

March 28, 2023

REQUEST FOR PROPOSAL

LRPS 2023 9181362

RE - ADVERTISEMENT

UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide International Institutional Consultancy for the provision of support to the Ministry of Labour and Social Welfare in cross-sectoral capacity building to advance prevention and response to violence against children.

Terms of Reference for this assignment is incorporated in LRPS 2023 9181362 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 9181362 technical proposal"):

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, including recent piece of work similar to the one per the ToR;
- b) Title/designation of each team member including their CVs;
- c) For each team member an example of a recent piece of work in the same/similar activity i.e training on the same topic and same group of professionals e.g. training program excerpts with agendas etc.
- d) Detailed description of the methodology and technical approach;
- e) Tentative work plan with the number of days and timeframe in line with the above deadlines for deliverables;
- f) Supplier Profile Form.
- g) LRPS Form signed.
- h) 3 Reference contacts from other clients.

- i) LRPS 2023 9181362 filled out and signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2023 9181362 financial proposal"):

Financial Proposal (Budget) including:

- a) Daily fee rate for each team member per deliverable as well as the total cost per professionals based on the number of working days included in the Technical Proposal as well as any other cost as applicable.
- b) Estimated travel costs will be calculated based on economy class travel, regardless of the length of travel. Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

The financial proposal shall indicate budget estimated in EUR.

IMPORTANT-ESSENTIAL INFORMATION

The reference "LRPS 2023 9181362 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 14:00hrs CET on April 5, 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.