



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

Developing Innovation-driven and Sustainable Civil Society in Azerbaijan	DATE: April 2, 2021
	REFERENCE: <b>CA032021 - Capacity assessment of small-sized CSOs</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for assessment of organizational capacities and analysis the training needs of small-sized CSOs in Azerbaijan to participate in the local development. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Thursday, April 15, 2021 18:00 Baku local time via email to the address below:

***Procurement.aze@undp.org***

Your email shall bear the following information in the subject: **“Proposal for Project 000123786. Capacity assessment of small-sized CSOs”**.

**The Company is required to prepare and submit separately a Technical and Financial Proposals.**

**The Financial proposal to be submitted in a password-protected file separate from the Technical Proposal. The password to financial proposal shall not be provided if not officially requested by UNDP.**

**The proposals should be duly signed and stamped.**

**The Technical proposal shall include:**

- a) Business Licenses – Registration Papers, Tax Certification etc.
- b) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;

- c) The company's portfolio of previous projects for similar services as those required by UNDP, indicating description of the contract scope, contract duration, contract value, contact references/contact details;
- d) At least two reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results, and the role of the applicant company;
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- f) A methodology for carrying out the assignment; (please see details in with Annex 2, Clause B)
- g) A work plan with a proposed work schedule indicating the persons responsible for each area of activity (please see details in with Annex 2, Clause B).
- h) Personal CVs of the Project Team, including information about experience in similar projects / assignments (please see details in Annex 2, Clause C);

**The Financial proposal shall include:**

- a) Cost breakdown per Deliverable (Annex 2, Clause D)
- b) Cost breakdown by Cost component (Annex 2, Clause E)
- c) Written statement confirming that VAT is excluded from financial offer.

Your Proposal must be expressed in English, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the **.pdf** format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the

Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Subhan Ahmadov**  
**OM, UNDP**  
**02.04.2021**

*Subhan Ahmadov*

## Description of Requirements

Context of the Requirement	<p>The EU and UNDP highly value dynamic civil society environment, which contributes towards sustainable development and inclusive growth, and recognize the important role of the civil society in support of the 2030 Agenda on Sustainable Development. The organizations have developed long-term partnership realized through a number of initiatives that promote a conducive environment for CSOs, foster meaningful participation of CSOs in local development as well as strengthen CSOs' internal capacities.</p> <p>To further support engagement of the civil society in the national development process, EU and UNDP have launched a new 3-year project "Developing innovation-driven and sustainable civil society in Azerbaijan". The project is designed as a multi-dimensional response to accelerate the development and growth of the civil society sector in Azerbaijan through building capacities for local development and community activism, policy formulation, promoting social entrepreneurship and stimulating social innovation.</p> <p>The project's overall development objective is to contribute to building conducive environment for a vibrant, sustainable and innovation-driven civil society in Azerbaijan. The project specifically aims to boost capacities of small-size and mainly region-based CSOs by enhancing their organizational development and community activism. The capacity development component of the project is expected to equip local CSOs with knowledge, skills, networking and funding opportunities, and to give impetus to greater citizens' participation and engagement in local development processes around priority issues such as SDG Agenda, climate change and environment and response to COVID-19.</p> <p>The organizational capacity of regional CSOs continues to be significantly weaker than that of organizations in the capital because of their more limited access to funding (both foreign and domestic), legal and administrative barriers, and weak human capital. Rural CSOs do need financial support, but more importantly, they need assistance in organizational development. As a result of limited access to funding and overall weak management practices, stagnating rural CSOs fail to provide much-needed social, educational and advocacy services for their communities which, in turn, undermines further regional development at the grassroots level.</p> <p>Against this background, UNDP will launch a capacity building programme (CBP) tailor-made to the specific needs of the small-size CSOs mainly based in the regions of Azerbaijan. The design of the CBP will be informed by a comprehensive organizational capacity assessment and analysis of the training needs to be carried out by a national institution (Service Provider).</p>
Implementing Partner of UNDP	UNDP

<p>Brief Description of the Required Services<sup>1</sup></p>	<p><u>Objective and scope of the assignment</u></p> <p>The objective of the assignment is to conduct a comprehensive assessment of the baseline capacities and analyse training needs of the small-size CSOs, predominantly based in the rural areas of Azerbaijan. The assessment should establish the current capacities of the local CSOs, identify gaps and provide a guide for the effective delivery of future capacity development initiatives.</p> <p>Specific areas for assessment should include but not limited to the following capacities:</p> <ul style="list-style-type: none"> <li>• Organizational development and internal management</li> <li>• Financial sustainability and fund raising</li> <li>• Community mobilization and participatory techniques</li> <li>• Advocacy and outreach</li> <li>• Project cycle management</li> <li>• Service delivery</li> <li>• Infrastructure</li> </ul> <p>It is expected that the assessment should cover up to 40 CSOs and will include start-up level, small or micro-size CSOs, community-based and grassroots organizations that have so far been unable to make a meaningful contribution to local development due to lack of basic capacities and poor resource base.</p> <p><u>Duties and responsibilities</u></p> <p>The Service Provider is expected to perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Prepare detailed methodology for the capacity assessment and training needs analysis (to be agreed with UNDP);</li> <li>• Carry out capacity assessment process following approved methodology;</li> <li>• Analyse findings and produce draft capacity assessment report (existing capacities, capacity gaps and training needs);</li> <li>• Validate the draft report with key stakeholders (CSOs, UNDP);</li> <li>• Provide inputs into the Terms of Reference for the consultants to be engaged in the future capacity building initiatives for local development;</li> <li>• Finalize and submit the report to UNDP.</li> </ul> <p>The Service Provider is also expected to be available for follow-up questions during the preparation of the capacity building programme. ToR is attached.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Deliverable 1: An inception report including a work plan, detailed methodology, report format and timeline</p> <p>Deliverable 2: Draft report with preliminary findings</p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Deliverable 3: A consolidated report which includes findings of the capacity needs assessment and analysis of training needs, including inputs into the Terms of Reference for the consultants to be engaged in the future capacity building initiatives for local development	
Person to Supervise the Work/Performance of the Service Provider	Project Manager	
Frequency of Reporting	<b>Report</b>	<b>Deadline for submission</b>
	An inception report including a work plan, detailed methodology, report format and timeline	Within 7 days from the commencement of the assignment
	Draft report with preliminary findings	within 40 days after approval of the methodology
	A consolidated report which includes findings of the capacity needs assessment and analysis of training needs, including inputs into the Terms of Reference for the consultants to be engaged in the future capacity building initiatives for local development	within 3 days after the completion of the validation process.
Progress Reporting Requirements	The reports shall be submitted in a written form and shall be well structured. Deliverables will require review and approval by the Project team.	
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	8 weeks	
Target start date	12 May 2021	
Latest completion date	10 July 2021	
Travels Expected	Travels to regions may be required as the assignment assumes capacity needs assessment of region-based CSOs. The Service Provider shall provide information about planned travels in the proposal.	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others: It is Service Provider's responsibility to undertake all security measures for carrying out the assignment	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others : none. The Service Provider will use own facilities and transport	
Implementation Schedule		

indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AZN)			
	UNDP will use UN treasury exchange rates as at 12 April 2021 for comparison. <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>  If the local organization quotes in USD, payments will be made in AZN according to UN treasury exchange rate at the date of transaction			
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days			
	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing for completion of the output	Condition for Payment Release

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>An inception report including a work plan, detailed methodology, report format and timeline</p> <p>Draft report with preliminary findings, to be submitted within 40 days after approval of the methodology.</p> <p>A consolidated report which includes findings of the capacity needs assessment and analysis of training, including inputs into the Terms of Reference for the consultants to be engaged in the future capacity building initiatives for local development</p>	<p>30%</p> <p>40%</p> <p>30%</p>	<p>Within 7 days from the commencement of the assignment</p> <p>within 40 days after approval of the methodology.</p> <p>within 3 days after the completion of the validation process.</p>	<p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project team / Programme Advisor				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type of Contract: Face Sheet with General Terms and Conditions				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
	<p><b><u>Technical Proposal (T=70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <ul style="list-style-type: none"> <li>At least 5 years of proven experience in conducting organizational</li> </ul>				

<p>Criteria for the Assessment of Proposal</p>	<p>capacity needs assessments – 15 points</p> <ul style="list-style-type: none"> <li>• At least 3 years of experience working in organizational development, capacity building in the areas covered by the assessment – 10 points</li> <li>• Previous experience of work with the CSO sector – 5 points</li> </ul> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%</p> <ul style="list-style-type: none"> <li>• Methodology - 15</li> <li>• Implementation plan - 15</li> </ul> <p><input checked="" type="checkbox"/> Team composition and Qualification of Key Personnel 40%</p> <ul style="list-style-type: none"> <li>• Adequacy of the team composition to the complexity of the assignment – 15</li> <li>• Qualification of the team leader – 25</li> </ul> <p>Team leader must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Advanced degree in development studies, social sciences, economics or related discipline; (2)</li> <li>• A minimum of ten (10) years' experience in conducting organizational capacity needs assessments, experience with self-assessment processes will be an advantage; (10)</li> <li>• Previous experience of work with the CSO sector; (5)</li> <li>• At least 5 years of experience working in organizational development, capacity building in the areas covered by the assessment; (5)</li> <li>• Excellent writing and communication skills in Azerbaijani and English; (3)</li> </ul> <p>Other skills:</p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills and the ability to communicate and work well with diverse people.</li> </ul> <p><b><u>Financial Proposal (P=30%)</u></b></p> <p>Financial scores to be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP:</p> $Sf = \frac{\text{Lowest Proposal}}{\text{Proposed Proposal}}$ <p>Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal;</p> $T + P = 100; S = St \times T\% + Sf \times P\%.$ <p>The contract will be awarded to the firm whose proposal will obtain the highest aggregate score based on the technical and financial evaluation.</p>
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	<p><b>If a company passes 70% minimum threshold as a result of technical evaluation, then UNDP will officially request the companies passing 70% to provide their passwords for financial proposal. The companies not gaining 70% for technical evaluation will not pass to the next stage of evaluation and their passwords will not be requested.</b></p> <p>Please see detailed criteria at Skills and qualifications requirements section of ToR</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<p><a href="mailto:Procurement.aze@undp.org">Procurement.aze@undp.org</a></p> <p><i>All questions must bear the following information in subject field:</i>  <b>"INQUIRY. Proposal for Project 000123786. Capacity assessment of small-sized CSOs"</b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Business Licenses – Registration Papers, Tax Certification etc.*
- b) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- c) The company's portfolio of previous projects for similar services as those required by UNDP, indicating description of the contract scope, contract duration, contract value, contact references/contact details;*
- d) At least two reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results, and the role of the applicant company;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

*The Service Provider shall also submit a detailed work plan aligned with the proposed methodology.*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*The Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component *[This is only an Example]:***

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*