REQUEST FOR PROPOSAL

LRPS-2020 - 9162080

UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to submit proposals for providing "International/national institutional consultancy to conduct research on knowledge, attitudes and practices in relation to early childhood development in Montenegro "

Terms of Reference for this assignment is incorporated in LRPS-2020-9162080 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

A) Technical proposal - Maximum points: 70

(one separate e-mail; attachment password protected; The reference "LRPS-2020-9162080 International/national institutional consultancy to conduct research on knowledge, attitudes and practices in relation to early childhood development in Montenegro " - technical proposal):

a) Portfolio of the organisation/institution/agency with examples of previous work on similar projects and clients in the last 5 years (i.e. KAPs, particularly related to Early Childhood Development, enablers and barriers to breastfeeding, ECE enrolment)

b) Detailed description of the methodology and technical approach;

c) Tentative work plan with number of days and timeframe in line with the above deadlines for deliverables

d) Completed Supplier Profile Form – which can be found here https://www.unicef.org/montenegro/SUPPLIER_PROFILE_FORM(4).doc along with the documents required in the form.

B) Financial proposal - Maximum points: 30

(one separate e-mail; attachment password protected; The reference "LRPS-2020-9162080 International/national institutional consultancy to conduct research on knowledge, attitudes and practices in relation to early childhood development in Montenegro " - financial proposal):

a) Price for quantitative KAP survey on early childhood development.

b) Price for the complimentary qualitative research on breastfeeding enablers and barriers (in total and itemized per interview/focus group).

c) Price for the complimentary qualitative research on preschool enrolment (in total and itemized per interview/focus group).

The financial proposal shall indicate budget estimated in EUR.

d) LRPS-2020-9162080 (filled out and signed).

IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2020-9162080 must be used when replying to this invitation. The reference "LRPS-2020-9162080 International/national institutional consultancy to conduct research on knowledge, attitudes and practices in relation to early childhood development in Montenegro " must be indicated in the subject of the e-mails as indicated above.

Passwords for the protected attachments should be sent in 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 16.00 hrs on October 26, 2020. Proposals received after the stipulated date and time will be invalidated.

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.

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.
1) Technical components (total of 70 points)

- Professional profile - 10
- Proposed Methodology and Approach – 25
- Quality of Personnel and Suitability for the assignment - 35

2) Financial proposal (Budget) – Maximum points: 30

- 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.

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