

July 1, 2024
REQUEST FOR PROPOSAL
LRPS 2024 9191209
UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to International Institutional Consultancy for conducting national behavioural insights research and KAP surveys related to threats to social cohesion and decreased institutional trust.

Terms of Reference for this assignment is incorporated in LRPS 2024 9191209 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 2024 9191209 technical proposal"):

Technical Proposal including:

✓ **Technical Proposal including:**

- a) Portfolio of the organization/institution/agency with examples of previous work on similar projects and clients in the last 5 years, which should include:
 - Title/Designation of each team member on the project and their CVs
 - Experience in working on similar project and assignment especially related to conducting surveys among children and youth – List all similar projects they worked on and their roles on those projects.
 - Project implementation and work plan showing the detailed sequence and timeline for each activity and days necessary for each proposed team member.
 - Quality assurance mechanism and risk mitigation measures put in place.
 - b) Detailed description of the methodology and technical approach
 - c) Tentative work plan with number of days, timeframe and deadlines for deliverables
 - d) Evidence about the two to three similar assignments containing the following information:
 - Name of Client
 - Title of the Project
 - Year and duration of the project
 - Scope of the Projects/Requirements
 - Proposed Solutions and Outcome – include visuals, web-links, etc.
 - Team members on each of the project and their specific roles
 - Project timelines (start and end date year, and any other information necessary)
 - Reference /Contact person details
- a) LRPS Form signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2024 9191209 financial proposal"):

Financial Proposal (Budget) including:

- Price for respective deliverables as defined in this ToR based on proposed sampling size and frame
- The financial proposal shall indicate the budget estimated in EUR.

IMPORTANT-ESSENTIAL INFORMATION

The reference "LRPS 2024 9191209 " 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.

Validity Period: Proposals should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. A Proposal valid for a shorter period of time shall not be further considered.

Request for proposal for services form:

If your Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of any of the items listed under Declaration you should marked box YES.

If your Company and its Management have been found guilty pursuant to a final judgment or a final administrative decision of any of the items listed under Declaration you should marked box NO.

Proposals must be received by 17:00 CET time July 21st, 2024.

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.