

Request for proposal (RFP) for services

Provision of services for the Implementation of the On-the-job Training within “EU Support to Roma Employment” Project

RFP No. UNOPS-SC-2015-S-006

Date: 6 November 2015

**Request for proposal
Provision of services for the Implementation of the On-the-job
Training within “EU Support to Roma Employment” Project
RFP No.UNOPS-SC-2015-S-006****Section 1: Proposal data**

RFP number:	RFPUNOPS-SC-2015-S-006
Project:	EU Support to Roma Employment
Procurement official's name:	Bozidar Radivojevic
Email:	bozidarr@unops.org
Telephone number:	+38111 2445-687
Facsimile:	+38111 2445-687
Issue date:	6 November 2015

Pre-proposal conference / site visit - not applicable

Date:
Time:
Mode:
Place:

Requests for clarifications due - not applicable

Date:
Time:

UNOPS clarifications to offerors

Responses to requests for clarification shall be communicated to offerors by posting responses on UNOPS web site (www.unops.org), LBHT web site (<http://www.sagradimodom.org>) and EUPROGRES website (www.euprogres.org) under ITB Case No. UNOPS-SC-2015-S-006. Requests for clarification from offerors will not be accepted any later than 4 days before the Deadline for Proposal Submission.

Proposal due

Date: **30 November 2015**
Time: **12:00h, noon, CET (Serbian time zone UTC+01:00)**

Oral presentations – not applicable

Date:
Mode:
Place:

Planned award date

Date: December 2015

Planned contract start date / delivery date (on or before)

Date: December 2015

**Request for proposal
Provision of services for the Implementation of the On-the-job
Training within "EU Support to Roma Employment" Project
RFP No.UNOPS-SC-2015-S-006**

Section 2 – RFP letter

UNOPS plans to procure services for On-the-job Training within "EU Support to Roma Employment" Project as defined in accordance with these documents. UNOPS now invites sealed proposals from qualified offerors for providing the requirements as defined in the UNOPS Terms of Reference attached hereto. Proposals must be received by UNOPS at the address specified **not later than 12:00h, noon, CET (Serbian time zone UTC+01:00) on 30 November 2015.**

This RFP is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS offerors are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this RFP and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS RFP consists of six sections and a series of annexes that will be completed by offerors and returned with their proposal:

- RFP section 1: Proposal data sheet
- RFP section 2: RFP letter (this document)
- RFP section 3: Instructions to offerors
- RFP section 4: UNOPS terms of reference/statement of work
- RFP section 5: UNOPS General Conditions of Contract (goods/services/small services)

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| Annex A | Proposal/no proposal confirmation form |
| Annex B | Mandatory requirements/pre-qualification criteria |
| Annex C | Technical proposal submission form |
| Annex D | Financial proposal submission form |
| Annex E | UNGM Vendor registration form |
| Annex F | Guidelines for implementation of On-the-job Training |

Interested offerors may obtain further information by contacting this email address:
srpc.procurement@unops.org

Pre-cleared by:

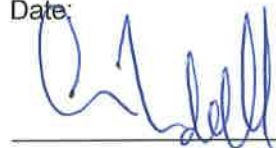
Date: 06/11/2015



Bozidar Radivojevic; Procurement Reviewer

Approved by:

Date:



Graeme Tyndall; UNOPS RSOC Manager

Request for proposal Provision of services for the Implementation of the On-the-job Training within “EU Support to Roma Employment” Project RFP No.UNOPS-SC-2015-S-006

Section 3: Instructions to offerors

1 Introduction

- 1.1. UNOPS invites qualified non-governmental organisations (NGOs) to submit technical and Financial Proposals to provide services associated with the UNOPS requirement for the implementation of on-the-job training within “EU Support to Roma Employment” Project, Sumatovacka 78, 11 000 Belgrade.
- 1.2. A description of the services required is described in RFP section 4 terms of reference.
- 1.3. UNOPS may, at its discretion, cancel the requirement in part or in whole.
- 1.4. Offerors may withdraw the proposal after submission provided that written notice of withdrawal is received by UNOPS prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNOPS may solicit the offeror’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this solicitation, all communications must be directed only to UNOPS Procurement Official, Bozidar Radivojevic by email at srpc.procurement@unops.org. Offerors must not communicate with any other personnel of UNOPS regarding this RFP.

2 Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the offerors, regardless of the conduct or outcome of the solicitation process. Proposals must offer the services/goods for the total requirement; proposals offering only part of the services/goods will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the terms of reference/statement of work.

3 Eligibility

Offerors must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, terms of references, and other documents to be used for the procurement of the services/goods under this Request for Proposal.

All suppliers are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

Offerors must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Offerors must meet the eligibility criteria as published on the UNOPS website.

4 Clarification of solicitation documents

- a. A prospective offeror requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the RFP by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective offerors that have received the solicitation documents.

If the RFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

5 Amendments to solicitation documents

At any time prior to the deadline for submission of proposals, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective offeror, modify the solicitation documents by amendment. All prospective offerors that have received the solicitation documents will be notified in writing of all amendments to the Solicitation documents. For open competitions, all amendments will also be posted on the UNOPS website and UNGM in the tender notice.

In order to afford prospective offerors reasonable time in which to take the amendment into account in preparing their proposals, UNOPS may, at its discretion, extend the deadline for the submission of proposal.

6 Language of Proposals

The proposals prepared by the offeror and all correspondence and documents relating to the proposal exchanged by the offeror and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the offeror may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the offeror.

7 Submission of Proposal

- 7.1. Technical and financial proposals should be submitted simultaneously but in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. When submission is in hard copy both inner envelopes should indicate the name and address of the offeror. The first inner envelope should contain the offeror's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, UNOPS will assume no responsibility for the misplacement or premature opening of the proposals submitted.

- 7.1.1. Technical proposals should be submitted in one (1) original envelope accompanied by the forms prescribed in this RFP, clearly marked as technical proposal with additional copies and an electronic copy on a CD or a USB stick in MS Word for Windows 2003 or higher format. Technical proposals (both original and copies) must be sealed in a specially marked envelope labelled:

RFP No UNOPS-SC-2015-S-006--Provision of services for On-the-job Training within "EU Support to Roma Employment" Project –TECHNICAL PROPOSAL- (name and address of offeror)

Financial proposals should be submitted in one (1) original envelope on the form prescribed herein and an electronic copy on a CD or USB stick in MS Excel for Windows 2003 or higher format. Financial proposals should be sealed separately in a specially marked envelope labelled:

DO NOT OPEN! - RFP No UNOPS-SC-2015-S-006 - Provision of services for On-the-job Training within "EU Support to Roma Employment" Project – FINANCIAL PROPOSAL- (name and address of offeror)

7.1.2. All proposals will be addressed as follows for mailing:

Procurement Unit, UNOPS/Social Cohesion, Sumatovacka 59, 11 000 Belgrade

7.1.3. Offerors should use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper. Offerors are encouraged to use green alternatives to bind their proposals instead of binders.

7.2. Proposals should be received by the date time and means of submission stipulated in this RFP. Offerors are responsible for ensuring that UNOPS receives their proposal by the due date and time. Proposals received by UNOPS after the due date and time may be rejected.

7.3. The "Certificate of Offeror's Eligibility and Authority to Sign Proposal" contained in this RFP must be executed by a representative of offeror who is duly authorized to execute contracts and bind the offeror. Signature on the certificate represents that the offeror has read this RFP, understands it and agrees to be bound by its terms and conditions. The offeror's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

8 Late proposals

Any proposals received by UNOPS after the deadline for submission of proposals prescribed in this document, may be rejected.

9 Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNOPS may, at its discretion, ask the offeror for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNOPS Procurement Manual 8.9 Discussions with vendors.

10 Proposal currencies

All prices shall be quoted in RSD (Republic of Serbia Dinar) for national and EUR/USD for international companies.

UNOPS reserves the right not to reject any proposals submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept proposals submitted in another currency than stated above if the offeror confirms during clarification of proposals (8) in writing that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of RFP deadline as stated in the RFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

11 Mandatory/pre-qualification criteria

- 11.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those offerors with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident ability to satisfy UNOPS requirements and superior customer references for supplying the services envisioned in this RFP will qualify for further consideration. UNOPS reserves the right to verify any information contained in offeror's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 11.2. Offerors will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, offerors must meet all the mandatory requirements/pre-qualification criteria described in this RFP.
- 11.3. The UNOPS General Conditions of Contract for services/goods and the UNOPS contract, as part of this RFP, contain mandatory terms and conditions for offerors' review and acceptance. UNOPS will not entertain any proposed changes to the Non-Negotiable Articles. Offerors are expected to confirm in writing their acceptance of these conditions by completing the mandatory requirements/pre-qualification criteria as provided in Annex B. There will be no negotiation of terms and conditions and contract terms at contract award.

12 Evaluation of technical and financial proposal

- 12.1. Phase I - Technical proposal (number of points)
 - 12.1.1. Only offerors meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. An evaluation committee appointed by UNOPS will carry out the technical evaluation applying the evaluation

criteria and point's ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative average score of 49 points.

	Expertise of Firm/Organisation/Consortium submitting Proposal	30 points
	Proposed Approach, Methodology and Work Plan - Understanding of the background - Methodology - Work Plan	15 points
	Personnel - Combined qualifications of the team - Proposed team leader and team members qualifications	25 points
	TOTAL	70 points

12.2. PHASE II - FINANCIAL PROPOSAL - 30 points

12.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The offeror with the lowest evaluated cost will be awarded 30 points. Financial proposals from other offerors will receive pro-rated points based on the relationship of the offeror's prices to that of the lowest evaluated cost.

12.2.1.1. Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

Example: Offeror A's price is the lowest at \$10.00. Offeror A receives 30 points
 Offeror B's price is \$20.00. Offeror B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

13 Preparation of proposal

- 13.1. The offeror is expected to examine all terms and instructions included in the solicitation documents. Failure to provide all requested information will be at offeror's own risk and may result in rejection of offeror's proposal.
- 13.2. The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement and indicate that offeror understands and confirms acceptance of UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.
- 13.3. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 13.4. The terms of reference/statement of work in this document provides a general overview of the current operation. If the offeror wishes to propose alternatives or equivalents, the offeror must demonstrate that any such proposed change is equivalent or superior to UNOPS established requirements. Acceptance of such changes is at the sole discretion of UNOPS.

13.5. Proposals must offer services/goods for the total requirement, unless otherwise permitted in the solicitation document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the solicitation document.

13.6. Offeror's proposal shall include all of the following labelled annexes:

RFP submission (on or before proposal due date):

As a minimum, offerors shall complete and return the below listed documents (Annexes to this RFP) as an integral part of their proposal. Offerors may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part 1 of proposal	Mandatory Requirements/pre-qualification criteria (Annex B hereto)
Part 2 of proposal	Technical Proposal Submission Form (Annex C hereto) <ul style="list-style-type: none"> - Firms expertise - Implementation approach/methodology - Time schedule - Monitoring plan with clear and measurable indicators of achievements, and detailed activity plan. - Human resources plan and CVs of proposed team members <p>Note: do not include any information on pricing</p> <p>(see detailed evaluation criteria in relation to the proposal in the evaluation table, Annex C)</p>
Part of proposal	Financial Proposal Submission Form (Annex D hereto) Sealed in a separate envelope
Part of proposal	UNGM Vendor registration form (Annex E hereto)

If after assessing this opportunity you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission:

Offerors shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex A hereto)
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14 Format and signing of proposal

The proposal shall be typed or written in indelible ink and shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the offeror, in which case such corrections shall be initialled by the person or persons signing the proposal.

15 Award

- 15.1. Award will be made to the responsible and responsive offeror with the highest evaluated proposal following negotiation of an acceptable contract. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. The award will be in effect only after acceptance by the selected offeror of the terms and conditions and the terms of reference/statement of work. **The contract will reflect the name of the firm whose financials were provided in response to this RFP.**
- 15.2. The selected offeror is expected to commence providing services as of the date and time stipulated in this RFP.

Request for proposal Provision of services for the Implementation of the On-the-job Training within “EU Support to Roma Employment” Project RFP No.UNOPS-SC-2015-S-006

Section 4: UNOPS terms of reference

Terms of reference

Implementation of the On-the-job Training within “EU Support to Roma Employment” Project

1. The Background

The overall objective of the Strengthening Social Cohesion in the Labour Market through Support to Disadvantaged and Vulnerable Groups (EU Support to Roma Employment) project is to provide innovative employment solutions for populations excluded from the formal labour market in the City of Belgrade and their full enjoyment of citizenship rights. The Project is funded by the European Union and implemented in partnership of the United Nations Office for Project Services (UNOPS) (responsible for the overall implementation of the Project), the International Labour Organization (ILO), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the International Organization for Migration (IOM), the Office of the High Commissioner for Human Rights (OHCHR), and the Office of the UN Resident Coordinator.

The Project is directly addressing six problems:

1. Unemployment of Roma men and women, including the changes needed in the existing policy
2. Limited professional or educational qualification of Roma population
3. Inadequate support to informal waste collectors
4. Discrimination against Roma
5. Discrimination against women within Roma communities
6. Insufficient capacities of the Roma NGOs to actively contribute to social inclusion and mobilisation of their community.

One of the key achievements of the EU Support to Roma Employment project to date was the Self-employment Grant Scheme, which contributed to strengthening of Roma entrepreneurship in Belgrade as well as to the sustainability of Roma beneficiaries' business. Further effort regarding innovative employment solutions should, by the end of project implementation, result in employment of at least 100 Roma men and women. Furthermore, through the capacity building of the national institutions, opportunities for development of other innovative employment measures targeting the unemployed Roma should occur.

The Project activity 2.2.2 *Design and delivery of business development and vocational training modules* envisages training of 50 Roma men and women. The activity has two key sub-activities:

- Delivery of demand-driven, gender responsive skills trainings across the wide range of sectors
- Development of a framework for effective potential employer engagement during the vocational trainings.

2. Introduction to the Intervention

The official statistical data show that education of Roma men and women is significantly lower than the average, thus affecting their employment opportunities.¹ At the end of 2014, according to the National Employment Service (NES), out of 1,477 Roma registered as unemployed on the territory of

¹ Please see website for details: <http://media.popis2011.stat.rs/2011/07/Romi-u-popisu.pdf>

Belgrade, almost 80% did not have elementary education, while only one in eight Roma has completed the secondary education.

In an effort to contribute to the increase of employability of Roma men and women with low levels of education, the Project designed the on-the-job training grant scheme, which should encompass information sharing about the labour market, advisory services on work activation, as well as additional training.

The Project Steering Committee adopted the *Guidelines for the Implementation of the On-the-job Training* which reflects the current international standards as well as national legislation in this field and includes instructions on how to work with the enterprises as training providers and how to find appropriate training programmes for individual Roma. The Guidelines also include procedural steps of implementation, eligibility criteria, instructions for processing applications, and monitoring implementation (the Guidelines is available as Annex F).

The Guidelines envisage that on-the-job training is vocational training that takes place in the real working environment where enterprises take a role of service providers for unemployed Roma in order for them to acquire knowledge and skills necessary to perform activities at a specific workplace and to enter the labour market more easily.

Enterprises can participate as training providers if they fulfil the following criteria:

- 1) Profit businesses, private or public (except for government bodies), in all sectors of the economy (except family farms) that were registered at least three years before the date of application for participation in the Project based on the Public Call for On-the-job Training
- 2) Regularly paid taxes and contributions for mandatory social insurance
- 3) Bank account is not blocked more than 15 days within the last six months
- 4) A minimum of five employees
- 5) Existing resources for the implementation of training programme, i.e. staff member with relevant background and at least three years of work experience in the job for which the persons are trained and who will be a mentor to the candidates
- 6) Existence of technical, spatial and other capacities for the implementation of training programme, i.e. work space, technical resources and equipment should be functionally in accordance with the number of people trained and in accordance with the standards of the job for which the people are trained (safety of the building and work conditions).

In relation to the selection of the beneficiaries of the On-the-job training, the following criteria must be met:

- a) Persons 15 to 45 years of age
- b) Persons with I, II or III level of education

The long-term unemployed persons, persons without prior work experience, beneficiaries of the centre for social work, persons with additional vulnerabilities (single parents, persons with disabilities, victims of domestic violence, etc.), and the residents from the temporary settlements Makis1, Makis2, Jabucki Rit, Kijevo and Resnik, will have priority.

The training should last at least one month and no longer than three months. For its services, the enterprise is entitled to a training grant per individual, which is in the amount of RSD 20,000 for a course of one month (minimum 100 training hours) i.e. in the amount of RSD 60,000 for a course of three months (minimum 300 hours of training). The beneficiary is entitled to compensation equal to 60 per cent of the minimum wage as in force in January 2015 (i.e. RSD 12,778 per month), while the project will cover insurance against accidents according to the Law on Contributions for Mandatory

Social Insurance (which is 2% of financial subsidy). Available fund for the purpose of subventions to the beneficiaries and training providers is strictly defined in the amount of EUR 42,000.00.

The total number of training participants that can be referred to one business entity will depend on the size of it, as well as its capacity to adequately train and supervise several training participants at all times. The proportion of the number of employees and number of training participants must not be less than 5:1, meaning that businesses with five employees may train one person, businesses with ten employees – two persons, and so on.

A business entity may receive a maximum of nine participants on training without conditions of employment or a maximum of ten participants with the requirement to employ at least 50% of the total number of participants.

3. Objectives of the Intervention

The overall objective of the intervention is to contribute to greater social inclusion of vulnerable and marginalised in the labour market.

The specific objectives of the intervention are the increased employability of unemployed Roma through acquired knowledge and skills as well as sensitising employers to employ vulnerable groups.

4. The Approach to this Intervention

The "EU Support to Roma Employment" Project will through an open and transparent process evaluate, select and contract organisation which has responded to the Request for Proposals (RFP), by submitting a valid project proposal, according to this ToR requirements and other provisions set in the RFP. Offerors could apply in partnership of two NGOs and the lead partner will submit the application in response to this RfP. The lead partner enters the contractual arrangements with the Project. A partnership must be validated through a formal Partnership Agreement, stipulating roles and responsibilities of each partner. This agreement must be submitted with the application.

The contracted NGO will then carry out activities in accordance to the accepted descriptions of activities and the timeframe, in accordance to the submitted and approved project proposal.

5. The Scope of the Intervention

The contracted organisation will plan and carry out the activities that include the following, while at the same time not necessarily be limited to:

- I. Study the "EU Support to Roma Employment" Project document and acquire necessary understanding of the context and the Project objectives;
- II. Study the methodology in the form of *Guidelines for the Implementation of the On-the-job Training*;
- III. Evaluate the database of potential beneficiaries and companies that will be provided by UNOPS;
- IV. Perform visibility activities (production and dissemination of at least 100 leaflets; final format A4 (297 x 210 mm), Matte Kunstdruck 150/170g, 4/4)
- V. Publish the Public call for On-the-job Training;
- VI. Plan and conduct at least three two hour presentations for the target group in the organisation's premises as well as conduct individual info-sessions with at least 60 or more potential beneficiaries who applied to the Call;
- VII. Identification and selection of at least 60 direct beneficiaries and at least six training providers according to the criteria in the Guidelines;

- VIII. Conduct the matching process between the beneficiaries and companies as training providers;
- IX. Field assessment of applicant training providers before the selection i.e. signing the contract;
- X. Sign contracts with training providers and beneficiaries;
- XI. Regular monitoring of the trainings at the training premises aiming of monitoring contractual obligations in regard to fulfilment of the training plan and programme, learning progress of trainees, at least two times during the training provision at the beginning and close to the end of training;
- XII. Organisation of the final exams for the trainees and award of non/licensed certificates
- XIII. Regular timely intermediate and final reporting

The details will be agreed in the induction meeting with the "EU Support to Roma Employment" Project team.

6. Outputs

The contracted organisation is expected to produce minimum the following outputs:

- A detailed work plan for the implementation of the activities with outline of possible risks in project implementation and envisaged mitigation measures
- Updated database of previous applicants - potential beneficiaries and training providers
- At least 100 information leaflets disseminated to potential direct beneficiaries
- The Public call for On-the-job Training is advertised to attract as many potential beneficiaries as possible
- At least three two-hour presentations conducted and individual info-sessions with at least 60 or more potential beneficiaries held
- At least 60 direct beneficiaries and at least six training providers selected according to the criteria in the Guidelines
- Each direct beneficiary applicant is matched with the appropriate training provider in terms of interest in type of occupations, capacity and motivation of the beneficiary
- The training providers are selected based on firm field evidence of their compliance with the envisaged criteria in the Guidelines
- Contract signed in between selected organization and at least 50 unemployed Roma and at least six training providers and payments conducted in accordance with contract provisions
- At least two monitoring visits conducted per training
- At least 50 unemployed Roma successfully completed trainings and awarded with certificates
- Induction and intermediate narrative and financial reports. The reports should include description of implemented activities supported by adequate documentation and financial report.
- The final narrative and financial reports on Project templates submitted to the donor no later than 15 days after the completion of all activities. The narrative final report must have also a section on conclusions drawn and recommendations for future steps based on drawn lessons learned

7. Timeframe

The contract with the organisation is expected to be signed in December 2015 and it will last a maximum of six months (depending on the methodology and the activities proposed; one month for preparation of the final report included).

8. Monitoring and Reporting

The contracted organisation will remain in close contact with appointed "EU Support to Roma Employment" personnel during the entire process and will discuss and agree all relevant points/steps both during the planning and implementation stages. The contracted NGO will submit a detailed work plan for the implementation of the activities with outline of possible risks in project implementation and envisaged mitigation measures no later than ten days after the signing contract. The "EU Support to Roma Employment" Project team reserves the right to conduct extraordinary monitoring apart from regular ones (intermediate and final).

The electronic copies of all reports or any other materials related to the intervention will be made available to "EU Support to Roma Employment" project/UNOPS in English.

The methodology, data collected, analyses, reports, recommendations and other products of this intervention, will remain the intellectual property of UNOPS.

9. Visibility

All activities performed in public will have to be fully compliant with the visibility guidelines of the EU. This will be provided to the Implementing Party by the "EU Support to Roma Employment" project team.

10. Final Considerations

Working language when contacting "EU Support to Roma Employment" project is both English and Serbian. However, all official correspondence should be in English only. Working language of the contracted organisation while in the field will be Serbian. The Implementing partner is expected to have understanding of Serbian context and cognisance of policies relevant to this ToR.

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Section 5: UNOPS General Conditions of Contract for Services

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> under “Opportunities” > “Suppliers” > “How we procure” > “UNOPS General Conditions for Goods” / “UNOPS General Conditions for Contracts for Professional Services” / “UNOPS Conditions of Services – For contracts of a value less than USD 50,000”. If your company is unable to access the document, please send an email request to: srpc.procurement@unops.org
UNOPS General Conditions of Contract will be sent to you electronically.

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Section 6: UNOPS Contract form for services

Attached

ANNEX A**Request for proposal****Provision of services for the Implementation of the On-the-job Training within "EU Support to Roma Employment" Project
RFP No.UNOPS-SC-2015-S-006****Proposal/no proposal confirmation form**

If after assessing this opportunity you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS
PROCUREMENT UNITFax/email +381(0)112435-703
Srcp.procurement@unops.orgFrom: _____

Subject RFPUNOPS-SC-2015-S-006

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above mentioned Request for Proposal due to the reason(s) listed below:

- The requested products are not within our range of services/supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested terms of reference
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your RFP is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the proposals is away from the office
- Other (please provide reasons) _____
- We would like to receive future RFPs for this type of services/goods
- We don't want to receive RFPs for this type of services/goods

If UNOPS has questions to the offeror concerning this NO PROPOSAL, UNOPS should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

ANNEX B

Request for proposal

Provision of services for the Implementation of the On-the-job Training within “EU Support to Roma Employment” Project RFP No.UNOPS-SC-2015-S-006

Mandatory requirements/pre-qualification criteria

Offerors are requested to complete this form and return it as part of their submission.

Offerors will receive a pass/fail rating on this section. In order to be considered for Phase I, offerors must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UNOPS reserves the right to verify any information contained in offeror's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

	Mandatory requirements/pre-qualification criteria	Meets (Yes/NO)	Supporting documents/information
1	Offer submitted before the deadline.	Yes/No	
2	Technical and financial offers submitted in separate sealed envelopes	Yes/No	
3	Proposal submitted in English language	Yes/No	
4	Proposal submission form is completed correctly and has been properly signed.	Yes/No	
5	The offer validity is in accordance with the requirements (see Section 3 Introduction).	Yes/No	
6	Offeror meets the eligibility criteria as described in the “Eligibility” paragraph of Section 3 of this tender.	Yes/No	
7	Offeror has registered on UNGM at basic level and has requested to be registered in UNGM at Level 2 with UNOPS.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
8	3 (three) contracts dealing with similar topics (social inclusion, vulnerable and marginalized groups, local mechanisms for social inclusion, employment measures...) executed successfully during the last 10 years. Reference letters to be provided.	Reference #1: Reference #2: Reference #3:	<i>Please make exact reference to where in your proposal this information can be located.</i>
9	The Offeror should be in continuous business for minimum 3 (three) years. Document from Business Registers Agency to be provided. Document should not be older than 6 months from the date of the proposal.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
10	Minimum RSD 12,000,000.00 (Twelve Million Republic of Serbia Dinar) of total turnover within the last 2 years. Financial statements and solvency reports for last 2 years to be provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>

11	Tax administration receipts that the company paid all local and national taxes or the proof that they are on the vendors/qualified bidders list with the Business Registers Agency to be provided. Document should not be older than 6 months from the date of the proposal.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
12	Full acceptance of UNOPS General Conditions (for Professional Services) and UNOPS Contract for Professional Services	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
13	Proposed work plan and detailed methodology/approach provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
14	Time schedule and manpower estimate to be provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
15	CV of Team Leader provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
16	CV of Team Members provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>

ANNEX C

Request for proposal

Provision of services for the Implementation of the On-the-job Training within "EU Support to Roma Employment" Project

RFP No.UNOPS-SC-2015-S-006

Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Offeror's Eligibility and Authority to sign Proposal and the Technical Proposal itself.
- c. The entire Technical Proposal and all required and optional documentation related to the technical competent of the proposal must be placed in an envelope pre-addressed and marked:
 RFP No (UNOPS-SC-2015-S-006) - (description of requirement) – Technical proposal- (name and address of Offeror)
 If submitted by email, the email subject line should read:
 RFP No (UNOPS-SC-2015-S-006) - (Name of Offeror) - Technical proposal
- d. The Technical Proposal envelope / the Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- e. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this offer), together with any other supporting documentation submitted in accordance with this RFP and/or voluntarily constitutes the offeror's Technical Proposal and fully responds to the request for proposal No (UNOPS-SC-2015-S-006)

Offeror Eligibility Confirmation and Information	Offeror's Response
1. What year was your organisation established?	
2. In what province/state/country is your organisation established?	
3. Has your organisation ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ____; No ____
4. Have you ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ____; No ____
5. Have you ever been suspended or debarred by any government, a UN agency or other international organization? If YES, provide details, including date of reinstatement, if applicable.	
6. It is UNOPS policy to require that offerors and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by an offeror or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. In pursuance of this policy, UNOPS: (a) defines, for the purposes of this provision, the terms set forth below as follows:	Confirm Yes ____; No ____

Offeror Eligibility Confirmation and Information	Offeror's Response
<p>(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;</p> <p>(iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) "obstructive practice" is</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p> <p>(bb) acts intended to materially impede the exercise of UNOPS' inspection and audit rights.</p> <p>Confirm that the offeror and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this solicitation.</p>	
<p>7. Officials not to benefit: Confirm that no official of UNOPS has received or will be offered by the offeror or its sub-contractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.</p>	Confirm Yes ____; No ____
<p>8. Confirm that the offeror is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.</p>	Confirm Yes ____; No ____
<p>9. Confirm that the offeror and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this solicitation.</p>	Confirm Yes ____; No ____
<p>10. UNOPS policy restricts companies from bidding on or receiving UNOPS contracts if a UNOPS staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNOPS staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the offeror or its sub-contractors.</p>	Confirm Yes ____; No ____



I, _____, certify that I am _____ of _____; that by signing this Proposal for and on behalf of _____ I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit my Offer to be bound by this Technical Proposal for carrying out the range of services as specified in the solicitation package.

(Signature) (Seal)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your company for this solicitation:

Name:

Title:

Address:

Telephone Number

Fax Number:

Email Address:

Technical proposal submission form

The offeror's proposal must be organised to follow the format of this RFP. Each offeror must respond to every stated request or requirement and indicate that offeror confirms acceptance of and understands UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.

Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the offeror must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNOPS of such proposal.

Section		Offerors response
1.	Expertise of Firm/Organization/Consortium submitting Proposal (maximum 30 points)	
Q1.1.	Experience of the organisation, general organizational capability and reputation of the firm which is likely to affect implementation of the training (3 years of experience is minimum requirement) (description of the firm and background material to be provided): <ul style="list-style-type: none"> • Organisation from 3 to 4 years of experience in similar activities since registration date - 3 points • From 4 to 6 years of experience in similar activities since registration date – additional 2 points • From 6 to 8 years of experience in similar activities since registration date – additional 2 points • More than 8 years of experience in similar activities since registration date - additional 2 points. (maximum of 9 points)	
Q1.2.	General organizational capability which is likely to affect implementation i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls; (maximum 3 points)	

Section		Offerors response
Q1.3.	<p>Specialized knowledge, proven expertise and experience of the organisation in the following areas:</p> <ul style="list-style-type: none"> • 3 contracts on either of the following topics: social inclusion, social care policies, capacity development of line local institutions dealing with vulnerable and marginalized groups, employment policies - 10 points • From 4 to 5 contracts on either of the following topics: social inclusion, social care policies, capacity development of line local institutions dealing with vulnerable and marginalized groups, employment policies – additional 4 points • 6 or more contracts on either of the following topics: social inclusion, social care policies, capacity development of line local institutions dealing with vulnerable and marginalized groups, employment policies – additional 4 points <p>(maximum 18 points)</p>	
2.	Proposed Work Plan and Approach(maximum 15 points)	
Q2.1.	<p>Expected outputs well described within the proposal and they are furthermore realistic, achievable and contribute to desired objectives (maximum 3 points)</p>	
Q2.2.	<p>Proposed methodology/approach is appropriate, realistic, feasible, effective and promise efficient implementation of the training. Explain how you will identify, approach and work with the beneficiaries and relevant stakeholders. (maximum 9 points)</p>	
Q2.3.	<p>Time schedule and manpower estimates: explain and justify your scheduling of tasks to achieve the results and outputs according to the TOR. Explain how you plan to provide the outputs throughout the organigramme. (maximum 3 points)</p>	
3.	Personnel (maximum 25 points)	
Q3.1.	<p>Qualifications of the combined expertise of the proposed team consisted of Team Leader, Team Members and all other supporting personnel including their previous experience working as a team – 5 points (maximum 5 points)</p>	
Q3.2.	<p>Team Leader The team leader must have a minimum of a master degree in a discipline relevant to required expertise and at least 8 years of relevant professional experience. He or she would be directly responsible for the delivery of the expected outcomes and activities defined by this ToR. This will carry 8 points More than 8 years of relevant professional experience will carry 1 additional point for each year of experience up to maximum 12 points (maximum 12 points)</p>	



Section		Offerors response
Q3.3.	<p>Team Members (min 2 – max 3) The team members must have a minimum of a bachelor degree in a discipline relevant to required expertise and at least 5 years of relevant professional experience. He or she would also be directly responsible for implementation of activities defined by this ToR.</p> <p>This will carry 5 points More than 5 years of relevant professional experience will carry 1 additional point for each year of experience up to maximum 8 points (maximum 8 points)</p>	



ANNEX D**Request for proposal
Provision of services for the Implementation of the On-the-job Training
within “EU Support to Roma Employment” Project
RFP No.UNOPS-SC-2015-S-006****Financial proposal submission form**

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: RSD (Republic of Serbia Dinar)
- c. The entire Price Proposal must be placed in a separate envelope pre-addressed and marked:

Do not open! - RFP No UNOPS-SC-2015-S-006 - Provision of services for On-the-job Training within the “EU Support to Roma Employment” Project – Financial proposal- name and address of offeror.

- d. The completed Financial Proposal Submission Form constitutes Offeror’s Financial Proposal and fully responds to Request for Proposal - I commit my Offer to be bound by this Financial Proposal for carrying out the range of services as specified in the solicitation package.

In compliance with this RFP the undersigned, propose to furnish all labour, materials and equipment in order to provide goods and services as stipulated in the RFP. This shall be done at the price set in this Schedule and in accordance with the Contract terms in this RFP.

(Signature)

(Name)

(Name of offeror)

(Date)

(Address)

(Telephone No.)

(Fax No.)

(Email address)



Financial proposal submission form

Currency: Republic of Serbia Dinar (RSD)

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
SUB TOTAL:				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (RSD)	Total (e)=(b)x(c)
SUB TOTAL:				

Other Costs (description)	Cost (lump-sum)
SUB TOTAL:	

GRAND TOTAL:	
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ANNEX E

Request for proposal

Provision of services for the Implementation of the On-the-job Training within “EU Support to Roma Employment” Project

RFP No.UNOPS-SC-2015-S-006

UNGM vendor registration form

As part of the proposal, it is desired that the offeror goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the offeror is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm’s information on UNGM is current.

Offerors need to familiarise themselves with the United Nations Supplier Code of Conduct. UNOPS encourages all suppliers to subscribe to the United Nations Global Compact.

The offeror may still proposal even if not registered with the UNGM. However, if the offeror is selected for contract award, the offeror must register on the UNGM prior to contract signature.

ANNEX F**Request for proposal****Provision of services for the Implementation of the On-the-job Training within “EU Support to Roma Employment” Project****RFP No.UNOPS-SC-2015-S-006****Guidelines for implementation of On-the-job Training**

Attached



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