



## Request for Proposal (RFP)

Date: 3 February, 2012

Dear Sir/Madam,

Subject: RFP for the provision of services for administration of the 2012 Asia-Pacific Human Development Fellowships

1. You are requested to submit a proposal for the service as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
  - i. Instructions to Offerors ..... (Annex I)
  - ii. General Conditions of Contract..... (Annex II)
  - iii. Technical Evaluation Criteria ..... (Annex III)
  - iv. Terms of Reference (TOR) ..... (Annex IV)
  - v. Proposal Submission Form ..... (Annex V)
  - vi. Price Schedule ..... (Annex VI)
  - vii. Acknowledgement Letter ..... (Annex VII)
3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 2 March 2012, 3 p.m., GMT+7.

United Nations Development Programme  
UN Service Building 3<sup>rd</sup> Floor  
Rajdamnern Nok Ave., Bangkok 10200, Thailand  
Attention: Registry Unit  
Tel: 66 (0) 2288 2746

Marked with: **"RFP: Services for the provision of services for administration of the 2012 Asia-Pacific Human Development Fellowships"**

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal using the Acknowledgement Letter (Annex VII).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Margaret Goon', written over a blue horizontal line.

Margaret Goon  
Chief of Operations

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**Instructions to Offerors**

**A. Introduction**

**1. General**

The purpose of the RFP is to invite Offerors to submit proposals for the provision of services to administer the 2012 Asia-Pacific Human Development Fellowships

**2. Cost of proposal**

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**B. Solicitation Documents**

**3. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

**4. Clarification of solicitation documents**

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

**5. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

## C. Preparation of Proposals

### 6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### 7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form (Annex V);
- (b) Technical Proposal, including documentation to demonstrate that the Offeror meets all requirements, completed in accordance with clause 8;
- (c) Price schedule, completed in accordance with clause 9;

### 8. Technical Proposal

The Offeror shall structure the operational and technical part of its Proposal as follows:

#### (a) Management plan

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The contents should include:

- Organisational Background (Infrastructure, Assets and Establishment)
- Experience in similar and relevant skill or expertise
- Previous relevant UNDP projects or UN or similar or equivalent organizations
- Other relevant information to support requirement under “qualification” in the ToR, Annex IV.

#### (b) Proposed methodology

The contents should include:

- Methodology and Approach understanding and clarity
- Concepts with relevant details

- Schedule, planning and allocation of Resources
- Clear deliverables and milestones.

(c) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. The contents should include:

- CVs of the key personnel to perform this task, with Qualifications in terms of education, consultancy, specializations and other relevant requirement.
- Key Technical Skills related to project scope
- Previous UNDP or equivalent similar organisation performance appraisal
- References

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**9. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents (Annex VI), the prices of services it proposes to supply under the contract. No partial bids are allowed.

**10. Proposal currencies**

All prices shall be quoted in US dollars or any convertible currency.

**11. Period of validity of proposals**

Proposals shall remain valid for one hundred and twenty (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

## 12. Format and signing of proposals

The Offeror shall prepare three copies of the Proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancy between them, the original shall govern.

The three copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

The Offeror shall prepare an electronic copy for the technical proposal ONLY written in the CD and include it with the Technical Proposal envelope.

Please ensure that any pricing information is not included in the electronic copy of Technical Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

## 13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

## D. Submission of Proposals

### 14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –  
United Nations Development Programme  
UN Service Building 3<sup>rd</sup> Floor  
Rajdamern Nok Ave., Bangkok 10200, Thailand  
Attention: Registry Unit

and,

- marked with –
- **“RFP: Services for administration of 2012 Asia-Pacific Human Development Fellowships”**

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked "Original" and "Copy". The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

#### 15. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **2 March 2012, 3 p.m, GMT+7.**

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

#### 16. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

#### 17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

### E. Opening and Evaluation of Proposals

#### 18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

#### 19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

#### 20. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

#### 21. Evaluation and comparison of proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). (Annex IV)

##### Combined 70/30

In the Second Stage, the total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened and

compared among those invited firms/institutions who have attained minimum 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

$$\frac{\text{Lowest Price} \times 100}{\text{Other Price under Consideration}} = \text{Financial Score}$$

The weights given to the technical and financial proposals are 70% and 30%, respectively.

$$\text{Total combined score} = [70\% \times \text{Technical Score}] + [30\% \times \text{Financial Score}]$$

The contract will be awarded to the Contractor obtaining the highest Total combined score.

#### F. Award of Contract

##### 22. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

##### 23. Purchaser's right to vary requirements at time of award

The procuring UNDP entity reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in unit price or other terms and conditions.

##### 24. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the procuring UNDP entity.

**General Conditions of Contract**

**1. LEGAL STATUS**

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

**2. SOURCE OF INSTRUCTIONS**

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

**3. 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 this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP 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 conform with the provisions of this Contract.

**6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNDP 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 this Contract.

**7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, 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

acts or omissions of the Contractor, or the Contractor's employees, officers, agents 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, products 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.

## 8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 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.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 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 services 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 performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- (i) Name UNDP as additional insured;
  - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
  - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

## E. 9. 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 UNDP 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.

## 10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## 11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in

consequence of or in the course of the execution of this Contract. At the UNDP'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 UNDP in compliance with the requirements of the applicable law.

## 12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

## 13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 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 UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

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

## 14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 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 which are beyond the control of the Parties.

14.2 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 UNDP, 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 UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP 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 this Contract.

14.3 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, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## 15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 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, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

## 16. SETTLEMENT OF DISPUTES

### 16.1. 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.

### 16.2. Arbitration

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

## 17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## 18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption

from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

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

## 19 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## 20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## 21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## 22. 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 UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	25 %	250					
2.	Proposed Methodology, Work Plan and Approach	50 %	500					
3.	Personnel	25 %	250					
<b>Total</b>			<b>1000</b>					

#### Detailed evaluation criteria

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
<b>Expertise of firm / organisation submitting proposal</b>							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	40					
1.2	General Organisational Capability for relevant components (Academia and Media) which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	45					
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	40					
1.4	Quality assurance procedures, warranty	40					
1.5	Relevance of: <ul style="list-style-type: none"> <li>- Experience with fellowship administration processes for either academic or media or both</li> <li>- Experience on related development projects in Asia and the Pacific, including good contacts with Asia-Pacific Academia and/or Media institutions</li> <li>- Experience on working with academia and/or the media</li> <li>- Work for UNDP/ major multilateral/ or bilateral institutions</li> </ul>	45					
1.6	Pre-existence of relevant dissemination and advocacy channels, both within and outside Asia-Pacific	40					
<b>Total Part 1</b>		<b>250</b>					

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Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
<b>Proposed Methodology, Work Plan and Approach</b>							
2.1	Demonstration of the capacity in understanding development and human development issues	50					
2.2	Have the important aspects of the task been addressed in sufficient detail?	50					
2.3	Are the different components of the project adequately identified?	150					
2.4	Is the scope of task well defined and does it correspond to the TOR?	50					
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	75					
2.6	Time period to complete all disbursements and reports by end of each year	125					
<b>Total Part 2</b>		<b>500</b>					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
3.1	General Qualification	50					
3.2	International Experience	50					
3.3	Professional Experience in the area of specialization	50					
3.4	Knowledge of the region	25					
3.5	Language Qualifications	50					
3.6	Web design and publication layout experience	25					
<b>Total Part 3</b>		<b>250</b>					

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**TERMS OF REFERENCE**

**UNDP ASIA-PACIFIC HUMAN DEVELOPMENT**

**ACADEMIC AND MEDIA FELLOWSHIPS 2012(PHASE I)**

**Human Development Report Unit  
UNDP Asia-Pacific Regional Centre**

**BACKGROUND**

UNDP, through the Human Development Report Unit (HDRU) at its Asia-Pacific Regional Centre (APRC) started the Asia-Pacific Human Development Fellowship awards in 2005. The fellowships are designed to stimulate new modes of thinking on human development, both in terms of research and advocacy. There are two types of Fellowships: Academic and Media. Twenty-two fellows have been selected to date.\*

**Academic Fellowships**

The HDRU introduced the Human Development Academic Fellowships in 2005. So far twelve academic fellows have been selected.

The objective of the UNDP HD Academic fellowship is to encourage young Ph.D. students from the Asia-Pacific region to analyse development issues from a human development perspective and push the boundaries of the emerging discipline by contributing to theory, applications and policies. It is expected that the fellowship will have spin-off effects for the region including identifying issues for a post 2015 development agenda, which will strengthen the regions' capacity to use the HD lens or analyse developmental issues. The theme for the 2012 and 2013 Academic Fellowships are to be determined.

The fellowships are open to students who maintain nationality from Asia-Pacific developing countries (please refer to Annex A for list of countries) and are currently enrolled (or have been accepted to) a Ph.D programme.

Information about the HD Academic Fellowship programme has been widely disseminated, primarily through the UNDP country offices and also through the APRC website. Applications need to be

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\* Greater detail on the Fellowship Programme and the work of these fellows on <http://asia-pacific.undp.org/practices/HDRU/fellowship.html>

independently reviewed and candidates need to be shortlisted and interviewed for final selection. The two selected Fellows will be provided US\$10,000 each for the dissertation research, disbursed in two tranches – 50% upon their selection as a Fellow and the remaining 50% upon submission of their final approved PhD dissertation.

### **Media Fellowships**

The HDRU introduced the Human Development Media Fellowships in 2006. So far ten fellows have been selected.

The aim is to build capacity among media professionals from the Asia and the Pacific developing countries to undertake advocacy on current and future issues of concern to countries of the Asia-Pacific region from a human development perspective. Some ways in which the media can raise awareness about human development issues include: radio programmes, short films, public service announcements, print media articles, cartoons, photo essays, etc. For 2012 applicants, the theme is 'Climate Change', while the 2013 theme is to be determined.

The fellowships are aimed for mid-level career nationals from Asia-Pacific developing countries (please refer to Addendum for list of countries) who are media professionals working on issues related to human development.

The two Fellows will be provided financial support up to a maximum of US\$10,000 each based on a detailed proposal and budget. Moreover, this sum award must be indicated upfront in every Fellowship announcement. Funds will be released in two installments within a year of the awarding of the Fellowship – 50% upon selection of the Fellow and 50% upon delivery to and approval of the completed final media product by UNDP. The final media product will become the property of UNDP.

### **SCOPE OF WORK**

The selected institution/contractor will complete the following tasks for each type of fellowship:

#### **1. PREPATORY WORK**

- Maintain a detailed work plan and project management team structure with clear delineation of roles and responsibilities
- Work with the HDRU team in the design and dissemination of the application brochures for both Academic and Media Fellowships
- Actively disseminate and advocate both fellowship brochures to Asia-Pacific developing country nationals (please refer to Addendum for the list of countries) within a maximum 3 month advertised application window
- Maintain a detailed database of applications and proposals for both Academic and Media Fellowship applicants

#### **Expected outputs:**

- A detailed work plan and team structure
- Two finalized electronic brochures; one for the Academic Fellowship and another for the Media Fellowship
- Advertisements within a 3 month maximum application window
- A detailed database of all incoming applications

## **2. INDEPENDENT SELECTION PANELS**

- Assess and apply separate evaluation criteria for Academic and Media applicants in consultation with selection committee members and HDRU
- Identify and construct two independent panels (one for the Academic panel and another for the Media panel) of at least three experts each comprising of relevant technical expertise from the region in consultation with HDRU and manage the duties and honorarium payments of the panelists

### Expected outputs:

- Two evaluation criteria's to assess applicants for Academic and Media panels
- Two independent interview panels for Academic and the Media

## **3. EVALUATION AND SHORTLISTING**

- Evaluate the applications of all eligible applicants, providing justification for why each candidate meets or does not meet the criteria set forth in the application brochure in conjunction with the HDRU
- Prepare a shortlist of eligible candidates for each Academic and Media Fellowship. Allow at least two weeks between the application closing date and the short-listing of candidates to ensure ample time for screening the applications.

### Expected outputs:

- Two shortlists of eligible candidates for Academic and Media with justifications

## **4. STRUCTURED INTERVIEWS AND SELECTION**

- In conjunction with their respective committees, construct and facilitate two structured panel interviews of short listed Academic and Media applicants along with HDRU staff participating as observers
- Provide honorarium payments to media and academic expert selection panels (honorarium payments will be under the contractor's cost).
- Select and recommend candidates for financial support to the HDRU, following the interviews with the selection panels

### Expected outputs:

- A list of four recommended candidates for the Fellowship award (two for Academic and two for the Media)

## **5. AWARD DISBURSEMENT, FOLLOW UP AND FINAL REPORT**

- Submit a full final report to HDRU with the recommended Academic and Media Fellows for approval for that year
- Liaise with universities (for Academic) and individuals (for Media) to set up Fellowship award disbursement timings, delivery mechanisms and controls

- Disburse the Fellowship award in accordance with HDRU Fellowship guidelines
- Follow up on queries as needed, providing periodic and regular status updates to HDRU throughout the entire process
- Any other related task as maybe be required by the Regional Programme Coordinator /Deputy Regional Coordinator/ Programme Specialist of the HDRU

Expected outputs:

- A full final Report
- Confirmation of disbursement receipts

**DURATION**

- The contractual period will be only for Phase I (2012). Contract for Phase II(2013) will be given subject to availability of funds and satisfactory performance.
- The annual Fellowship assignment will need to be completed within a timeframe of 6 months maximum after contract start date.
- **The selected Administering Institution/Contractor will run the standard administrative procedures for awarding the Fellowships. For every year, four fellowships will be awarded (two academic and two media) following identical processes, illustrated above. In the event of any change in standard procedure, prior consultation with the UNDP is necessary.**

**DUTY STATION OR EXPECTED PLACES OF TRAVEL**

The institution can carry out the work from their home base. In case of travel requirements requested by UNDP, the cost will be reimbursed based on UNDP rules & regulations.

**PROVISION OF MONITORING AND PROGRESS CONTROL**

The HDRU will provide draft content, monitor and advise the administering institution in the construction and dissemination of the application brochures, membership of the two panels, inputs to the two sets of evaluation criterion, structure of the panel interviews, ensure gender and sub-regional balance in award of the fellowships and the structure of the final report.

**QUALIFICATIONS**

- Demonstrated capacity in understanding development and human development issues
- At least 10 years of related development experience in Asia and the Pacific, including working with academia and/or the media
- Strong project management and coordination skills in a team environment
- Ability to set and keep stringent deadlines and carry out complex tasks with a variety of stakeholders
- Experience with fellowship administration processes for either academic or the media but preferably both
- Work experience in the Asia Pacific region, including good contacts with Asia-Pacific Academia and/or Media institutions
- Pre existing dissemination and advocacy channels, both within and outside Asia-Pacific, for the Fellowships preferred
- Web design and publication layout experience
- Evidence of regular organizational accounting and auditing

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- Excellent knowledge of the English language

#### **ACADEMIC AND MEDIA FELLOWSHIPS 2013(PHASE II)**

The selected institution/contractor has to complete similar SCOPE OF WORK as stipulated in 2012 Academic and Media fellowship with required outputs for 2013 academic year. The contractor may be required to provide the administering service for 2013 Academic and Fellowship given the availability of funds and satisfactory performance.

List of Eligible Countries

Nationals of the countries listed below are eligible to apply in their individual capacity:

1. Afghanistan
2. Bangladesh
3. Bhutan
4. Cambodia
5. China
6. Cook Islands
7. Democratic People's Republic of Korea
8. Federated States of Micronesia
9. Fiji
10. India
11. Indonesia
12. Iran, Islamic Republic of
13. Kiribati
14. Lao People's Democratic Republic
15. Malaysia
16. Maldives
17. Marshall Islands
18. Mongolia
19. Myanmar
20. Nauru
21. Nepal
22. Niue
23. Pakistan
24. Palau
25. Papua New Guinea
26. The Philippines
27. Samoa
28. Solomon Islands
29. Sri Lanka
30. Thailand
31. Timor-Leste
32. Tokelau
33. Tonga
34. Tuvalu
35. Vanuatu
36. Viet Nam

**PROPOSAL SUBMISSION FORM**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services on **the provision of services for the administration of the 2012 Asia-Pacific Human Development Fellowships** for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Duly authorised to sign Proposal for and on behalf of

Signature & Stamp of entity

Dated this day /month / year

Name of representative:

Address:

Telephone/Fax:

## PRICE SCHEDULE

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

<b>Price Schedule:</b>			
<b>Request for Proposals for the provision of provision of services for the administration of the 2012 Asia-Pacific Human Development Fellowships (No partial bids are allowed)</b>			
<b>Description of Activity/Item</b>	<b>Number of Staff</b>	<b>Daily Rate</b>	<b>Estimated Amount</b>
	<b>PHASE I</b>		
<b>1.</b>	<b>Remuneration</b>		
1.1	Services in Home office		
1.2	Services in Field		
<b>2.</b>	<b>Out of Pocket Expenses</b>		
2.1	Travel		
2.2	Per Diem Allowances		
2.3	Communications		
2.4	Reproduction and Reports		
2.5	Equipment and other items		
2.6	Others, pls specify		
	<b>PHASE II</b>		
<b>3.</b>	<b>Remuneration</b>		
3.1	Services in Home office		
3.2	Services in Field		

<b>4.</b>	<b>Out of Pocket Expenses</b>			
4.1	Travel			
4.2	Per Diem Allowances			
4.3	Communications			
4.4	Reproduction and Reports			
4.5	Equipment and other items			
4.6	Others, pls specify			

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