-fives as well as other vulnerable groups in Lebanon.

Some of the programs supported by UNICEF include those aimed at strengthening the MoPH nutrition emergency preparedness and response capacity as well as those promoting improved access and coverage to quality primary health care services.

The planned training on inpatient management of severe acute malnutrition with medical complications is aligned to UNICEF objective of creating an enabling environment that will translate into a sustainable and government led health and nutrition response within Lebanon.

t#s within this context that UNICEF is organizing this training for MOPH and other nutrition partners as part of the Lebanon country office initiative to increase local capacity in inpatient management of SAM with medical complications, a unique opportunity that will strengthen in country capacity to respond effectively to nutrition emergencies and prevent mortality related to malnutrition in children under five.

Purpose of Assignment and Scope of work:

The training to be conducted by a senior consultant with support of a co facilitator experienced in conducting high level master trainings at national and international level.

- Orient participants on Type 1 and Type 2 nutrients and the development of acute and chronic malnutrition.
- Provide a brief background training on the management of acute malnutrition through the outpatient therapeutic care program based on the Harmonized Training Package (HTP) version 2.

Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<ul style="list-style-type: none"> Enhance the capacity of course participants on the Pathophysiology of marasmus and kwashiorkor including the effects on immune function, renal function, heart, digestive system, liver, pancreas, skin etc#.Including presentation on dietary rehabilitation of children with SAM and medical complications during the initial stabilization and rehabilitation phases and the use of WHO recommended formula diets F-75 and F-100. Train participants on the recommended clinical management procedures of severe dehydration in children with SAM with medical complications based on the WHO guidelines for inpatient treatment of severely malnourished children. Demonstrating to participants how nutrition status can be accurately assessed in severe dehydration, including when Resomal and other IV fluids are required and how participants can clearly distinguish the presence of dehydration from septic shock. Train participants on the WHO recommended medical treatment protocols for SAM with medical complications and rational for administering broad spectrum antibiotics at presentation even in the absence of clinical overt infections. Train participants on the management of acute malnutrition in Infants 0-6 months based on WHO guidelines on the management of severe acute malnutrition in infants and children plus strategies to support re-lactation and milk flow. Review the international references mentioned above and develop training materials customized to the Lebanese context. 			

Deliverables:

- Training materials prepared and aligned to the Lebanese context
- At least 25 training sessions held including practical sessions in a hospital are conducted
- A training report submitted upon completion of the training.

Timing/Duration of Contract:

4 weeks that include time for facilitators to prepare the training materials and customize them to the training in Lebanon

Duty Station: Beirut

**Incoterms & Delivery Requested
Packing**

Lead Time & Related Charges

Unit : Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm
Total: Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm

SPECIFIC TERMS AND CONDITIONS

A. UNICEF SPECIAL TERMS AND CONDITIONS

1.0 PROCEDURES AND RULES

1.1 Organizational Background

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children's rights as international standards of behaviour towards children. UNICEF's role is to mobilise political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

1.1.1 UNICEF carries out its work through its headquarters in New York, 8 regional offices and 125 country offices world-wide. UNICEF also has a research Centre in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. UNICEF's 37 committees raise funds and spread awareness about the organisations mission and work.

1.2 Purpose of the Request For Proposal for Services

The purpose of this RFPS is to invite proposals for Providing Training of senior pediatricians in Inpatient management of severe acute malnutrition with medical complications

1.3 Forecast Schedule

The schedule of the contractual process is as follows:

- a) Closing date and time for submission of full proposal: 02:00, 07 October, 2015
- b) Questions to be received by: 05 October, 2015
- c) Estimated date of Signature of contract: 15 October, 2015

1.4 RFPS Change Policy

All requests for formal clarification or queries on this RFPS must be submitted in writing to the following e-mails: jgrimm@unicef.org, nmaarij@unicef.org & tzeidani@unicef.org. Please make sure that the e-mail mentions the RFPS reference number.

Only written inquiries will be entertained. Written response (including an explanation of the queries without identifying the sources) will be sent to all the bidders that have received the solicitation document.

Proposers are expected to examine all instructions pertaining to the work. Failure to do so will be at Proposer's own risk and disadvantage.

1.5 RFPS Response Format

Full proposals should be submitted in ENGLISH and must be received no later than 02:00 PM, 07 October, 2015 in a sealed envelope.

N.B. The Proposal must be sent for the attention of the Supply Section, UNICEF Lebanon. Clemenceau, Gefinor Center, Block D, 4th Floor

They must be clearly marked as follows:

- * Outer envelope:
Name of company

RFPS- 9121269
UNICEF Lebanon
For the attention of the Supply Section
Clemenceau, Gefinor Center, Block D, 4th Floor

- * Inner envelope - Technical Proposal: Name of company, RFPS number - technical proposal
- * Inner envelope - Price Proposal: Name of company, RFPS number - price proposal

Proposals received in any other manner will be invalidated.

Offers delivered at a different address or in a different form than prescribed in this RFPS, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected. Any delays encountered in the mail delivery will be at the risk of the Proposer.

All references to descriptive materials should be included in the appropriate response paragraph, though the material/documents themselves may be provided as annexes to the proposal/response.

The Proposer must also provide sufficient information in the proposal to address each area of the Proposal Evaluation Criteria as presented in this document to allow the evaluation team to make a fair assessment of the candidates and their proposal.

1.6 Proposer's Response

1.6.1 Formal submission requirements

The formal submission requirements as outlined in this Request for Proposal for Services must be followed, e.g. regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

1.6.2 Bid Form

The completed and signed Bid form must be submitted together with the proposal.

1.6.3 Mandatory criteria

All mandatory (i.e. must/have to/shall/will) criteria mentioned throughout this Request for Proposal for Services have to be addressed and met in your proposal.

1.6.4 Technical Proposal

The technical proposal should address all aspects and criteria outlined in this Request for Proposal for Services, especially in its statement of work, terms of reference and evaluation criteria of this Request for Proposal for Services. However, all these requirements represent a wish list from UNICEF. The Proposers are free to suggest/ propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

1.6.5 Price Proposal

The price proposal should be as per but not limited to the requirements contained in the statement of work and terms of reference of this Request for Proposal for Services.

1.7 Confidential Information

Information, which the Proposer considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

1.8 Rights of UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Proposer who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Proposer who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Proposer in preparing the response to this Request for Proposal. The Proposer agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

- contact any or all references supplied by the Proposer(s);
- request additional supporting or supplementary data (from the Proposer(s));
- arrange interviews with the Proposer(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives.

1.9 Proposal Opening : All bidders are invited for a public opening proposals on 14:00 hour, 04 August, 2015

1.10 Proposal Evaluation

After the opening of proposals, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the Contracting Centre where the commercial evaluation will be done of proposals that have reached the minimum technical score required.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFPS. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFPS, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The responses to the RFPS should include and will be evaluated against the technical evaluation criteria.

- Advanced university degree preferably a post-graduation in clinical science or PHD in nutrition public/community health (5 points)

- Minimum 10 years of postgraduate professional experience in nutrition, ideally in emergency settings, academia, health policy development, project planning and management. (10 points) 1 points per year

- Minimum 5 years pediatrics research experience and publication in

internationally recognized journals. (15 points), 3 points per year

- International experience in conducting master trainings specifically on patient management of acute malnutrition in middle income countries. (20 points), 5/training
- General knowledge of UN system policies, rules, regulations and procedures governing administration. (10 points), evidence required
- Experience working in or with government structures especially the ministry of health departments (5 points), evidence required
- Computer skills including word processing, spread sheet and other standard software packages and systems. (5 points) evidence required

Total Maximum for technical proposal is 70 Points.

Only proposals which receive a minimum of 49 points will be considered further.

The evaluation criteria will be a split between technical and commercial scores (70/30).

Technical scores to be given based on the above mentioned desired deliverables, whereas commercial scores will relate to price.

b) Price Proposal

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X = [Max. score for price proposal (30 Points) * Price of lowest priced proposal] / Price of proposal X

Total obtainable Technical and Price points: 100

UNICEF will award the contract to the vendor whose response is of high quality, clear and meets the projects goals, including:

The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

The Proposers should ensure that all pricing information is provided in accordance with the following:

The currency of the proposal shall be in **USD**, Invoicing will be in the currency of the proposal. The Proposer will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

1.11 Property of UNICEF

This RFPS, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators. In submitting this proposal the Proposer will accept the decision of UNICEF as to whether the proposal meets the

requirements stated in this RFPS.

1.12 Validity

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFPS and must be signed by an authorised representative of the legal entity submitting the proposal. Proposers are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

1.13 Full right to use and sell

The Proposer warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF rights to use, sell, dispose of or, otherwise, deal with any service or outcome that may be acquired under any resulting Contract.

1.14 Payment Terms

Payment will be made only upon UNICEF's acceptance of the work performed. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include any offered discounts based on earlier payment, if available. The proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

1.15 Contractual Terms and Conditions

The UNICEF General Terms and Conditions for Services are attached and will form part of any contract resulting from this RFPS.

GENERAL TERMS AND CONDITIONS

A. ACCEPTANCE OF PURCHASE ORDER

The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of the Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNICEF unless agreed to in writing by a duly authorized official of UNICEF.

B. PAYMENT

1. UNICEF shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
3. Unless authorized by UNICEF, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number. The prices shown in this Purchase Order may not be increased except by express written, agreement of UNICEF.

C. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides, inter-alia, that the UN, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.
2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

D. EXPORT LICENCES

Notwithstanding any INCOTERM used in the Purchase Order, the Supplier shall obtain any export licences required for the goods.

E. RISK OF LOSS Notwithstanding any INCOTERM used in this Purchase Order, risk of loss, damage to or destruction of the goods shall be borne by the Supplier until physical delivery of the goods to the consignee has been completed in accordance with the terms of this Purchase Order.

F. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under the Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

G. INSPECTION

1. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance not conforming to the Purchase Order; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.
2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

H. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNICEF of the goods sold under the Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNICEF and the United Nations harmless from any actions or claims brought against UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

I. RIGHTS OF UNICEF

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of the Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.
2. Refuse to accept delivery of all or part of the goods.
3. Terminate this Purchase Order without any liability for termination charges or any other liability of any kind of UNICEF.

J. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNICEF to determine the most expeditious means for delivering the goods and (ii) use and expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNICEF.

K. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

L. USE OF UNICEF OR UN NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF or the United Nations for any purpose.

M. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNICEF without specific permission of UNICEF in each instance.

N. SETTLEMENT OF DISPUTES

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

O. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

P. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNICEF to terminate the Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNICEF.

Q. MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by its company, is engaged in the sale or manufacture of antipersonnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its supply contract with the Supplier.

Rev.1 - 1 February 1997