

March 24, 2023

REQUEST FOR PROPOSAL

LRPS 2023 9181757

UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide International institutional consultancy for final evaluation of the EU and UNICEF for Early Childhood Development in Montenegro Action.

Terms of Reference for this assignment is attached as a separate document Annex B LRPS 2023 9181757 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 password protected; The reference "LRPS 2023 9181757 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 at least.
- b) Title/designation of each team member including their CVs, clearly outlining how each of the team members fulfils the above requirements and role of each team member for the fulfilment of above tasks. One team member should be assigned as a team lead to facilitate communication with UNICEF.
- c) Description of the methodology and technical approach with a tentative work plan with the number of working days and timeframe in line with the ToRs;
- d) Supplier Profile Form [Annex 1 Supplier Profile Form 1.pdf \(unicef.org\)](#)
- e) LRPS 2023 9181757 filled out and signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2023 9181757 financial proposal"):

i. ***Price Proposal (Budget) including:***

- a) Daily fee rate for each team member based on the number of working days included in the Technical Proposal.
- b) Estimated travel costs both international and in country travel. Daily subsistence allowance (DSA) will, where applicable, be paid up to a maximum of the official UN rate. (Reimbursement of travel costs / accommodation expenses will be based on actual expenses).
- c) Other costs if applicable.

The price, i.e. financial proposal shall indicate budget estimated in EUR.

IMPORTANT-ESSENTIAL INFORMATION

The reference "LRPS 2023 9181757" 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 15:00hrs CET on April 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.