

Ref: LRPS-2023/9182648

REQUEST FOR PROPOSAL (RFP)

15 May 2023

UNITED NATIONS CHILDREN’S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Institutional Consultancy for HACT spot check and Micro Assessment services

SEALED Proposals should be sent to:

UNICEF Vientiane, Lao PDR
Bid Reference Number: **LRPS/2023/9182648**
Km3 Thadeua Road, Ban Watnak
Vientiane, Lao PDR
Telephone +856 21 487500
Facsimile +856 21 314852

IMPORTANT – ESSENTIAL INFORMATION

The reference **LRPS/2023/9182648** must be shown on the envelope containing the **Technical Proposal** and, on the envelope, containing the **Financial Proposal**, as well as on the outer packaging containing both envelopes.

The bid form must be used when replying to this request for proposal.

The Proposals **MUST** be received at the above address by latest **17:00 Local Time on 29 May 2023**. Due to the nature of this RFP, there will be no public opening of proposals.

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF’s requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

BID FORM

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

TERMS AND CONDITIONS OF CONTRACT

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

INFORMATION

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

The Undersigned, having read the Terms and Conditions of **LRPS/2023/9182648** set out in the attached document, hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: _____
Date: _____
Name & Title: _____
Company: _____
Postal Address: _____
Tel. No.: _____
E-mail: _____
Validity of Offer: _____
Currency of Offer: _____

THIS REQUEST FOR PROPOSAL HAS BEEN:



PREPARED BY: Siphachanh Chounlamany
Supply Officer
Email: schounlamany@unicef.org

To be contacted for additional information. NOT FOR SENDING OFFERS



APPROVED BY: Helena Soldatova
Deputy Representative, Operations
Email: hsoldatova@unicef.org

1.0 PROCEDURES AND RULES

1.1 ORGANISATIONAL BACKGROUND

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

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

1.2 PURPOSE OF THE REQUEST FOR PROPOSAL

The purpose of this RFP is to invite proposals [for HACT spot check and Micro Assessment services](#)

1.3 FORECAST SCHEDULE

The schedule of the contractual process is as follows:

a) Closing date and time for submission of full proposal:	29 May 2023 @17:00 Local Time
b) Opening of Technical proposal:	30 May 2023
c) Opening of Financial proposal:	02 June 2023
d) Award Notice:	08 June 2023
e) Signature of contract:	12 June 2023 (TBC)

1.4 RFP CHANGE POLICY

All requests for formal clarification or queries on this RFP must be submitted in writing to laosupply@unicef.org and copy to hsoldatova@unicef.org. Please make sure that the e-mail mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown alongside. 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. Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Bidders are expected to examine all instructions pertaining to the work. Failure to do so will be at bidder's own risk and disadvantage.

1.5 RFP RESPONSE FORMAT

Full proposals should be submitted in ENGLISH and must be received not later **29 May 2023 @17:00 Local Time**, duly signed and dated. Bidders must submit a sealed proposal, with two **separate sealed envelopes inside for (a) the Technical Proposal and (b) the Price Proposal**.

Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF office indicated no later than the closing time and date. They must be clearly marked as follows:

- Outer envelope: **Name of company**

Bid Reference Number [LRPS/2023/9182648](#)
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Facsimile +856 21 314852

- Inner envelope – technical proposal: Name of company, RFP number - technical proposal
- Inner envelope – financial proposal: Name of company, RFP number - financial proposal

Alternatively, bidders/consultants are allowed to submit their proposal by email. Bidders/consultants who intend to submit electronic proposals must follow the submission instruction as follows:

- Bidders can submit proposals through email. The proposal shall consist of two separate files i.e. one Technical Proposal and one Price Proposal.
- The file for the Price proposal shall be protected by a password which is retained by the bidder. If the technical proposal passes the minimum technical requirement, UNICEF will then request the password to open the Price Proposal file from the bidder. However, if the company loses the password, fails to submit within a period of 3 days, or in the case that the file does not open with the password provided, UNICEF will not be responsible for this matter.
- The file shall be in the form of pdf files only.
- Max. Files Size per transmission: 5MB
- Please send the electronic proposal to laosupply@unicef.org and copy to hsoldatova@unicef.org
- Please be aware that bids or proposals emailed to UNICEF will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all bidders to send email submissions before the deadline.

Please note that the proposal must arrive in the email box before the submission deadline.

Proposals received in any other manner will be invalidated.

Sealed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived, and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the bidder.

Offers delivered at a different address or in a different form than prescribed in this RFP, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

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

The bidder must also provide sufficient information in the proposal to address each area of the Proposal Evaluation contained in 1.10 to allow the evaluation team to make a fair assessment of the candidates and their proposal.

1.6 BIDDER RESPONSE

1.6.1 Formal submission requirements

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

1.6.2 Bid Form

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

1.6.3 Mandatory criteria

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

1.6.4 Technical Proposal

The technical proposal should address all aspects and criteria outlined in this Request for Proposal, especially in its statement of work, terms of reference and paragraph 1.10 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/ propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

1.6.5 Financial Proposal

The financial proposal should be as per but not limited to paragraph 1.10 of this Request for Proposal.

1.6.6 Checklist for submission of proposals

- Bid form filled in and signed
- Envelope for technical proposal
 - o Technical proposal
 - o Technical proposal does not contain prices
 - o Envelope is sealed
 - o Envelope is marked as follows: Name of company, RFP number - technical proposal
- Envelope for financial proposal
 - o Financial proposal
 - o Envelope is sealed
 - o Envelope is marked as follows: Name of company, RFP number - financial proposal
- One outer enveloped
 - o Containing: (i) bid form, (ii) envelope for technical proposal, and (iii) envelope for financial proposal
 - o Envelope is sealed
 - o Envelope is marked as follows:

Name of company

Bid Reference Number: [LRPS/2023/9182648](#)

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1.7 CONFIDENTIAL INFORMATION

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

1.8 RIGHTS OF UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal.

The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

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

1.9 PROPOSAL OPENING

Due to the nature of this RFP, there will be no public opening of proposals.

1.10 PROPOSAL EVALUATION

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee.

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

A) Evaluation Process and Methods

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

The evaluation methodology is based on a highest combined score (based on the 70% technical offer and 30% price weight distribution).

Each interested institution is requested to submit in a brief a technical proposal for such assignment along with a copy of the organization profile, the proposed technical team curriculum vitae, expected budget as well as a sample of previous work undertaken in the last two years.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV.,
2. Financial Proposal: Costs to be provided by all inclusive fees per each spot check and micro assessment.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

(a) Technical Qualification (max. 70%)

Evaluation Criteria (70%)	Maximum Evaluation – 100 Points
Description of Firm	5
General Organization Capability	5
Specialized Knowledge and Experience	15
Quality Assurance and Risk Management	15
Approach and Methodology	15
Project Team Structure and Expertise	15
UN experience	30

(b) Financial Proposal (max. 30%)

The price proposal must be fully separated from the technical proposal. The financial proposal will be submitted in hard copy or in PDF format (Financial Proposal Template of the RFP is attached). Costs will be formulated in USD and free of all taxes. It will include the following elements:

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

$$\text{Score for financial proposal X} = \frac{\text{Max. score for financial proposal} * \text{Price of lowest financial proposal}}{\text{Financial of proposal X}}$$

Total Technical and Financial Proposals = 100 Pts

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to this technical evaluation is 70% of the total evaluation. To be further considered for the financial evaluation, a minimum score of 70 points from the maximum 100 points from the technical proposal in the technical evaluation is required.

The weight allocated to the financial proposal is 30% as per the following: the maximum 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in the inverse proportion to the lowest price. The proposal(s) obtaining the overall highest score after adding the score for the technical and financial proposals in the proposal that offers best value for money and will be recommended for award of the contract.

It is essential that the financial proposal includes all cost implications for successfully completing the required assignment. The bidders should ensure that all pricing information is provided in accordance with the following:

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

The national bidders can submit the price proposal either in local currency (LAK) or US dollar. For price proposal quoted in USD dollar, the payment will be made in local currency (LAK) using the official UN exchange rate at the month of payment.

1.11 PROPERTY OF DELIVERABLES

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

1.12 VALIDITY

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFP and must be signed by all candidates included in the submission. For proposals from institutions, the proposal must also be signed by an authorised representative of the institution. Bidders are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

1.13 CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

1.14 FULL RIGHT TO USE AND SELL

The bidder warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF or the recipient government's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting contract.

1.15 PAYMENT TERMS

Payment will be made only upon UNICEF's acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be made by bank transfer in the currency of billing. Price proposals should include proposed stage payments.

1- Background

UNICEF Laos Seeks to establish a contract to conduct HACT ((Harmonised Approach to Cash Transfers) assurance activity, particularly, Spot Check and Micro Assessment, for our Implementing Partners (IP) in Laos.

The HACT framework was first adopted in 2005 and updated in 2014. It is applied by UNICEF, UNFPA, and UNDP, pursuant to United Nations General Assembly Resolution 56/201 on the triennial policy review of operational activities for development of the United Nations system. The HACT framework represents a common operational (harmonized) framework for transferring cash to government and non-governmental IPs, irrespective of whether these partners work with one or multiple United Nation agencies. The objective of the HACT framework is to support a closer alignment of development aid with national priorities and to strengthen national capacities for management and accountability, with the ultimate objective of gradually shifting to national systems. It is understood that ‘harmonized’ in the context of the HACT framework refers to agencies implementing a common operational framework using the same, consistent, standardized approach and tools.

The HACT framework represents a shift from assurance for cash transfers derived from project level controls and audits towards a method of assurance derived from risk/system-based assessments and audits.

2- Objective, Purpose and Expected Results:

The main objective of the institutional services is to carry out the spot check and Micro Assessment under the HACT framework for our Ips in Lao PDR. The purpose of the spot check and micro assessment are to determine whether the funds transferred to IPs were used for their intended purpose and in accordance with the work plan. Without appropriate completion of the assurance activities, the HACT framework would only serve as a mechanism for risk assessment/ identification, rather than a mechanism for risk management and mitigation. This would expose the United Nations to significant risk and audit findings.

The components of spot check assurance activity is briefly described as:

Spot checks: a review of financial records related to the management of the partnership with the Un Agencies. Spot checks are performed in the office of implementing partners. Spot checks are not audits therefore the extent of expense testing is generally lower than what would be undertaken during an audit.

Micro Assessment: The partner capacity/ micro assessment is performed by a third party service provider and includes a site visit to the IP. The assessment primarily consists of interviews with IP personnel and a review of relevant documentation sufficient to complete the assessment questionnaire (Annex 2). The questionnaire provides an overall risk rating based on responses provided

3- Description of the assignment

To conduct spot check for the 21 Implementing Partners and micro assessment for 7 Implementing Partners, described in the deliverable section. The spot check is to be conducted as per attached Spot Check TOR while the micro assessment is to be conducted as per attached Micro Assessment TOR. The funds covered by the spot check will include funds disbursed to the aforementioned Implementing Partners from 01 October 2022 – 24 April 2023 (ended date may change later).

4- Deliverables:

A. Spot Check: The deliverables are summarized as per the table below

No.	IP Code	Implementing Partner Name	First Draft by date	Final Report by date (including upload into eTools)
1	2500206224	MINISTRY OF PLANNING AND INVESTMENT	TBC	TBC
2	2500232528		TBC	TBC
3	2500221610	MINISTRY OF LABOUR AND SOCIAL WELFA	TBC	TBC
4	2500206201	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
5	2500206168	MINISTRY OF INFORMATION CULTURE AND TOURISM	TBC	TBC
6	2500234356	MINISTRY OF HEALTH	TBC	TBC
7	2500234351	MINISTRY OF HEALTH	TBC	TBC
8	2500222429	The Ministry of Justice	TBC	TBC
9	2500206222	LASES	TBC	TBC
10	2500206183	i-NGO	TBC	TBC
11	2500227055	LAO YOUTH UNION	TBC	TBC
12	2500237897	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
13	2500206153	MINISTRY OF HEALTH	TBC	TBC
14	2500206140	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
15	2500206160	MINISTRY OF HEALTH	TBC	TBC
16	2500206177	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
17	2500237067	MINISTRY OF INFORMATION CULTURE AND TOURISM	TBC	TBC
18	2500206149	The Ministry of Justice	TBC	TBC
19	2500206228	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
20	2500232246	LAO FRONT FOR NATIONAL CONSTRUCTION	TBC	TBC
21	2500234354	MINISTRY OF HEALTH	TBC	TBC

B. Micro Assessment

No.	IP Code	Ministry	First Draft by date	Final Report by date (including upload into eTools)
1	2500206144	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
2	2500206179	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
3	2500206201	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
4	2500234351	MINISTRY OF HEALTH	TBC	TBC
5	2500234356	MINISTRY OF HEALTH	TBC	TBC
6	2500238587	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC
7	2500241986	MINISTRY OF EDUCATION AND SPORTS	TBC	TBC

5- Reporting Requirements:

Draft report and final reports are to be prepared in accordance with the TOR as per Annex C: Spot Check: Report and Annex3: Micro Assessment Report Format. Reports must be submitted in eTools (link to be provided by UNICEF) and to Khampaseuth Xanghomvilay, Finance Specialist, at kxanghomvilay@unicef.org respectively.

6- Reporting Requirements:

The location of the assignment will be in Laos.

The duration of the assignment will be from June 2023 to 31 December 2023.

7- Qualification requirements or specialized skills/experience required:

The qualifications of the service provider are as per described in the Spot check and Micro Assessment TORs

The professional requirements of the individual(s) and/or team(s) for the assignment including required experience, skills and qualifications; if applicable, are detailed in the individual TORs attached as Appendices for each specific service.

Proposals from the prospective service provider are expected to include details of:

- Number of requested experts per category (e.g. team leader, supervisor...etc.) and number of person days per expert
- Profile of each category of expert (education, experience, references, category of each expert and working language(s))

8- Administrative issues

In the delivery of any services under this institutional contract, cases which indicate fraud or presumptive fraud will be brought to the immediate attention of the designated person in each UN Agency office without waiting for the issuance of the spot check report.

The service provider is to maintain working papers supporting spot check work at its premises for five years. UN Agencies shall on request have access to the working paper documentation. At the request of UN Agencies, the service provider is to brief subsequent service providers on the details of the results of any work carried out under this contract and records are to be kept for ten year.

Professional experience and qualification of each service provider staff member are expected to meet or exceed specific requirements listed in each individual terms of reference contained in the Contract. UN Agencies reserves the right to request CVs for each service provider staff member that will be carrying out any work under this contract. UN Agencies reserves the right to request the service provider to provide replacement staff where UN Agencies feels CVs do not meet minimum requirements as per the specific terms of references.

Any staff of the service provider providing services to UN agencies is required to review UNDG HACT Framework, respective UN agencies HACT related policies and procedures (provided upon contact award) and other pertinent background material in order to provide quality services to UN agencies.

9- Payment Schedule

Payment is to be made upon submission of final reports

10- Contract Supervisor

Finance Specialist, UNICEF Lao PDR

Financial Proposal Sample Template (free to be updated):

RFP Financial Proposal Template			
RFP number:			
Company name:			
UNGM reference number:			
Main contact person and title:			
Email address of contact person:			
Direct telephone number of contact person:			
Date of proposal:			
Validity of proposal:			
Currency of proposal:			
Commercial proposals should be submitted on an all-inclusive basis for providing the contracted Deliverable as described in the TOR.			
Service Fee Description		Costs to be provided based on Deliverables	
TOTAL			
Please indicate proposed payment term			
Breakdown of above rates to be provided for information purposes			