
Wishes to invite interested companies to provide International Institutional Consultancy to Conduct Situation Analysis (SitAn) of Children and Adolescents in Montenegro for UNICEF Montenegro. Terms of Reference for this assignment are incorporated in LRPS-2020-9156664 and make integral part of it, ANNEX B.

Potential contractors should submit bidding documentation consisting of technical (A) and financial proposal (B) to the following e-mail address: podgorica@unicef.org

The potential contractors are expected to submit a proposal based on Terms of Reference.

A) Technical evaluation - Maximum points: 70

(one separate e-mail; attachment password protected; The reference “LRPS - 2020-9156664 to International Institutional Consultancy Conduct Situation Analysis (SitAn) of Children and Adolescents in Montenegro for UNICEF 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, which should include:
   - Title/Designation of each team member on the project and their CVs
   - Experience in working on similar project and assignment – List all similar projects they worked on and their roles on those projects
   - Project implementation and work plan showing the detailed sequence and timeline for each activity and days necessary for each proposed team member
   - Quality assurance mechanism and risk mitigation measures put in place

b) Detailed description of the methodology and technical approach;

c) Tentative work plan with number of days, timeframe and deadlines for deliverables

d) Evidence about the two to three similar assignments containing the following information:
   - Name of Client
   - Title of the Project
   - Year and duration of the project
   - Scope of the Projects/Requirements
   - Proposed Solutions and Outcome – include visuals, web-links, etc.
   - Team members on each of the project and their specific roles
   - Project timelines (start and end date year, and any other information necessary)
   - Reference /Contact person details
• Supplier Profile Form – which can be found here
  with the documents required in the form.

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

(one separate e-mail; attachment password protected; The reference “LRPS - 2020-9156664
International Institutional Consultancy Conduct Situation Analysis (SitAn) of Children and
Adolescents in Montenegro for UNICEF Montenegro” - financial proposal):

• 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

• Estimated 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.

• Other costs if applicable.

LRPS - 2020-9156664 (filled out and signed)

IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2020-9156664 must be used when replying to this invitation. The reference
“LRPS - 2020-9156664 International Institutional Consultancy Conduct Situation Analysis (SitAn)
of Children and Adolescents in Montenegro for UNICEF 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 12:00 hrs CET on March 25, 2020. Proposals received after the
stipulated date and time will be invalidated.
UNICEF is part of the United Nations Global Market place (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.

THE PROPOSAL WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

A) Technical component - Maximum points: 70

- Professional profile - 20
- Proposed Methodology and Approach – 15
- Quality of Personnel and Suitability for the assignment - 35

B) Financial component – 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.