

**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

	DATE: October 16, 2019
	REFERENCE: A-01/09/2019-ISA

Dear Sir / Madam:

We kindly request you to submit your Proposal **for Support International Solar Alliance (ISA) in providing Recruitment related services.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Thursday, October 31, 2019 via email, at the following address procurement@isolaralliance.org

**International Solar Alliance
Surya Bhawan,
National Institute of Solar Energy Campus
Gwal Pahari, Faridabad-Gurugram Road,
Gurugram, Haryana – 122003, India**

Your Proposal must be expressed in the English , and valid for a minimum period of 3 Months

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by ISA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of ISA requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by ISA, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on ISA's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by ISA after it has received the Proposal. At the time of Award of Contract, ISA reserves the right to vary (increase or decrease) 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.

Any Contract that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of ISA, herein attached as Annex 3.

Please be advised that ISA is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

ISA encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to ISA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

ISA implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against ISA, as well as third parties involved in ISA activities. ISA expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :
https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sudhakar Upadhyay
Consultant
10/16/2019

Description of Requirements

Context of the Requirement	<p>Background</p> <p>The International Solar Alliance (ISA) was conceived as a coalition of solar-resource-rich countries (which lie either completely or partly between the Tropic of Cancer and the Tropic of Capricorn) to address their special energy needs. The ISA will provide a dedicated platform for cooperation among solar-resource-rich countries, through which the global community, including governments, bilateral and multilateral organizations, corporates, industry, and other stakeholders, can contribute to help achieve the common goal of increasing the use and quality of solar energy in meeting energy needs of prospective ISA member countries in a safe, convenient, affordable, equitable and sustainable manner.</p> <p>ISA has been conceived as be an action-oriented, member-driven, collaborative platform for increased deployment of solar energy technologies to enhance energy security and sustainable development, and to improve access to energy in developing member countries. The ISA has 122 sun-belt countries that lie between the two tropics as its prospective member countries and currently boasts a membership of 73 countries globally.</p>
Brief Description of the Required Services	<p>ISA is seeking Proposal from eligible HR Recruitment consultants for the provision of Recruitment related services.</p> <ul style="list-style-type: none"> • Advertisement of Posts: • Assist in preparing and finalizing the job descriptions for the positions to be advertised. • Understand the job description and requirements of the position/s through discussions with the Hiring Manager and the HR Manager in discussion with the ISA Senior Management. • Assist ISA in classification of post at right level

	<ul style="list-style-type: none"> • Screening and Short-listing: • Sourcing suitable candidate profiles by means of headhunting, if required. • Screen and Shortlist applications based on the job specifications provided in the Terms of Reference broadly into 3 (three) category A, B and C. • Provide objective reasons for not including long listed candidates on the shortlist. • Critically evaluate each application in category A and identify most suitable 20 (twenty) top candidates for the position. • Identify equally qualified women applicants. • Finding out current salary and expected salary with skills and dignity. • Coordinate and monitor of written assessment <p>Prepare the written test assessment questions based on competencies advertised for each post.</p> <p>Coordinate and Monitor the written assessment process with candidates and Evaluation Panel Members for scoring etc.</p> <ul style="list-style-type: none"> • Interview Processes: • Identify key competencies of the position and prepare competency-based interview questions, in advance for consideration of the interview panel. • Prepare interview report for each candidate based on the discussions and evaluations of the panel members against each competency. Consolidate the interview comments and incorporate in the Corporate Panel report. • Reference Check for the Selected Candidates:
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	<p>Conduct reference checks for the shortlisted candidates from at least three referees.</p> <ul style="list-style-type: none"> • Work out on Staff Social Security entitlements in consultation with ISA Management. • Consultant will work on staff social security entitlements and enrolments in prevailing schemes for all ISA staff such as Medical benefits, Compensation for Death, Injury or Illness, Pension enrolment & entitlements etc.
<p>List and Description of Expected Outputs to be Delivered</p>	<ul style="list-style-type: none"> • Assist ISA in preparing and finalizing the Job Descriptions. • Assist ISA in classification of post at right level • Assist ISA in circulating the Vacancy Announcement (VA) widely across the globe. Specilly in Later American Countries (LAC), Africa & Asia. • E-screening and long shortlisting of applications for vacancies advertised and telephonically screen candidates, if required. • Sourcing suitable candidate profiles by means of headhunting, if required • Providing synopsis as per ISA template against each long-shortlisted candidate • Providing support to HR in preparing interview questions based on specific competencies in VA prior to the interview process and attend the interview with the primary function to document the interview process as per ISA rules and procedures • There will be 16 International positions to be advertised: Total 16 (sixteen) Professional positions to be advertised. At P-2, P-3 and P-4 Levels. • All benefits such as Pension, Medical and allowances (Spouse & Child) will be applicable as per UN. • Staff Assessment will be deducted as per UN norms • Consultant has to give due consideration to all ISA member countries, region wise.
<p>Person to Supervise the Work/Performance of the Service Provider</p>	<p>[Director (HR & Coordination)]</p>

Frequency of Reporting	weekly
Progress Reporting Requirements	The bidder will submit the detailed progress report to ISA Senior Management on weekly basis and will meet them as and when required.
Location of work	ISA Secretariat, Surya Bhawan, National Institute of Solar Energy Campus, Gwal Pahari, Faridabad-Gurugram Road, Gurugram, Haryana – 122003, India
Expected duration of work	6 months from starting the contract
Target start date	October 2019
Latest completion date	March 2020
Travels Expected	Not Applicable
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from ISA prior to travelling
Facilities to be Provided by ISA (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Others , Internet, ISA Rules and Regulations
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Indian Rupees
GST Price Proposal	<input checked="" type="checkbox"/> must inclusive GST separately and other applicable indirect taxes.
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, ISA may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Payment will be performance based, as per the mutual agreement between Consultant and ISA Management.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	ISA Senior Management
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> The minimum technical score required to pass is 70% <input checked="" type="checkbox"/> Full acceptance of the ISA Contract General Terms and Conditions (GTC).
Criteria for Preliminary Examination of Proposals	1. Technical proposal is submitted separately from Financial Proposal 2. Financial proposal must be password protected. If not, proposal will get rejected. 3. Latest Certificate of Registration of Business submitted Is the Offeror, or any of its joint venture member, included in UN Security Council 1267 List and List of Suspended and Removed Vendors
Eligibility Criteria	1. Vendor Type: <ol style="list-style-type: none"> a. Company Profile, which should not exceed fifteen (15) pages, including: printed brochures and product catalogues relevant to the services being procured; ownership (sole proprietorship, partnership, or corporation); list of names(s) (if any) and address(s) of branch office(s) worldwide and in the region; company structure and number of personnel employed. b. In the event that response to this invitation is made in association with a partner (i.e. Consortium or Joint Venture) the documentation shall include the corresponding agreement between the parties and indicate roles and responsibilities of all the partners. 2. Legal Registration:

	<p>a. Certificate of Registration of the company</p> <p>3. Relevant Experience:</p> <p>a. Major Clients: To be provided in a table showing [minimum] three ongoing or completed contracts for same or similar services executed in the last 3 years, for each contract, provide details of: client name, contract dates, contract values, contract focal point name and email, work location. [Note: ISA reserves the right to conduct reference checks with one or more of the listed clients of the Vendor]</p> <p>b. Letter or statement of Satisfactory Performance from the top two clients in terms of Contract Value in past 3 years.</p> <p>4. Financial soundness: Audited financial statements for the last 3 years.</p>
<p>Criteria for the Assessment of Proposal</p>	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 40%</p> <p>General Organizational Capability. The Organization should have specialization and experience in the area of International Recruitment and related services, preferably in the development sector, Work for major multilateral or bilateral programmes / International Organizations etc. Previous experience of working with UN Agency is essential.</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 10%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <p>5. Minimum Qualifications and Experience of Key Personnel</p> <p>Organizations are requested to provide a team composed with the following members: 1 Team Manager, 1 Senior HR Officer and 1 Junior HR Officers as per below qualification and experience requirements:</p> <p><u>1: Team Leader</u> Masters’ degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management or other related disciplines with at</p>

	<p>least 10 years work experience providing human resources advisory services; OR a Bachelor’s degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 12 years work experience providing human resources advisory services.</p> <p><u>2: Senior HR Officer</u> Masters’ degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 5 years work experience providing human resources advisory services; OR a Bachelor’s degree in Human Resources, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 7 years work experience providing human resources advisory services.</p> <p><u>3: Junior HR Officer</u> Masters’ degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 3 years work experience providing human resources advisory services; OR a Bachelor’s degree in Human Resources, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 5 years work experience providing human resources advisory services.</p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by ISA.</p>
ISA will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider.

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)
Contact Person for Inquiries (Written inquiries only)	<p style="text-align: center;">Mr. Sudhakar Upadhyay Address: ISA Secretariat, Surya Bhawan, NISE Campus, Gurugram Faridabad Road, Gurugram Telephone: 0124-285-3074 E-mail: sudhakar@isolaralliance.org</p>
Other Information <i>[p/s. specify]</i>	

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL
(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

To: **Mr. Sudhakar Upadhyay, ISA Secretariat, Surya Bhawan, NISE Campus, Gurugram Faridabad Road, Gurugram**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to ISA in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the ISA General Contract Terms and Conditions:

A. **Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of ISA by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by ISA, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. **Proposed Methodology for the Completion of Services**

¹ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

S. No	Service Description (as defined in RFP TOR)	Quantity (A)	Unit Price (INR) (B)	Total Price (INR) (C)=(A) x (B)
1	Download applications, Screening and Long-listing (Total 1,000 applications)			
	First 50	300	Rs. _____ per application	
	51 – 100	100	Rs. _____ per application	
	100 and above	100	Rs. _____ per application	
Total of 1				
2	Prepare & Submit the Interview Questions to ISA	1 post	Rs. _____ per post	
3	Interview Documentation (maximum 6 candidates)	1 post	Rs. _____ per post	

Total Price (INR) – A	
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Table B - Cost Breakdown per Deliverables

S. No	Service Description (as defined in RFP TOR)	Quantity (A)	Unit Price (INR) (B)	Total Price (INR) (C)=(A) x (B)
1	Head Hunting (Per position)	1		
2	Preparing of classification of job descriptions	1		
3	Preparing Vacancy Advertisement (per advertisement)	1		
4	Longlisting and Shortlisting of Candidates	1		
5	Conduct Preliminary Interview (per position)	1		
6	Coordination of written assessment process including organizing with evaluators, report writing etc. (per position)	1		
7	Coordination of Interview process including report writing etc. (per position)	1		
8	Conducting Reference Checks for shortlisted candidates.	1		
9	work on staff social security entitlements and enrolments in prevailing schemes for Medical benefits, Compensation for Death, Injury or Illness, Pension enrolment & entitlements etc.			
Total Price (INR) – B				

Table C - Personnel Fee Rates

Sl.No	Level of Professionals	Rate description	Unit Rate (INR)
1	Senior HR Professional	Full day (8 hours)	
		Half day (4 hours)	
		Hourly	
2	Mid-manager level HR Professional	Full day (8 hours)	
		Half day (4 hours)	
		Hourly	
3	Junior HR Officer	Full day (8 hours)	
		Half day (4 hours)	
		Hourly	

* Please note that the above fee rates (Table C) are required for the reference purpose only and would **not** be used for calculation of financial evaluation score.

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]