

December 16, 2022
REQUEST FOR PROPOSAL
LRPS 2022 9180295
UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide International/national institutional consultancy to conduct research on knowledge, attitudes and practices in relation to early childhood development in Montenegro.

Terms of Reference for this assignment is incorporated in LRPS 2022 9180295 and make integral part of it.

Potential contractors should submit password protected bidding documentation, consisting of technical (A) and financial proposal (B), to the following e-mail address: podgorica@unicef.org

Passwords for the protected bidding documentation should be sent in separate e-mail to the following e-mail address: mjankovic@unicef.org

The potential contractors are expected to submit a proposal based on Terms of Reference. The proposal will be evaluated against the following criteria:

A) Technical proposal - Maximum points: 70

(One separate e-mail; attachment; The reference "LRPS 2022 9180295 - technical proposal"):

i. **Technical Proposal including:**

- a) Portfolio of the organisation/institution/agency with examples of previous work on similar projects and clients in the last 5 years (i.e., KAPs, particularly related to Early Childhood Development, focus groups)
- b) Title/designation of each team member (national and/or international) including their CVs.
- c) Description of the methodology and technical approach with a tentative work plan and timeframe in line with the ToRs.
- d) Supplier Profile Form. [Annex 1 Supplier Profile Form 1.pdf \(unicef.org\)](https://www.unicef.org/montenegro/en/tenders) (<https://www.unicef.org/montenegro/en/tenders>).
- e) LRPS 2022 9180295 filled out and signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2022 9180295 - financial proposal"):

ii. **Financial Proposal (Budget) including:**

- a) Fee rate per research component included in the Technical Proposal.
- b) Other costs if applicable.
- The financial proposal shall indicate budget estimated in EUR.

IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS 2022 9180295 must be used when replying to this invitation.

The reference "LRPS 2022 9180295" must be indicated in the subject of the e-mails as indicated above.

Proposals should be submitted in English language. Prices must be given in EUR and without tax as UN Agencies are tax exempt for the purchasing of goods and services.

Proposals must be received by 17:00hrs CET on January 13, 2023. Proposals received after the stipulated date and time will be invalidated.

UNICEF is part of the United Nations Global Market place (UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating vendor profile in the UNGM website: www.ungm.org
Due to the nature of this LRPS, there will be no public opening of proposals.

It is important that you read all the provisions of the bid, 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.

In accordance with UNICEF Rules and Regulations the award and the reasons for making the award are UNICEF's internal decision and information about other bidders or their bids must not be divulged. The invitation for submission of proposals does not obligate signing of the contract with bidders, nor does it assume the obligation to pay the costs of preparing the bids. UNICEF accepts no responsibility for undelivered proposals and will not accept proposals after the closing date and time.