

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-IMA- 2016-9125630

30th May, 2016

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a Proposal for

**CONSULTANCY FOR EVALUATION OF THE UNITED NATIONS JOINT PROJECT
'PROTECTING MIGRANT CHILDREN FROM TRAFFICKING AND
EXPLOITATION'**

SEALED OFFERS SHOULD BE SENT TO:

UNICEF

Attention: Bid Opening Unit

UNICEF, UN House, 3rd Floor
Alick Nkhata Road, Longacres, Lusaka

IMPORTANT – ESSENTIAL INFORMATION

The reference LRPS-IMA- 2016-9125630 must be shown on your offer.

**THE PROPOSAL FORM MUST BE USED WHEN REPLYING TO THIS INVITATION.
FAILURE TO SUBMIT YOUR BID WITH THE ATTACHED PROPOSAL FORM, OR
FAILURE TO COMPLETE THE DETAILS AS REQUESTED, WILL RESULT IN
INVALIDATION.**

Offers MUST be received by latest 12:00hrs Zambia local time on **9th June, 2016** and will be publicly opened at 12:30hrs Zambia local time on the same date. Proposals received after the stipulated date and time will be invalidated.

Proposals must be submitted in duplicate, in a securely sealed envelope in accordance with the instructions to Bidders within this RFP document.

**PROPOSALS WILL ONLY BE ACCEPTED IN THE CURRENCY STATED IN THE
ENCLOSURES TO THE INVITATION. PROPOSALS RECEIVED IN ANY OTHER
CURRENCY WILL BE INVALIDATED.**

Bidders will be informed accordingly in the event of a pre bid meeting to allow bidders an opportunity to clarify matters pertaining to the Request for Proposal.

NOTE: For those who may not be able to participate in person should such a meeting be held, please send a reliable telephone number you can be contacted (To jmangani@unicef.org)

We will require these numbers at least 1 hour before the meeting in order for us to set up and test the teleconference equipment in good time.

Field Cod

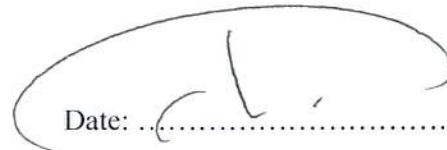
THIS REQUEST FOR PROPOSAL HAS BEEN:

Prepared By:
Idah Mangani
Supply Officer



Date: 31/05/2016

Approved By:
Edouard Kamangaza
Supply & Logistics Specialist



Date:

Contact Details for additional information (not for submission of proposals)

Email: jmangani@unicef.org

Field Cod

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PROPOSAL FORM

PROPOSAL FORM must be completed, signed and returned to UNICEF. Bid must be made in accordance with the instructions contained in this Invitation to Bid/Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFP shall contain UNICEF's General Terms and Conditions (as attached) together with specific terms and conditions as detailed herein.

INFORMATION

Any request for information concerning this invitation, must be forwarded in writing by email or by fax, to the person who prepared this document, with specific reference to the RFP number.

DECLARATION

The undersigned, having read the Terms and Conditions set out in the attached document, hereby offers to supply the goods/services specified in the schedule at the price or prices quoted, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in the document.

Name of authorized representative: _____

Title: _____

Signature: _____

Date: _____

Supplier Name: _____

Postal Address: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Validity of Offer (not less than 60 days): _____

Currency of Offer: _____ USD

Please indicate after having read UNICEF Payment & Discount stated under Instructions to Bidders, 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 _____

RESPONSE FORMAT

NO.	DESCRIPTION
1.	<p>Overall Response Comment to demonstrate comprehension of Conducting an evaluation of similar projects on protecting migrant children from trafficking and exploitation.</p> <ul style="list-style-type: none"> - Terms of Reference/scope of work - Advise as to delivery schedules
2.	<p>Contractor's team and responsibilities</p> <ul style="list-style-type: none"> - Advise as to project team - Provide profiles, resumes and experience of staff - Roles, responsibilities and reporting lines - % of time personnel are dedicated to this consultancy - Liaison with UNICEF Zambia and partners
3.	<p>Project Methodology Provide details of the suggested management approach to the project, including:</p> <ul style="list-style-type: none"> - Proposed approach, design, techniques, and reporting. - Description of the approach to quality control - Description of the approach to time management - Progress report schedule and status reviews with UNICEF
4.	<p>Bidder's Corporate Profile</p> <ul style="list-style-type: none"> - Submit Corporate Brochures - Audited Financial Statements for most recent two years
5.	<p>Experience and Expertise</p> <ul style="list-style-type: none"> - Demonstrated experience in undertaking similar tasks in the sector, country, region - Provision of at least 3 references from clients for whom the bidder has carried out similar work - Bidder's ability/capacity to carry out and oversee activities in Zambia

TERMS OF REFERENCE

A. BACKGROUND

Zambia lies at the heart of central southern Africa and has land borders with eight countries: Democratic Republic of Congo, Tanzania, Malawi, Mozambique, Zimbabwe, Botswana, Namibia and Angola. It has more than forty official border posts and innumerable informal crossing points which are used by people to come into or leave the country. Zambia experiences various irregular mixed flows through its territory. Current capacity for border management and control is limited. The weakness of border control facilitates irregular entries into Zambia and not all people so entering are fleeing persecution. Some people may use fraudulent documents to cross at official border points, taking advantage of weak border management and control systems. It is documented that irregular movements follow a north/south corridor from the Great Lakes region to South Africa.

Various groups, with different profiles and needs, are travelling as part of irregular mixed movements through and to Zambia, including unaccompanied and separated children, asylum-seekers and refugees, stranded migrants and victims of trafficking. Although data is still scarce with regards to victims of international trafficking, it is estimated that Zambia is a source and transit country for traffickers recruiting or transporting victims of trafficking on route to their final destination*.

Zambia is a destination country for asylum-seekers and refugees from among others Angola, Burundi, the Democratic Republic of the Congo (DRC), Rwanda, and the Horn of Africa.[†] Statistics from the Department of Immigration for 2014 on the total entries to and exits from Zambia through the formal border points show that there were 1,347,059 entries and 1,316,149 exits in that year. With Zambia's porous borders, the actual figures are higher due to groups not captured through the formal Government systems. Statistics from the Commissioner for Refugees state that as of February 2016 Zambia has a total refugee population of 26,818 refugees and 2,455 asylum seekers and 23,975 former refugees. Asylum-seekers in Zambia can be highly vulnerable, due to the difficulties in identifying them within broader mixed movements and their limited legal rights even once detected. They often lack the standing or the ability to avail themselves of relevant national laws for protection and assistance. The limited capacity of officials to identify and provide assistance to asylum-seekers and other persons in need of international protection in mixed flows and the limited means to provide protective assistance exacerbates the risk for the most vulnerable, in particular, children.

The Zambian government is confronted by a number of challenges in managing irregular mixed movements to and through the country generally, which impact on vulnerable children and other persons of concern. These include the lack of a comprehensive legal framework protecting vulnerable children and other persons of concern, limited data collection systems and analysis

* See http://www.ilo.org/sapli/Projects/WCMS_116614/lang-en/index.htm

† <http://www.unhcr.org/cgi-bin/texis/vtx/page?page=49e485ba6&submit=GO>

capabilities on mixed migratory movements; lack of cross border coordination on bilateral migration issues; lack of coordinated and effective mechanisms to identify, refer and provide assistance to vulnerable children and other persons of concern at the busiest border areas and beyond; lack of appropriate facilities for screening vulnerable children and other persons of concern at the main border posts; lack of training on systems, procedures and rights applicable in border areas; limited outreach to border, host and source communities in Zambia on the rights of vulnerable children and other persons of concern.

The International Organization for Migration (IOM), United Nations High Commissioner for Refugees (UNHCR) and the United Nations Children's Fund (UNICEF) have been implementing a three year joint Project called "Protecting Migrant Children from Trafficking and Exploitation", which is giving support to the Government of Zambia (GRZ) to mitigate vulnerability and increase protection of children at high risk of trafficking and exploitation due to migration.

This project has an overall objective which is supported by two main project purposes and key results areas as outlined below.

The overall objective of the Joint Project is to mitigating the vulnerability and increasing the protection of children and other persons of concern at high risk of trafficking and exploitation due to migration.

The two specific objectives of the project and their associated results are as follows:

Specific Objective 1. Upgrading of Zambian laws pertaining to vulnerable children and persons of concern, and establishment of mechanisms for their enforcement.

Expected results

- 1.1. Relevant national laws and policies reviewed in light of international standards and best practices for the protection of vulnerable children and persons of concern.
- 1.2. One advocacy package for legislative reform developed and disseminated
- 1.3. Amendments to three laws or policies drafted based on the review process

Specific Objective 2. Contribute to institutional development and capacity building of service providers and the judiciary to identify, prevent, protect and respond to cases of unaccompanied minors, child victims of trafficking and asylum-seekers which result from migration.

Expected results

- 2.1. One assessment report produced detailing mixed movement patterns and vulnerabilities of children and persons of concern.
- 2.2. One system in place for improved data collection and analysis on cross-border movements.
- 2.3. Best interest assessments, referrals and assistance provided to vulnerable children and persons of concern at the busiest border areas on the north/south corridor.

2.4. Improved understanding among vulnerable children and persons of concern on safe migration, asylum processes and dangers of trafficking/exploitation.

2.5. Stigma and discrimination towards vulnerable children and persons of concern reduced in three host communities and four border areas.

The project is coming to an end in June 2016 and as part of the project requirements, an external evaluation of the project results will have to be conducted.

B. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

This external evaluation is to be undertaken in accordance with the Project Documents of the Joint Programme, which states the need for an evaluation at the completion of the current cycle of the programme. The Evaluation is to be undertaken in line with UN Evaluation Group (UNEG) evaluation norms and standards, which provides for systematic evaluation of programmes and projects in order to improve quality, accountability and transparency, and strengthen the decision-making process.

The Evaluation will be used to account for the project results, to enhance learning on joint programming in the context of the UN Delivering as One in Zambia and will be widely shared with partners including government, civil society, bilateral donors and UN partners to strengthen knowledge management. It will contribute to understanding of the effectiveness of current strategies and responses to combat trafficking in persons and improve mixed migration management with a secondary purpose of informing good practices in working as a UN joint programme.

C. SCOPE AND METHODOLOGY OF ASSIGNMENT

The external Evaluation will cover the period from the inception of the Joint Programme in December 2012 to June 2016, when the Evaluation is to take place.

The Evaluation will cover two key pillars. The first pillar covers the evaluation of achievement of the key results areas, which largely focus on capacities of project partners to respond to the mixed migration challenges, and specifically on child trafficking. The second pillar of the Evaluation is focussed on evaluating the effectiveness of UN Joint Programme as a programmatic approach to supporting achievement of these results.

D. OBJECTIVES

The main objective of the Evaluation is to gain a clear understanding of how and to what extent the project has been able to achieve its overall objective and key results.

The following are the specific objectives

1. To determine the relevance, effectiveness, efficiency, impact and sustainability of the project as an approach to protecting migrant children from trafficking and exploitation and providing an effective response to the mixed migration challenges
2. Assess the extent to which the UNJP applied gender and human rights based approaches
3. Determine to what extent the approach of a UN Joint Programme contributed to programme results including a cost analysis to determine cost efficiency, cost implications on sustainability and scalability of the project

EVALUATION QUESTIONS

Below are a set of guiding questions to be answered by the Evaluation team. These are the most important questions and answering these will be the basis for determining if the overall objective of the programme has been achieved, or is on track to do so. However, it is expected that additional questions may be proposed by the Evaluation team in the planning phase or during the course of the Evaluation. Additional information that adds substance to the key questions will be collected and is to be included in the final Evaluation report.

Relevance questions:

- In what ways has the project responded to national and local priorities in meeting the challenges of mixed migration, particularly protecting children on the move from trafficking and exploitation?
- In what ways has the project responded to the needs of the population of concern?
- How well does the project support and fit with the UN approach to joint programming and the move towards 'One UN'?

Effectiveness questions:

- To what extent have the expected outputs and outcomes of the UNJP on migrant children been achieved or are likely to be achieved?
- To what extent has the UNJP on migrant children contributed towards achieving the two result areas?
- What approaches can be identified as models that can be applied and/or scaled up?
- What good examples of programming have created policies, advocacy opportunities, and partnerships that effectively promote improved coordination, systems and services to effectively manage the mixed migration challenge?
- To what extent has the 'joint' approach of the 3 partner agencies (UNHCR, IOM, and UNICEF) contributed to achievements?

Efficiency questions:

- Are resources (human resources, time, expertise, funds etc.) allocated strategically to provide the necessary support and to achieve the key results?
- To what extent has the project been cost effective and reduced transaction costs for Government?

Impact questions:

- To what extent has the project contributed to an improved response to the protection of vulnerable migrants, especially children?
- To what extent has the project built capacity of partners to monitor and respond to the challenges faced by the various categories of vulnerable migrants, such as asylum seekers, refugees, stateless persons and separated/or unaccompanied children?
- Were there any unintended (either positive or negative) outcomes of the UNJP on migrant children? If yes, what were they??

Sustainability questions:

- What have been the good practices that will enable results to be sustained?
- What evidence (if any) shows effectiveness of the project in ensuring the institutionalization and sustainability of the management of vulnerable migrant children and other persons of concern?
- To what extent has the 'joint approach' contributed to sustainability of partner and UN capacity?

Cross-Cutting questions:

- To what extent has the project integrated gender into the design and implementation of its interventions?
- To what extent has the project integrated a human rights based approach into the design and implementation of its interventions?

Lessons learned and Good Practices of a Joint Programming

- What good practices can be learned from the project that can inform the planning of any follow-up interventions/programmes?
- What lessons have been learnt that can be applied to similar future UN joint programmes?
- Bearing in mind lessons learnt, what should be done differently in the next phase of the Joint Programme?

E. STUDY PROCESSES AND METHODS

Four specific methods are proposed to address the evaluation questions and objectives outlined above, which are listed below. If the consultant(s) selected for the Evaluation feel that other methods are critical to the success of this Evaluation, these should be detailed in the proposal with an explanation of the added value these methods will bring to the final product.

i. Existing Document Review

Desk review and assessment of existing project information including concept note, proposals, annual donor reports and financial reports, along with tools, plans, programme structure and other materials developed as a result of the implementation of project activities.

ii. Interviews with Key Informants

Guiding questions will be developed for interviews with key informants, including but not limited to government officials at national, sub-national and community levels including social workers, police, immigration officers, relevant non-government partners, community members including children who participated in project activities, members of the UNJP on migrant children including Project Coordinators and Steering Committee members and members of the Programme Advisory Group.

iii. Focus Groups with Stakeholders

Consultants will design questions for and conduct focus groups at district and community level to better understand the impact of the project on communities and individuals. Focus groups should also be conducted with stakeholder groups at national and provincial levels, including but not limited to technical working groups, the Steering Committee, Project Coordinators and Programme Advisory Group. Focus groups will enhance the understanding gained during key informant interviews and provide an additional method to cross-reference information.

F. ETHICAL ISSUES

The Evaluation covers information that is sensitive and confidential. The Evaluation may have contact with children as informants. In all contacts with children, the UNICEF ethical guidelines regarding issues of confidentiality and not exposing the child to danger must be respected.

In addition the Consultants may have access to data on specific cases in which case the confidentiality of the individuals concerned and the case details must be respected and maintained. Within the consultants' reports, individuals involved in cases should not be identifiable directly or indirectly. Care should be taken when reporting statements or interviews. All informants will be offered the option of confidentiality, for all methods used. Dissemination or exposure of results and of any interim products must follow the rules agreed upon in the contract. In general, unauthorized disclosure is prohibited. Any sensitive issues or concerns should be raised with the evaluation management team as soon as they are identified.

G. TASKS, DELIVERABLES AND TIMELINE

Tasks	Expected Output/ Deliverable	Estimated No of Days	Responsibility
Inception report	Clear Methodology Evaluation instruments Work Plan	4 days	Consultant
Data collection and analysis	Data collection, Interviews, stakeholder consultations held and Analysis done	14 days	Consultant

Tasks	Expected Output/ Deliverable	Estimated No of Days	Responsibility
Drafting of the Evaluation Report	Draft Evaluation report	4 days	Consultant
Presentation of the findings to the UN agencies	Main findings of the evaluation presented through power point presentation to stakeholders	1 day	Consultant
Finalization of the report, including feedback and comments, and submission to UNICEF	Final report submitted and accepted by UNICEF on behalf of the UNJP	2 days	Consultant

H. TIMEFRAME

The Evaluation is scheduled to take place from the beginning of June 2016 with approximately 5 weeks of work. There will be specific periods between deliverables where the UNJP will review and provide feedback to the consultant as indicated in the anticipated time frame below.

I. QUALITY ASSURANCE

The UN Joint Programme has Coordinators from the three UN agencies and a Steering Committee. The Steering Committee and the Coordinators will provide oversight to the consult during the contracting period. Timely feedback will be provided to the consultant and the team will ensure that the feedback is incorporated.

J. FINAL PRODUCTS: Written Materials to be submitted in hard and soft copy

Inception report: detailing evaluation methodology, key questions, research instruments, implementation plan, the stakeholders to be involved and results of desk review. This shall be submitted after 1 week following the signing of the contract.

Final evaluation report: consistent with and meeting UNEG evaluation standards the final report should include:

- Executive Summary
- Detailed description of all Methods (including an outline of the process of the Evaluation in the Annex),
- Findings of the Evaluation, with provincial specificities where relevant that addresses each of the key evaluation questions.
- Conclusions
- Recommendations
- Annex: A folio of all records of interviews and focus groups

Presentation of findings to key stakeholders: including UNJPHT staff, implementing partners, senior government officials, amongst others. Included will be a PowerPoint presentation summarizing the evaluation process and findings, and an accompanying document of standalone speaking points (suitable for use by non-members of the evaluation team called upon to share information about the evaluation process and findings beyond the tenure of the evaluation team).

K. MANAGEMENT ARRANGEMENTS

Contracting will be the responsibility of UNICEF and all issues related to the contract will be managed by UNICEF, which is the Administrative Agent for the Joint Programme. Technical oversight and quality control of the work of the Consultant will be managed by the UNJP Steering Committee, which includes IOM, UNHCR and UNICEF jointly. Approval of the final evaluation report will be made by the UNJPHT Steering Committee.

Payment Schedule

1 st Payment (30%)	2 nd Payment (70%)
After submission inception report	After submission of approved evaluation report

L. LOCATION AND DURATION

Lusaka, 25 Days 1st July 2016 to 8th August , 2016

M. QUALIFICATION AND EXPERIENCE

Consultant(s) must have previous experience in evaluation, in particular evaluation of programmes on human trafficking, migration related and experience with UN joint programming. Team members must possess masters or higher degrees in social sciences. Excellent communication skills and report writing are required.

Team composition

The successful team should include individuals with Masters or higher in international human rights law, law, social science or other related fields. The team needs a balance of international experience in evaluating mixed migration and child protection programmes.

Team Leader

A named manager will be a senior member of the team with more than 10 years of experience in human rights law and evaluation. Knowledge and experience in mixed migration will be an added value. The team leader will be the lead point for communications between the contractor and UNICEF. Any change in the lead must be approved by UNICEF.

Team professional staff

The team will be expected to possess the qualifications, skills and experience listed:

- 5 years of professional experience with a balance of experiences in international human rights standards, child protection, migrant and refugee protection and UN joint programming
- Strong technical competence in research and evaluation.
- Strong qualitative and quantitative research skills.
- Experience with focus group discussions and other qualitative methods.

In addition the team should demonstrate:

- Local knowledge and understanding of Zambia or similar.
- Appropriate gender mix in the team.
- Strong analysis and report writing skills.
- Good communication skills.

- Fluency in written and spoken English is required

N. EVALUATION OF PROPOSALS

i. Evaluation matrix (criteria)

CATEGORY	MAX. POINTS
1. MANDATORY REQUIREMENTS Submission of <u>complete and signed</u> proposal as per requested format	
2. OVERALL RESPONSE - Understanding of, and responsiveness to the requirements of the consultancy - Understanding of scope and objectives, and completeness of response - Understanding of governance and accountability issues - Overall concord between the requirements and the proposal	5
3. STRATEGY/METHODOLOGY - Quality and relevance of proposed approach/methodology and management control system - Quality of proposed Implementation Plan, i.e., how the bidder will undertake each task, and ensure maintenance of project schedule - Recognition of direct as well as peripheral risks/problems and methods to manage such or mitigation measures	25
4. PROFESSIONAL ORIENTATION - Institutional Contract (Team leader): relevant experience, qualifications, and position with institution - Individual Consultant / Team members: relevant experience of similar scope and complexity, expertise and knowledge	25
5. ORGANISATIONAL/INDIVIDUAL EXPERIENCE - Range and depth of experience with similar projects/contracts/client - Reference of similar assignments undertaken - Financial statements (will not apply to individual consultants)	20
6. PRICE - Overall Cost - Unit Cost	25
TOTAL MARKS	100

The minimum passing mark for the technical evaluation is 53 points.

ii. Evaluation Process and Methods

Proposals will be evaluated by UNICEF committee Technical and cost proposals will be evaluated separately. Each proposal will be assessed first on its technical merits (including by reference to legal requirements) and subsequently on its price. The proposal obtaining the overall highest score after adding the scores for the technical and price proposals is the proposal that offers best value for money and will be recommended for award of the contract.

Technical proposal accounts for 75/100 whereas cost proposal accounts for 25/100 of the marks. Bidders will have to score at least 53 on the technical proposal to be considered further with the cost proposal

Price Proposal

All proposals must be in US Dollar (USD). Commercial proposal should provide detailed breakdown of the cost of each activity you have proposed for the implementation of your technical proposal.

The contract will be a fixed lump sum contract therefore professional fees and all out of pocket expenses will be part of total price proposal

Price Proposal Evaluation:

The total amount of points allocated for the price component is [25]. 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.:

$$\text{Score for price Proposal X} = \frac{\text{Max score for price proposal} * \text{price of lowest price proposal}}{\text{Price of Proposal X}}$$

Price of Proposal X

Total Technical and Price = 100 Pts

Note: Minimum qualifying marks are 53. In normal circumstances, only those offers that score minimum and above points on technical proposals will be considered for commercial evaluation. However, UNICEF reserves the right to evaluate all commercial offers and/or shortlist selected suppliers from among those who score minimum and above technical scores.

The contract will be a fixed lump sum contract therefore professional fees and all out of pocket expenses will be part of total price proposal.

O. ADMINISTRATIVE ISSUES

ADMINISTRATIVE ISSUES, including Consultant's Workplace and Official Travel involved

Consultant shall ensure that the proposed budget includes **all costs** that will enable them undertake this assignment effectively e.g. DSA and transport during field work, communication, International Air Travel costs among others. Note: Air travel costs from the international consultant's home to Lusaka, Zambia calculated at economy rate. Consultant shall operate from their offices and shall use their own equipment during this assignment while working very closely with UNICEF and partners.



- Official travel to and within the country is required for completing tasks. UNICEF can assist with setting up meetings but institution/consultant is expected to make their own travel arrangements;
- No equipment or office supplies will be provided by UNICEF;
- No access to UNICEF transport.

P. CONTRACT AND PROJECT MANAGEMENT

MANAGEMENT ARRANGEMENTS

Contracting will be the responsibility of UNICEF and all issues related to the contract will be managed by UNICEF, which is the Administrative Agent for the Joint Programme.

Technical oversight and quality control of the work of the Consultant will be managed by the UNJP Steering Committee, which includes IOM, UNHCR and UNICEF jointly. Approval of the final evaluation report will be made by the UNJPHT Steering Committee.

Q. BASIC CONTRACTUAL POLICIES BOTH PARTIES SHOULD BE AWARE OF:

CONTRACTUAL POLICY BOTH PARTIES SHOULD BE AWARE OF:

- Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- For international consultants outside the duty station, signed contracts must be sent by fax or email.
- No contract may commence unless the contract is signed by both UNICEF and the Consultant or Contractor.

INSTRUCTIONS TO BIDDERS

1 MARKING AND RETURNING PROPOSALS

1.1 **SEALED PROPOSALS** must be despatched to arrive at the UNICEF office indicated **NO LATER THAN 12:00HS ZAMBIA LOCAL TIME ON 9th June, 2016**. Proposals received in any manner other than as outlined in clauses 1.3 to 1.5, will be **INVALIDATED**.

The submitted proposals should be accompanied by a pdf electronic copy (not emailed) on CD or USB flash drive of the technical proposal only and no financial information should be included. Proposals will be opened and read out on the same dates at 12.30hrs.

For proposals that may be submitted physically (other than dispatched by courier services) these should be deposited in the tender box located at the reception area of the below address.

Proposals submitted by courier may be accepted after the **9th June, 2016** being the deadlines for receipt of proposals provided they are received no later than **13th June, 2016** and a proof of dispatch receipt reflecting a date prior to the stipulated closing time and date is emailed and received prior to the said dates. UNICEF Zambia shall not accept any responsibility for such proposals that may be delayed or not be received as stipulated above.

1.2 Proposals shall be submitted in duplicate, in English, and shall be sealed in 1 outer and 2 inner envelopes and all envelopes shall indicate the bidder's name and address. The **outer envelope** shall be addressed as follows:

Attention: Bid Opening Unit
UNICEF, UN House, 3rd Floor
Alick Nkhata Road, Longacres, Lusaka

LRPS-IMA-2016-9125630

~~DUE: 9th June, 2016~~

1.3 The **first inner envelope** shall be marked **Technical Proposal and addressed in the same manner as the outer envelope**, and shall contain the following documentation:

- (a) The proposed methodology/strategy for completion of the work as detailed in the Terms of Reference;
- (b) The proposed implementation plan;
- (c) Supplier profile, including establishment, experience, client list etc.;
- (d) The proposed team who will complete the work, including leader, members, experience, % time allocation, and capability;
- (e) Corporate organogram (both of the supplier and the proposed team who will carry out the work);
- (f) Any other technical information that is relevant to the requirement.

1.4 The **2nd inner envelope** shall be marked **Price Proposal and addressed in the same manner as the outer envelope**, and shall contain the following documentation:

- (a) Bidder registration/incorporation documents;
- (b) Audited financial statements for the past 2 years;
- (c) Price.

1.5 The **Price Proposal** must cover all the services to be provided, and must itemise the following:

- (a) An all-inclusive rate per person/day (including honorarium and living expenses) for each proposed team member to be assigned to the project in the field and a rate for his/her work at the home office, if

any;

- (b) An all-inclusive amount for any travel related expenses (indicating the number of trips required by each team member);
- (c) Other costs, if any, indicating nature and breakdown;
- (d) A summary of the total cost for the proposed services, excluding taxes from which UNICEF is exempt and as outlined in clause 15 of these Instructions and in clause 5 of the General Terms and Conditions;
- (e) A proposed schedule of payments, all of which must be expressed and will be affected in US dollar.

1.6 Information which the bidder considers to be proprietary should be clearly marked as such. All information provided by the bidder will be treated as confidential and used for UNICEF internal purposes only.

2 TIME FOR RECEIVING PROPOSALS

2.1 Sealed Proposals received prior to the stated closing time and date will be kept unopened. The Officer of the Bid Opening Unit will open Proposals when the specified time has arrived and no Proposal received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

2.3 Modification by fax of sealed Proposals already submitted in a sealed envelope will be considered if received prior to the closing time and date.

3 PUBLIC OPENING OF PROPOSALS

3.1 Bidders, or their authorized representative, may attend the public opening of the RFP at the time, date and location specified. **The only envelope that will be opened at public bid opening is the Technical Proposal.**

4 REQUEST FOR INFORMATION

4.1 Any request for information regarding the specifications should be forwarded to the Procurement Officer who VERIFIED the Bid.

5 CORRECTIONS

5.1 Erasures or other corrections in the Proposal must be explained and the signature of the Bidder shown alongside.

6 MODIFICATION AND WITHDRAWAL

6.1 All changes to a Proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier Proposal, or state the changes from the original Proposal.

6.2 Proposals may be withdrawn on written or faxed request received from Bidders prior to the opening time and date. Negligence on the part of the Bidder confers no right for the withdrawal of the Proposal after it has been opened.

7 VALIDITY OF PROPOSALS

7.1 Proposals should be valid for a period of not less than 90 days after RFP opening, unless otherwise specified in the Specific Terms and Conditions. Bidders are requested to indicate the validity period of their Proposal, as UNICEF may award additional contracts against the lowest acceptable proposal if requests for identical services are received during the Proposal validity period. UNICEF may also request the validity period to be extended.

8 DISCOUNTS

8.1 Discounts on faster payment are acceptable to UNICEF. Time in connection with discounts offered will be computed from the date of receipt at UNICEF office of FULLY PAYMENT DOCUMENTATION as specified in the Contracts. Any discounts for any reason other than those mentioned on the RFP Form must be stated on the Proposal.

9 QUALITY ASSURANCE

9.1 If the Bidder is already certified, or in the process of being ISO 9001/9002/BS certified, this should be clearly indicated in the Proposal and a copy of the Certificate attached to the Bid.

10 RIGHTS OF UNICEF

10.1 UNICEF reserves the right to INVALIDATE any Proposal for reasons mentioned above, and, unless otherwise specified by UNICEF or by the Bidder, to accept any item in the Proposal.

10.2 UNICEF reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract.

11 EVALUATION OF PROPOSALS

11.1 Following closure of the RFP, proposals will be evaluated by a UNICEF evaluation team to assess their merits. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal.

11.2 A 2 stage procedure will be utilised in evaluating proposals, with evaluation of the **Technical Proposal** being completed prior to any evaluation of the **Price Proposal**. **Technical Proposals** will be evaluated for compliance with the mandatory requirements of the RFP.

11.3 The **Technical Proposal** has a total possible value of 75 points. **Technical Proposals** receiving 52.5 points or higher, will be considered technically responsive and the **Price Proposal** will be opened. Proposals which are considered non technically compliant and non-responsive, will not be given further consideration.

11.4 The total number of points allocated for the **Price Proposal** is 25. The maximum number of points will be allocated to the lowest price proposal that is opened and compared among those bidders which obtain the threshold points in the evaluation of the **Technical Proposals**. All other **Price Proposals** shall receive points in inverse proportion to the lowest price.

12 AWARD/ADJUDICATION OF PROPOSALS

12.1 The final selection of the most responsive proposals will be based on the best proposal overall, in terms of technical score and price. UNICEF reserves the right to make multiple arrangements for any goods/services where, in the opinion of UNICEF, the lowest acceptable Bidder cannot fully meet the

delivery requirements or if it is deemed to be in UNICEF's best interest to do so. Any arrangement under this condition will be made on the basis of the lowest, second lowest and third lowest, etc. bid which meets all the requirements in paragraph 11.1 above.

13 ERROR IN PROPOSAL

13.1 Bidders are expected to examine all Schedules and all Instructions pertaining to the RFP. Failure to do so will be at Bidders own risk. In case of errors in the extension price, unit price shall govern.

14 RFP TERMS AND CONDITIONS

14.1 This RFP and any responses thereto, shall be the property of UNICEF. In submitting a proposal, the bidder acknowledges that UNICEF reserves the right to:

- (a) Visit and inspect the bidder's premises;
- (b) Contact any/all referees provided;
- (c) Request additional supporting or supplementary information;
- (d) Arrange interviews with the proposed project team/consultants;
- (e) Reject any/all of the proposals submitted;
- (f) Accept any proposals in whole or in part;
- (g) Negotiate with the most favourable bidder;
- (h) Award contracts to more than 1 bidder, as UNICEF considers to be in its best interests.

14.2 Bidders shall bear all costs associated with the preparation and submission of proposals, and UNICEF shall not be responsible for these costs, irrespective of the outcome of the bidding process.

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