

Terms of Reference
Institutional Consultancy –One UN Common Market Survey

The United Nations Children Fund (UNICEF) Rwanda, on behalf of One UN in Rwanda, is seeking the services of a reputable company to conduct a market survey based on the desk review of frequently procured commodities/supplies by the UN agencies, review of existing documentation and data; and future trends and new commodities or services.

Title	Institutional Consultancy for Common One UN Market Survey
Purpose	To assess the needs of UN agencies and to pre-qualify the suppliers for local procurement of commodities and services, and produce a database for use by all UN Offices.
Location	Kigali
Duration	3 months
Start Date	January 2018
Reporting to	Chairperson Procurement WG
Budget	\$30,000

Background and Justification

The local procurement operations for the United Nations Agencies in Rwanda have been constantly increasing since inception of the One UN in 2010 with an expanding commodity group from simple to complex items, including a variety of articles that range from standard market-available products to specialized and tailor-made item/kits and products. Similarly, Rwanda’s local market is evolving and expanding with visible increase in the number of local vendors.

The UN Country Offices have been selecting and pre-qualifying new suppliers based on UN established criteria by advertising in local newspapers through Expression of Interest (EOI), registration through use of UN’s standard supplier’s profile format. The business directories are regularly referred to source new suppliers.

Notwithstanding the above, the information on local vendors remains limited with a need for regular updating. The variety of commodities available to procure locally has also widened. Furthermore, there is a requirement to visit ALL the vendors to verify authenticity of their profiles. Pre-qualification as part of market survey ensures that bids are only received from suppliers which are able to comply with the requirements of UN.

The area of coverage will be Kigali for selective commodities/services

Scope of Works

- The firm will determine the main commodity categories frequently procured by the UN Agencies. The analysis is based on historical data of the past years Purchase Orders; interviewing the One UN Procurement WG to ascertain future trends and new commodities/services to be included in this market survey. Currently, based on historical data of the past purchase orders of 2012-2016, the following categories of commodities/services are the main common items being procured by the UN System in Rwanda:

Goods : Printing ; blankets ; soap; furniture; communication equipment; IT equipment; stationery; office equipment; consumables for computers, photocopiers; chlorine; textbooks; building materials and hardware; hygiene kits; tarpaulins and tents; play materials; plastic products (jerry cans; buckets; water tanks, cups, basins), agricultural tools and inputs, livestock, animal feeds, medical and veterinary supplies and pesticides.

Services: Customs clearance; car hire; inland transportation; ancillary services; inspection; translation; travel management services; event management services; accommodation and conference facilities; air conditions and generator maintenance and repair; design and publishing services; video production services; cleaning services , photographer services ; catering services; courier services; security services; internet connectivity services; fumigation services; fire extinguisher services; purified drinking water; auction services. Consultancy Services

- In coordination with UNICEF Country Office, the contracted company will place an advertisement (Expression of Interest) in local newspapers to invite suppliers to express their interest to register with UN. The link to the Supplier Profile Form to be included in the advertisement. They will be requested to complete the Supplier Profile Form and provide original substantiating documents about their company. This will help identifying new suppliers and provide to the old vendors an opportunity to update their profile.
- The Consulting Firm will furthermore assess the local market by sourcing status for suppliers via such institutions as the Ministry of Trade, Chamber of Commerce, National authorities, Employers organization, UN agencies, INGO/NGO, Business Directories etc. The Consultant will forward the Supplier Profile Form to the manufacturers, wholesalers, traders etc for competition. The consultant will also forward the Form to the existing suppliers recommended by the UN agencies, including LTA holders for inclusion in the market survey. This will ensure that existing reputable suppliers are not missed out.
- The Consulting Firm will analyze the completed Supplier Profile Forms for initial vetting based on the information provided by the suppliers, such as: valid company registration, areas of activity/commodities, business capabilities, organization/staff qualifications, manufacturing facility/practices, quality assurance practices, source of goods, availability/delivery period of products, ISO certification, client list, financial capacity, reference checks, and other relevant registration documents. The consultant will also ensure that suppliers have proper bank account for receiving bank transfer payment.
- On the basis of this assessment, the consulting firm will prepare a short list of vendors for each category of supplies/services.
- The Consulting Firm and staff members of the Procurement Working Group will visit the premises of each of the vendors, and prepare a short Supplier Inspection Report to assess the suitability of each supplier. The consulting firm will prepare a report to the effect.
- Based on the results of the vendor visits and inspection reports, the Consulting Firm will assess each supplier, document results and make recommendations of pre-qualified supplier by category of commodity. The suppliers not visited will not be considered pre-qualified. The Consulting Firm will ensure that minimum five or more suppliers are selected per commodity/services to receive minimum three qualified bids. UN will prefer to have mix of old and new vendors for each commodity/services. Where OEM (Original Equipment manufacturer) or single source vendor/s is

necessary, the consulting firm will provide detailed justification for the same as part of the recommendations.

- Consultancy Services: The consulting firm will prepare a separate Roster of consultants in common/specific areas of hire for respective Agencies based on existing rosters and survey results
- The consultancy firm will prepare a simple comprehensive database for consultancy services.
- The Procurement Working Group will review and assess the work done by the Consulting Firm
- The Consulting Firm will prepare a final report containing the methodology, principal conclusions and recommendations of the market survey.

Deliverables

- Final list of commodities/services based on the consultation with Procurement Working Group.
- A list of “approved suppliers” and a list of “approved suppliers with conditions” by commodity category.
- A list of “suppliers not approved” with reasons/justifications.
- Completed Supplier Inspection Reports
- Completed Supplier Profile Forms
- Consultancy Database Common to the UN
- Final report containing the methodology, principal conclusions and recommendations of the market survey.

Evaluation Criteria

The proposal will be evaluated based on a 70 technical /30 financial award model.

Technical Points will be awarded as follows:-

Technical Criteria	Weight Allocated
Company Experience in Market Research	35
Relevance of Experience of Lead Personnel allocated to the survey	20
Proposed Methodology	15

Only companies that score 50/70 will qualify for financial evaluation.

Financial Evaluation:

Evaluation Criteria Formula for Financial Proposal

$30 * \text{price of lowest bidder}$
Price of proposal being considered

Qualification:

The company must have at least two years’ experience in conducting similar market surveys.

Company must provide Registration Certificate; VAT Certificate, Tax Clearance Certificate.

Contract Supervisor

Chair One UN Procurement Working Group

General Conditions:

- 30% fee will be paid upon signing the contract and remaining 70% upon receipt of the final market report along with completion of other required deliverables.
- Consultancy Firm will use own transport and is therefore expected to include this among other organizational costs in its financial proposal.

How to apply:

Interested Institutions are advised to submit separate proposals (Technical and Financial) to rwasupply@unicef.org, not later than 8 December 2017. N.B. Proposals not separated will be **unconsidered**.