

Request for quotation (RFQ) for services

Scoping study to develop an approach to support local CSOs with LIFT funds, Myanmar

RFQ No: MYA/15/MMOH/RFQ/0014

Request for Quotation (RFQ)

Date: 26 February 2015

Procurement of services: **Scoping study to develop an approach to support local CSOs with LIFT funds, Myanmar**

RFQ NO. MYA/15/MMOH/RFQ/0014

UNOPS is accepting quotations from suppliers for the procurement of services for **Scoping study to develop an approach to support local CSOs with LIFT funds, Myanmar**.

All interested parties must complete and return the attached price sheet to the e-mail address kyawsanw@unops.org (or) Fax: 01657279 (or) personal delivery to the UNOPS Office, 12(O) Pyi Thu lane, 7 Miles, Mayangone Township, Yangon.

1 Requirements and price list (Annex B)

Quotations need to be submitted by using the Requirements and Price List contained in **Annex B**.

2 Currency

All prices shall be quoted in **United States Dollars (USD)**.

3 Delivery (for goods/ services)

All items shall be delivered to UNOPS Office, 12(O) Pyi Thu Lane, 7 miles, Mayangone Township, Yangon.

4 Quotations due

All quotations must be received at the e-mail address stated below no later than

Date: Friday, 6 March 2015
Time: 5:00 p.m. (Yangon Time)

Quotations that are received by UNOPS after the deadline indicated above, for whatever reason, shall not be considered for evaluation. It shall remain supplier's responsibility to ensure that their quotation reaches the address above on or before the deadline.

5 Validity of Quotations

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting Purchase Order.

6 Preparation and Submission of Quotations

Following documents shall be submitted along with the quotation:

1. The CV(s) of proposed consultants in response to Terms of Reference (TOR) (Annex A)
2. Fixed overall quotation in a single currency (see Annex B) with the following structure:
 - Name(s) of consultant(s)
 - Number of working days and fees
 - Daily subsistence allowance
 - Number of international travel and cost
 - Number of local travel and cost
 - All other cost (communications, report/printing, insurance etc.)
3. The attached Quotation Form (Annex C) completed and signed
4. Completed previous experience form (see Annex D)

7 Evaluation

UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS.

The received quotations will be evaluated against the technical response and financial offer as follows:

7.1 Experiences, qualification and suitability of consultant(s) proposed for the assignment (40), , description of approach, scope and methodology (20 points), draft work plan (10 points) **(Total 70 points)**

7.2 Cost effectiveness of price quotation **(30 points)** – the lowest price will get 30 points and the other will be awarded points proportionally

Evaluation will be carried out for all requirements stated in the TOR **(Annex A)**.

8 UNOPS General terms and conditions

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions available at

<http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/UNOPS%20General%20Conditions%20for%20Goods.pdf>

9 Award

UNOPS will award this requirement in total and will not accept any partial quotations.

The supplier agrees to acknowledge the Purchase Order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.

10 Clarifications

Suppliers with questions or requests for more information are encouraged to send to Kyaw Myo Aung, **Procurement Officer through email: kyawa@unops.org, telephone +951 657281-287, Ext: 123** promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

11 Payment

UNOPS will make payment, upon satisfactory completion of services, within 30 days of receipt of original invoice and other required documents stated in the TOR from the supplier.

Approved by:



Name: Mikael Christensen
Title: Head of Support Services
UNOPS Myanmar

Date: 26/2/15

ANNEX A

TERMS OF REFERENCE

Title: Scoping study to develop an approach to support local CSOs with LIFT funds, Myanmar

Project: Livelihoods and Food Security Trust Fund (LIFT)

Expected timeframe: 3 months (from March to May 2015)

Supervisor: Programme Officer Agriculture and Livelihoods

1. Introduction

UNOPS is the Fund Manager (FM) for the Livelihoods and Food Security Trust Fund (LIFT) in Myanmar. LIFT is a multi-donor fund (2010–2018) to address food insecurity and income poverty in Myanmar. The donors to LIFT are Australia, Denmark, the European Union, France, Ireland, Italy, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom and the United States.

LIFT's goal is to contribute to sustainably reduce the number of people in Myanmar living in poverty and hunger. LIFT's purpose is to increase livelihoods' resilience and nutrition of poor people in Myanmar by focusing on interventions that increase income, food availability, utilization and stability of access to food.

LIFT will achieve its purpose by enabling the following programme outcomes:

1. Increased incomes of rural households.
2. Increased resilience of poor rural households and communities to shocks, stresses and adverse trends.
3. Improved nutrition of women, men and children.
4. Improved policies and effective public expenditure for pro-poor rural development.

LIFT is implemented through a variety of local, international and multi-national implementing partners (IPs).

2. Background to the study

Strengthening civil society is an essential part of LIFT's strategy. Social actors and civic action are key to improving the food and livelihoods security of poor and vulnerable people in Myanmar. LIFT will allocate specific resources to the strengthening of civil society organisations (CSOs). Local CSOs are more likely to understand the local context and act on behalf of local constituents than international organisations are. This has the potential to make them more effective partners for achieving each other's goals - in the short, medium and long term. For its short and medium term goals, LIFT wants to work with CSOs that share its goals (e.g., increasing the incomes and improving nutrition of poor rural households). For the longer term, LIFT wants to work with CSOs because civil society actors play a key role in encouraging an economic and political context that is conducive to rural poverty reduction and equitable economic growth.

In 2015, LIFT will be initiating new activities in a number of agro-ecological zones of Myanmar, including the central dry zone (Dry Zone), the Ayeyarwaddy Delta (Delta) and the upland areas of the country (Uplands). LIFT is keen to ensure that its implementing partners for these new activities includes local CSOs of varying sizes and experiences.

LIFT is looking for a team of consultants with relevant experience and qualifications to carry out a scoping exercise on how to get LIFT funds to local CSOs in ways that meet the needs of both LIFT and the CSOs.

3. Purpose and objectives of the assignment

The purpose of the study is to formulate recommendations for LIFT to get appropriate sums of funds to Myanmar CSOs as part of LIFT's new programmes in the central dry zone, Ayeyarwaddy Delta and the upland areas of the country.

Objectives

1. Define the parameters for funding based on LIFT's Operating Guidelines and possible modifications thereof (e.g., grant-size, length of contracts, proposal/grant processes, degree of fit required with programme frameworks, legal/organizational requirements for civil society partners, strategic/ programme requirements, off-contract liabilities, etc.).
2. Prepare a set of options for getting LIFT funds to CSOs.
3. Consult with civil society groups in the Dry Zone, Delta and Uplands on the options available.
4. Report back CSO preferences, responses and suggestions.
5. Analyse CSO responses and propose to LIFT a limited set of preferred options for getting funds to local CSOs appropriately.

4. Scope and methodology

The team will:

- Work closely with LIFT's Civil Society Partnerships Officer and other key personnel in the LIFT Fund Management Office in Yangon to understand LIFT's Operating Guidelines and possible modifications to accommodate CSO partnerships.
- Identify and organise appropriate consultations with CSOs in Dry Zone, Delta, Uplands.
- Plan and facilitate workshops with key personnel in the LIFT Fund Management Office in Yangon to discuss possible options of getting LIFT funds to CSOs. It is expected that the first workshop will be conducted after consultations with CSOs in the Dry Zone.
- Prepare reports with clear recommendations for each of the agro-ecological zones (i.e., Dry Zone, Delta, Uplands), including the steps needed to operationalize the recommendations in each zone. Some of the questions to be considered are:
 - Does it make sense to have a separate LIFT "window" for small grants to CSOs? Or would it be better to have separate "windows" within each of LIFT's upcoming new programmes (Dry Zone, Delta, Uplands)?
 - Should UNOPS try to manage the "window(s)" or should UNOPS outsource this?
 - How should sufficient capacity-building resources be built into grants?

With the exception of point 1 above, which will not need to be repeated for each agro-ecological zone, the work for each agro-ecological zone should be conducted separately.

The Dry Zone should be completed first, followed by the Delta. The work for the Uplands will be done last.

Deliverables and estimated timelines:

The Consultant will provide the following deliverables:

- Inception report (to be submitted within 1 week of starting the contract)
- Workshops for each of the 3 agro-ecological zones. After the field work on each zone, the team will facilitate workshops with key personnel in the LIFT Fund Management Office in Yangon to discuss findings and preferred options.
- Final reports for each of the 3 agro-ecological zones. Each report shall set of a limited number of preferred options for getting funds to local CSOs appropriately.

5. Duration

The study will be carried out between March and May 2015. The total number of person days for this study should not exceed 80 days, but could be considerably less depending on the approach proposed by the bidder.

6. Management arrangement

LIFT will support the team by:

- Making sufficient time and resources available for the mission in Yangon and link the team with relevant LIFT partners in the field
- Organizing the logistics for the workshops with FMO staff
- Providing relevant reports and materials produced by LIFT and LIFT partners

7. Submission requirement

The team will submit:

- A brief description of the approach, scope and methodology (3 pages max.)
- A work plan with indicative dates for the deliverables
- CVs highlighting previous experience of proposed team members.
- A detailed financial offer (provided separately) as described in the annex B

ANNEX B - Requirements and price list

Requirement of the services

Technical proposal

#	Description	Points
1	Description of approach, scope and methodology (3 pages max.)	20
2	Draft work plan with indicative dates for the deliverables	10
3	<p>Experiences of Proposed Consultant(s)</p> <ul style="list-style-type: none"> - Education (Degree development or other related field) of proposed consultant (s) - Information on previous experience in the field of farmer organizations and farmer based cooperatives. 	40

Financial proposal

Fixed overall quotation in a single currency with the following structure:

- 1) Name(s) of consultant(s)
- 2) Number of working days and fees
- 3) Daily subsistence allowance
- 4) Travel and cost (international and local as applicable)
- 5) All other cost (communications, report/printing, insurance etc.)

ANNEX C
RFQ - Quotation form

Quotation form must be completed, signed and returned to UNOPS. The Quotations must be made in accordance with the instructions contained in this Request.

UNOPS' General Terms and Conditions will apply to any resulting Purchase Order / Contract. A link to the UNOPS General Terms and Conditions is included in the RFQ document.

The Undersigned, having read the Terms and Conditions of quotation with reference MYA/14/MMOC/RFQ/0035 set out in the attached document, hereby offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: _____

Date: _____

Name & Title: Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Validity of Offer: _____

Currency of Offer: _____

Payment Terms 30 days accepted:

Quotation to be addressed to:

Procurement Unit (Support Services)
UNOPS, 12(O), Pyi Thu lane, 7 Miles, Mayangone Township, Yangon
Attention: Kyaw San Win, Procurement Assistant
Tel.: (01-657281~7 ext: 116), kyawsanw@unops.org



ANNEX D
Previous Experience Form

Description of services/ goods/works	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: _____

Date: _____



UNOPS
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