

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
REQUEST FOR PROPOSAL**

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Reference: **RFP No. MEX-089-2020**

Date: **October 30, 2020**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly requests your Company/Organization to submit a Proposal for **BEHAVIORAL CHANGE / IMPACT ASSESSMENT (LEVEL THREE - L3): DESIGN, BASELINE AND PILOT TESTING**. The full requirement is described in Annex C.

We also request that your Proposal is submitted using the format specifically detailed in Annex D, E and F.

Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Proposal shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Proposal, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Request for Proposal (RFP).

By submitting a Proposal in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This RFP consists of the following Annexes. Please be guided by these in preparing your Proposal:

a.	Instructions to Bidders	Annex A
b.	Technical Evaluation Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Proposal Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Supplier's Proposal	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this RFP before Deadline for Submissions of Proposals, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **RFP MEX-089-2020** in the subject section of your email.

Deadline for Submission of Proposals: On or before **20 November 2020 at 17:00 Hours Rome local time.**

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
International Development Law Organization | IDLO  
Mexico Country Office



**ANNEX A  
INSTRUCTIONS TO BIDDERS**

3. General Considerations	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify IDLO.
4. Cost of the Proposal	The Bidder shall bear all costs associated with the preparation and submission of the Proposal. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
5. Currency of Proposals	Proposals shall be nominated exclusively in <b>MXN</b> . <i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i>
6. Language of the Proposal	The Proposal and all correspondence and documents relating to the Proposal exchanged by the Bidder and IDLO shall be written in the English language.
7. Delivery Term and Place	Services are to be provided to: IDLO Mexico Office.  Bidder to advise IDLO if their proposal has elements of supply of goods. If yes, Bidder must inform if Customs Clearance are required and whose responsibility it is to do so.
8. Deadline for Submissions of Proposals	The Proposal shall be addressed to IDLO on or before <b>Date: 20 November 2020</b> <b>Time: 17:00 Hours Rome local time.</b>  <i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i>
9. Documents comprising the Bidder's Proposal	The Proposal shall comprise the following components: 1. Proposal Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Supplier's Proposal divided into: a) Technical Proposal (see Annex F1) b) Financial Proposal /Price Schedule (see Annex F2)
10. Contents of solicitation documents	Proposals must offer services for the total requirement, unless specified otherwise in this RFP.  Proposals offering only part of the requirement will be rejected.  The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Proposal.

<p>11. Clarification of solicitation documents</p>	<p>A prospective Bidder requiring any clarification on this RFP may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Proposals.</p> <p>The requests for clarification will have “<b>Request for clarifications for RFP No. MEX-089-2020</b>” mentioned in the subject.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
<p>12. Amendments of solicitation documents</p>	<p>At any time prior to the deadline for submission of Proposals IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Proposals.</p>
<p>13. Proposal submission</p>	<p>The Bidder shall structure the Technical part of the Proposal as follows:</p> <p>(a) <b>Proposed methodology</b></p> <p>This section should demonstrate the Bidder's responsiveness to the TOR/specifications by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics, proposed warranty and demonstrating how the proposed methodology meets or exceeds the requirements.</p> <p>The Technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules. Any technical proposal containing price information will be disqualified from consideration.</p> <p>It is mandatory that the Bidder's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate</p>

	<p>response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.</p> <p>Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.</p>
<p>14. Format, signing sealing, marking and submission of Proposals</p>	<p>The Proposal shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.</p> <p>The Proposal must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.</p> <p>The Proposal will consist of two attached files named <b>“Technical Proposal”</b> and <b>“Financial Proposal”</b>.</p> <p>The <b>“Financial Proposal”</b> file will contain Price Schedule (see Annex F2) and will be password-protected by the Bidder. If the proposal passed the Technical Evaluation, IDLO will additionally communicate with Bidders for obtaining the password for Financial Proposal. Only Financial Proposals from Bidders whose Technical Proposals have passed the Technical Evaluation will be opened.</p> <p>The Bidder shall send two emails; one for Technical Proposal and one for the Financial Proposal to <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> with the Subject: <b>“Technical Proposal for RFP No. MEX-089-2020”</b> and with the Subject: <b>“Price Proposal for RFP No. MEX-089-2020”</b> before the deadline stipulated in this RFP.</p>
<p>15. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for 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 JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p>

	<p>After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one proposal.</p> <p>The description of the organization of the IV, Consortium or 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 JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or 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 JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
16. Only One Proposal	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> </ul>



	<ul style="list-style-type: none"> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder;</li> <li>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
17. Late Proposals	Any Proposal received by IDLO after the deadline for submission of Proposals, pursuant to clause <i>Deadline for the submission of Proposals</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Proposal was sent by email but was not properly received due to issues in IDLO mailing system.
18. Validity Period of Proposals	All Proposals will be valid for 90 days from the deadline for submission of Proposals. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Proposal. The Bidders may choose not to extend the validity period of the Proposals upon request of IDLO.
19. Modification and withdrawal of Proposals	<p>The Bidder may modify/withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Proposals.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Proposals</i>.</p> <p>No Proposal may be modified nor withdrawn after to the deadline for submission of Proposals.</p> <p>No Proposal may be modified/withdrawn in the Interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Bidder in the Proposal Submission Form.</p>
20. Amendment of the proposal	<p>At any time prior to the deadline of Proposal submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

21. Bidders' conference	<input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <del>Yes – A Bidder's conference will be conducted at [the date, time and location].</del> <del>All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended.</del>  <del>No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</del>
22. Right to accept, reject, or render non-responsive any or all Proposals	IDLO reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to annul the solicitation process 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 IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
23. Clarification of Proposals	To assist in the examination, evaluation and comparison of Proposals, IDLO may at its discretion ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
24. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with IDLO General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
25. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Proposal is still valid.
26. Preliminary Screening	IDLO will screen the Proposals' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order.
27. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO.



	If the Bidder does not accept the final price based on IDLO's correction of errors, its Proposal will be rejected.
28. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
29. Responsiveness of Proposals	<p>IDLO will determine the substantial responsiveness of each Proposal to the RFP. For purposes of this Clause, a substantially responsive Proposal is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.</p>
30. Evaluation of Proposal	<p>A two-stage procedure is utilised in evaluating the Proposals after Preliminary Screening has been conducted; with evaluation of the Technical Proposal being completed prior to Financial Proposal being opened and compared.</p> <p>The Financial Proposals (Price Schedules) of the overall Proposals will be opened only for submissions that passed minimum technical score of 490 points of the maximum obtainable 700 points.</p> <p>The evaluation will be conducted in accordance with the cumulative analysis method, according to which the Technical and Financial Proposals have pre-assigned weights and pre-assigned maximum number of scores:</p>

	<ul style="list-style-type: none"> <li>- Technical Proposal -70%, - 700 points maximum,</li> <li>- Financial Proposal - 30%, - 300 points maximum.</li> </ul> <p>The contract will be awarded to the Proposal with highest combined score obtained in technical and financial evaluation.</p> <p><b>Technical Evaluation</b> The technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.</p> <p><b>Financial Evaluation</b> In the second stage the Financial Proposals of all Bidders who attained a minimum 490 points in Technical Evaluation will be reviewed. The lowest amount for technically qualified Financial Proposal will be awarded maximum 300 points and other Financial Proposals will be awarded points in accordance with the following formula: Financial Proposal score = (Lowest Price / Price under consideration) x 300.</p>
31. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for IDLO procurement opportunities. The content of other proposals and how they compare to the Bidder's submission will not be discussed.
32. Right to Vary Requirements at the time of the Award	<input type="checkbox"/> <del>N/A for Framework Agreement</del> <input checked="" type="checkbox"/> <b>Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or services], 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.</b>
33. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Proposals.
34. Payment Terms	IDLO will make four payments during the validity of the contract. The payments will be made after satisfactory receipt of all services and upon submission of the invoice by the Supplier.

	<table border="1"> <thead> <tr> <th colspan="2">Table of Payments</th> </tr> <tr> <th>Settlement</th> <th>Percentage of Payment</th> </tr> </thead> <tbody> <tr> <td>Signature of the contract</td> <td>30%</td> </tr> <tr> <td>Submission and approval of the inception report (Review of IDLO Mexico L3 Methodological Proposal)</td> <td>15%</td> </tr> <tr> <td>Submission and approval of the baseline report</td> <td>15%</td> </tr> <tr> <td>Submission and approval of the final report</td> <td>40%</td> </tr> </tbody> </table>	Table of Payments		Settlement	Percentage of Payment	Signature of the contract	30%	Submission and approval of the inception report (Review of IDLO Mexico L3 Methodological Proposal)	15%	Submission and approval of the baseline report	15%	Submission and approval of the final report	40%
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35. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this RFP shall be subject to the IDLO’s General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Proposal implies that the Bidder accepts both Annexes in full.</p>												
36. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>Yes - Failure to Complete Services. If the Contractor fails to complete the services within the time for delivery specified in the Contract, IDLO may, in its sole discretion and without prejudice to its other remedies under the Contract, deduct from the total contract price, as liquidated damages, a sum up to a maximum deduction of 15 per cent of the total contract amount.</b>												
37. Partial Bid	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> <b>Not Permitted</b>												

**ANNEX B  
TECHNICAL EVALUATION CRITERIA**

**Scoring Weight and Point**

Summary of Technical Proposal		Score Weight	Points Obtainable	Bidder A	Bidder B
1	<b>Establishment and experience</b>	20%	140		
	Experience of the team with the design, management, and implementation of high-level impact assessments.				
	Extensive knowledge and experience in the justice sector in México, preferably in the design, management, and implementation of large-scale assessments.				
	Extensive experience in production of well written, analytical deliverables in English and Spanish.				
	Expertise in a range of data collection and analysis methods, with particular emphasis on qualitative and participatory approaches. The ability to design, manage and implement primary research in potentially challenging project environments. This include the design of surveys, in-depth interviews, focus group and other research methods.				
	Coordination mechanisms between the team members and complementarity of the profiles of the team members.				
2	<b>Methodology</b>	65%	455		
	Knowledge and understanding of the country-level implementation context, specificities and challenges of the sector and role of the main stakeholders.				
	Explanation of the proposed overall methodology for producing the expected results of the assignment, the methodology for various sections/stages, list of deliverables, and timeline and budget				

	Adequacy of the extent to which the proposed methodology approach and work plan seems realistic, meets the requirements of the assignment and reflects the degree to which the firm understands the assignment and has the important aspects of the task been addressed in sufficient detail				
	The overall engagement, management and participatory approach, and quality assurance on deliverables				
	Structure of the proposal				
	Clarity and conciseness of the language used in the proposal				
	Layout of the proposal including formatting				
3	<b>Reporting</b>	15%	105		
	<b>Total</b>	100%	700		
	<b>Minimum Score to determine Pass/Fail</b>		490		
	<b>Bidder's Score</b>				
	<b>Bidder Pass/Fail to proceed to opening of Financial Proposal</b>				

**ANNEX C**  
**TERMS OF REFERENCE**

**BEHAVIORAL CHANGE / IMPACT ASSESSMENT (LEVEL THREE - L3)**

**DESIGN, BASELINE AND PILOT TESTING**

**"SUPPORTING RULE OF LAW: STRENGTHENING SECURITY SECTOR CAPACITY TO  
CONSOLIDATE CRIMINAL JUSTICE SYSTEM REFORM"**

**1. BACKGROUND**

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Mexico has made significant efforts to modernize its justice and security system, and to strengthen the rule of law. The new accusatory system of justice, whereby the penal process is based on the presumption of innocence, has entered into force, and public policy measures have been taken for improved police professionalism. Despite these efforts, the public has little trust in the police force, and there is a widespread perception of impunity. Efforts to strengthen the rule of law are facing great challenges related to the consolidation and sustainability of the new justice system and the capacity of state governments to provide security for their citizens. Since police officers serve as citizens' first point of contact with the justice system, enhancing police professionalism will have a direct impact on the success of the oral trials, and consequently, human rights and security.

The Mexican police force has a constitutional obligation to carry out reforms given a) its role as a first point of contact between rule of law institutions and citizens, which results in the police serving as the first instance of access to the justice system; and b) its role as the first response to an incident and its subsequent responsibility to draft the Homologated Police Report ("Informe Policial Homologado", IPH), which serves as the basic procedural document to ensure the effective implementation of the accusatory justice system's procedures<sup>1</sup>.

Capable law enforcement performing its duties well at all levels is essential for the functioning of a democratic government and a peaceful society. Mexico has a normative and institutional framework that establishes clear objectives for the professionalization of the preventative police. Although the foundations for police professionalization are provided in the LGSNSP, the country's policy is guided by the Professionalization Framework Program (PRP)<sup>2</sup>, and articulates the key institution for the professionalization of the police as being the SESNSP. Nevertheless, although the accusatory system of justice has entered into force, and public policy measures have been

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<sup>1</sup>According to the SESNSP Mexico currently has approximately 329,000 police who benefit from Government efforts to professionalize the police forces. Ref: SESNSP-INL-IDLO Cooperation Project Data Sheet: Support for Training and Dissemination of the New Homologated Police Report (IPH).

<sup>2</sup> The PRP is the main public policy instrument for police professionalization. Its content focuses on the professionalization of the public servants of police and justice institutions, and its purpose is to create the basis for training and capacity development for those working in the police forces, the justice sector, and the penitentiary system. Police professionalization is considered a permanent and progressive process "consisting of various stages: initial training, then updated training (refreshing various topics), promotion, specialization and senior management, to develop the skills and abilities of those working in police institutions". The police professionalization is related with the implementation of standards established by the LGSNSP that allows the certification of the officers. Five areas are included in the framework established for certification, one of them is to complete the training established by the Professional Program design by the SESNSP. The PRP 2017 is available at <https://www.gob.mx/sesnsp/articulos/actualizacion-del-catalogo-de-contenidos-y-cargas-horarias-del-programa-rector-de-profesionalizacion-2017?idiom=es>

taken in the framework of the PRP, the police forces are still not trusted by society, and the widespread perception of impunity has not decreased.

## 2. PROJECT OVERVIEW

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The United States Department of State, Bureau of International Narcotics and Law Enforcement Affairs (INL) seeks to support the rule of law in Mexico by strengthening the security sector's capacity to consolidate the new accusatory system of justice. To achieve this, INL provides funding to the International Development Law Organization (IDLO) to implement a two-fold and interconnected intervention: firstly, to support the professionalization process for preventive police in the context of the national policy for police certification, and secondly, to strengthen the capacities of police officers in their role as first responder to improve their performance in the criminal justice chain. To this end, the Project consists in a Capacity Development Program that is implemented through two components:

- (i) Equivalent Initial training<sup>3</sup>: for preventive police at the municipal level, in line with the requirements under the PRP and certification process (CUP)<sup>4</sup>, known as the Equivalent Initial Training Course; and
- (ii) First Responder: providing knowledge and skills training to Preventative Police in their roles as First Responders to improve their performance in the criminal process, with an emphasis on the application of the IPH, complemented by a Training of Trainers (TOT) module to leave the states with capacity for replication of such trainings through the Continuing Education Course for First Responders.

### Project Goal:

Strengthening Capacity of Police Institutions to Improve their Performance in the Framework of the Criminal Justice System and Increase Confidence in the Rule of Law.

### Project Outcomes:

In line with the two project components, the project presents the following outcomes:

- (i) Enhanced Preventive Police capacity according to the Professionalization Framework Program (PRP). For this component, the project targets a total of 5,000 participants over 102 courses;
- (ii) Strengthened State Preventive Police capacity to deliver on its function of First Responder and the Homologated Police Report's application. For this component, the project targets a total of 2,060 participants over 123 courses.<sup>5</sup>

Furthermore, the project presents the following two cross-cutting outcomes:

*Cross-cutting Outcome 1:* Enhanced gender-sensitivity and human rights awareness, and increased capacity of the trained Police officers to handle GBV cases and human rights violations within the framework of the criminal justice system.

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<sup>3</sup> In the framework on this project and in line with IDLO Glossary, "training" is understood as instructional courses designed or adapted for individuals who need to acquire knowledge and skills in specific technical subjects. Training initiatives have specific learning objectives developed on the basis of accurate training needs assessments, and may be delivered as stand-alone events or in modular form. Training is invariably more effective when linked with other activities, and complemented.

<sup>4</sup> The CUP consists of four elements: 1) "control de confianza", 2) evaluation of basic or professional competencies, 3) performance or academic performance evaluation, and 4) initial training or its equivalent. Refer to *Acuerdos del Consejo de Seguridad Pública aprobados en su Cuadragésima Sesión Ordinaria, celebrada el 30 de agosto de 2016, Diario Oficial de la Federación 09/09/2016*, Article 6, V.

<sup>5</sup> The target numbers are expected to be redefined as part of a Project Amendment that is currently under discussion with the donor.

*Cross-cutting Outcome II:* Improved capacity of the IDLO trained instructors to deliver law enforcement trainings.

### 3. PURPOSE AND OBJECTIVES OF THE L3 ASSESSMENT

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The objective of the Level Three (L3) Assessment is to measure progress achieved by the Project at its outcome level, analyzing the individual behavioral change to which the trainings contribute. This assessment aims to identify best practices and potential opportunities for improvement, and to use lessons learned to support accountability, enhance future initiatives and generate knowledge for wider use. The users of this assessment include IDLO, the United States Department of State, and the partner institutions.

“Level 3” refers to the model developed by Donald Kirkpatrick, which outlines four levels of results that training is expected to produce:

- Level 1: Training quality through feedback from participants (satisfaction);
- Level 2: Change in acquired knowledge of the participants;
- Level 3: Change in work-related performance of the participants;
- Level 4: Change in organization and institutional-level performance where the participants are employed.

In this model, each Level has an effect on the next: by monitoring trainings at all these four levels, following a cascade effect, it is possible to gather valuable information regarding the quality and outcomes of a capacity development program.

#### L3 Assessment Focus

In line with the project’s intended outcomes, this assessment aims to measure:

- Improvement in Municipal Preventive Police’s capacity to perform its functions according to the Professionalization Framework Program (PRP);
- Improvement in State Preventive Police’s capacity to deliver on its function of First Responder and the Homologated Police Report’s application;
- Enhancement of gender-sensitivity and human rights awareness and increased capacity of the trained Police officers to handle Gender Based Violence (GBV) cases and Human rights violations within the framework of the Criminal Justice System;
- Enhancement of states’ capacity to deliver First Responder trainings through replications of IDLO trainings; and
- Any potential incentive or obstacle to the application of newly developed capacities and knowledge to police performance.

Taking the above into consideration, this process will be guided by the following assessment questions (AQs), divided per theme of interest:

#### **Police Performance:**

- 1.1 To what extent have trained Municipal Preventive Police changed their performance as per the Professionalization Framework Program (PRP)?
- 1.2 To what extent have trained State Preventive Police changed their performance as First Responders?



1.3 To what extent have trained State Preventive Police changed their performance in the application of Homologated Police Reports?

**Gender Sensitivity:**

2.1 To what extent have trained police officers changed their capacity to respond to cases of gender-based violence within the framework of the criminal justice system?

2.2 To what extent have the trainings had an impact in the professional relationships, opportunities and satisfaction of trained policewomen?

**Human Rights Based Approach:**

3.1 To what extent have trained police officers changed their professional performance in relation to the Human Rights Based Approach?

3.2 To what extent has the interaction between police officers and citizens changed after participation in the training?

**Replication Trainings:**<sup>6</sup>

4.1 To what extent have states enhanced their capacity to deliver high quality First Responder trainings through replication of IDLO trainings?

**External Factors:**

5.1 What incentives do trained police officers experience to apply knowledge from the training to their professional performance? To what extent do these incentives affect performance change?

5.2 What obstacles do trained police officers experience to apply knowledge from the training to their professional performance? To what extent do these obstacles affect performance change?

**4. SCOPE OF THE ASSESSMENT**

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As part of the L3 Assessment, this contract requires Professional Services of an Assessment Team to develop the Intermediate Baseline and implement the Pilot phase. The Pilot phase of the L3 Assessment will cover all project activities delivered **between September 2017 and February 2021**. The Assessment will involve police officers expected to start the training for development of the Intermediate Baseline<sup>7</sup>, and police officers who have successfully completed the trainings six months before the beginning of the Pilot phase of the L3 Assessment.

The sample of the Assessment will include the majority of states where IDLO trainings have been or will be carried out.<sup>8</sup> The process will maintain a national focus on the production of its results, in line with the scope of the project; however, the Assessment should allow to draw some conclusions on variance by state.

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<sup>6</sup> As part of the second component, IDLO also fosters a replication strategy for the First Responder training, that builds the capacities of police officers to replicate trainings and thus aims to strengthen states' capacities to improve police performance.

<sup>7</sup> Detailed information on the intermediate baseline is provided in section 5b.

<sup>8</sup> States with a very limited number of participants or that present security concerns of particular relevance might be excluded from the sample.

For this Pilot phase of the L3 Assessment, the Assessment Team is expected to cover a total of four states – Chiapas, Oaxaca, Hidalgo and Estado de México – and at least 95 training participants. For the Baseline, a similar number of states and participants is expected to be covered.<sup>9</sup>

Data collection subjects for the L3 Assessment should include police officers who successfully took part in the IDLO trainings, as well as trainers, police chiefs, Police Academies’ coordinators, state and municipal authorities, and IDLO staff.

This Pilot phase will provide the basis to build upon the rest of the L3 Assessment, assuring data will be collected through solid instruments and tested tools.

## 5. EXPECTED OUTPUT

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IDLO Mexico is looking for Professional Services of an Assessment Team for the following activities:

- 1) **Phase 1 – Inception**
  - a. Review IDLO L3 Assessment Methodological Strategy;
- 2) **Phase 2 – Data Collection**
  - a. **Design and develop the assessment data collection instruments and databases accordingly;**
    - IDLO has developed indicators for each of the Assessment Questions; at the start of the contract, the Assessment Team will be expected to analyze them and provide feedback and suggestions on their application during the baseline and pilot phase.
    - Qualitative data and anecdotal evidence are considered particularly relevant for this Assessment to triangulate quantitative data and generate learning about incentives and obstacles for behavioral change.

In order to respond to the AQs and to derive findings, conclusions, and recommendations, and based on IDLO L3 Assessment Methodological Strategy, it is suggested that the assessment will employ the following approaches to collect information:

- Desk/document review:

A crucial part of the assessment will entail the review of project documents and other related documents and systems, such as progress reports, monitoring and evaluation reports, etc. The final list of documents to be reviewed will be agreed upon at the outset of the contract, bearing in mind the scope and timeframe of the assignment.
- Web-based survey for all training participants:

A self-assessment exercise for police officers who have successfully completed the training sessions offered by IDLO at least six months before the Assessment will be undertaken in order to track quantitative data, bearing in mind the objectives of the assessment.

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<sup>9</sup> The exact number will be shared with the Assessment Team at the start of the contract, according to the finalized contracts signed with state authorities and also according to security and health considerations.

- Interviews and focus group discussions:  
Interviews and focus group discussions will be conducted with designated groups of project stakeholders/beneficiaries in order to gather qualitative data, bearing in mind the objective of the assessment. Remote interviews can also be conducted if required.
- Other cost/time-effective data collection tools and approaches, suggested by the Assessment Team and approved by IDLO, with the aim to capture information from the project stakeholders.

**b. Development of Intermediate Baseline with participants expected to take part in the trainings (with a sampled portion of participants);**

Since a L3 baseline was not conducted before the start of the project activities, the Assessment Team will develop an Intermediate Baseline for the two project components (Equivalent Initial Training and First Responder). The baseline will be established for a set number of cases where new trainings are planned to take place in conjunction with the Assessment.<sup>10</sup> The intermediate baseline will provide an information set that can be used to compare behavioral patterns and attitudes of beneficiaries before and after the trainings take place, and thus better account for any change in police performance.

The intermediate baseline will consist of a general questionnaire given to participants before they start the trainings, complemented by key informant interviews with project beneficiaries and their supervisors; this approach will be defined in collaboration with the Assessment Team upon signing of the contract.

**c. Pilot Test the L3 Assessment data collection instruments with a sampled portion of participants;**

**3) Phase 3 - Data Analysis and Reporting**

- a. Draft report with preliminary results on behavioural change among training participants;

**4) Phase 4 – Finalization**

- a. Present final report with recommendations, if relevant, to adjust / improve the L3 Assessment Methodological Strategy and its instruments and databases *in itinere*.

**N.B. The objective of this contract is not an external or independent evaluation, but developing the Pilot test and Baseline of the Level 3 Assessment, which is an internal process at IDLO Mexico. Accordingly, a member of the M&E Team of IDLO Mexico will integrate the Assessment Team in order to follow up on the assessment once the contract with the external team is concluded.**

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<sup>10</sup> A confirmed list of states and number of participants will be shared with the Assessment Team at the beginning of the contract.

## 6. EXPECTED DELIVERABLES AND TIMELINE

The Assessment Team candidates are invited to submit a suggested work plan within their application of interest. However, a tentative work plan is suggested below. Upon start of the Assignment, a kick-off meeting will be organized. The frequency of coordination meetings will be agreed upon as part of the work plan, and IDLO will also provide more details during the meeting regarding supervisory arrangements, means of providing feedback, and the clearance of deliverables.

	Activity	Key Deliverables	Indicative Timeline
1	<b>Inception phase</b> including: <ul style="list-style-type: none"> <li>Initial desk review;</li> <li>Review of L3 Methodological Strategy;</li> <li>Design of Assessment data collection Instruments;</li> <li>Design and development of L3 Databases.</li> </ul>	<ul style="list-style-type: none"> <li>Comments on IDLO Mexico L3 Methodological Proposal and, if relevant, suggestions for changes or additions.</li> </ul>	December 2020
2	<b>Data Collection phase</b> , including: <ul style="list-style-type: none"> <li>Development of Baseline;</li> <li>Web-based Survey;</li> <li>Interviews and Focus Group Discussions with key stakeholders and beneficiaries</li> </ul>	Raw data (interview notes, FGD notes, survey data).	January 2020
3	<b>Data Analysis and Reporting phase</b> , including: <ul style="list-style-type: none"> <li>Analysis of data according to defined L3 indicators;</li> <li>Report of qualitative and quantitative data, with conclusions on national level and disaggregated by project component, state and sex;</li> <li>Analysis and reporting on L3 Assessment Methodological Strategy, with conclusions and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Workshop to present the baseline, the main findings, conclusions and recommendations (including both lessons learned and recommendations for future installments of L3 assessment data collection) of the preliminary report (for comments).</li> <li>Draft L3 Report including recommendations (including both lessons learned and recommendations for future installments of L3 assessment data collection); and</li> <li>Baseline Report (for circulation and comments).</li> </ul>	<ul style="list-style-type: none"> <li>End of January, 2021</li> <li>March 15<sup>th</sup>, 2021</li> <li>March 15<sup>th</sup>, 2021</li> </ul>
4	<b>Finalization</b> of L3 Assessment Pilot Report	<ul style="list-style-type: none"> <li>Final L3 Assessment Pilot Report (including baseline, recommendations and standalone executive summary).</li> </ul>	April 1 <sup>st</sup> , 2021

## Specifications of Deliverables

### Phase 1 – Inception

- a. [Review of IDLO Mexico L3 Methodological Proposal](#): Max. 30 pages (excluding annexes), that will include:
  - A chapter on the understanding of the context, challenges and objectives of the L3 Assessment;
  - Review and comments to IDLO Mexico L3 Methodological Proposal, including any relevant change or addition;
  - Suggested Timeline;
  - Suggested Methodological Data Collection Instruments;
  - Suggested Databases and platforms to be used;
  - Guidance from IDLO regarding the processes of providing feedback and approving deliverables;
  - A Contingency Plan with a Risk Management Plan, with suggested measures to be applied in case of security, health (Covid-19) or other unplanned emergencies.

### Phase 3 – Data Analysis and Reporting

- a. [Workshop](#): A two-hour presentation with IDLO Mexico Team to present the baseline report, the main findings, conclusions and recommendations (including both lessons learned and recommendations for future installments of L3 assessment data collection) of the preliminary report and to answer questions. After the presentation, the Assessment Team will be asked to share the presentation to receive comments.
- b. [Baseline Report](#): Max. 30 pages excluding annexes.
- c. [Draft L3 Assessment Report](#): Max. 30 pages excluding annexes.

### Phase 4 – Finalization

- a. [Final Assessment Report](#): Max. 30 pages excluding annexes. Addressing the comments received, the Final Assessment Report should document the findings, conclusions, and recommendations. The annexes, including all assessment tools and list of key informants, should be attached to the report (please refer to section d. *Outline of the Assessment Report*).

**NB: All deliverables are subject to the IDLO’s final approval.**

## 7. TIMEFRAME

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The Professional Services are expected to start in **December 2020**.

This is a results-based assignment where payments are made upon satisfactory production of the assessment deliverables. A penalty in the form of a payment discount shall be applied, with a deduction of 1% of the total budget for any day of delay, for causes within the control and responsibility of the Assessment Team.

## 8. ASSESSMENT TEAM COMPOSITION AND QUALIFICATIONS

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### A. COMPOSITION

1. One senior Evaluation Expert, **Team Leader**;

## 2. One **Assessment Consultant (Mid-level)**;

There is no determined number of people to be included in the Assessment Team; however, the Assessment Team should be composed of **a minimum of two people**: one Team Leader and one Assessment Consultant. Teams are asked to present a balance between the number of consultants and the financial proposal. All candidates shall have an advanced university degree in relevant fields.

### **B. EXPERIENCE**

1. The **Team Leader** will possess:
  - (i) Minimum 10 years' experience in conducting results-oriented evaluations of international development projects and programs and/or complex/strategic assessments, focused on capacity-building in the fields of good governance and rule of law, and profound knowledge of the Mexican security context;
  - (ii) Professional experience in managing evaluation teams, in particular related to behavioural change and impact assessments. The Assessment Team Leader will be responsible for undertaking the assessment in line with the ToR. She/he will manage the exercise and ensure that all assessment reports and deliverables are of a high quality;
  - (iii) Strong track record in Team Leadership for performance evaluations of foreign assistance interventions;
  - (iv) Strong abilities in high-level reporting and data collection.
  - (v) Demonstrated experience in Security System and Police System in Mexico;
  - (vi) Experience in or knowledge of the Kirkpatrick model is an advantage;
  - (vii) Fluency in Spanish and English;
  - (viii) Ability to travel to different locations in Mexico<sup>11</sup>;
2. The **Assessment Consultant (Mid-Level)** will possess:
  - (i) Experience in conducting results-oriented performance evaluations of programs or initiatives in the field of development assistance with focus on good governance / rule of law;
  - (ii) Professional experience in Monitoring and Evaluation, in particular in Impact Assessments, as well as Data Collection and Analysis.
  - (iii) Demonstrated experience in Security System and Police System in Mexico;
  - (iv) Experience in or knowledge of the Kirkpatrick model is an advantage;
  - (v) Fluency in Spanish and English;
  - (vi) Ability to travel to different locations in Mexico;

**NB: IDLO reserves the right to decide the final composition of the Assessment Team based upon assessment of applications received and the selected candidates will need to sign a Declaration of No Conflict of Interest.**

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<sup>11</sup> Travel will depend on safety and security measures and guarantees in the context of the Covid-19 pandemic. IDLO HQ and IDLO Mexico Security Team will guide the Assessment Team with bases on recommendations from WHO and from Mexico's federal and state authorities.

## 9. ASSESSMENT TEAM SELECTION CRITERIA

Interested companies are invited to submit their Technical Proposal to [tenders@idlo.int](mailto:tenders@idlo.int) with the following documents:

1. **Technical Proposal**, of a maximum of 10 pages, that shall include:
  - a. Proposed work plan to carry out the Baseline and Pilot of the L3 Assessment, including a chapter on the understanding of the context, challenges and objectives of the L3 Assessment;
  - b. A Contingency Plan with a Risk Management Plan, with suggested measures to be applied in case of security, health (Covid-19) or other unplanned emergencies;
  - c. A detailed budget based on the work plan and a detailed Financial Offer;
  - d. At least two examples of previous reports for similar assessments (baseline studies or impact assessments).
2. **Presentation of the Assessment Team**, with relative CVs outlining qualifications and experience and completed Checklist Table:

**Checklist Table:**

Skills and experience required	Details		
Experience with performance and behavioural change evaluations			
Knowledge of and experience with the Kirkpatrick's model			
Knowledge of the Mexican public security context			
Ability to travel to different locations in Mexico			
Language skills	<b>Team members</b>	<b>English</b>	<b>Spanish</b>
	A		
	B		
	C		
	D		

3. Two examples of **Evaluation or Assessment Reports** for contracts of similar nature.

**ANNEX D  
PROPOSAL SUBMISSION FORM**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Financial Proposal (Price Schedule) attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Request for Proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Proposal you may receive.

Company/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: **Select date**

Signature: \_\_\_\_\_

*Duly authorized to sign this Proposal*



**ANNEX E  
BIDDER INFORMATION FORM**

<b>Name of Bidder:</b>	[Insert Name of Bidder]	<b>Date:</b>	Select date
<b>RFP reference:</b>	RFP MEX-089-2020		
<b>Legal name of Bidder</b>	[Complete]		
<b>Legal address</b>	[Complete]		
<b>Year of registration</b>	[Complete]		
<b>Bidder's Authorized Representative Information</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Are you an IDLO vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert IDLO vendor number]		
<b>Countries of operation</b>	[Complete]		
<b>No. of full-time employees</b>	[Complete]		
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>Contact person that IDLO may contact for requests for clarifications during Bid evaluation</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the tender is patented by the Bidder</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.</li> <li>▪ Export Licenses, if applicable</li> </ul>		



- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years

## ANNEX F1- TECHNICAL PROPOSAL

### A. Establishment and Experience

1. Company profile, including printed brochures and product catalogues relevant to the goods and/or services being procured, information on number of years in operation, country of incorporation, and types of activities undertaken.
2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
3. Relevance of specialized knowledge and experience on similar engagements done in the region/country within past 3 years; to be substantiated with copies of prior contracts, or contactable references and details of project size/scope
4. Experience working with other Inter-Governmental Organizations such as the World Bank and the United Nations and/or International Non-Governmental Organizations
5. Project resources planned to be assigned to this Contract (including CVs, certifications and qualifications of team members). Any new resources be recruited after award of contract?

#### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]	
<b>Position for this assignment</b>	[Insert]	
<b>Nationality</b>	[Insert]	
<b>Language proficiency</b>	[Insert]	
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>	
<b>Professional certifications</b>	[Insert]	
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>	
<b>Employment Record/Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>	
<b>Employment Record/Experience</b>	[Insert]	
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>	
<b>References</b>	Reference 1: [Insert]	Reference 2: [Insert]

**B. Methodology**

1. This section should demonstrate the Bidder's responsiveness to the Terms of Reference (TOR) and has the highest percentage of Points
2. Explanation of the proposed overall methodology for producing the expected results of the TOR
3. Provide Detailed Project Implementation Plan showing Mobilization Timeline from the signing of the contract, how deliverable can be met on time from the time that the contract is signed
4. Please explain details of quality control points
5. Geographical coverage, including details of staff or offices or sub-contractors already operating in selected areas, if applicable

**C. Reporting**

1. Please explain progress reporting and final schedule

## ANNEX F2- FINANCIAL PROPOSAL

The Bidder is requested to prepare the Financial Proposal/Price Schedule as a separate envelope from the rest of the RFP response as indicated in the Instructions to Bidders.

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

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Item	Description	Amount MXN
<b>Deliverable 1 - Review of IDLO Mexico L3 Methodological Proposal</b>		
Professional fees	<b>Person 1</b> (specify the role)	
	# days	
	Fee per day	
	<b>Person 2</b> (specify the role)	
	# days	
	Fee per day	
	<b>Person 3</b> (specify the role)	
	# days	
	Fee per day	
<b>Subtotal</b>		
Travel related expenses	<b>International travel</b>	
	# flights	
	Price per flight	
	(please specify)	
	<b>National travel</b>	
	(please specify)	
<b>Subtotal</b>		
Other costs	(please specify)	
<b>Deliverable 1 – TOTAL COST</b>		
<b>Deliverable 2 - Workshop</b>		
Professional fees	<b>Person 1</b> (specify the role)	
	# days	
	Fee per day	
	<b>Person 2</b> (specify the role)	
	# days	
	Fee per day	
	<b>Person 3</b> (specify the role)	
	# days	
	Fee per day	
<b>Subtotal</b>		

Travel related expenses	<b>International travel</b>	
	# flights	
	Price per flight	
	(please specify)	
	<b>National travel</b>	
	(please specify)	
	<b>Subtotal</b>	
Other costs	(please specify)	
<b>Deliverable 2 – TOTAL COST</b>		
<b>Deliverable 3 - Baseline Report</b>		
Professional fees	<b>Person 1 (specify the role)</b>	
	# days	
	Fee per day	
	<b>Person 2 (specify the role)</b>	
	# days	
	Fee per day	
	<b>Person 3 (specify the role)</b>	
	# days	
	Fee per day	
	<b>Subtotal</b>	
Travel related expenses	<b>International travel</b>	
	# flights	
	Price per flight	
	(please specify)	
	<b>National travel</b>	
	(please specify)	
	<b>Subtotal</b>	
Other costs	(please specify)	
<b>Deliverable 3 – TOTAL COST</b>		
<b>Deliverable 4 - L3 Assessment Report</b>		
Professional fees	<b>Person 1 (specify the role)</b>	
	# days	
	Fee per day	
	<b>Person 2 (specify the role)</b>	
	# days	
	Fee per day	
	<b>Person 3 (specify the role)</b>	
	# days	
	Fee per day	
	<b>Subtotal</b>	
Travel related expenses	<b>International travel</b>	
	# flights	
	Price per flight	
	(please specify)	
	<b>National travel</b>	
	(please specify)	
	<b>Subtotal</b>	
Other costs	(please specify)	
<b>Deliverable 4 – TOTAL COST</b>		
Taxes	(please specify)	



TOTAL COST	(sum of the totals for the 4 deliverables)
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**ANNEX H**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>