**Annex 1**

**Description of Requirements**

**44-2024-RFP-UNDP-CR**

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| Context of the Requirement | **Civil registration awareness: media and telecommunication** |
| Implementing Partner of UNDP | “Civil Registry System Reform Project in Tajikistan- Phase II” project |
| Brief Description of the Required Services[[1]](#footnote-1) | The assignment will be implemented by the contractor, which will coordinate with the cellular company, media agency in the communication efforts.  The civil registration campaign will unfold in two tiers: in the targeted districts and at the national level. In the targeted districts with low registration rates, the dissemination of SMS information, informative and posters, and other prompting action will be applied. At the national level, the campaign will include broadcasting existing videos, producing radio programs, podcasts, and an Instagram campaign involving public figures, creation of a video on Mobile CR offices, along with articles on CR procedures with visuals for web and social media and organization of capacity building workshop on a social media literacy for the CR staff. |
| List and Description of Expected Outputs to be Delivered | 1. Methodology, including the name of the media/information agency, cellular company for SMS, messages, public figures, and any other partners. The work plan with a clear timeline (Gantt chart) 2. Presentation of the workplan to UNDP, MoJ and the Main Department of CR 3. 2 million people received an SMS in targeted areas on behalf of the Ministry of Justice 4. Selection of the experts for the workshop 5. Draft an agenda for the workshop. 6. Organize the workshop in four regions: GBAO, DRS, Khatlon and Sugd 7. 10,000 brochures are developed and distributed. 8. 2 podcasts developed and shared through media agencies, boosted. 9. 5 videos were broadcasted 30 times each during the contract. 10. Interim report is submitted in Russian, English 11. 5 programs aired on the radio at least 20 times during the contract. 12. Collaboration with 6 public figures: 6 posts/reels and 10 stories on their pages 13. 2 million people received an SMS in targeted areas on behalf of the Ministry of Justice 14. Feedback from the population in the target districts on the SMS campaign 15. One 2-minute video developed and circulated on the Mobile CR office, boosted. 16. Workshop on social media management organized in regions with specified facilities and agenda. 17. 10 articles are developed, posted, and boosted by the media agency. 18. 20 Facebook posts and 20 tweets on the organization’s social pages 19. Final report is submitted in Russian, English |
| Person to Supervise the Work/Performance of the Service Provider | UNDP, Governance Cluster, Communication, Outreach and Gender Analyst |
| Frequency of Reporting | Interim and final reports |
| Progress Reporting Requirements | Contractor is responsible for submitting the interim and final reports.  Programmatic reports must conform to the requirements specified in the Contract and Annexes, signed between the contractor and UNDP.  In addition, the Contractor should provide to UNDP, as evidence of delivered services, all photos and other visual materials, participants satisfaction survey etc collected/made during this project. Printed and electronic versions of reports should be delivered to UNDP. Electronic version of the report should be saved as MS Word. All reports must be typed in Times New Roman, size 12, Size A4. The title page, with the title of the project and the author, should contain UNDP logos. |
| Location of work | 🗹Target areas: Republic of Tajikistan  ☐ At Contractor’s Location |
| Expected duration of work | 5 months within July – November 2024 |
| Target start date | July 2024 |
| Latest completion date | November 2024 |
| Travels Expected | **Targeted areas**  Country-wide |
| Special Security Requirements | **N/A**  ☐ Security Clearance from UN prior to travelling  ☐ Completion of UN’s Basic and Advanced Security Training  ☐ Comprehensive Travel Insurance  ☐ Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | **N/A**  ☐ Office space and facilities  ☐ Land Transportation  ☐ Others *[pls. specify]* |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | 🗹 Required  ☐ Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | 🗹 Required  ☐ Not Required |
| Currency of Proposal | 🗹 United States Dollars  ☐ Euro  🗹 Local Currency (TJS) |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | ☐ must be inclusive of VAT and other applicable indirect taxes  🗹 must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | ☐ 60 days  🗹 90 days  ☐ 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | 🗹 Not permitted  ☐ Permitted |
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| Payment Terms[[3]](#footnote-3) | |  |  |  |  | | --- | --- | --- | --- | | **Outputs** | **Percentage** | **Timing (tentative, subject to revision)** | **Condition for Payment Release** | | **Deliverable 1**   * Methodology, including the name of the media/information agency, cellular company for SMS, messages, public figures, and any other partners. The work plan with a clear timeline (Gantt chart) * Presentation of the workplan to UNDP, MoJ and the Main Department of CR * 2 million people received an SMS in targeted areas on behalf of the Ministry of Justice * Selection of the experts for the workshop * Draft an agenda for the workshop. * Organize the workshop in four regions: GBAO, DRS, Khatlon and Sugd * 10,000 brochures are developed and distributed. * 2 podcasts developed and shared through media agencies, boosted. * 5 videos were broadcasted 30 times each during the contract. * Interim report is submitted in Russian, English | 50% | By August  2024 | Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the narrative report and the quality of the outputs; and b) Receipt of invoice | | **Deliverable 2**   * 5 programs aired on the radio at least 20 times during the contract. * Collaboration with 6 public figures: 6 posts/reels and 10 stories on their pages * 2 million people received an SMS in targeted areas on behalf of the Ministry of Justice * Feedback from the population in the target districts on the SMS campaign * One 2-minute video developed and circulated on the Mobile CR office, boosted. * Workshop on social media management organized in regions with specified facilities and agenda. * 10 articles are developed, posted, and boosted by the media agency. * 20 Facebook posts and 20 tweets on the organization’s social pages * Final report is submitted in Russian, English | 50% | By November  2024 | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNDP, Governance Cluster, Project Manager, Civil Registry System Reform project |
| Type of Contract to be Signed | 🗹 Purchase Order  ☐ Institutional Contract  🗹 Contract for Services  ☐ Long-Term Agreement  ☐ Other Type of Contract |
| Criteria for Contract Award | ☐ Lowest Price Quote among technically responsive offers  🗹 Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  🗹 Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  🗹 Expertise of the Firm (200 points)  🗹 Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (290 points)  🗹 Management Structure and Qualification of Key Personnel (210)  **Financial Proposal (30%)** |
| UNDP will award the contract to: | 🗹 One and only one Service Provider  ☐ One or more Service Providers, depending on the following factors: |
| Annexes to this RFP[[4]](#footnote-4) | 🗹 Form for Submission of Proposal (Annex 2)  🗹 General Terms and Conditions / Special Conditions (Annex 3)[[5]](#footnote-5)  🗹 Detailed TOR (Annex 4)  🗹 Budget form (Annex 5) |
| Contact Person for Inquiries  (Written inquiries only)[[6]](#footnote-6) | ***Procurement.tj@undp.org***    Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | The Proposal should include CVs of proposed personnel, methodology with a detailed Working plan for proposed activities. |
| Fraud & Corruption, Gifts and Hospitality | UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at  <http://www.undp.org/content/undp/en/home/operations/accountabil-ity/audit/office_of_audit_andinvestigation.html#anti>  Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.  In pursuance of this policy, UNDP:  (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.  All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct\_english.pdf |

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| Joint Venture, Consortium or Association | * + If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.   + After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.   + The lead entity and the member entities of the JV, Consortium or Association shall submit only one proposal.   + The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.   + Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.   + JV, Consortium or Associations are encouraged for high-value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.   + Team Leader has to be employed by the Lead Agency |

1. [↑](#footnote-ref-1)
2. *.* [↑](#footnote-ref-2)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-3)
4. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-4)
5. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-5)
6. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-6)