

**REQUEST FOR PROPOSAL**

**LRFP-2020-9158240**

**12 May 2020**

**UNITED NATIONS CHILDREN'S FUND (UNICEF)**

Wishes to purchase

**Consultancy Services for the development of an Independent Monitoring and Evaluation Framework and Knowledge Management products in 3 Towns and up to 15 Satellite Villages: Oromia (1 Town), SNNPR (2 towns): Durable WASH solutions to drought in Southern**



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THIS REQUEST FOR PROPOSAL HAS BEEN:

**BID FORM**

BID FORM must be completed, signed and returned to UNICEF.  
Bid must be made in accordance with the instructions contained in this INVITATION.

**TERMS AND CONDITIONS OF CONTRACT**

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

**INFORMATION**

Any request for information regarding this INVITATION must be forwarded by email to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. **LRFP-2020-9158240** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Validity of Offer: \_\_\_\_\_

Currency of Offer: \_\_\_\_\_

Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, which of the following Payment Terms are offered by you:

10 Days 3.0% \_\_\_\_\_ 15 Days 2.5% \_\_\_\_\_ 20 Days 2.0% \_\_\_\_\_ 30 Days Net \_\_\_\_\_

Other Trade Discounts \_\_\_\_\_

~~The item contains the following services:~~

Item No	Item Description	Quantity/Unit	Unit Price	Amount
10	1 PU	Dev't of independet M&E framework & KM m		

00010 1 Perf. unit

**Incoterms & Delivery Requested**  
**Packing**

**Lead Time & Related Charges**

Unit : Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm
Total: Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm

## SPECIFIC TERMS AND CONDITIONS

### PART I - PURPOSE OF THIS REQUEST FOR PROPOSALS FOR SERVICES

#### 1. Background

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

#### 2. Solicitation

2.1 The purpose of this Request for Proposals for Services ("RFPS") is to invite proposals for Consultancy Services for the development of an Independent Monitoring and Evaluation Framework and Knowledge Management products in 3 Towns and up to 15 Satellite Villages: Oromia (1 Town), SNNPR (2 towns): Durable WASH solutions to drought in Southern Ethiopia-Planning for the future- KfW/BMZ FUNDED Programme. [as fully detailed in the Terms of Reference/Statement of Work attached at Annex C]

2.2 This RFPS document is comprised of the following:

- This document
- General Terms and Conditions Annex A
- Declaration form Annex B
- The full Terms of Reference/Statement of Work attached at Annex C
- Evaluation criteria - Annex D
- Technical proposal recommended content & Format - Annex E
- Contractor's experience recommended format - Annex F
- Check list - Annex G

2.3 This RFPS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

### PART II - PROPOSAL SUBMISSION PROCESS

#### 1. Proposal Submission Schedule

1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by Email ETH-Addis Ababa Supply at [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org) that they have received this RFPS.

**IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to [Supplyaddisababa@unicef.org](mailto:Supplyaddisababa@unicef.org). The deadline for receipt of any questions

is 27 May 2020 at 10:00AM.

**IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and posted on the UNICEF website.

1.3 Amendments to RFPS Documents. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. To afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.4 Submission Deadline. The deadline for submission of proposals is as follows:  
Monday 03 JUNE 2020 at 2:00PM local time (East African Time)

**IMPORTANT:**

The UNECA security rules requires 36 hours #advance notice# to be given by visitor, therefore please notify the Supply Section by email: [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org) providing the full name of the person who will be submitting the bid and the proposed date of arrival. Please ensure that the person coming has a valid Identification card.

1.5 Proposal Opening.

Technical Proposals will be opened on Monday 03 JUNE 2020 at 02:30PM Local time (East African Time) UNICEF ECO Office- UNECA Compound, Zambezi Building 2nd Floor East Wing.

2. Language

2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchange English. Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation, will rest with the Proposer.

3. Validity of proposals; Modification and Clarifications; Withdrawal