

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2016-9126831

01 September 2016

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Evaluation of the Winter Cash Transfer Program for Lebanese Poor Children and their Families

Proposals should be sent to:

UNICEF Lebanon
Attention: Supply Section
Clemenceau, Gefinor Center, Block D, 4th Floor
Hamra, Lebanon or by email to (lebtender@unicef.org)

IMPORTANT - ESSENTIAL INFORMATION

The reference LRPS-2016-9126831 must be shown on the envelope.

The Request for Proposal for Services form must be used when replying to this invitation. You are welcome to enclose your own specifications, if necessary.

Proposals must be received by latest 14:00 hours (Beirut time) on 22.09.2016 and will be opened at 15:00 hours (Beirut time) on 22.09.2016. Request for Proposal for Services received after the stipulated date and time will be invalidated.

Proposals provided in hard-copy must be provided in sealed envelopes (one sealed envelope for the technical proposal and one sealed envelope for the financial envelope # both clearly marked - to be included in one sealed outer envelope) at the address stipulated in the RFPS. Proposals provided electronically must be sent to lebtender@unicef.org.

Proposals sent by email to lebtender@unicef.org must be sent in two separate emails: one email for the technical proposal and one email for the financial proposal.

- Email for technical proposal:

Subject line of the email must indicate: RFPS number- name of your company- technical proposal.

The email must include: The technical proposal. The technical proposal does not contain prices.

-Email for price proposal:

Subject line of the email must indicate: RFPS number- name of your company- price proposal.


The email must include: The price proposal.

Proposals sent in another manner will be invalid.

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.

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:



Date: 01/09/16

Tarek Zeidani

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

Email : tzeidani@unicef.org

Approved By:



Date: 01/09/2016

Nuhoddin Maarij

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

INFORMATION

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2016-9126831** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate 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 _____

Item	Service Description	Quantity	Unit	Unit Price	Price
------	---------------------	----------	------	------------	-------

10 Evaluation of the Winter Cash Transfer

Background:

After five years of generously hosting families displaced by the Syrian crisis, Lebanon's government and communities continue to face critical tests of stability. Syrian refugees and vulnerable Lebanese face considerable hardship, with fewer resources available and an increased reliance on humanitarian assistance. Rising unemployment and declining income are increasingly reported, in a context where displaced persons from Syria live side-by-side with the most vulnerable Lebanese. With one of the highest per capita ratios in the world of persons registered as refugees, Lebanese public institutions and infrastructure are exceptionally overstressed, severely impacting access to and quality of basic services.

Over the course of the Syrian crisis, the population affected in Lebanon (host and displaced communities alike) has experienced a gradual shrinking of spaces for livelihoods and income-generation, translating into the inability of vulnerable families to secure basic needs. Extremely poor Lebanese households living under the lowest poverty line of \$ 2.4 per day constitute an estimated 10 percent of the country's population representing approximately 404,000 person. Data as of November 2015 suggests a total of 1,500,000 Lebanese living under updated extreme poverty line (US\$3.84/day). The number of vulnerable Lebanese families is increasing exponentially as the overall vulnerability of the country follows this upward trend. Extremely poor Lebanese households are found mainly in the North (43 percent) and Bekaa (21 percent). The unemployment rate among the heads of vulnerable Lebanese households has reached 51 percent.

Nearly half of those affected by the crisis are children and adolescents; at least 1.4 million children (age 0 to 17 years) # both vulnerable Lebanese, persons displaced from Syria and Palestine refugees are currently growing up at risk, deprived, and with acute needs for basic services and protection.

Vulnerable families are subject to seasonal hazards. A substantially large proportion of people of concern have increased spending patterns to cover winter needs such as heating fuel, shelter repairs and winter clothing.

Furthermore, extremely poor families, usually residing in low quality shelters, require additional support to cope as these shelters do not meet minimum standards to resist cold temperatures and storms.

Addressing seasonal needs requires a multi-sectoral assistance approach. Families are obliged to use the monetized winter assistance to address them, often at the expense of other key items. Being largely concentrated in the informal jobs market, poor households (Lebanese and refugees) in Lebanon are affected by seasonality; hence the flow of income is not consistent through the year and between years. Incomes are usually low in the winter as not only is the availability of work but the ability of people to work is also lower (reduced by 40% as stated by Lebanese poor households) because of the cold weather conditions. The winter months are also the time when household expenses are the highest for Lebanese and refugee households and are the most difficult, when expenses are higher because of school fees, the need for warm clothing, heating, fuel, and the prices of essential commodities (fruit, vegetables, eggs etc.) tend to increase seasonally.

UNICEF / National Poverty Targeting Programme (NPTP) Winter Cash Program destined to Lebanese economically vulnerable children and their families was designed in a collaborative manner between UNICEF, NPTP, MoSA, the WFP, the Office of the Prime Minister and the Lebanese Presidency of the Council of Ministers (PCM). It is meant to introduce Cash modality to serve as a pilot to further strengthen the existing Lebanese social safety net and social protection mechanisms. As mentioned earlier, vulnerability of Lebanese poor families during winter season is exacerbated by the increase of expenditures, prices and the reduction of flow of income due to low availability of work opportunities. A monetized intervention to cope with the seasonal needs was agreed to be relevant and of an adequate scale to start as a pilot. UNICEF and NPTP agreed in providing a monetized assistance to 75,000 children all across Lebanon through a one-off winter cash grant of 40 USD per child.

The programme was designed to be implemented by the NPTP, the Central Management Unit at the Presidency of the Council of Ministers (CMU) and the Lebanese Ministry of Social Affairs (MoSA) with the technical support of the UNICEF and the WFP. The National Poverty Targeting Programme, established in 2011, aims to support vulnerable Lebanese families in meeting their most urgent needs. To date, 86,000 Lebanese households are identified as living below the poverty line (US\$3.84/day). Nearly one-third of these (25,000 households) live in absolute poverty (below US\$2/day). NPTP provides health and education subsidies to eligible beneficiaries, and food assistance through e-vouchers is provided to 5,000 households (27,000 extremely poor individuals).

Item	Service Description	Quantity	Unit	Unit Price	Price
------	---------------------	----------	------	------------	-------

The NPTP, PCM and the World Bank developed a Proxy Means Test (PMT) formula to target and include NPTP beneficiaries. Inclusion of applicant households is based on a proxy score that calculates the welfare of individuals by estimating their consumption per day as proxy measure of income per day. The test includes questions to assess the applicant's standard of living, such as the employment status, level of education, marital status, physical ability, housing condition, assets owned and their geographic location. If the score is under a certain determined threshold that corresponds to the Lower Poverty Line, the household is included as a beneficiary. The head of the household, or the applicant, is then provided with a 'Halla' card, which can be used to access the education and health benefits at any of the 115 SDCs, local clinics and the MEHE.

UNICEF / NPTP Winter Cash program relied on the PMT score to target the most socio-economically vulnerable Lebanese households with children to include them in the programme. In order to proceed to the targeting, MoSA social workers updated the data of the 35,000 most vulnerable identified households included in the NPTP database. MoSA social workers visited the household to gather updated information (and specifically the number of children in the household and the telephone numbers) and entered it into an Optical Marking Recognition (OMR) form, which was then scanned and inserted into the live database. Once all the updated assessment were performed CMU ranked and selected the most vulnerable families corresponding to the target of 75,000 children. 26,052 families were eventually selected to benefit from the program.

The value of the cash grant to be transferred to the beneficiaries was based on the number of children in each of the selected families, with 40 USD one-off for each child and based on the value of the winter clothing kit distributed during the 2014/2015 UNICEF winter campaign. It was expected that the cash assistance covers the winter needs of each children. The payment modality was performed through ATM cards issued by the WFP and the Banque Libano-Francaise. The distribution of cards took place between the 15th of February and the 10th of March. The distribution of cards was performed by the MoSA social workers in 22 different Social Development Centres (SDC) selected among the 115 existing in the country. As the distribution of ATM cards at such important caseload was a quite new and challenging exercise for the SDCs and Social Workers, WFP and its implementing partners provided a technical support in each distribution site.

Purpose & Expected results:

The evaluation is intended to serve a learning function (forward-looking/formative). The purpose of the evaluation is to know about the outcome and effectiveness of the winter cash program in order to strengthen in the future the joint planning, design and implementation capacity of the NPTP, MoSA, PCM and UNICEF and fulfil the needs of the children by providing them an appropriate assistance with the best quality standards and in a dignified manner.

Objectives:

The main objective is to provide a robust evaluation of the Joint NPTP / UNICEF winter cash response under the following main headings:

- 1- Assess the overall effectiveness of the winter cash program modality in Lebanon.
- 2- Assess the appropriateness and acceptance of the winter cash program modality from the perspective of the target population.
- 3- Assess the joint collaboration of the overall implementation of the winter cash program.
- 4- Provide concrete recommendations in order to improve planning and implementation of joint program for delivery of results for the most economically vulnerable Lebanese children.

Purpose and description of assignment; Scope of work:

a. What is covered and level of results

The evaluation will cover the one-off winter cash program for Lebanese poor households and children designed and implemented jointly by UNICEF, the Ministry of Social Affairs and the Presidency of the Council of Ministers through the NPTP with the technical assistance of the World Food Program.

The evaluation should cover the entirety of the programme including (i) the design: assistance provided and its

Item	Service Description	Quantity	Unit	Unit Price	Price
------	---------------------	----------	------	------------	-------

modality, payment modality, repartition of the duties and responsibilities among the different actors and planning phase, (ii) the implementation: all processes followed for the implementation of the programme from the selection of the beneficiaries on the NPTP PMT based ranking list, verification of data, distribution and feedback mechanisms.

b. Time period covered by evaluation:

The evaluation will cover the period between August 2015 and May 2016, corresponding to the time period starting from the first meetings held between PCM, MoSA, WFP and UNICEF on the design of the programme and ending with the last Post Distribution Monitoring interviews.

c. Timing of the evaluation

One of the key strategic utility of the evaluation is to provide concrete recommendations to the different stakeholders on the ways to strengthen the joint planning and implementation capacities in providing quality and relevant assistance. Thus, it is imperative that actionable recommendations are available by end of summer 2016.

Evaluation Questions:

The following are key questions of the evaluation based on the OECD-DAC criteria (Organization for Economic Cooperation and Development Assistance Committee) assessing the appropriateness, relevance, acceptance, efficiency, effectiveness and coverage of the winter cash program

1- To what extent was the design and implementation of the programme effective?

a. To what extent were the objectives achieved?

b. What were the major factors influencing the achievement or non-achievement of the objectives?

c. What are the recommendations that would improve effectiveness of the programme?

2- How effective was the management and coordination system of the UNICEF / NPTP / MoSA / PCM / WFP partnership in delivering results to the target population?

3- To what degree did the programme meet the needs of the most socio-economically vulnerable Lebanese Households?

a. To what extent did the beneficiaries of the winter cash program benefited from the program?

b. To what extent did the program had an effect on beneficiaries in improving access to essential goods and services of their choice in a safe, dignified, and empowered manner while decreasing socio-economic vulnerability?

4- To what extent has the planned and implemented response reduced vulnerability?

5- To what extent was the winter cash programme cost-efficient as opposed to other modalities that could be designed to cover the same needs?

6- To what extent was the programme appropriately designed, implemented and timely executed with regard to the winter needs of the most economically vulnerable Lebanese children?

7- What was the level of acceptance of the cash modality as a tool to support poor Lebanese households to cover their winter needs?

a. To what extent is cash transfer a modality well accepted among the beneficiaries, the communities and the actors involved in the social protection such as the Social Development Centres, Ministry of Social Affairs management and field staff?

8- What would be the recommended steps to be taken and conditions fulfilled within the NPTP/MoSA structure to ensure replication at wider scale of a similar cash transfer program as part of a national protection mechanism.

Evaluation stakeholders:

A preliminary mapping of relevant stakeholders of the winter cash programme by the joint technical committee of the evaluation has identified the below list of stakeholders.

The Key stakeholders for the evaluation are:

Item	Service Description	Quantity	Unit	Unit Price	Price
------	---------------------	----------	------	------------	-------

Those involved in the programme implementation: Social Workers at the NPTP, UNICEF Programme Specialist Cash and Vouchers, WFP Cash and Vouchers Unit Programme Associate(s), PCM / CMU Statistician, NPTP Business IT, SDC Directors, MoSA Field Work Coordinators, UNICEF Winter Focal Points, MoSA Social Workers, partners.

Those affected by the program: Households under #Hala# program having benefited from the programme; Children boys & girls.

Those who are intended users of the evaluations: UNICEF Program Specialist Cash and Vouchers, UNICEF Chief of Field Operations Director of the NPTP, Donors, Advisor to the Minister of the Ministry of Social Affairs, CMU Director and donors.

Ethical considerations:

In line with the Standards for UN Evaluation in the UN System (developed by the UN Evaluation Group), all those engaged in designing, conducting and managing evaluation activities will aspire to conduct high quality and ethical work guided by professional standards and ethical and moral principles. The proposal must identify actual or potential ethical issues, as well as measures and methods adopted to mitigate against these issues. All interviewees will be informed with the purpose of the evaluation and their role and what information is required specifically from them. Confidentiality of their views is ensured. If interviewees will include minors, a written consent should be taken from the persons in charge of their care. All the documents, including data and fieldwork instruments, developed in the course of this consultancy are the intellectual property of UNICEF.

Management of the evaluation and stakeholders roles:

The evaluation will be managed by the Monitoring and Evaluation Specialist with support of the Programme Specialist Cash and Vouchers, MoSA, NPTP and PCM representatives. The technical committee will oversee the timely implementation of the evaluation work plan and provide overall guidance in the management of the evaluation process and will be the main contact point for the evaluation team within UNICEF. The technical committee will also be responsible for approving the inception report and the final report as well as for finalizing the evaluation management response in consultation with the UNICEF representative.

Deliverables:

The main deliverables and proposed related dates are as follows:

Phase 1 (10 days)

Review background documentation, including reports on Cash programme interventions, policies, guidelines, other Cash evaluations in Lebanon and other countries that have similar context as Lebanon.

Phase 2 Inception Report submitted to UNICEF Lebanon country office (20 days)

Develop an inception report including evaluation design and detailed methodology/tools, work plan for data collection, and data analysis outline/framework.

Phase 3 Interviews and group discussion with key stakeholders conducted in due time.(20 days)

Data collection:

Meet/interview/group discussion with relevant key stakeholders and beneficiaries

Phase 4 Preliminary findings and draft report available and shared with UNICEF Lebanon country office, regional office and other key stakeholders (20 days)

Final report shared with UNICEF Lebanon Country Office, regional office and other key stakeholders (20 days)

Item	Service Description	Quantity	Unit	Unit Price	Price
------	---------------------	----------	------	------------	-------

Perform analysis and produce draft preliminary findings and Produce draft evaluation report
Produce final evaluation report

Methodology:

The below is the proposed method that the evaluator might refer to, but the team can further elaborate the below requirement in the inception report as appropriate and needed.

- Desk Review of key programme documents, studies and final reports of Focus Groups Discussions and Survey undertaken by UNICEF and external companies
- Focus Group Discussions with Lebanese beneficiaries in all the governorates Beirut, Mt Lebanon, Bekaa, Baalbeck Hermel, Akkar, North, South, Nabatieh.
- Key informant interviews with social workers from implementing partners, NPTP programme and MoSA working in centers in Beirut, Mt Lebanon, Bekaa, Baalbeck Hermel, Akkar, North, South and Nabatieh.
- Workshop with stakeholders to discuss findings and develop recommendations.

The evaluation team can further elaborate these requirements and propose suitable methods as appropriate and needed.

The following are some of the key information sources for the evaluation:

Secondary available data:

- a. LCRP strategy and progress reports
- b. ENPTP aide memoire and annexes
- c. UNICEF progress databases (ActivityInfo)
- d. NPTP Beneficiary Database
- e. Beneficiaries Master list
- f. Distribution of Winterization NPTP beneficiaries
- g. Operational Plan
- h. Leaflets
- i. Distribution Timeline
- j. Complaint Logbook, SOP and Q&A
- k. Card Delivery Notes
- l. E-card and PIN Distribution SOP
- m. Distribution Scheme
- n. Distribution cohorts
- o. Q&A and Programmatic Information for Social Workers
- p. SMS Templates
- q. Post Distribution Monitoring Reports

Responsibilities:

The consultancy firm is responsible to produce the following by the stated deadline:

- Desk review and preparation of the inception report: 30 days
- Data collection: 20 days
- Final report draft and submission: 20 days
- Final report: 20 days

Reporting requirements:

The team will report to the monitoring and evaluation specialist who will coordinate with the Winter Cash Specialist focal point for the evaluation

The report will be electronically submitted to the monitoring and evaluation specialist

Item	Service Description	Quantity	Unit	Unit Price	Price
------	---------------------	----------	------	------------	-------

Qualification Requirements:

Team Leader

- Advanced University degree with preferably at least 8 years of work experience (both international and national) in social science, political science, research;
- Preferably a minimum of 8 years of practical experience in implementing evaluations;
- Qualitative and quantitative methods expertise;
- Excellent report writing and analytical skills in English;
- Knowledge of Arabic language will be an asset;
- Familiarity with UNICEF's programming strategies and organizational culture;
- Previous experience in undertaking evaluations for Cash programmes or similar work experience in the Region specifically in Lebanon will be an asset;
- Strong inter-personal, teamwork and organizational skills;
- Familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software

Overall team requirements:

Each team member has to have the following requirements:

- University degree in one of the disciplines relevant to the following areas: Humanitarian studies, international development, political science, research; preferably the team should cover multiple areas.
- Good understanding on the use of evaluation methodologies especially in qualitative and quantitative methods;
- Previous experience in undertaking evaluations especially for cash programme is considered an advantage;
- Familiarity with UNICEF's programming strategies and organizational culture;
- Familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software;
- Fluent in both English and Arabic languages.

Timing/duration of contract: 3 months

Duty station: Beirut

Administrative issues: overall, management oversight will be provided by UNICEF. The evaluation team is to be based in Lebanon for the entire period of the consultancy.

Project management: the project will be managed by the SPPME unit of UNICEF.

Evaluation of the Winter Cash Transfer	1	PU
--	---	----

SPECIAL NOTES

INSTRUCTIONS TO VENDORS

A. INTRODUCTION

1.0 UNICEF, the United Nations Children's Fund, an international, inter-governmental organization established by the General Assembly of the United Nations by resolution No. 57(1) of 11 December, 1946 as a subsidiary organ of the United Nations, having its headquarters in New York, with offices in over 160 countries spanning 260 locations.

2.0 UNICEF works with governments, civil society organizations, and other organizations around the world to advance children's rights to survival, protection, health, development and participation and is guided by the Convention on the Rights of the Child.

B. 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 behavior towards children. UNICEF's role is to mobilize 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 Provide " Evaluation of the Winter Cash Transfer Program for Lebanese Poor Children and their Families".

1.3 Forecast Schedule

The schedule of the contractual process is as follows:

- a) Closing date and time for submission of full proposal: 14:00 hours on 22 September 2016
- b) Questions to be received by: 15 September, 2016
- c) Estimated date of Signature of contract: 30 September, 2016

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 & 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 14:00 hours, 22 September, 2016.

N.B. The Proposal must be sent for the attention of the Supply Section, UNICEF Lebanon. Clemenceau, Gefinor Center, Block D, 4th Floor or by email to (lebtender@unicef.org) as specified below

They must be clearly marked as follows:

* Outer envelope:

Name of company

RFPS- 9126831

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 sent by email to lebtender@unicef.org must be sent in two separate emails: one email for the technical proposal and one email for the financial proposal.

- Email for technical proposal:

Subject line of the email must indicate: RFPS number- name of your company- technical proposal.

The email must include: The technical proposal. The technical proposal does not contain prices.

-Email for price proposal:

Subject line of the email must indicate: RFPS number- name of your company- price proposal.

The email must include: The 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.

1.6.6 Checklist for submission of proposals

* Proposal form filled in and signed

* Envelope for technical proposal or separate email subject technical proposal

- Technical proposal
- Technical proposal does not contain prices
- Envelope is marked as follows:

Name of company, RFP number ##Technical Proposal#, UNICEF Lebanon, Supply Section.

* Envelope for price proposal

- Price proposal
- Envelope is marked as follows:

Name of company, RFP number ##Price Proposal#, UNICEF Lebanon, Supply Section

Proposals sent by email to lebtender@unicef.org must be sent in two separate emails: one email for the technical proposal and one email for the financial proposal.

- Email for technical proposal:

Subject line of the email must indicate: RFPS number- name of your company- technical proposal.

The email must include: The technical proposal. The technical proposal does not contain prices.

-Email for price proposal:

Subject line of the email must indicate: RFPS number- name of your company- price proposal.

The email must include: The price proposal.

Proposals sent in another manner will be invalid.

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 : No public opening for proposals will take place.

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 will be evaluated against the technical evaluation criteria:

- Completeness of response and Understanding of UNICEF requirements. (5 Points)
- Evidence of familiarity with UNICEF's programming strategies and organizational culture by at least the team leader and 50% of the team members.(5 Points)
- Evidence of experience in conducting evaluation of humanitarian projects in internal and external context (each team member at least 4 projects). (5 Points)
- Evidence of previous experience in undertaking evaluations for cash programs specifically in the region. (5 Points)

- Proven experience in similar methodologies (qualitative and quantitative) as proposed with analytical skills. (10 Points)
- Logic proposal of deliverables and timelines for the consultancy respecting the proposed milestones. (15 Points)
- Adequacy of the proposed work plan for conducting the evaluation following the methodologies requested and analyzing the findings following the evaluation questions. (25 Points)

". 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

Price Proposal: Bidders should fill the attached table "price proposal" for submission of their financial offer.

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.

Payment schedule:

30% of total cost	upon delivery of the inception report (Phase 1 & 2)
30% of total cost	upon delivery of the initial findings (Phase 3)
40% of total cost	upon delivery of Final Report (Phase 4)

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.

D. GENERAL PROVISIONS

1.0 GENERAL SERVICES ADMINISTRATION (GSA) FOR USA VENDORS ONLY

In the event that the Contractor offers a lower price to the General Services Administration (GSA) of the federal government of the United States of America for similar services, UNICEF shall be entitled to same lower price. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

2.0 CONTRACTUAL ARRANGEMENTS WITH UNITED NATIONS AND/OR AGENCIES

2.1 UNICEF is entitled to receive the same pricing offered in contracts with the United Nations and/or its Agencies. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

3.0 MOST FAVOURED CUSTOMER PRICE/RATE CERTIFICATION

3.1 By submitting an offer the proposers certify that UNICEF, for Contracts resulting from this Request for Proposal for Services, is not being charged more than other clients for similar services and similar quantities and within similar circumstances.

4.0 LIQUIDATED DAMAGES

4.1 For late delivery of items/services or for items/services which do not meet UNICEF's specifications/requirements and are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages from the successful proposer, and deduct 0.5% of the value of the items/services pursuant to a Institutional/Corporate Contract, per additional day of delay, up to a maximum of 10% of the value of the Institutional/Corporate Contract. The payment or deduction of such liquidated damages shall not relieve the successful proposer from any of its other obligations or liabilities pursuant to any Institutional/Corporate Contract.

5.0 ORDER OF PRECEDENCE

5.1 The UNICEF General Terms and Conditions for Institutional/Corporate Contracts to this RFPS shall apply to any resulting LTAS and/or Institutional/Corporate Contracts. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) UNICEF General Terms and Conditions for Institutional/Corporate Contracts;
- (b) LTAS/Institutional/Corporate Contract.

6.0 UNETHICAL BEHAVIOUR

6.1 UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF suppliers / contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

7.0 CORRUPT AND FRAUDULENT PRACTICES

7.1 UNICEF requires that all suppliers / contractors associated with this Institutional/Corporate Contract observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

- (a) Defines for the purpose of this provision the terms set forth as follows:

- (i) 'corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in the execution of a contract, and

- (ii) 'fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among proposers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

- (b) Will reject a proposal for award if it determines that the selected supplier / contractor has engaged in any corrupt or fraudulent practices in competing for the contract in question;

- (c) Will declare a supplier / contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

8.0 GUIDELINES ON GIFTS AND HOSPITALITY

8.1 Suppliers / contractors shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

9.0 POST-EMPLOYMENT RESTRICTIONS

9.1 The United Nations (UN) has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15.

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

9.3 For a period of two years following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from knowingly communicating with, or appearing before, any staff member or unit of the UN 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 the UN.

9.4 The United Nations respectfully requests all contractors and vendors to adhere to these regulations. Any UN contractor or vendor who offers employment, hires or otherwise compensates staff members in violation of the provisions of the bulletin may be subject to having its registration as a qualified vendor with the UN barred, suspended or terminated, in accordance with UN procurement policies and procedures.

10.0 DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

10.1 Only suppliers found to be responsible or conditionally responsible are eligible to be awarded UNICEF contracts and/or to bid on UNICEF solicitations. To be deemed a responsible supplier with whom UNICEF will conduct business, a supplier should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group or any other International or UN Organization. Suppliers are therefore required to disclose to UNICEF whether they are subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organization.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

1. ACKNOWLEDGMENT COPY

Signing and returning the acknowledgment copy of a contract issued by UNICEF or beginning work under that contract shall constitute acceptance of a binding agreement between UNICEF and the Contractor.

2. DELIVERY DATE

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

3. PAYMENT TERMS

(a) UNICEF shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Contractor's invoice which is issued only upon UNICEF's acceptance of the work specified in the contract.

(b) Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.

(c) The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

4. LIMITATION OF EXPENDITURE

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

5. TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Vendor authorizes UNICEF to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to UNICEF. Payment of such corrected invoice amount shall constitute full payment by UNICEF. In the event any taxing authority refuses to recognize the UN exemption from such taxes, the Vendor shall immediately consult with UNICEF to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes UNICEF to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

6. LEGAL STATUS.

The Contractor shall be considered as having the legal status of an independent contractor vis-a-vis UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

7. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

8. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES

(a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

(b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-contractors.

(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

performing work or services in connection with this Contract.

(d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) name UNICEF as additional insured;
- (ii) include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNICEF;
- (iii) provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- (iv) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

10. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNICEF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNICEF or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNICEF.

11. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

12. TITLE TO EQUIPMENT

Title to any equipment and supplies which may be furnished by UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

13. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF in compliance with the requirements of the applicable law.

14. CONFIDENTIAL NATURE OF DOCUMENTS

(a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.

(b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

15. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

(a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.

(b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, 'Termination', except that the period of notice shall be seven (7) days instead of thirty (30) days.

(c) Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

16. TERMINATION

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, UNICEF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract,

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

forthwith, in whole or in part, upon thirty (30) days notice to the Contractor.

UNICEF reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case UNICEF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from UNICEF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to UNICEF for reasonable loss or damage which may be suffered by UNICEF for reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, UNICEF may require the contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim UNICEF may have arising out of this contract or termination, UNICEF will pay the value of all such finished work delivered and accepted by UNICEF.

The initiation of arbitral proceedings in accordance with Article 22 'Settlement of Disputes' below shall not be deemed a termination of this Contract.

17. SUB-CONTRACTING

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

18. ASSIGNMENT AND INSOLVENCY

a. The Contractor shall not, except after obtaining the written consent of UNICEF, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Contractor's rights or obligations under the Contract.

b. Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, terminate the Contract by giving the Contractor written notice of termination.

19. USE OF UNITED NATIONS AND UNICEF NAME AND EMBLEM

The Contractor shall not use the name, emblem or official seal of the United Nations or UNICEF or any abbreviation of these names for any purpose.

20. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

21. PROHIBITION ON ADVERTISING

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to UNICEF without specific permission of UNICEF.

22. 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 Contract 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

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, 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. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. 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.

23. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

24. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention 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.

25. ANTI-PERSONNEL MINES

UNICEF supports an international ban on the manufacture of anti-personnel mines. Anti-personnel mines have killed and maimed thousands of people, of whom a large proportion are children and women. Anti-personnel mines present a serious obstacle to the return of populations displaced from their residences by fighting around their villages and homes. UNICEF has, therefore, decided not to purchase products from companies that sell or manufacture anti-personnel mines or their components.

26. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

27. REPLACEMENT OF PERSONNEL

UNICEF reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that UNICEF considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for UNICEF review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of UNICEF's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

(a) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the contract.

(b) Personnel whose resumes were submitted with the proposal; and

(c) Individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement.


Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.

LRPS-2016-9126831 Evaluation of the winter cash transfer program for Lebanese poor children and their families

Price proposal

Estimation of Evaluation Costs			
Activity Item	Quantity (i.e. nbr of days, etc.)	Rate	Estimated Amount
CONSULTANTS/FIRMS			
Lead Consultant			
Consultant 2			
Consultant 3			
EVALUATION STAFF			
M&E Focal Point			
Evaluation Task Manager 1			
Evaluation Task Manager 2			
ADVISORY PANEL			
Panel member 1			
Panel member 2			
Panel member 3			
TRAVEL / TRANSLATION			
Staff Travel			
Conferences & Workshops			
Interpreters (translation)			
DISSEMINATION/KNOWLEDGE MANAGEMENT			
Consultant			
Promotional Materials and Distribution			
Printing and Publications			
Media Costs			
Translator			
Conferences			
Total Estimated Cost			

Nuhoddin Maarij
Contracts specialist


01/09/2016

Sibylle Selwan
Contracts officer

