

REQUEST FOR PROPOSALS

***RFP For “Technical Assistance To UNNATI Access To Finance (A2F) Partners Banks
And Financial Institutions In Nepal To Develop Agriculture Value Chain Finance
Products And Services***



United Nations Capital Development

September, 2017

Section 1. Letter of Invitation
Ref. No. RFP/UNCDF/MSU/2017/40969

Kathmandu, Nepal
September 15, 2017

RFP For “Technical Assistance To UNNATI Access To Finance (A2F) Partners Banks And Financial Institutions In Nepal To Develop Agriculture Value Chain Finance Products And Services

Dear Sir/Madam:

The United Nations Capital Development Fund (UNCDF) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Professional Services, including General Terms and Conditions

You are kindly requested to advise whether your company intends to submit a Proposal by 6 October 2017. If that is not the case, UNCDF would appreciate your indicating the reason, for our records. Please send the email to the following address:

Email: uncdf.procurement@uncdf.org
Attention: UNCDF Procurement Unit, New York

Please **send your offer electronically** comprising a technical proposal and financial proposal, in **separate emails** as prepared per the Instruction to Proposers (Data Sheet, DS 23). Your proposal should reach the dedicated email: uncdf.procurement@uncdf.org at or before 6:00 PM Eastern Standard Time, **15 October 2017**.

Marked with – “**RFP/UNCDF/40969 – RFP for “Technical assistance to UNNATI Access to Finance (A2F) partners’ banks and financial institutions in Nepal”**”

If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. Please send your query to email: uncdf.procurement@uncdf.org.

Please note that at any time prior to the deadline for submission of Proposals, UNCDF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment, including through provision of supplementary information. Prospective Proposers are therefore advised to regularly check the UNDP website <http://www.undp.org/procurement> for amendments.

Proposed RFP Timeline:

RFP Timetable Activity	Deadlines
Publication on UNDP and other specialized websites	15 September 2017
Expression of intent/ acknowledgement to bid. Please note this is not a mandatory requirement and does not deter participation in the RFP process so long as submission deadline is met.	6 October 2017
Deadline for submission of Questions	2 October 2017
UNCDF's response to vendors' requests for clarification	Responses will be provided on a rolling basis with last responses provided by UNCDF no later than 6 October 2017
Deadline for submission of proposals	06:00 PM EST, 15 October 2017
Evaluation of the proposals & Approval	Estimated 3 – 4 weeks approval

UNCDF looks forward to receiving your Proposal and thanks you in advance for your interest in UNCDF procurement opportunities.

Yours sincerely,

Saroj Nepal

National Programme Coordinator, UNCDF, Nepal

Section 2: Instruction to Proposers¹

Definitions

- a) “*Contract*” refers to the agreement that will be signed by and between the UNCDF and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) “*Country*” refers to the country indicated in the Data Sheet.
- c) “*Data Sheet*” refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) “*Day*” refers to calendar day.
- e) “*Government*” refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) “*Instructions to Proposers*” (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) “*LOI*” (Section 1 of the RFP) refers to the Letter of Invitation sent by UNCDF to Proposers.
- h) “*Material Deviation*” refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and : (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNCDF and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) “*Proposal*” refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) “*Proposer*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNCDF through this RFP.
- k) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by UNCDF for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) “*Services*” refers to the entire scope of tasks and deliverables requested by UNCDF under the RFP.

¹ Note: this Section 2 - Instructions to Proposers shall not be modified in any way. Any necessary changes to address specific country and project information, shall be introduced only through the Data Sheet..

- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNCDF to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNCDF hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNCDF in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNCDF. UNCDF is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNCDF implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNCDF is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNCDF as well as third parties involved in UNCDF activities. (See http://www.UNCDF.org/content/dam/UNCDF/library/corporate/Transparency/UNCDF_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.UNCDF.org/content/UNCDF/en/home/operations/procurement/protestandsanctions/> for full description of the policies)
5. In responding to this RFP, UNCDF requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNCDF’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

5.1 *Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNCDF to provide services for the preparation of the design, specifications, Terms*

of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;

5.2 *Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or*

5.3 *Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNCDF.*

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNCDF and seek UNCDF's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:

6.1 *That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNCDF staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and*

6.2 *All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.*

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

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNCDF's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNCDF Supplier Code of Conduct, which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

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

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

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

11. Amendment of Proposals

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

C. PREPARATION OF PROPOSALS

12. Cost

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

13. Language

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

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

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

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

Proposers must be fully aware that the products or services that UNCDF requires may be transferred, immediately or eventually, by UNCDF to the Government partners, or to an entity nominated by the latter, in accordance with UNCDF's policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
 - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

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

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNCDF, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNCDF as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNCDF has awarded it;
 - ii. to comply with UNCDF's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNCDF may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

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

- a) UNCDF will convert the currency quoted in the Proposal into the UNCDF preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNCDF shall reserve the right to award the contract in the currency of UNCDF's

preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- 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 Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNCDF's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNCDF's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNCDF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

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

- a) Submit another proposal, either in its own capacity; nor

- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNCDF.

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

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

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

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

20. Alternative Proposals

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

21. Validity Period

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

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

22. Proposer's Conference

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

conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each proposal MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNCDF as specified in the **Data Sheet** (DS no.20) and shall include the Proposer’s name and address, as well as a warning that state “*not to be opened before the time and date for proposal opening*” as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNCDF’s deadline for submission. UNCDF shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNCDF premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the “Original Proposal” and the “Copy of Proposal”, the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNCDF as attached hereto as Section 11.

24. Deadline for Submission of Proposals and Late Proposals

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

UNCDF shall not consider any Proposal that arrives after the deadline for submission of Proposals.

Any Proposal received by UNCDF after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNCDF, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNCDF.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNCDF prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

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

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

27. Confidentiality

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

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

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNCDF for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNCDF. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNCDF shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNCDF's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNCDF may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 UNCDF shall examine the Proposal to confirm that all terms and conditions under the UNCDF General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

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

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

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

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\begin{aligned} & (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) \\ & + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%}) \\ & \hline & \text{Total Combined and Final Rating of the Proposal} \end{aligned}$$

- 29.4 UNCDF reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :
- Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
 - Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
 - Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
 - Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
 - Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
 - Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNCDF, where available; and
 - Other means that UNCDF may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

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

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

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

31. Responsiveness of Proposal

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

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

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

32. Nonconformities, Reparable Errors and Omissions

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

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

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

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

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

F. AWARD OF CONTRACT

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

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

UNCDF shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNCDF policy on Vendor Sanctions. (See <http://www.undp.org/content/UNCDF/en/home/operations/procurement/protestandsanctions/> for details)

34. Award Criteria

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

35. Right to Vary Requirements at the Time of Award

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

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNCDF.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNCDF may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNCDF, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNCDF.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNCDF so require, it is the UNCDF's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly

accepted by UNCDF, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNCDF shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNCDF's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNCDF vendor protest procedures:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

Instructions to Proposers

DATA SHEET

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

DS No. ²	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	Access to Finance (A2F) in Nepal
2		Title of Services/Work:	Technical Assistance to UNNATI Access to Finance (A2F) partner banks and financial institutions in Nepal to develop Agriculture Value Chain Finance products and Services
3		Country / Region of Work Location:	Nepal
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	Time: Not applicable Not applicable Date: Not applicable Not applicable Venue: Not applicable Not applicable

² All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.

			The UNCDF focal point for the arrangement is: Not applicable Not applicable
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security ³	<input checked="" type="checkbox"/> Not applicable Not applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	Not applicable Not applicable
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	2 October 2017
17	B.10.1	Contact Details for submitting clarifications/questions ⁴	Email: uncdf.procurement@uncdf.org and copy to monisha.shrestha@uncdf.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and Posting on the website http://procurement-notice.undp.org/

³ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNCDF. Unless stated otherwise, they shall be considered unacceptable to UNCDF.

⁴ This contact person and address is officially designated by UNCDF. If inquiries are sent to other person/s or address/es, even if they are UNCDF staff, UNCDF shall have no obligation to respond nor can UNCDF confirm that the query was officially received.

		queries	
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier, OPTIONAL]	Original : 1 Copies: 1, Electronic copy in PDF format.
20	D.23.1 D.23.2 D.24	Proposal Submission Address	Electronic address: uncdf.procurement@uncdf.org Attention: UNCDF Procurement Unit, New York
21	C.21 D.24	Deadline of Submission	06:00 PM EST, 15 October 2017
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid ⁵
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: All proposals must be sent to uncdf.procurement@uncdf.org For questions, please use the emails indicated above in section 17 -B.10.1. <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format : PDF files only, password protected. <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNCDF until the date and time of Bid Opening as indicated in No. 24 <input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB <input checked="" type="checkbox"/> Max. No. of transmission: 5 <input checked="" type="checkbox"/> No. of copies to be transmitted : 1 <input checked="" type="checkbox"/> Mandatory subject of email : RFP/UNCDF/40969 – RFP for “Technical assistance to UNNATI Access to Finance (A2F) partners’ banks and financial institutions in Nepal Further Instructions for electronic submission The Proposer shall submit their proposals by e-mail to uncdf.procurement@uncdf.org . In this case the Proposer shall send separate proposals for: 1) technical proposal; 2) financial proposal as separate attachments to the message(s).

⁵ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<p>Having prepared the Proposal in paper formats as specified in Sections 4, 5, and 6 the entire Technical Proposal should be scanned or otherwise converted into one or more electronic PDF (Adobe Acrobat) format files and attached to one or more E-mails. Same should be done for Section 7 – Financial Proposal.</p> <p>The Subject line of the E-mail(s) should state -- “Technical proposal- RFP/UNCDF/40969 – RFP for “Technical assistance to UNNATI Access to Finance (A2F) partners’ banks and financial institutions in Nepal ”</p> <p><u>and in a separate email or envelope</u></p> <p>“Financial proposal - RFP/UNCDF/40969 – RFP for “Technical assistance to UNNATI Access to Finance (A2F) partners’ banks and financial institutions in Nepal ”- DO NOT OPEN”</p> <p>To secure your <u>financial offer</u> please SET-UP A PASSWORD for the <u>Financial Proposal</u> which will be requested as follows:</p> <p>a) The password for Financial Proposal will be requested from the Proposers if they are successful in the Technical Proposal evaluation. Only those who achieved the minimum score on the technical evaluation will be requested to provide the password to the financial proposals.</p> <p>It is strongly suggested that Proposers make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password(s) the proposal will be disqualified.</p> <p><u>Proposers may send up to 5 emails; however, the size of each e-mail should not exceed ten megabytes (10 MB).</u> As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to UNCDF will be rejected if they are <u>received</u> after the deadline for bid submission.</p> <p>When choosing to submit their proposals electronically, Proposers are solely responsible for ensuring that any and all files sent to UNCDF are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</p>
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			Please Note: Any proposal sent to the private email addresses of any procurement staff will not be accepted.
24	D.23.1	Date, time and venue for opening of Proposals	Date and Time: 16 October 2017 Venue : UNCDF Headquarters, 2 UN Plaza, 26th Floor, New York, NY 10017, USA. Please note that this is NOT public bid opening. UNCDF Headquarters, 2 UN Plaza, 26th Floor, New York, NY 10017, USA. Please note that this is NOT public bid opening.
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals.
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Organization Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past year; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 of years; <input checked="" type="checkbox"/> A maximum of 3 examples of recent assignments conducted by the firm with similar scope of work; <input checked="" type="checkbox"/> Technical proposal as outlined in Section 7; <input checked="" type="checkbox"/> Financial proposal as outlined in Section 8.
27		Other documents that may be Submitted to Establish Eligibility	All forms provided under Section 4 & 5 must be filled, signed and stamped.
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 7</i>)	In compliance with the Section 6 (Technical Proposal Format)
29	C.15.2	Latest Expected date for commencement of Contract	<i>December 1, 2017</i>

30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	1 December 2017- 31 August 2018
31		UNCDF will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	<p>Proposals will be evaluated on the following basis:</p> <ol style="list-style-type: none"> 1.Compliance with Terms and Conditions of the RFP including required submissions: <ul style="list-style-type: none"> • Prior to the Technical Evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposal (RFP). A substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviation. • A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the non-conformity. 2. Minimum achieved technical scoring of 70% in the Technical Evaluation. Proposals achieving below 70% shall no longer be considered for Financial Evaluation. The Technical Rating of Proposals shall be determined in accordance with the following equation: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ </div> 3.Financially Submitted Proposal. The Financial Rating of Proposals shall be determined in accordance with the following equation: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Rating the Financial Proposal (FP):</u></p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ </div> 4.The Total Combined and Final Rating of the Proposal. The rating shall be determined in accordance with the following equation:

Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
Expertise of the Firm	20%	200
Team composition	40%	400
Proposed Methodology, Approach and Implementation Plan	40%	400
Total		1000

			<div> <p>Total Combined Score =</p> <p>(TP Rating) x (Weight of TP (70%)) + (FP Rating) x (Weight of FP (30%))</p> </div> <p>UNCDF seeks the highest achieved combined score and fully responsive Proposal.</p>
33	E.29.4	Post-Qualification Actions	<p><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p>
34		Conditions for Determining Contract Effectivity	Execution of the Contract: Upon signature of contract
35		Other Information Related to the RFP ⁶	<i>Not applicable</i>

Criteria for the Award of Contract and Evaluation of Proposals:

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Technical Proposal Evaluation Form 1			Points obtainable								
Expertise of the Firm (200 points)											
1.1	Demonstrated track record on providing technical assistance support to banks and financial institutions (this criteria will be assessed on the basis of number of similar projects implemented in the past, examples of products and services operational in the market as a result of TA) to develop their agricultural financing and savings products and services.		80								
1.2	Number of years of experience of the firm in assessing, reviewing, lending process, risk assessment, savings mobilization, upgrading financial products and services		40								
1.3	Experience in providing technical backstopping, training and coaching to banks and financial institutions around financial products and services		40								
1.4	Experience working with UN agency/non profit international organization in the past 5 years		30								
1.5	In country Presence (Offerer has a branch/representative in Nepal)		10								
TOTAL FORM 1			200								
Technical Proposal Evaluation Form 2			Points obtainable								
Team Composition (400 points)											
2.1	Agriculture Finance Expert. Sub-total 270 points <table><tr><td>Education</td><td>20%</td></tr><tr><td>Number of years of relevant professional experience</td><td>30%</td></tr><tr><td>technical Knowledge and Experience</td><td>35%</td></tr><tr><td>Communications and analysis skills</td><td>15%</td></tr></table>		Education	20%	Number of years of relevant professional experience	30%	technical Knowledge and Experience	35%	Communications and analysis skills	15%	
Education	20%										
Number of years of relevant professional experience	30%										
technical Knowledge and Experience	35%										
Communications and analysis skills	15%										
2.1.1	International expert with Master degree in Finance, Economics or Business studies A minimum of 10 years of experience in microfinance, agricultural finance, agricultural product development, value chain finance, market research and demand side analysis, risk management for agriculture lending		220								
	Sound technical knowledge and experience with Nepali financial sector and/or Asian experience										
	Strong report writing and analytical skills, with outstanding written and oral communication skills in English										
	Availability and number of experts required: Three experts to be proposed and additional 1 in the pool; the three experts will be assessed for a total of 60 points each and the one in the pool will be assessed for a total of 40 points										
2.1.2	National consultants with Master's degree in Finance, Economics or Business		50								
	At least 7 years of experience in microfinance, agricultural finance, market research and product development										
	Strong report writing and analytical skills, with outstanding written and oral communication skills in English										
	Availability and number of experts required: Two experts to be proposed and additional 1 in the pool; the two experts will be assessed for a total of 20 points each and the one in the pool will be assessed for a total of 10 points										

2.2	Savings Expert (please see specific qualifications in the TORs). Sub-total 130		
	Education	20%	
	Number of years of professional experience	30%	
	Technical knowledge and experience	35%	
	Communications and analysis skills	15%	
2.2.1	International consultant with Master’s degree in Finance, Economics or Business studies	100	
	At least 10 years of experience in microfinance, savings market research and product development		
	Sound technical knowledge and experience with Nepali financial sector and/or Asian experience		
	Strong report writing and analytical skills, with outstanding written and oral communication skills in English		
	Availability and number of experts required: One expert to be proposed and additional 1 in the pool; One expert will be assessed for a total of 60 points and the one in the pool will be assessed for a total of 40 points		
2.2.2	National consultant with Master’s degree in Finance, Economics or Business studies	30	
	At least 7 years of experience in microfinance, market research and saving product development		
	Strong report writing and analytical skills, with outstanding written and oral communication skills in English		
	Availability and number of experts required: One expert to be proposed and additional 1 in the pool; the one expert will be assessed for a total of 20 points each and the one in the pool will be assessed for a total of 10 points		
TOTAL FORM 2		400	
Technical Proposal Evaluation Form 3		Points Obtainable	
Proposed Methodology, Approach and Implementation Plan (400 points)			
3.1	Extent to which the offeror provided a clear and detailed description of the methodology in achieving the requirements referred to in the ToR	100	
3.2	Extent to which the offeror understands the task’s objective	50	
3.3	Extent to which the offeror addressed all required tasks in a clear, logical and realistic manner including the timeline for implementation of key activities (vis-à-vis clarity of the matrix of TA services to different partners over different times) and if subcontracting is proposed in the implementation plan.	50	
3.4	Extent to which the offeror ensures effective and efficient provision of simultaneous services to multiple partners. Extent to which the proposed monitoring and reporting mechanism (management of information flow, coordination, periodic review of work completed, feedback mechanism and follow up with deadlines and commitments) is efficient.	100	
3.5	Method proposed to monitor TA implementation and ensure and capture partners’ achievement of project targets as an outcome of the TA including method proposed to deal with any unforeseen situation that might affect the implementation of the project. What risk mitigation measures are proposed.	50	
3.6	Is the proposed Quality Assurance mechanism in implementing the required services acceptable?	50	
TOTAL FORM 3		400	

Section 3: Terms of Reference (TOR)

A. A. Project Title: Technical assistance to UNNATI A2F partner banks and financial institutions

B. BACKGROUND:

1) UN Capital Development Fund (UNCDF) And Inclusive Finance

UNCDF provides investment capital and technical support to both the public and the private sector. It provides capital financing - in the forms of grants, soft loans and credit enhancement – and the technical expertise to unleash sustainable financing at the local level.

UNCDF's work on inclusive finance seeks to develop inclusive financial systems and ensure that a range of financial products is available to all segments of society, including low income men and women, at a reasonable cost, and on a sustainable basis. UNCDF supports a wide range of providers (e.g. microfinance institutions, banks, cooperatives, money transfer companies) and a variety of financial products and services (e.g. savings, credit, insurance, payments, and remittances). UNCDF also supports newer delivery channels (e.g. mobile phone networks) that offer tremendous potential for scale.

2) Project rationale / background and the objectives of the project

The United Nations Capital Development Fund (UNCDF) together with the Nepal Rastra Bank (NRB) is currently implementing UNNATI - Access to Finance (A2F) project with a total budget of USD 9.4 million over a period of 5 years (2014-2018). UNNATI-A2F is implemented with the funding support from the Government of Denmark within the scope of a bigger inclusive growth programme in Nepal especially targeting entrepreneurs and small holder farmers in seven districts of Eastern Development Region, namely Taplejung, Panchthar, Ilam, Sankhuwasabha, Tehrathum, Bhojpur and Dhankuta.

UNNATI has three components i) commercializing selected value chains, ii) infrastructure development and iii) enabling environment. UNNATI-A2F project is one of the two sub components of the commercializing selected value chains component of UNNATI. The value chains currently selected are Orthodox Tea, Ginger, Dairy and Large Cardamom.

Nepal Rastra Bank is also implementing Mobile Money for the Poor (MM4P) program under the umbrella of UNNATI-A2F project that aims to enhance the digital financing in Nepal especially focusing on Agent Banking, Mobile banking and other innovations through technology driven delivery channels.

The purpose of the UNNATI-A2F project is to support financial service providers to more effectively serve the agricultural value chain actors such as smallholder farmers and Micro Small and Medium Enterprises (MSMEs) with appropriate financial products so that these actors can invest into their value chain activities leading to improve their business. The project is expected to result in creating an inclusive financial system that will support market-led,

private sector driven, pro-poor growth. The project targets to reach 250,000 rural households and MSMEs with increased access to and use of a range of financial services, mostly in the seven UNNATI districts of eastern development region (EDR).

iii) context of the required services

In order to increase financial access in the EDR, the project provides technical assistance to partners banks and financial institutions (BFIs) to develop their agricultural financing and savings products and services. The development of agriculture financing products and services and subsequent clients directly contribute to the project targets.

The service provider will provide technical assistance to up to 14 BFIs in Nepal in parallel until August 2018. The BFIs may operate and compete in the same market and thus it is essential that full confidentiality of the agriculture value chain finance products and services is maintained by the TA service provider. Selected service provider will be required to sign a non-disclosure agreement.

It is not required for the service provider to rent a local office; Experts can be sent intermittently for the duration of the missions and do not need to be stationed in Nepal.

C. Scope of Services, Expected Outputs and Target Completion

The service provider will deliver technical assistance (TA) services to banks and financial institutions as described in the table below. The TA must be completed by August 2018. TA services will be provided to microfinance institutions, cooperative, Financial NGOs and microfinance development banks and commercial banks.

The main areas of TA are:

- Agricultural finance
- Savings mobilization

The service provider is expected to provide national and international expertise as detailed in the table below. It is expected that the team will comprise of 7 to 10 experts.

The service provider will be a firm or an association of firms (consortium), ideally composed of international and national consultancy companies.

The TA to be provided includes five components:

1. Finalisation of the work plan with each BFI

The TA, activities and deliverables to be implemented have been selected by the A2F project together with each BFI. However, the consultant will spend (approximately) one or two days for each BFIs (it can be done partly remote and partly at the BFI's location) to define a detailed work-plan (roles and responsibilities of each parties, involved staff in the BFI, specifying time bound detailed TA and follow-up activities of BFIs (and funding commitment from BFIs themselves) beyond TA period with clear articulation of outputs, results and milestones to be achieved through the TA support and to understand the expectations of the BFI for each assignment.

This work-plan is the main element of the inception report and will be submitted within 25 days from the date of contract signing. The inception report will also include a detailed plan with timeline and quarterly milestones.

2. *Agricultural scoping study*

The TA to BFIs (product development, marketing strategies, etc.) requires a deep understanding of the Nepalese financial sector and diverse financial data. The scoping study will be the first assignment for the service provider and will include:

- A review of the supply side (lending only): product proposed, lending methodology, interest rates, conditions, mapping of location, requirement, collateral required and accepted, cash flow analysis, etc. with quantitative assessment (number of loans extended for agriculture, portfolio, number of clients, average loan size, etc.) based on consolidated UNNATI BFIs partner's data, NRB data and existing donor studies.
- A demand side analysis: initial (and partial) mapping of farmers' cooperatives, MSMEs, processors (based on existing data from UNNATI, particularly component 1.1) and analysis of the financial patterns for each group in 4 selected value chains: Dairy, tea, cardamom and ginger. Assessment of the demand (lending only) for different lending products for each VC such as working capital, equipment loans (particularly solar irrigation, solar drier, and other small agricultural and primary processing equipment).
- Policy and regulatory analysis: review of existing policies and regulatory environment that govern the agricultural lending products and service launch.
- Market, policy and regulatory gaps mapping and recommendations for products design and delivery for BFIs.
- The scoping will be used for all other agricultural TA (agricultural lending strategies, products design, etc.) with BFIs and should be conducted based on their suggestions and requirements.

3. *TA to BFIs*

The TA will be implemented by several experts but each BFI will be allocated a fixed expert in each intervention area (for instance, all TA related to agricultural finance for a given BFI will be conducted by the same expert or the same pair of experts - national/international).

Each BFI has defined together with the A2F project a set of targets to be achieved as outcome of this TA. Targets are measured in terms of number of new clients, increase in the agricultural finance portfolio, new agricultural finance products and business models, increase in savings mobilization, etc. The achievement of these targets is the responsibility of the BFI (and not of the TA service provider) but the service provider will follow up the results of the BFI as compared to these targets to propose recommendations during the course of the assignment to adapt the approach if required. In such as case, this will be brought to the attention of UNCDF A2F team as soon as a need for change of approach is identified and recommended.

4. *Coaching to the UNCDF A2F field team*

The UNNATI A2F project team is composed of five experts. One of the agricultural finance consultants proposed by the service provider will provide, during his/her missions with BFIs, three training sessions of 2 days each (6 days in total) in advanced agricultural financing to the team and 2 sessions of 2 days each to coach (4 days in total) to support/train the A2F team (for a total of 10 days).

5. **Developing 4 qualitative case studies**

The service provider will, select 4 cases (together with the UNCDF A2F team) illustrating UNNATI A2F interventions in EDR and draft a case study for each to showcase the key features of the intervention (business model, product, result etc.) and describing its use and impact on farmers and MSMEs in rural areas. The case studies will be qualitative (including clients' interviews) in nature but may include quantitative data already collected by the UNNATI A2F M&E system. Each case study will be 5 to 7 pages.

The overall quality of the TA assignment will be reviewed by a committee within UNCDF and approved. The committee will meet as and when needed, provide comments and approve reports submitted.

<i>Key Deliverables</i>	Submission by
1. An Inception Report comprising of a detailed individual work plans of up to 14 BFIs, timeline and quarterly milestones	25 days from contract signing
2. A Final report on Agricultural scoping study comprising of the review of the supply and demand sides, policy analysis and recommendations for products design and delivery for BFIs	25 days from approval of inception report
3. A TA Completion Report comprising of the TA support provided to up to 14 BFIs, outcomes of the TA including targets set versus achieved.	According to the approved inception report
4. A Report on coaching to UNCDF A2F field team comprising of training content, materials and relevant details.	According to the approved inception report
5. Four Case Studies showcasing key features of the intervention (business model, product, result etc.) and its impact on farmers and MSMEs in rural areas.	At the end of the TA implementation

Detailed deliverables under TA for each BFI: The following table provides a detailed deliverable under TA for each BFI.

BFIs	Area of intervention	#	Activities/deliverables
Century Bank	Upgrade of existing agricultural loan products	1	Review of current agricultural products: - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the

			<p>competition</p> <ul style="list-style-type: none"> - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose products design and delivery changes and upgrades.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design</p> <p>+ conduct 2 half day staff training on product upgrades</p>
	Link up their small holders clients to skills training	2	Map skills training available in EDR for small holders and establish linkages with Century bank clients
	Direct marketing activities to reach out to small farmers	3	Together with Century bank, draft a communication plan and direct marketing activities to reach out to more rural smallholders.
	Feasibility study for warehouse lending	4	<p>Map existing warehouses and cold storages in UNNATI districts</p> <p>Meet with Century bank corporate clients interested in developing a warehouse receipt model.</p> <p>Estimate costs/return analysis of building a warehouse in one of the project districts for one of the project selected value chain</p> <p>Map existing grants and subsidy mechanism for which such project would be eligible</p> <p>Propose business models modalities and main features of the financing scheme</p>
Chhimek	Demand side analysis to assess the demand for savings in EDR UNNATI districts as well as bottleneck and limitation perceived by clients.	5	Clients survey (logistics organised by Chhimek) in 3 districts (200 to 300 clients' sample) and a quantitative analysis based on secondary data source + Demand side analysis report including recommendations for savings products design and review and inputs for the strategy
	Draft a savings mobilisation strategy	6	Savings mobilisation strategy including regulatory limitations, review of market interest rates on savings per type of product, required investment from NUBL (HR, marketing and others), main segments targeted and brief financial projections of expected savings mobilisation

	Upgrade existing saving products and propose changes and/or new products	7	Analysis of existing savings products (design, portfolio trends, operational costs, etc.)
			Recommendations for product changes
			Design 1 new saving product
	Prepare a marketing strategy and roll-out plan for savings mobilisation	8	Marketing and communication plan for EDR (Including findings from the clients' survey on the bottlenecks and trigger for increase saving frequency, amount and duration).
			Piloting and roll-out plan
	Train staff in UNNATI districts for savings mobilisation	9	Drafting a half-day training curriculum on new product
Conduct 3 ToT to staff			
Marketing of agricultural loans	10	Review of current agricultural products: - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans Propose products design and delivery changes and upgrades.	
		+ Marketing strategy and communication plan for agricultural lending	
FORWARD	Draft a 5-year strategy for agricultural lending	12	Draft a 5 year strategy for agricultural lending including: - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan

	Upgrade of agricultural loans and new product design	13	<p>Review of current agricultural products:</p> <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose products design and delivery changes and upgrades.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design + conduct 2 half day staff training on product upgrades</p>
			Design of at least one new agricultural lending product
			Prepare a half –day staff TOT to explain the new products and the changes in existing products
Janata	Agro lending market assessment and Review of Janata bank agricultural lending strategy	14	<p>Review of Janata Bank existing strategy for agricultural lending based on the market scoping study</p> <p>+ recommendations to update and to detail the strategy if necessary</p>
	Review design and performances of agricultural equipment loan and design one new agricultural lending product	15	<p>Review of current agricultural products with a special focus on equipment loans:</p> <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose products design and delivery changes and upgrades.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design + conduct 1 half day staff training on product upgrades</p>

JBS	Draft a 5-year strategy for agricultural lending	16	<p>Draft a 5 year strategy for agricultural lending including:</p> <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan
	Review of agricultural loans and new product design	17	<p>Review of current agricultural products</p> <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose products design and delivery changes and upgrades.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design</p> <p>+ conduct 1 half day staff training on product upgrades</p>
	Coaching and advisory position to the agent banking team and senior management to implement the PBA activities	18	<p>On-going coaching through Skype/email for each step of the PBA implementation (planning, review of agent banking process manual, advice on new agent banking management software, review of activities, etc.) over 12 months</p>
	Financial, environmental and social reporting	19	<p>Review of the MIS reporting features</p> <p>Design of a reporting framework for financial, environmental and social reporting meeting international standards</p> <p>Recommendations for data collections and presentation</p>
Laxmi bank	Upgrade of 6 agricultural	20	<p>Review of current agricultural products with a special focus on equipment loans:</p>

	loans product (incl. agricultural equipment loan)		<ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose products design and delivery changes and upgrades.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design + conduct 1 half day staff training on product upgrades</p> <p>Based on the scoping study estimate the market size for agricultural equipment loans in the selected districts with a given radius around the bank branch.</p>
	Branchless banking	21	<p>Draft an agent retention strategy</p> <p>Assessment of the agents' activities and reasons for dropping out.</p> <p>Propose a pragmatic strategy to be implemented by Laxmi bank towards higher retention of agents.</p>
NERUDE	Draft a 5-year strategy for agricultural lending	22	<p>Draft a 5 year strategy for agricultural lending including:</p> <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan
	Review agricultural lending methodology and credit appraisal	23	Prepare new credit policy and procedures manual for agricultural lending
			Draft new agricultural credit appraisal (and scoring) system
			5 Staff training on new policies and credit appraisal methodology
NMB MFI	Demand side assessment to segment the agricultural finance market and better understand the needs of small holders	24	Draft a roll out plan for agricultural lending
			Based on the agricultural scoping study, estimate the market size in the selected districts with a given radius around the bank branch.

	and agro MSMEs.		
	Draft a 5-year strategy for agricultural lending	25	<p>Draft a 5 year strategy for agricultural lending including:</p> <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan
NUBL	Demand side analysis to assess the demand for savings in EDR UNNATI districts as well as bottleneck and limitation perceived by clients.	26	<p>Clients survey (logistics organised by NUBL) in 3 districts (200 to 300 clients' sample) and a quantitative analysis based on secondary data source.</p> <p>Demand side analysis report including recommendations for savings products design and review and inputs for the strategy</p>
	Draft a savings mobilisation strategy	27	Savings mobilisation strategy including regulatory limitations, review of market interest rates on savings per type of product, required investment from NUBL (HR, marketing and others), main segments targeted and brief financial projections of expected savings mobilisation
	Upgrade of existing saving products and design 1 new saving product	28	Analysis of existing savings products (design, portfolio trends, operational costs, etc.)
			Recommendations for product changes
			Design 1 new saving product
	Prepare a marketing strategy and roll-out plan for savings mobilisation	29	Marketing and communication plan for EDR
			Piloting and roll-out plan
	Train staff in UNNATI districts for savings mobilisation	30	Drafting a half-day training curriculum on new product
			Conduct 3 ToT to NUBL staff
SAHARA	Review of the BLB policies and procedures,	31	Review report with detailed recommendations on improving current manual, policies and strategy

agent training, and BLB strategy		
Analysis of agent performances and agent remuneration structure	32	Field visit, analysis report, comparison with other market players and detailed recommendations on improving agents performances
Coaching and advisory position to the BLB team and senior management to implement the PBA activities	33	On-going coaching through Skype/email for each step of the PBA implementation (planning, advice, review of activities, etc.) over 12 months
Review of lending methodology and credit appraisal for agricultural lending	34	Report analysis current lending methodology and credit appraisal for agricultural lending
		Recommendation for upgrade on credit appraisal and lending methodology
Risk management framework for agricultural lending	35	Report analysing current agricultural lending risk management and detailed recommendations for upgrade of the agricultural risk management methodology and framework
Upgrade of the agricultural equipment loan	36	<p>Review of current agricultural products with a special focus on equipment loans:</p> <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose products design and delivery changes and upgrades.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design</p> <p>+ conduct 1 half day staff training on product upgrades</p>
Draft a roll out plan the agro	37	

	equipment loan		
Siddhartha bank	Demand side assessment to segment the agricultural finance market and better understand the needs of small holders and agro MSMEs.	38	Based on the agricultural scoping study, estimate the market size for small equipment for farmers and small processors in the selected districts with a given radius around the bank branch.
	Draft a 5-year strategy for agricultural lending	39	Draft a 5 year strategy for agricultural lending including: <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan
	Review design and performances of agricultural loans and new product design	40	Review of current agricultural products: <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans Propose one new product design and delivery changes and upgrades for existing products.
	Draft a roll out plan for agro loans	41	
SOLVE	Agricultural finance strategy	42	Draft a 5 year strategy for agricultural lending including: <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks

			<ul style="list-style-type: none"> - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan
	Review of lending methodology and credit appraisal for agricultural lending	43	<p>Report analysis current lending methodology and credit appraisal for agricultural lending</p> <p>Recommendation for upgrade on credit appraisal and lending methodology</p>
	Risk management framework for agricultural lending	44	Report analysing current agricultural lending risk management and tools and detailed recommendations for upgrade
	Agricultural lending product design	45	<p>Review of current agricultural products:</p> <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose one new product design and delivery changes and upgrades for existing products.</p>
	Staff training on AVCF	46	<p>Draft a 1-day training curriculum for staff on new products</p> <p>Conduct 3 ToT to selected staff (branch managers, etc.)</p>
	Piloting and roll-out plan for new products	47	Draft a piloting and roll out plan
Laxmi MFI	Agricultural finance market research in EDR	48	<p>Based on the agricultural scoping study, draft a 5 year strategy for agricultural lending including:</p> <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan

	Product design	49	Design new agricultural processing equipment loan
NMB Bank	Agricultural finance	50	<p>Review of current agricultural products:</p> <ul style="list-style-type: none"> - Qualitative clients interviews including analyses of loan repayment sources and profitability of agricultural activities - Comparison with the agricultural scoping study market gaps and with the competition - Assessment of the performances of each agricultural product (PAR, NPL, , loan amount, duration, arrears, volume, seasonality and trends, location of borrowers, profile of borrowers, value chains most served by the products, use of loan for investment, working capital, number of loans per client/year, etc..) - Review of the underwriting process, collateral and turn-around time - Evaluate staff understanding and incentive to promote agricultural loans <p>Propose one new product design and delivery changes and upgrades for existing products.</p> <p>+ prepare a 4 hours staff TOT to explain changes in product design</p> <p>+ conduct 1 half day staff training on product upgrades</p>
			<p>Based on the agricultural scoping study, draft a 5 year strategy for agricultural lending including:</p> <ul style="list-style-type: none"> - Growth targets - Focus segments, value chains, location and products - Risk management approach and benchmarks - Internal HR development and required training/capacity building - Marketing and communication plan - Work plan
			<p>Based on the agricultural scoping study, estimate the market size for Renewable energy powered equipment for farmers and small processors in the selected districts.</p>

D. Institutional Arrangement

a) Reporting Line

The service provider will report to the UNCDF National Programme Coordinator in Nepal. The reports submitted will be reviewed and approved by a committee within UNCDF.

b) Reporting language

The reporting language will be in English.

c) Progress reporting:

The following reporting (in writing) is expected:

- Initial work-plan with each BFI
- Consolidated work plan for all interventions
- Implementation report after each mission from an expert

- Consolidated monthly reporting following the consolidated work plan (narrative reporting is only required for delayed activities)
- Consolidated quarterly reporting following the consolidated work plan (brief narrative reporting)
- BFI completion report for each BFI when all TA has been implemented
- General completion report (final report)

d) *Identify institutions/organizations/individuals with whom the Service Provider is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)*

The service provider will liaise with UNCDF and A2F project team only and is not expected to meet stakeholders other than the TA recipients, except when relevant to the implementation of a given TA activity.

e) *Specify if the project will be able to provide (or not) any facility, support personnel, support service, or logistics, what they will be, and at what stage of the work*

The A2F project will not provide any specific support to the service provider apart from the initial introduction. BFIs will provide support in dedicating a focal person from the institution to coordinate the TA, access to the institutions MIS data and logistics when specified.

E. Duration of the Work

a) *State expected duration of work / total no. of days/weeks/months of engagement, including effective person-days, if applicable. Emphasize expected date of commencement and full completion, if time is of the essence*

The TA must be completed and approved by UNCDF by 30 August 2018.

The final report must be provided by 15 September 2018. No extension is possible.

Estimated number of days to be provided by the service provider for the above detailed TA is as follows.

		Days allocated for International Consultant (includes travel days)	Days allocated for National Consultant days
1.	Century	24	27
2.	Chhimek	39	28
3.	FORWARD	13	10
4.	Janata	10	7
5.	JBS	23	10
6.	Laxmi Bk	8	5
7.	Laxmi MFI	12	4

8.	NERUDE	20	14
9.	NMB MFI	12	4
10.	NUBL	28	21
11.	Sahara	24	13
12.	Siddhartha	21	15
13.	SOLVE	31	19
14.	NMB Bank	20	9
	Total	285	186

Other tasks are estimated below:

	Days allocated for International Consultant (includes travel days)	Days allocated for National Consultant days
Agricultural finance market scoping in EDR Review of the supply side (lending only): product proposed, lending methodology, interest rates, conditions, mapping of location, requirement, collateral required and accepted, cash flow analysis, etc.) with quantitative assessment (number of loans extended for agriculture, portfolio, number of clients, average loan size, etc.) based on consolidated UNNATI BFIs partners data, NRB data and existing donors studies. Demand side: initial (and partial) mapping of farmers cooperatives, MSMEs, processors (based on existing data from UNNATI, particularly component 1.1) and analysis of the financial patterns for each group in 4 selected value chains: Dairy, tea, cardamom and ginger. Assessment of the demand (lending only) for different lending products for each VC such as working capital, equipment loans (particularly solar irrigation, solar drier, and other small agricultural and primary processing equipment). Policy and regulatory analysis: review of existing policies and regulatory environment that govern the agricultural lending products and service launch. Market Policy and regulatory analysis: review of existing policies and regulatory environment that govern the agricultural lending products and service launch. Market, policy and regulatory gaps mapping and recommendations for products design and delivery for BFIs. The scoping will be used for all other agricultural TA	25	25

(agricultural lending strategies, products design, etc.) with BFIs and should be conducted based on their suggestions and requirements.		
Preparation (logistics and methodology) of missions	14	14
Drafting of work plan (together with BFIS) of each partner BFI specifying time bound detailed TA and follow-up activities of BFIs (and funding commitment from BFIs themselves) with clear articulation of outputs, results and milestones to be achieved through the TA support. - 2 to 3 days per BFI (depending of the number of intervention areas)	24	
Coaching for A2F team (5 sessions of 2 days of training and coaching in Biratnagar)	10	
Conduct 4 qualitative case studies describing the use and impact of the new agricultural finance products developed under the A2F programme (1 for DFS, 1 for saving and 2 for Agric finance)	20	20
Total	93	59

- b) If possible, give estimated lead time for UNCDF or Project Implementing Partners to review outputs, give comments, approve or certify acceptance of outputs, etc.*

UNCDF will review and approve the inception work plan outlining the overall TA implementation plan and review the TA reports and provide comments within 15 days.

The quarterly consolidated reports will be reviewed by UNCDF within 15 days. The reports will also be presented to the succeeding Project executive board (PEB) for comments.

F. Location of Work

- a) Identify the expected location/s where the services will be rendered, mentioning the location of travels or field works needed, as well as security conditions, if any;*

The location of work will be the head office of the BFIs. Three BFIs are head quartered in Morang, Sunsari and Jhapa of the EDR and one visit to each of the BFIs is expected. Most work is expected to take place in Kathmandu.

- b) State whether or not the Service Provider will be required to report regularly or be present at a certain office during the work, including frequency of reporting, even if intermittent.*

The service provider is expected to be working at the BFIs office during missions.

G. Qualifications of the Successful Service Provider at Various Levels

- a) Identify the type of firm that is required, what areas of corporate specialization are needed, the minimum number of years of experience they should have in undertaking work related to the requirements, their minimum annual turnover for the past year/s the minimum net working capital for the past year/s, and other qualities of the ideal entity that could perform the services/work satisfactorily;
- a. The company and
 - b. The personnel

The qualification of the service provider must meet the following requirements

- a. Valid Business Registration
 - b. At least 5 years of experience in conducting similar assignments
 - c. Demonstrated skills and experience of providing technical assistance support to banks and financial institutions to develop their agricultural financing and savings products and services.
 - d. At least 5 years of experience in assessing, reviewing, lending process, risk assessment, savings mobilization, upgrading financial products and services
 - e. Previous experience in providing technical backstopping, training and coaching to banks and financial institutions around financial products and services
 - f. Proven track record, technical expertise, human resources, and operational capacity to undertake such assignments
 - g. Experience of conducting similar assignments in Asia or Africa is an advantage
 - h. 3 years of experience working with UN Agency and/or non profit international organizations under tight deadline
 - i. The service provider should have one senior member from among the technical staff appointed as a Coordinator (contact point) to liaise with UNCDF on all aspects of the assignment. The contact point should be indicated in the CV provided.
- b) *If a team of experts need to be formed, indicate the maximum number of team members and specify, if a set of varied experts are required (e.g., team of at least 3 members consisting of experts in policy analysis, community development and agriculture);*

The service provider will appoint a coordinator (contact person) to coordinate and monitor all TA activities. The reporting from the service provider will originate from a single contact person. It is understood that the contact person will insure quality control of the reporting and ensure consistency between the reports of the experts' team. The contact person will also ensure that all consultants use the same reporting format following UNCDF requirements.

- c) Determine / Identify the following for both the Team Leader, the Team Members, and other experts that may be required:
- minimum level of education acceptable and the fields of studies preferred, if any
 - minimum number of years of work experience on the preferred field of practice, if there is any preference

- special skills / experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation, especially if project setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)

	Expertise required	# of work days	CVs
Agriculture finance	International expert with Master degree in Finance, Economics or Business studies <ul style="list-style-type: none"> • A minimum of 10 years of experience in microfinance, agricultural finance, agricultural product development, value chain finance, market research and demand side analysis, risk management for agriculture lending • Sound technical knowledge and experience with Nepali financial sector and/or Asian experience • Strong report writing and analytical skills, with outstanding written and oral communication skills in English 	307	The expertise can be covered by 3 to 4 experts (3 to be proposed and 1 as a backup)
	National consultants with Master's degree in Finance, Economics or Business <ul style="list-style-type: none"> • At least 7 years of experience in microfinance, agricultural finance, market research and product development • Strong report writing and analytical skills, with outstanding written and oral communication skills in English 	194	The expertise can be covered by 2 to 3 experts (2 to be proposed and 1 as a backup)
Savings	International consultant with Master's degree in Finance, Economics or Business studies <ul style="list-style-type: none"> • At least 10 years of experience in microfinance, savings market research and product development • Sound technical knowledge and experience with Nepali financial sector and/or Asian experience • Strong report writing and analytical skills, with outstanding written and oral communication skills in English 	71	Propose 1 expert (1 to be proposed with 1 as a backup)
	National consultant with Master's degree in Finance, Economics or Business studies <ul style="list-style-type: none"> • At least 7 years of experience in microfinance, market research and saving product development • Strong report writing and analytical skills, with outstanding written and oral communication skills in English 	51	Propose 1 expert (1 to be proposed with 1 as a backup)
TOTAL		623	

H. Scope of Proposal Price and Schedule of Payments

- a) *State whether the contract price is a fixed output-based price regardless of extension of the herein specific duration, or if it is based on a daily/ weekly/monthly rate adjustable in accordance to any extension or reduction in the duration of engagement*

The contract price is output-based.

- b) *Specify the cost components that the Proposer must include in the computation of contract price (e.g., purely professional fee, or inclusive of travel, living allowances, taxes, etc.)*

The costs components must include fees, travel cost (airfare in economy class, DSA, visa and all costs required for the implementation of the assignment.

- c) *Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.*

Proposed payment schedule:

- First tranche: 10% of the approval of the inception report
- Second Tranche: 25% of the total contract price against completion of first quarter milestones and reports based on approved inception report
- Third Tranche: 30% of the total contract price against completion of second quarter milestones and reports based on approved inception report
- Final Tranche: 35% of total contract price when all deliverables and reporting have been submitted and approved.

I. Recommended Presentation of Proposal

Proposed template for the presentation of the technical proposal:

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

ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment.

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

J. Criteria for Selecting the Best Offer

This section should indicate the full list of criteria which shall serve as basis for evaluating proposals and awarding the contract, and the respective weight of each criteria. A General guide has been provided in DS No. 32 of the RFP Data Sheet.

The award will be done using the following manner:

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%;

K. Annexes to the TOR

Section 4: Proposal Submission Form⁷

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNCDF focal point]

Dear Sir/Madam:

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

We hereby declare that :

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNCDF.

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

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

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

We fully understand and recognize that UNCDF is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNCDF will in no

⁷ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

case be responsible or liable for those costs, regardless of the conduct or outcome of the assignment.

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

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

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form⁸

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
40. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁸ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)⁹

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁹ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

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

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

<p>SECTION 1: EXPERTISE OF FIRM/ ORGANISATION (Maximum 4 pages)</p>
<p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p> <p>1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p> <p>1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p> <ul style="list-style-type: none"> ○ Track Record and Experiences: Demonstrate /explain how your how your company has the knowledge and skills required to perform the required tasks and mention number of years of experience your company has in providing similar services related to the following areas: <ul style="list-style-type: none"> • General experience in conducting similar assignments relevant to technical assistance support to banks and financial institutions to develop their agricultural financing and savings products and services. • Experience in in providing technical backstopping, training and coaching to banks and financial institutions around financial products and services • Experience of conducting similar assignments in Asia or Africa • Experience working with UN Agency and/or non profit international organizations under tight deadline • <p>Provide the following information regarding corporate experience within the last five (5) years which are</p>

related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN (maximum 20 pages)

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

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. The methodology proposed should be responsive to the TORs and closely follow the main elements outlined in Section 3 of the TOR –Methodology.

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

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

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

Name of Subcontractor	Role	Percentage of Work

In case of subcontracting a firm or entity, please submit the following information of the subcontractor if it is a company:

Valid registration document.

A brief company profile - (not more than 5 pages).

Experience in undertaking similar activities relevant to subcontracted activities.

Performance references.

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

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

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

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

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.

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

SECTION 3: PERSONNEL (maximum 2 page per CV)

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

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

No	Proposed/ In pool (indicate coordinator)	Degree	General no of years of experience	No of years of experience on similar assignment	Countries where the consultant has worked in similar assignments	Name of Consultant	Area of Expertise	TA partners assigned	No of working days
International Agriculture Value Chain Finance Experts									
National Agriculture Value Chain Finance Experts									
International Savings Experts									
National Savings Experts									

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

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

3):	<i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement. <hr/> <div style="display: flex; justify-content: space-between;"> Signature of the Nominated Team Leader/Member Date Signed </div>	

Section 7: Financial Proposal Form¹⁰

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

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

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

¹⁰ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

SN	Description of Activity	Staff involved		Total rate in USD (all inclusive)		UNCDF estimated Maximum days		Proposed days		Total Amount in USD	Comment
		International	National	International	National	International	National	International	National	amount	
1.	Professional Services Fees										
1.1	Preparation of mission					14	14				
1.2	Finalisation of the work plan with each BFI					24					
1.3	Agricultural scoping study					25	25				
1.4	TA to BFIs					285	186				
1.5	Coaching to the UNCDF A2F field team					10					
1.6	Developing 4 qualitative case studies					20	20				
1.7	Sub-total deliverables										
2	Support Personnel										If applicable to your submission, please list the details and the period. You can add/delete as many lines as you think appropriate and in line with your original submission
2.1	Support personnel										
3	Operational Expense	UoM		Qty		Rate in USD		No of personnel		Total Rate in USD for the entire contract duration	
3.1	Travel – economy class (destination-Nepal-Destination)	Round Trip									Please add rows as needed per given destination and indicate the destination in your offer
3.2	Visa fee	Each									
3.3	DSA allowances if applicable	Daily				N/A					
3.4	Communications	Lumpsum									Please provide details of what communications and further breakdown of given

								monthly costs
3.5	Reproduction/Report printing	Lumpsum						
3.6	Equipment lease (if applicable)	Lumpsum						Please provide details of what equipment
3.7	Others (If hiring vehicle etc.) or local transportation	Lumpsum						Please provide details of your lumpsum cost
3.8	Local/National Airfare	Round trip						Please add rows as needed per given destination and indicate the destination in your offer
3.9	Other related costs (if applicable)							Prepare specify and provide breakdown. Insert additional lines as required.
2.5	Sub-total operational costs							
	TOTAL COSTS (2+1)							

A. Cost Breakdown by cost component

UNCDF shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Section 8: Contract for Professional Services

THIS IS UNCDF'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.

[PLEASE ATTACH HERETO THE .PDF VERSION OF THE CONTRACT FOR PROFESSIONAL SERVICES AND THE GENERAL TERMS AND CONDITIONS]

Date _____

Dear Sir/Madam,

Ref.: _____/ _____/ _____ [INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]

The United Nations Capital Development Fund (hereinafter referred to as "UNCDF"), wishes to engage your [company/organization/institution], duly incorporated under the Laws of _____ [INSERT NAME OF THE COUNTRY] (hereinafter referred to as the "Contractor") in order to perform services in respect of _____ [INSERT SUMMARY DESCRIPTION OF THE SERVICES] (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNCDF General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNCDF also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - a) this Letter;
 - b) the Terms of Reference [ref.dated.....], attached hereto as Annex II;
 - c) the Contractor's Proposal [ref....., dated]
 - d) The UNCDF Request for Proposal [ref....., dated.....]
- 1.3 All the above shall form the Contract between the Contractor and UNCDF, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency

and in accordance with the Contract.

- 2.2 The Contractor shall provide the services of the following key personnel:

Name	Specialization	Nationality	Period of service
....
....

- 2.3 Any changes in the above key personnel shall require prior written approval of _____ **[NAME and TITLE]**, UNCDF.

- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

- 2.5 The Contractor shall submit to UNCDF the deliverables specified hereunder according to the following schedule:

[LIST DELIVERABLES]

[INDICATE DELIVERY DATES]

e.g.

Progress report/..../....
...../..../....
Final report/..../....

- 2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by _____ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.

- 2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNCDF for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

OPTION 1 (FIXED PRICE)

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNCDF shall pay the Contractor a fixed contract price of _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

- 3.3 Payments effected by UNCDF to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNCDF of the Contractor's performance of the Services.

- 3.4 UNCDF shall effect payments to the Contractor after acceptance by UNCDF of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon....././....
....././....

Invoices shall indicate the milestones achieved and corresponding amount payable.

OPTION 2 (COST REIMBURSEMENT)

3. Price and payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNCDF shall pay the Contractor a price not to exceed _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex _____ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of _____ **[NAME and TITLE]**, UNCDF.
- 3.4 Payments effected by UNCDF to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNCDF of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.

OR

- 3.5. The Contractor shall submit an invoice for _____ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties and invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.
 - 3.6 Progress and final payments shall be effected by UNCDF to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNCDF. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.
- ### **4. Special conditions**
- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNCDF's property in the Contractor's custody, rests with the Contractor.
 - 4.2 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNCDF of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNCDF.

4.3 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of _____ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.

4.4 Owing to [.....], Article(s) [.....] of the General Conditions in Annex I shall be amended to read/be deleted.

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....

5.2 Invoices submitted by fax shall not be accepted by UNCDF.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNCDF. UNCDF shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNCDF to the following Bank account of the Contractor:

_____ **[NAME OF THE BANK]**

_____ **[ACCOUNT NUMBER]**

_____ **[ADDRESS OF THE BANK]**

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than _____ **[INSERT DATE]** and shall complete the Services within _____ **[INSERT NUMBER OF DAYS OR MONTHS]** of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and _____ **[NAME AND TITLE]** UNCDF.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNCDF and the Contractor are as follows:

For the UNCDF:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

For the Contractor:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME AND DESIGNATION]

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature _____
Name: _____
Title: _____
Date: _____



UNCDF GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Capital Development Fund (UNCDF). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNCDF or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNCDF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNCDF or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNCDF.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNCDF.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNCDF for all sub-contractors. The approval of UNCDF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNCDF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNCDF, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNCDF as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNCDF;

8.4.3 Provide that the UNCDF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNCDF with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNCDF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNCDF shall rest with UNCDF and any such equipment shall be returned to UNCDF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNCDF, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNCDF for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNCDF shall be entitled to all

intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNCDF under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNCDF.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNCDF does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNCDF a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNCDF; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNCDF in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNCDF, shall be made available for use or inspection by the UNCDF at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNCDF authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNCDF OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNCDF, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNCDF or THE United Nations, or any abbreviation of the name of UNCDF or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and

agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNCDF, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNCDF sufficient prior notice of a request for the disclosure of Information in order to allow the UNCDF to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNCDF may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNCDF, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNCDF of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNCDF shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNCDF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNCDF is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNCDF reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNCDF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNCDF under this Article, no payment shall be due from UNCDF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNCDF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNCDF of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNCDF to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNCDF to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNCDF before the payment thereof and the UNCDF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNCDF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNCDF to terminate this Contract immediately upon notice to the Contractor, at no cost to UNCDF.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNCDF to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNCDF.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNCDF to terminate the Contract immediately upon

notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNCDF shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 SECURITY:

23.1 The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNCDF reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNCDF's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNCDF shall be subject to a post-payment audit by auditors, whether internal or external, of UNCDF or the authorized agents of the UNCDF at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNCDF shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNCDF other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNCDF have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNCDF reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at anytime, UNCDF may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNCDF to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNCDF access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNCDF hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNCDF funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNCDF hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNCDF, only the UNCDF Authorized Official possesses the

authority to agree on behalf of UNCDF to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNCDF unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNCDF Authorized Official.
