

April 25, 2025
REQUEST FOR PROPOSAL
LRPS 2025 9197021
UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide International Institutional Consultancy to develop the conceptual framework for preventative home visiting services in Montenegro including investment case.

Terms of Reference for this assignment is incorporated in LRPS 2025 9197021 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 2025 9197021 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,
- b) Title/designation of each team member, team leader and other roles, including their CVs;
- c) Description of the methodology and technical approach with a tentative work plan and timeframe in line with the ToRs and a breakdown of working days per each team member;
- d) LRPS Form signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2025 9197021 financial proposal"):

Financial Proposal (Budget) including:

- a) Daily fee rate and total fees in line with the breakdown of working days in the Technical Proposal.
- b) Travel costs
- c) Other costs if applicable (e.g. translation etc.).
- d) The financial proposal shall indicate budget estimated in EUR.

IMPORTANT-ESSENTIAL INFORMATION

The reference "LRPS 2025 9197021 " 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.

Proposals must be received by 16:00hrs CET on May 16, 2025.

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 on the UNGM website: www.ungm.org

Due to the nature of this LRPS, there will be no public opening of proposals.