



Inter-Parliamentary Union

For democracy. For everyone.

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Request for Proposals

Survey of Members of Myanmar's Union and Region & States Parliaments (Hluttaws)

18 August 2017

Letter of Invitation

The IPU invites you to submit a Proposal to this Request for Proposal (RFP) for a survey of Members of the Union and Region & State Parliaments in Myanmar. Please note that this RFP is open only for eligible organisations registered in Myanmar.

This RFP includes the following documents:

- Section 1: Instructions to Proposers (including Data Sheet)
- Section 2: Terms of Reference
- Section 3: Proposal Submission Form
- Section 4: Technical Proposal Form
- Section 5: Financial Proposal Form

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit a letter advising whether your company intends to submit a Proposal to IPU at the following email addresses: IPUMyanmar@ipu.org and yta@ipu.org. The letter should be received by IPU no later than **8 September 2017**. Note that a bidders' meeting is scheduled for **29 August 2017**.

Should you require further clarifications, kindly communicate with the contact person identified in the section on 'Questions' as the focal point for queries on this RFP.

IPU looks forward to receiving your proposal and thanks you in advance for your interest.

Yours sincerely,

Inter-Parliamentary Union
Secretariat

Section 1: Instructions to Proposers

A. GENERAL

1. IPU hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by IPU in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by IPU. IPU is under no obligation to award a contract to any Proposer as a result of this RFP.
4. IPU implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. IPU is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IPU as well as third parties involved in IPU activities.
5. In responding to this RFP, IPU requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold IPU's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified.
In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to IPU and seek IPU's confirmation on whether or not such conflict exists.
6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of IPU staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to IPU's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 3);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 1);
- 9.3 Technical Proposal (see prescribed form in RFP Section 4);
- 9.4 Financial Proposal (see prescribed form in RFP Section 5);
- 9.5 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the IPU address indicated in the **Data Sheet** (DS no. 17). IPU will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 IPU shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IPU to extend the submission date of the Proposals, unless IPU deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, IPU may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, IPU may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. IPU shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and IPU, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and IPU.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 3 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to IPU that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, IPU reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with IPU's acceptance of the justification for substitution, and IPU's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 5). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor (see Data Sheet for details). In order to award a contract to a Proposer, its qualifications must be documented to IPU's satisfaction.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between

IPU and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to IPU, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of IPU. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/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 Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by IPU.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by IPU as the most responsive Proposal that offers the best value for money, IPU shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, IPU reserves the right to award a contract based on an alternative proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by IPU and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, IPU may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the IPU website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of IPU as specified in the **Data Sheet** (DS no.20) and shall include the Proposer's name and address. The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labelling by the Proposer.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by IPU at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

IPU shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by IPU after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by IPU, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by IPU.

25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly

signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by IPU prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.

25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

IPU will open the Proposals in the presence of an ad-hoc committee formed by IPU of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as IPU may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence IPU in the examination, evaluation and comparison of the Proposals or contract award decisions may, at IPU's decision, result in the rejection of its Proposal.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

IPU shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. IPU may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by IPU in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.2 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

<p><u>Rating the Technical Proposal (TP):</u></p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ <p><u>Rating the Financial Proposal (FP):</u></p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <p><u>Total Combined Score:</u></p> $\text{Total Combined and Final Rating of the Proposal} = \frac{(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g. 30\%})}{100}$

29.3 IPU reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;

- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Other means that IPU may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, IPU may, at its discretion, ask any Proposer for a clarification of its Proposal.

IPU's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by IPU in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by IPU, shall not be considered during the review and evaluation of the Proposals.

31. Responsiveness of Proposal

IPU's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by IPU and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, IPU may waive any non-conformities or omissions in the Proposal that, in the opinion of IPU, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, IPU may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, IPU shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IPU there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by IPU, its Proposal shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

IPU reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for IPU's action. Furthermore, IPU shall not be obliged to award the contract to the lowest price offer.

34. Award Criteria

Prior to expiration of the period of proposal validity, IPU shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, IPU reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to IPU. Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, IPU may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
1		Project Title:	IPU-UNDP Parliamentary Strengthening Programme
2		Title of Services/Work:	Survey of Members of the Union and Region & State Parliaments in Myanmar
3		Country / Region of Work Location:	Nay Pyi Taw, Myanmar
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input type="checkbox"/> Allowed <i>[if yes, describe how, and ensure that requirements properly define the sub-parts]</i> <input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	<input checked="" type="checkbox"/> Not required
11	B.9.5 C.15.4 a)	Validity of Proposal Security	Not Required

12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	Seven days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions	Focal Person in IPU: Ye Thura Aung email address dedicated for this purpose: yta@ipu.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and posting on the website http://www.ipu.org/
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by hand]	Proposals must be submitted by email only.
20		Bidders' Conference	Date and Time: Tuesday 29 August. 10.00. Location: UNDP Offices, 6 Nat Mauk St. Tamwe, Yangon
21	C.21 D.24	Deadline of Submission	Date and Time : September 8, 2017 5:00 PM

22	D.23.2	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ¹
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: yta@ipu.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only, password protected <input checked="" type="checkbox"/> Max. File Size per transmission: 5MB <input checked="" type="checkbox"/> Max. No. of transmission: 10 <input checked="" type="checkbox"/> No. of copies to be transmitted : <i>one copy of each transmission</i> <input checked="" type="checkbox"/> Mandatory subject of email: <i>RFP MP Survey</i> <input checked="" type="checkbox"/> Digital Certification/Signature: <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>GMT+ 1.00</i>
24	D.23.1	Date, time and venue for opening of Proposals	Date and Time: September 11, 2017 10:00 AM Venue: IPU Headquarters, Geneva
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%
26	C.15.1	Required documents that must be submitted to establish qualification of Proposers	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [<i>indicate number of years of reference</i>]

¹ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<input checked="" type="checkbox"/> Details of the top five clients in terms of Contract Value the past five years. <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
28	C.15	Structure of the Technical Proposal <i>(only if different from the provision of Section 12)</i>	Not required
29	C.15.2	Latest Expected date for commencement of Contract	September 18, 2017
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	18 September to 24 November 2017
31		IPU will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Evaluation Tables below)
33	E.29.4	Post-Qualification Actions (where required)	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<i>As per Section 2 (Terms of Reference)</i>

Technical Proposal Evaluation Tables

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of the Firm / Organization	25%	400
2.	Proposed Methodology and Approach	40%	300
3.	Management Structure and Key Personnel	35%	300
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	60
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the organisation - strength of project management support - project financing capacity - project management controls 	50
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	20
1.4	Quality assurance procedures	30
1.5	Relevance of:	240
	Experience of providing high level research, data collation and analysis which supports an evidence-based report	70
	Experience in design and delivery of research instruments including questionnaires, in depth interviews and focus group discussions	70
	Experience in providing prepare concise and accurate reports and presentation of data visually	50
	Experience of delivering similar research projects in Myanmar, including engagement with senior government or parliament officials	50
Total Part 1		400

Technical Proposal Evaluation Form 2			Points Obtainable
Proposed Methodology and Approach			
2.1	Context		80
	To what degree does the Proposer understand the overall task and objectives?	40	
	Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?	40	
2.2	Methodology		110
	To what degree does the Proposer's approach to conducting quantitative and qualitative research meet requirements?	150	
2.3	Planning		110
	Is the scope of the task well defined and does it correspond to the TOR?	60	
	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	60	
Total Part 2			300

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Does the management structure support effective delivery?		60
3.2	Qualifications of Lead Researcher (1 person only)	Sub-Score	80
	Relevance of qualifications, including language abilities	15	
	Relevance of experience to programme proposed	65	
3.3	Qualifications of Survey Team members	Sub-Score	160
	Relevance of qualifications, including language abilities	60	
	Relevance of experience to programme proposed	100	
Total Part 3			300

Section 2: Terms of Reference (TOR)

Survey of Members of Myanmar's Union and Region & States Parliaments (Hluttaws)

Type of Contract	Institutional contract for services (international)
Eligible Organisations	Organisations registered in Myanmar
Start/End Dates	18 September to 22 December 2017
Working Days	60 estimated
Location	Myanmar
Contract Manager	Manager, Technical Cooperation Programme, Inter-Parliamentary Union
Supervisor in Myanmar	Chief Technical Advisor, UNDP-IPU Parliamentary Strengthening Programme

1. Summary

IPU is seeking to contract a research company (hereafter 'the Contractor') to deliver a report on a Survey of Members of the Union and Region and State Hluttaws. The Contractor will participate in the design and delivery of quantitative and qualitative survey instruments, and will analyse and report on results.

2. Project Description

2.1 Background

The 2008 Constitution established a bi-cameral parliament ('Hluttaw') Union level with a Lower House ('Pyithu Hluttaw'), an Upper House ('Amyotha Hluttaw') and a Joint House ('Pyidaungsu Hluttaw'), and 14 uni-cameral Hluttaws at Region and State level. The Hluttaws began their first terms in 2011 and as new institutions, key priorities were clarifying and strengthening the roles and responsibilities of MPs and the structures and functions of the Hluttaws. The Hluttaws' administrations provide support to the functioning of the Hluttaws' bodies and provide the services the MPs require to fulfill their functions. Since 2017 the 14 Region and State Hluttaw administrations are part of the Pyidaungsu Hluttaw administration.

In a survey of Union Hluttaw members in 2015 at the end of the first term, many elected members acknowledged they had little understanding of how legislatures could best contribute to an effective system of government. The survey also highlighted that despite gains in capacity, parliamentary support staff also require increased knowledge and skills to provide high-level support and advisory services to MPs and Hluttaw committee members.

The functioning and practices of the Region and State Hluttaws and their challenges have not yet been documented in a comprehensive manner². But UNDP's engagement with

² The only dedicated study about the Region and State Hluttaws analyzes different aspects of the work and functioning of 8 Region and State Hluttaws during the first Hluttaw term, from 2011 -2015 and reviews internal

Region and State Hluttaw MPs, Speakers and the administrative leadership has shown that the practices of how the 14 Region and State Hluttaws fulfil their functions vary, in particular with regard to how they structure their relations with the government and external actors and in how MPs work for their constituents. Unlike their Union Hluttaw peers, Region and State Hluttaw MPs spend more time working on their representation duties in their constituencies.

Following a multi-party general election in November 2015, in February 2016 there was a change of government and parliaments at Union and Region and State levels went through the transition between two parliaments for the first time in 56 years. At both levels around 90% of the MPs were newly elected. With limited democratic traditions, this posed challenges in establishing democratic norms and processes and for the MPs to carry out their roles and functions.

The Union Parliament has met these challenges by progressing towards achieving the objectives of the Strategic Plan 2015-2018 in strengthening the institutional capacity and services provided to MPs, committees and the plenary. The Region and State Parliaments have had fewer resources to undertake similar capacity building and institutional development and significant capacity gaps exist between the Union level and the Regions and States. However, the Speakers of Region and State Hluttaws have agreed on development principles for each Hluttaw and administrative reforms of these institutions have been initiated with advice provided by the Pyidaungsu Hluttaw.

After almost 18 months of the 2nd Hluttaw, high-quality and comprehensive information on how MPs are undertaking their duties can provide insight into the evolution of the role of parliament in the democratic system of Myanmar. This can support the building of robust, people-centered parliamentary institutions at national and sub-national levels that have the capacity and durability to engage in key national priorities including the peace process, federalism and constitutional reform.

2.2 UNDP/IPU support to the Myanmar Hluttaws

Since 2013, the United Nations Development Programme (UNDP) and the Inter-Parliamentary Union (IPU) have supported the Hluttaw-led institutional change agenda focused on building the Union Hluttaw Parliament into a strong and effective democratic institution. UNDP has also worked extensively with Region and State Hluttaws to improve their abilities to carry out their representative, legislative and oversight functions.

UNDP and IPU supported a survey of Members of the 1st Union Hluttaw in mid-2015. The survey provided a record of the voices of Union Hluttaw MPs in the 1st Union Hluttaw on the operation of the Hluttaw and how they had engaged in their duties. Results of the survey showed that the Speakers played a pivotal role in the operation of the Union Hluttaw, with MPs voicing the need for effective processes for assessing and reviewing the Rules of Procedure to support better decision-making processes in the Plenary and to assist committees to fulfil their potential. An effective parliament should be able to draw on MPs who can undertake a diverse range of roles and who have different types of expertise, and the survey highlighted that MPs in the first Hluttaw focused primarily on their law-making role which impacted on other duties including representation. This was compounded by the large

arrangements and the legislative output of the Hluttaws. *Enlightened Myanmar Research Foundation, Performance Analysis: State and Region Hluttaws (Local Legislatures) 2010-2015*. An earlier report reviewed broadly the governance arrangements at Region and State level but did not devote much attention to the Region and State Hluttaws. *The Asia Foundation, State and Region Governments in Myanmar, September 2013*

amount of time spent in Naypyitaw and other practical difficulties in terms of financial and human resources. MPs also identified the need for improved support for administrative and research tasks and for capacity building of Hluttaw staff.

The 1st Members Survey helped to progress the parliamentary change agenda and informed the ongoing process of development and refinement of the Union Hluttaw's administration services. A key outcome of the survey was informed design of orientation, induction and ongoing professional development support to Members of the 2nd Hluttaw. Two induction programmes, for all MPs of the Union Hluttaw in February 2016 and for Committee Chairs and Secretaries of Union and Region and State Hluttaws in June 2016, were delivered by the Hluttaw with support from UNDP and IPU. The programmes enabled MPs experiences from the 1st Hluttaw and experiences from international MPs to be shared. Information from MPs during the programme informed the design of an ongoing professional development for Union Hluttaw MPs delivered through the Hluttaw Learning Centre.

UNDP's approach to strengthening the Region and State Hluttaws has been to support the Hluttaws' institutional development, which is the prerequisite of effective Hluttaw work, and to facilitate the exchange of practices and peer-to-peer learning amongst MPs and staff. To this end, UNDP has also supported the professional development of the Speakers, Committee Chairs, and MPs. UNDP has fostered learning through exchanges of practices and experience among Hluttaws and by providing Hluttaws with opportunities to coordinate their development.

2.3 Project rationale

The MP Survey is an important part of a wider UNDP-IPU study designed to provide the evidence base for future strategic development of the Union and Region and State Hluttaws. The survey of the Members of the 2nd Hluttaw will capture the views of Myanmar's elected representatives at both Union and Region and State levels on the operation of the Hluttaws and successes and challenges during their terms.

The results of the MP Survey will inform institutional strengthening to support robust, people-centered parliamentary institutions at national and sub-national levels that have the capacity and durability to engage in key national priorities including the peace process, federalism and constitutional reform.

The MP Survey will:

- Explore the perception of MPs of the role of the Union and Region and State Hluttaws in Myanmar's democracy today and in the future;
- Develop understanding of current practices of MPs in law-making, representation and oversight, and their future priorities;
- Assess how MPs are engaging with citizens and addressing constituency issues through their duties;
- Explore personal goals, motivation and ambitions of MPs, including in areas such as peacebuilding, gender and human rights, and how they have pursued these through their parliamentary duties;
- Understand challenges and opportunities for women MPs and inclusion of gender related issues in law-making, oversight and representation by all MPs;
- Identify progress in the institutional development of the Hluttaw administrations and how services are provided to support the role and functions of MPs;

- Identify the needs and priorities of the MPs, including support services and capacity development and learning.

3. Study Methodology

3.1 Review of data available

The research process will begin with a thorough analysis of the existing documentation and data regarding the work of the Union and Region & State Hluttaws, including:

- Reports conducted by development partners during the 2nd term of the Hluttaws;
- Surveys of MPs conducted at Union Hluttaws during induction, committee leadership and professional development and professional development activities for MPs;
- Data on the development priorities of the Region and State Hluttaws, around the common development framework of Region and State Hluttaws;
- Data on the perception of Speakers and Deputy Speakers regarding their roles, collected during a Leadership Programme in June 2016;
- A quantitative survey of committee chairs from all Region and State Hluttaw on committee practices, conducted on the sidelines of the committee induction programme in June 2017;
- A quantitative survey of Members from all Region and State Hluttaw on their perceptions and practices in fulfilling their functions, conducted on the sidelines of the professional development programme for Members between November 2016 and August 2017 (expected).

Research will then be conducted through quantitative survey and qualitative interview and focus group discussion methodologies.

3.2 Questionnaire survey

All Hluttaw MPs at Union and Region & State levels will be surveyed by questionnaire, with primarily quantitative questions. Among other issues, questionnaires will be used to assess:

- Current practices of MPs in law-making, representation and oversight, and their future priorities;
- MPs engagement in the Plenary and Committees;
- How MPs have used services from the Hluttaw administrations;
- The needs and priorities of the MPs, including support services and capacity development and learning.

Office holders such as Speakers, Chairs and Secretaries of Committees will be invited to respond to the survey. Results at Union and Region and State levels will include analysis of all surveys conducted with MPs of the 2nd Hluttaw and parliamentary administrative staff.

3.3 In-depth interviews (IDIs) and focus group discussions (FGDs) with MPs

IDIs and FGDs will target 10% of the membership of each House at Union level, and six Region and State Hluttaws. This will be open to all elected and Tatmadaw representatives. To ensure the sample is representative and inclusive it will involve MPs from all parties and balance factors such as gender, age, professional background and geography. In addition, FGDs will be held with:

- Committee Chairs;
- Young MPs (under 40);
- Women MPs;
- Joint Coordination Committee for Hluttaw Development at Union level.

In addition to the sample of MPs, IDIs and FGDs will also include Commissioners and Senior Officers of each Hluttaw Office. The final choice of interviewees is at the discretion of the parliamentary leadership. The choice of whether IDIs or FGDs are conducted is at the discretion of parliamentary leadership and the MPs.

IDIs and FGDs will be used to provide in depth information on the perception of MPs in relations to their duties in the Hluttaws. For example, questions will cover:

- The role of the Parliament in Myanmar's democracy today and in the future;
- The personal goals, motivation and ambitions of MPs, including in areas such as peacebuilding, gender and human rights, and how they have pursued these through their parliamentary duties;
- How MPs are engaging with citizens and addressing constituency issues through their duties;
- Challenges and opportunities for women MPs and inclusion of gender related issues in lawmaking, oversight and representation by all MPs;
- Progress in the institutional development of the Hluttaw administrations and how services are provided to support the role and functions of MPs;
- To what degree MPs can participate in the work of parliament (both in terms of parliamentary culture, and in terms of work/life balance).

IDIs and FGDs will take place in informal settings to maximise opportunities for interactive and participatory feedback. The language used in the interview will be either Myanmar or English, according to the preference of the MPs.

Selection of the six Region and State Hluttaws to conduct IDIs and FGDs will be made by the parliamentary leadership.

The scope of the project is limited to the practical experiences of MPs' duties as parliamentarians. It is completely removed from the politics of the institution. It will not seek any information about any political issue, former or current, nor reflect on any of the actions or decisions of the Hluttaw or its Committees.

4. Sustainability

Skills transfer to Union Hluttaw administrative staff will be incorporated through the survey process. This will include:

- Training to Hluttaw staff in questionnaire methodology and delivery over four ½ days;

- Hluttaw staff seconded to the UNDP/IPU Parliamentary Strengthening Team to be mentored in administration, logistics and delivery of the survey project;
- Hluttaw staff seconded to the UNDP/IPU Parliamentary Strengthening Team to be mentored in translation and interpretation.

5. Scope of Services

The Contractor will support a survey of MPs at Union and Region and State levels in Myanmar by participating in the design and delivery of quantitative and qualitative instruments, and will analyse and report on results. Key duties will be:

- Conduct a desk review of existing documentation and data on Union and Region & State Hluttaws;
- Produce survey questionnaires, instruments, IDI and FGD guidelines, protocols and quality assurance procedures;
- Collate, record and analyse results of survey questionnaires, In-Depth Interviews (IDI) and Focus Group Discussion (FGD) at Union and Region & State levels;
- Provide key inputs into Members Survey report and supporting material including statistical tables, diagrams and case studies.

In addition, the Contractor will support capacity in Union and Region and State Hluttaws to conduct surveys of Members by delivering training and mentoring support to parliamentary staff in methodology and tools for data collection including surveys, IDIs and FGDs.

The table presents services to be delivered by the Contractor:

Stage	Timing	Deliverables	Location of contractor	Outputs
Preparation	September 2017	Deliver project plan Contribute to methodology for questionnaire survey, IDIs and FGDs	Myanmar	Project plan and methodology
	September 2017	Desk review of available data on Union and Region and State Hluttaws	Myanmar	Report on key findings based on available data
Design	September 2017	Contribute to development of quantitative survey instrument for Union and Region and State Hluttaw MPs, implementing quality assurance procedures to enable the generation of meaningful data	Myanmar	Draft survey questionnaire in English and Myanmar
	September 2017	Design a database for processing quantitative data using advanced statistical software	Myanmar	Research database

	September 2017	Support pre-test of the questionnaire with up to 10 Union and Region and State Hluttaw MPs and seek feedback	Naypyitaw and one Region and State Hluttaw, Myanmar	Pre-testing report
	September 2017	Review and translate and survey questionnaire	Myanmar	Final questionnaire in English and Myanmar
	October 2017	Develop IDI and FGD quality assurance procedures and protocols, under direction of Members Survey team.	Myanmar	IDI and FGD questions, guidelines, protocols and quality assurance procedures
Delivery	September 2017	Publish survey questionnaire and supporting material	Myanmar	Copies of surveys and supporting material
	October 2017	Transcribe, aggregate and translate quantitative data Produce initial frequency count and analysis of quantitative data	Myanmar	Preliminary report on questionnaire survey
	October 2017	Support delivery and uphold quality assurance of IDIs and FGDs	Naypyitaw and six selected Regions and States, Myanmar	Recordings of all IDIs and FGDs conducted
	October 2017	Transcribe, aggregate and translate qualitative data	Myanmar	Transcripts and translations of IDIs and FGDs Collation of answers to address survey objectives
Reporting	November 2017	Collate all quantitative and qualitative survey data and enter into database	Myanmar	Completed research database
	November 2017	Produce in depth analysis of results Respond to requests of Team Leader for data analysis	Myanmar	Analysis report
	November 2017	Provide input to Draft Members Survey report, including statistical tables, diagrams and case	Myanmar	Members Survey draft report

		studies to respond to requests of Team Leader		
	December 2017	Support presentation of report including statistical tables, diagrams and case studies to respond to requests of Team Leader	Naypyitaw, Myanmar	Presentation of draft report
Follow up	November-December 2017	Deliver training to Hluttaw staff in developing and delivering data collection instruments (questionnaires, IDIs and FGDs) and maintaining a database	Naypyitaw, Myanmar	Training report

6. Expected Outputs and Payments Schedule for Deliverables

6.1 Schedule of payments for deliverables

Stage	Key deliverables	Approximate working days	Target due dates	Related payments	Review and approvals required
Preparation and Design	<ul style="list-style-type: none"> Project plan and methodology Report on key findings based on review of available data 	8	27 September 2017	30%	Review and approval by IPU Manager, Technical Cooperation Programme and UNDP Chief Technical Adviser
	<ul style="list-style-type: none"> Questionnaire in English and Myanmar IDI and FGD questions, guidelines, protocols and quality assurance procedures Research database 	7	9 October 2017		

Delivery	<ul style="list-style-type: none"> • Preliminary frequency counts and report on questionnaire survey • Transcripts and translations of IDI and FGDs • Collation of answers to address survey objectives • Completed research database 	25	24 November 2017	40%	
Training, Reporting	<ul style="list-style-type: none"> • Deliver training to Hluttaw staff in questionnaire methods • Draft Members Survey report 	20	22 December 2017	30%	

7. Duration

Activities are expected to be conducted between approximately 18 September and 22 December 2017. Actual timing of the stages will be determined by the Hluttaw Executive leadership and will be based on the sitting periods of the Hluttaws.

8. Location

The location for the full duration of the contract will be Myanmar. Inputs and deliverables will occur in Yangon, Naypyitaw and six Region & States of Myanmar.

9. Implementation Arrangements

9.1 Consultation and approval

The Contract will be managed by the IPU Technical Coordinator in Geneva. Daily supervision, technical advice and recommendations on all steps of the process will be provided by the UNDP Chief Technical Adviser located in Naypyitaw, Myanmar, including technical appraisal of documentation and reporting as required of this project. Review and feedback of deliverables to the Contractor will be provided within two working days.

UNDP/IPU will coordinate with the Hluttaw Senior Administrative staff, Senior Hluttaw administration staff (Permanent Secretary, Directors General and Deputy Directors General at Union level; Deputy Directors General at select Region and State Hluttaws), the Myanmar Parliamentary Union (MPU) and the Joint Coordination Committee for Hluttaw Development (JCC) in:

- Approval of concept and timeframe of the study;
- Approval of study scope and instruments;
- Communication with and coordination of Region and State Hluttaws;

- Communication with all MPs;
- Distribution of questionnaire survey to all MPs.

The UNDP/IPU Parliament Strengthening team will consult and receive advice and direction on the design and delivery of the Members Survey (including the draft survey questions), from the Directors General (or their designate) in each House Office. The Directors General will gain the necessary approvals from the parliamentary leadership. Internationally accepted norms and ethics will be followed in the interview process and MPs will be given options in terms of recording their contributions and attribution of interview responses.

Findings will be presented to the Joint Coordination Committee for Hluttaw Development, and the Permanent Secretary and Directors General for comment before presentation of the draft report to the respective Speakers who will decide on the most appropriate mechanism for circulating to MPs.

9.2 Survey team and responsibilities

In addition to personnel provided by the Contractor, the UNDP-IPU Members Survey team will comprise:

1. A Team Leader, who will be a senior academic/parliamentary specialist with extensive experience in designing and undertaking research on parliament with MPs and preparing impartial reports on support programmes for new MPs;
2. The UNDP/IPU Parliamentary Strengthening Programme team;
3. Hluttaw administration focal points and assigned staff;
4. An international senior former MP with prior experience and understanding of parliamentary context in Myanmar;
5. A writer/editor with experience in parliamentary strengthening;
6. Interpreters;
7. A graphic designer.

A Technical Committee will be formed, with responsibility for design of all survey instruments. The Technical Committee will be composed of:

1. Team Leader
2. UNDP Chief Technical Adviser
3. The Contractor's Lead Researcher
4. Writer/Editor

The responsibilities of all personnel involved with supporting delivery of the study *in addition to those provided by the Contractor* are detailed in the table below.

Team Members	Responsibilities
Survey Team Leader (Senior Academic/Parliamentary Specialist)	<ul style="list-style-type: none"> • Lead in the development of a full research methodology, including key research questions to be used in questionnaire survey, IDIs and FGDs • Lead design of questionnaire • Lead qualitative interview and FGD team • Make substantive recommendations to meet objectives based on results of the survey • Lead in the writing of the report, with inputs from other team members

UNDP/IPU Parliamentary Strengthening Programme team	<ul style="list-style-type: none"> • Presentation of concept note to Union and Region and State Hluttaws • Identification and recruitment of survey team • Oversee survey design, implementation and completion • Lead in coordination with other development partners in their inputs into survey design • Quality control and technical inputs at each stage of the survey process • Manage administration and logistics to deliver quantitative and qualitative surveys • Participate in interview and FGD teams • Review the quality and accuracy of all translations • Review all reports from the survey team • Validate and approve recommendations made by survey team to meet objectives • Manage presentation of survey findings to Hluttaw leadership, MPU and JCC
Hluttaw administration focal points and assigned staff	<ul style="list-style-type: none"> • Support to develop quantitative and qualitative survey instruments • Logistics and communication support
International senior MP	<ul style="list-style-type: none"> • Support communication on survey objectives with Union and Region and State Hluttaw senior administrative staff and MPs, Myanmar Parliamentary Union (MPU) and Joint Coordinating Committee (JCC) Secretariat • Collaboratively develop quantitative and qualitative survey instruments • Lead qualitative interview and FGD team • Make substantive recommendations to meet objectives based on results of the survey • Support drafting of interim and final reports
Writer/Editor	<ul style="list-style-type: none"> • Draft Members Survey report • Finalize Members Survey report • Deliver communication materials based on Members Survey report
Interpreters	<ul style="list-style-type: none"> • Interpretation services during delivery of Members Survey
Graphic Designer	<ul style="list-style-type: none"> • Develop survey report format and visual presentations by designing art and copy layouts

9.3 Translation

Translation of all Outputs detailed in the Scope of Services will be provided by the Contractor.

9.4 Administrative arrangements

All administrative and logistical arrangements relating to the delivery of the Members Survey at the Union and Region and State Hluttaws will be provided by UNDP/IPU. This includes:

- The venues for IDIs and FGDs;
- Transport within Naypyitaw and within six selected Regions and States;

- Copying of materials to conduct IDIs and FGDs;
- Supplies required to deliver of IDIs and FGDs, excluding technical and recording equipment required by the Contractor to complete outputs.

Any other administrative and logistical support is to be provided by the Contractor.

Transport from the Contractor's location to Napyitaw and to selected Regions and States will be provided by the Contractor.

10. Qualifications of the successful Contractor

10.1 Selection Criteria

The successful Contractor will be an organisation registered and granted full permission to operate lawfully in Myanmar. Proposals will be evaluated based on the following criteria:

- Demonstrated evidence of capacity to provide high level research, data collation and analysis which supports an evidence based report;
- Demonstrated capacity to design instruments including questionnaires, conduct in depth interviews and focus group discussions;
- Demonstrated capacity to prepare concise and accurate reports and present data visually and in Myanmar and English;
- Demonstrated capacity to deploy highly skilled human resources to meet targets within specified deadlines;
- High level written and oral communication skills in Myanmar and English;
- Demonstrated capacity to manage projects and deliver results;
- High level interpersonal skills to engage effectively with MPs, senior executive managers of the Parliaments of Myanmar and survey team members;
- Proven ability to be impartial and neutral, and maintain confidentiality of all information gathered.

Section 3: Proposal Submission Form³

[insert: Location]

[insert: Date]

To: Norah Babic, IPU, Chemin du Pommier 5, Case Postale 330, 1218 Le Grand-Saconnex, Geneva, Switzerland

Dear Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- c) We do not employ, nor anticipate employing, any person who is or was recently employed by the IPU.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that IPU is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that IPU will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

[please mark this letter with your corporate seal, if available]

³ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Section 4: Technical Proposal Form

<p>TECHNICAL PROPOSAL FORMAT</p> <p>INSERT TITLE OF THE SERVICES</p>
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Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION						
<p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p>						
<p>1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p>						
<p>1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p>						
<p>1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.</p>						
Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)



SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to IPU, including a reporting schedule.

2.7. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.8 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the IPU. If substitution is unavoidable it will be with a person who, in the opinion of the IPU project manager, is at least as experienced as the person being replaced, and subject to the approval of IPU. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member

Date Signed

Section 5: Financial Proposal Form⁴

The Proposer is required to prepare the Financial Proposal in an envelope **separate** from the rest of the RFP as indicated in the Instructions to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. **Cost Breakdown per Deliverables***

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	[weighting of each deliverable over the total price for the payment purposes, as per TOR]	
2	Deliverable 2		
3		
	Total	100%	USD

**Basis for payment tranches*

B. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. IPU shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Services from Home				

⁴ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				