

October 4, 2024
REQUEST FOR PROPOSAL
LRPS 2024 9193366
UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide International institutional consultancy on adapting the PLH for Young Children programme in Montenegro for parents of children with disabilities.

Terms of Reference for this assignment is incorporated in LRPS 2024 9193366 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 9193366 technical proposal"):

Technical Proposal including:

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) LRPS Form signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2024 9193366 financial proposal"):

ii. Financial 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 2024 9193366" 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 15:00hrs CET on October 25th, 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.