June 30, 2020  
REQUEST FOR PROPOSAL  
LRPS-2019-9159469  

UNITED NATIONS CHILDREN’S FUND.  
Wishes to invite interested companies to provide International institutional consultancy for technical assistance to the Institute for Social and Child Protection for developing Standard Operating Procedures and Cross-sectoral training module on working with children, victims of violence and exploitation, including delivery of training. Terms of Reference for this assignment are incorporated in LRPS-2019-9159469 and make integral part of it.  
Potential contractors should submit bidding documentation consisting of technical (A) and financial proposal (B) to the following e-mail address: podgorica@unicef.org  

Content of Proposal  
The potential contractors are expected to submit a proposal (Technical and Financial) based on these Terms of Reference. The proposal should consist of:  

Technical Proposal including:  

a) Portfolio of the organisation/institution-agency with examples of previous work on similar projects and clients in 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  
b) Detailed description of the methodology and technical approach, quality assurance mechanism and risk mitigation measures put in place  
c) Project implementation and work plan showing the detailed sequence and timeline for each activity and days necessary for each proposed team member  
d) Supplier Profile Form  

Financial Proposal (Budget) including:  

a) Daily fee rates for each team member per deliverable, as well as total cost per professional based on number of working days included in the technical proposal.  
b) Estimated reimbursable travel costs (all travel must be pre-approved by UNICEF and will be based on most direct and economy class ticket irrespective of the duration of the flight.  
   Daily subsistence allowance (DSA) will, where applicable, be paid up to a maximum of the official UN rate.  
c) Other costs if applicable.  

THE PROPOSAL WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:
Each proposal will be evaluated against a weight allocation of 70 for the technical proposal and 30 for the commercial (financial) proposal. The total maximum obtainable points is 100.

A) Technical evaluation - Maximum points: 70
   - Professional profile - 25
   - Quality of Personnel and Suitability for the assignment - 25
   - Proposed Methodology and Approach - 20

Completed Supplier Profile Form - which can be found here; https://wcmsprod.unicef.org/montenegro/en/tenders (https://bit.ly/2IkbpZo) along with the documents required in the form.

B) Financial proposal (Budget) - Maximum points: 30

(one separate e-mail; attachment password protected; The reference “LRPS-2019-9159469- International institutional Consultancy for technical assistance to the Institute for Social and Child Protection for developing Standard Operating Procedures and Cross-sectoral training module on working with children, victims of violence and exploitation, including delivery of training- financial proposal):
   - Technical proposal evaluation. Proposals passing the minimum technical pass score (49 points-70% of the maximum points obtainable for technical proposal) will continue into the Financial proposal evaluation.
   - Financial proposal evaluation. The lowest price proposal will be awarded the full score assigned to the commercial proposal.
   - Recommendation. The recommendation for award of contract will be based on best combination of technical and financial score.
   - Final award and contracts. Based on verified nominations and final scores, contract negotiations could be initiated with one or more successful Proposers.
   - The UNICEF evaluation team will select the Proposal which is of high quality, clear and meets the stated requirements and offers the best combination of technical and financial score.

The financial proposal shall indicate budget estimated in EUR.

LRPS - 2019-9159469 (filled out and signed)

IMPORTANT-ESSENTIAL INFORMATION
Proposal form LRPS-2019-9159469 must be used when replying to this invitation.
The reference “LRPS-2019-9159469 - International institutional Consultancy for technical assistance to the Institute for Social and Child Protection for developing Standard Operating Procedures and Cross-sectoral training module on working with children, victims of violence and exploitation, including delivery of training” must be indicated in the subject of the e-mails as indicated above.
Passwords for the protected attachments should be sent in a separate e-mail to the following e-mail address: mjankovic@unicef.org
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 12:00 CET on July 16, 2020.
Proposals received after the stipulated date and time will be invalidated.
UNICEF is part of the United Nations Global Marketplace (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.