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REQUEST FOR PROPOSAL

for Enterprise Development in Fishery Sector for Youth in Berbera

RFP No.: UNDP/SOM/RFP/2018/008/JPYES/READVERTISEMENT

Project: Joint Programme on Youth Employment

Issued on: 11 July 2018

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Section 1. Letter of Invitation

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

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.so@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: Asha Shidane
Title: Procurement Associate
Date: **July 11, 2018**

Name: Iryna Malykh
Title: Procurement Specialist
Date: **July 11, 2018**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder 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. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>

8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p>

	<p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts</p>

	<p>themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 Bidder 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 Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders 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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems</p>

	that such an extension is justified and necessary.
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL

	<p>PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for</p>

Proposals	the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, 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, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum</p>

<p>Eligibility and Qualification</p>	<p>Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> </div>

	<div> Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and 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 UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP'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.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct</p>

	<p>arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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 UNDP 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP 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 Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by

	<p>both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract value or \$30,000, whichever is lower
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.3333% Max. number of days of delay 30 days, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar

11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Asha Shidane Address: UNDP Somalia Support Office in Nairobi E-mail address: procurement.so@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://procurement-notice.undp.org/ OR https://www.ungm.org/Public/Notice
14	23	Deadline for Submission	26 th July 2018 at 12 midnight
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Submission by email
15	22	Proposal Submission Address	bids.so@undp.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Submit separate emails for the technical and financial proposals. ▪ Financial proposal must be password protected. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 5MB ▪ Max. no of transmissions 10 ▪ Mandatory subject of email: UNDP/SOM/RFP/2018/008/JPYES/READVERTISEMENT <p>SEPARATE EMAILS WITH THE FOLLOWING SUBJECTS: REF: UNDP/SOM/RFP/2018/008/JPYES/READVERTISEMENT - TECHNICAL PROPOSAL & UNDP/SOM/RFP/2018/008/JPYES/READVERTISEMENT - FINANCIAL PROPOSAL (PASSWORD PROTECTED)</p>

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>September 3, 2018</i>
19		Maximum expected duration of contract	6 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Minimum 3 years of relevant experience.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3-5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 30,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	180
	Total	880

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing. Officially registered organization (non-governmental, public, charitable, non-profit, for-profit) (minimum 3 years – 10 points, 3-4 years – 15 points, 5-6 years – 20 points, 7 years or more – 30 points)	30
1.2	<p>Organization's project financial management capacity to set up and manage grant funds, including revolving funds as well as disburse grant funds on the basis of further reimbursement by UNDP:</p> <ul style="list-style-type: none"> - Experience in management of grant projects, including setting up revolving funds, and make them functional and sustainable (number of successfully implemented projects: 0 project: 0; 1 project: 10 points; 2 projects: 20 points; 3 projects: 30 points; 4 projects: 40 points; 5 projects: 50 points, and more projects: 60 points. - Low financial capacity requiring advance disbursements 0 points; capacity to work on fully reimbursable basis: 50 points. 	110
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	10
1.4	Quality assurance procedures effective results-based M&E, provision of technical guidance to enterprises/ beneficiaries/youth and women, reporting and taking corrective measures on the recommendations and risk mitigation measures	20
1.5	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) -Specialized knowledge, skills and competencies in fishing sector and business/private sector development: 45 points 	130

	<ul style="list-style-type: none"> -Experience on similar Programme / Projects' results-based planning and management (RBM) in the areas of: business/enterprise/MSME development: 40 points - Experience on Projects in the Country/Region: 10 points - Work for UNDP/ major multilateral/ or bilateral programmes: 5 points 	
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Are the different components of the project adequately weighted relative to one another?</p> <ul style="list-style-type: none"> - Focus more on business service development: up to 10 - Focus more on grant management: up to 20 - An integrated approach to enterprise development, with an emphasis on sustainable revolving grant management and business services: 30 points 	30
2.2	<p>Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?</p>	20
2.3	<p>How well-elaborated and robust is the information and awareness raising campaign strategy to promote the small grants project implementation?</p> <ul style="list-style-type: none"> -The proposed national and regional communication channels include print media, online resources and social networks and embrace the audience in 3 regions – up to 10 points; - The information strategy envisages video production and preparation of press conferences and describes in detail their format and content – up to 10 points - Proposed system for response to inquiries from potential applicants oriented to provide prompt feedback and processing of all inquiries: up to 10 points. 	30
2.4	<p>How well developed is a system of feedback and communication with applicants and grantees?</p> <ul style="list-style-type: none"> - The approach provides for a telephone hotline and details its method, the schedule and features of its operation: up to 20 points; - The system for registration of applications provides online format and prompt registration, identification of repeated applications, granting the status of each application, the possibility of automatic responses to participants and creation of a database and mailing list: 10 points 	30
2.5	<p>How well-developed is a proposed approach to the process of evaluation of business plans?</p> <ul style="list-style-type: none"> - The suggested evaluation system provides relevant steps and a detailed 	60

	<p>description of the methodology at each stage: 10 points</p> <ul style="list-style-type: none"> - The methodology for business plan evaluation is reasonable and realistic, complies with the competition objectives and allows to access the application potential, long-term prospects for profit and sustainability of business: 20 points; - The process of evaluating business plans is transparent and impartial, it envisages the involvement of the independent evaluation committee at a final stage (specified composition and ways of attracting committee members, spelled assessment methodology and operational procedure of the evaluation committee): 20 points; - The proposed timeframe and logistics for arranging Grant Selection Committee in the project site is realistic and addressing TOR requirements: up to 10 points 	
2.6	<p>How well-developed and robust is the methodology for monitoring and evaluation of implementation of project having received funds?</p> <ul style="list-style-type: none"> - The proposed monitoring implementation plan has realistic timeframe and logistics arrangements: up to 10 points - The monitoring and evaluation methodology suggested is realistic, unified for all grantees and is able to analyze progress of business plan implementation based on clear evaluation method: up to 15 points; - The proposed monitoring and reporting mechanism shows sufficient capacity of the Contractor to provide counselling on reporting issues to grantees: up to 15 points. 	40
2.7	<p>How well-developed and realistic is the mechanism of funds provision to grantors?</p> <ul style="list-style-type: none"> - The mechanism involves the development and signing of agreements with grantors: up to 20 points - The mechanism includes a detailed list and description of the conditions under which funds are allocated to grantors (legal registration, existence of a bank account, etc.): up to 20 points 	40
2.8	<p>How well-developed and realistic is the proposed grant/revolving funds returning procedure in case where a grantee violates or does not implement in full scope the terms of the agreement?</p> <ul style="list-style-type: none"> - The proposed procedure ensures monitoring and timely identification of 	20

	<p>risks of grantees undue performance: up to 10 points</p> <p>The proposed procedure includes mechanism of reallocation of withdrawn funds/assets to other applicants: up to 10 points</p>	
2.9	<p>How well-elaborated is the proposed plan of work and suggested timeline?</p> <ul style="list-style-type: none"> - Weekly detailed elaboration of a work plan: 5 points - Daily detailed elaboration of a work plan: 5 points - The schedule is realistic and meets the assignment timeframe: 20 points 	30
2.10	<p>How well-elaborated is the strategy of counselling and mentoring to the enterprises and Business Development Service institutions in place?</p> <ul style="list-style-type: none"> - On a monthly basis counselling and mentoring mechanism: 5 points - On a weekly basis counselling and mentoring mechanism: 10 points - On a daily basis counselling and mentoring, with institutionalization/sustainability in place: 20 points 	20
2.11	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</p>	30
2.12	<p>Does the proposal provide a strategic partnership/collaborative approach with a wide range of stakeholders, with a mechanism of local resource mobilization?</p> <ul style="list-style-type: none"> - In one stage, there is a collaboration with the key stakeholders: Points 5; - In several stages, there is a collaboration with the stakeholders: Points 10; - Effective use of the existing or new multi-stakeholder coordination mechanism for oversight and decision making in each project site – by strengthening their capacities: Points: 30 	30
2.13	<p>Does the proposal provide a clear exist strategy, with a well-designed institutionalization of good practices for sustainability?</p>	20
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	<p>Head of project team - Experience in overall project management, especially in business development projects in fishery sector (3-4 years: 10 points; 5-6 years: 20 points; 7 years and more: 25 points)</p> <p>Note: If no project management in fishery business development area, then 5 points will be removed from the total scored points.</p>		25
3.2	<p>Experience in the implementation of projects/ programmes/ provision of grants or revolving funds to finance business plans and enterprise development, especially in fishery business development (3-4 years: 10 points; 5-6 years: 20 points; 7 years or more: 25 points.)</p> <p>Note: If no fishery business development experience, then 5 points will be removed from the total scored points)</p>		25
3.3	Higher education in economics, management, entrepreneurship, business administration or related field (Bachelor degree: 2 points; Master's degree (or equivalent): 3 points; PhD or higher: 5 points)		5
3.4	Language proficiency (Fluent in English, with Somali intermediate level: 3 points; English and Somali fluent: Point 5 points)		5
	Interim score according to criteria 3.1 – 3.4		60
	Other Expert – Entrepreneurship Expert 1		
3.5	<p>Experience in enterprise development or local economic development for supporting entrepreneurship in fishery sector (3-4 years: 15 points; 5-7 years: 20 points; and 8 years or more: 25 points)</p> <p>Note: If no fishery sector: Points: 0</p>		25
3.6	<p>Experience in the assessment of business plans, as part of the projects on grant management, enterprise development and related services in fishery sector (1 project: 15 points; 2 projects: 20 points; 3 projects or more: 25 points)</p> <p>Note: If no fishery sector experience: Points: 0</p>		25
3..7	Higher education in economics, management, entrepreneurship, business administration or related field – certificate in fishery sector is an asset (Bachelor's degree or equivalent: 3 points; Master's degree: 7 points; PhD or higher: 10 points)		10
	Interim score according to criteria 3.5-3.7		60
	Other Expert – Finance Expert		

3.8	Experience in financial management in the implementation of projects/programmes/ provision of grants or revolving funds to finance business plans (3-4 years: 7 points; 5-6 years: 10 points; 7 years and more: 15 points		25
3.9	Experience in the provision of financial/ accounting reporting to international technical assistance organizations or to other donors/ customers (2-3 years: 7 points; 4-5 years:10 points; PhD or higher: 10 points)		25
3.10	Higher education in financial management, accounting or related field (Bachelor's degree or equivalent: 5 points; Master's: 7 points, and PhD or higher: 10 points.		10
	Interim score according to criteria 3.8-3.10		60
Total Section 3			180

Section 5. Terms of Reference

A. Title: Enterprise Development in Fishery Sector for Youth in Berbera

B. Project Description

The proposal on enterprise development in fishery sector is part of the ongoing Joint Programme on Youth Employment, in which the UN agencies, such as UNDP, FAO, ILO, UN-Habitat and UNIDO, have been working together with relevant stakeholders to create job opportunities for youth and women. Majority interventions of the programme focuses on the value chain development, which aims at improving the long-term potential for growth, productivity and creating employment opportunities in high potential economic growth sectors, such as agriculture, fisheries, livestock, construction, hospitality and renewable energy, involving youth as the agents of positive change. It promotes employability and jobs creation for the disadvantaged, unemployed and underemployed youth, including women, in economically potential sectors.

In 2017, UNDP-FAO joint partnerships for the youth employment programme has empowered disadvantaged communities by conducting dry fish consumption campaigns, led by four Trainers from TVET institutions in Bosasso. The campaigns have built market linkages in Armo, Qardho, Ufeyn, Garowe, Galkayo and Galdogob in Puntland. During the community campaigns, there was promotion of dried fish consumption, with dried fish cooking demonstrations, where 2,192 meals were prepared and distributed in the six inland cities. Every meal was distributed with a pamphlet, advocating fish nutritional value and cooking recipes.

During the fish value chain analysis, undertaken by UNDP in collaboration with FAO, access to microfinance is one of the major constraints, facing by the fisherfolks, in setting up their businesses as well as overall development in fishery sector. There are no facilities available for the fisherfolks to avail microfinance. On the other hand, fishery sector is also highly underdeveloped, although it has great potential for contributing to reducing poverty and contributing to economic growth. Given that the region has over 3,300 K.M. coastal line with the Indian Ocean, there is no encouraging data available on the percentage of people, engaged in their livelihoods in fishery sector.

In 2017, FAO commenced the Seed Capital as the “tools” of market development initiative. 12 Trainers from TVET institution were engaged in providing training to the fisherfolks/ communities in fish processing and packaging. They were also supported in building market linkages in six major inland cities as well as promoting dried fish, through cooking demonstrations. More than 120 youth/beneficiaries, under the Youth Employment Programme were provided with “tools” in Bossaso by the end of December 2017. FAO and ILO provided skills training to these fisherfolks in Bossaso, Berbera and Kismayo districts.

UNDP, through this proposal, has a plan to set up revolving funds/grants mechanism, provide revolving funds to **6 existing or new youth groups, comprising 30 youth (15 women), in setting up their enterprises in fishery sector in Berbera (30 youth in 6 enterprises)**. Additionally, the capacities of one Business Development Services (BDS) organizations in Berbera will be developed by providing grants/seed funds; and they will be involved in providing longer-term business development support to 6 enterprises to be set up. Legally registered community business entities or registered youth groups, who have already received FAO-ILO skills training, will receive revolving funds for this purpose. **FAO, being part of the advisory committee, will provide overall technical support to the initiative.** The fish processing facilities, constructed or to be constructed in these districts by UNDP and equipped by FAP, will be used by the selected fisherfolks in setting up their enterprises.

Overall Objective:

Promoting long-term jobs creation amongst the youth and women through provision of grants and enterprise development in fishery sector

Scope of work, Approach and methodology:

The scope of work shall, including but not necessarily, be limited to the following, with approval and in close coordination with UNDP/ ERD/YES Programme:

Output #1: 6 youth groups, comprising of at least thirty (30) youth, who trained in FAO/ILO-supported fishery and business skills development training, received micro-grants/ revolving funds to set up their businesses in Berbera (30 youth).

- 6 Youth groups, comprising of 30 youth for receiving micro-grants/ revolving funds and setting up their businesses, will be selected amongst the youth who have successfully completed the ILO/FAO-supported fishery training programme in the selected localities.
- The multi-stakeholder coordination/advisory committee and Technical Committee are to be set up and functional in each project site for a consultative process in effective planning, implementation and management of the project
- A transparent grants mechanism is to be developed, agreed and implemented in a consultative process
- Call for business plans to be invited from the youth who have already been trained in fishery and business development skills. For this, technical support is to be provided to the youth groups
- The proposals/ business plans are to be reviewed by the multi-stakeholder Technical Committee in each location and approved 6 business plans of 6 youth groups (at least 30 youth and women).
- E-profiling format will be developed and agreed and the selected youth and their groups will be enrolled in the e-profiling
- For the enterprise development, the selected youth are to be registered at the concerned local authority, under the law
- A MoU is to be developed and agreed; and it will be used for signing the agreement between the youth group, service provider and the selected BDS institution of the relevant areas, endorsed by UNDP.
- Based on the signing of MoUs, the micro-grant/revolving funds, amount to US \$5,000 will be disbursed to each registered/ selected youth group to their bank accounts in several instalments, based on their performance/progress in setting up the businesses in their respective locations. For 6 youth groups, a total amount of US \$ 30,000 (\$5,000/youth group x 6 enterprises) will be disbursed, once the groups registered in the government authority and opened bank accounts in the names of their businesses. Service Provider will transfer the funds to the registered, selected youth groups/ enterprises.
- Payments will be made directly to the registered youth groups in instalment basis, based on the specific deliverables to deliver, with timelines. The Service Provider has to include a set of deliverables to be delivered by selected youth groups with timelines in the MoU to be signed by Youth Group, Service Provider and selected BDS institution. It will be closely monitored by Service Provider and BDS institution.
- Mentoring and counselling to the youth group on business development and grants/ revolving funds management are to be provided on daily basis by the service provider.

Output #2: One existing non-profit organizations/institutions, selected and their capacities in business development services developed in Berbera

- In consultation with the multi-stakeholder committees (both technical and advisory), formed in each project location, develop and finalize the criteria for selection of BDS institution.
- Invite the call for proposals from the qualified service providers from each location. The proposals will be reviewed recommended by the technical committee and will be approved by the advisory committee for the selection of the BDS institution.
- Develop MoU and agreed at the committees and use it in signing agreement with the selected BDS institution to provide technical, mentoring, counselling support to the youth enterprises to be developed.
- After the signing of the MOU, make available of US \$5,000 to the BDS institution in Berbera, in training/business capacity development, equipment, monitoring and other expenses. The service provider is required to provide all the support to the selected 1 BDS institution, which will enable the BDS institution to support the enterprises in business development for a longer period (at least 1 year).

Output #3: Six (6) enterprises, involving 30 youth (Berbera: 30 youth) who received training and micro-grants/ revolving funds in fishery sector, set up and functional in Berbera

- The service provider, in collaboration with the BDS institution in 1 localities, will support the 6 youth groups for setting up their businesses in line with the approved business plans (6 in Berbera)
- The UNDP constructed or going to construct the Fish Processing Facilities –2 in Berbera – will be used for the fish enterprise purposes
- Provide the business management, including financial management and **procurement of equipment**, for the enterprises
- Service Provider and BDS institution will assist the registered youth in **procuring fishery equipment and other tools/assets from local markets** – this will also stimulate the local economy, as the grants/revolving funds be transferred directly to the selected youth groups/ enterprises
- The service provider, in collaboration with 1 institution, will provide support to market the products and services for 6 enterprises
- The service provider will provide regular mentoring, counselling and other technical support to resolve the prevailing issues, bottlenecks and mitigate risks. In this case, the BDS institution will provide longer term support (1 year and over) to the youth enterprises.

Beneficiary/Youth Selection Criteria:

The service provider will develop and use a transparent process for the selection of beneficiaries. The interested youth beneficiaries are to be selected, based on the selection criteria, having taken into consideration of the following: (a) the youth need to complete FAO/ILO supported training course successfully in fishery sector and business development skills in Berbera, (b) the poorest of the poor households who are unemployed or underemployed, (c) under the age group between 15 - 29 years, (d) have some experience along the fish value chain, (e) households with little income sources with difficulties in maintaining livelihoods, (f) female-headed and large households, (g) the persons with disabilities and Internally Displaced Persons (IDP), and (h) have great interest to set up their businesses in fishery, are to be given priority. The 'Do No Harm' principles will be applied during the selection process.

Geographic Locations and Target beneficiaries:

#	Location	Target beneficiaries
1	Berbera	30 youth (50% women)
	Total	30 youth

Deliverables, Schedules, Expected Outputs and Target Completion

#	Outputs and Main Activities	Deliverables	Timeframe (represented in Months (M))					
			M1	M2	M3	M4	M5	M6
Output #1: Six youth groups/ enterprises, comprising of at least thirty (30) <i>youth who completed FAO/ILO-supported training in fishery and business management skills, received micro-grants/ revolving funds to set up their businesses in Berbera.</i>								
Indicators: Quality of grant/revolving funds mechanism and its acceptance; Number of youth groups/cooperatives or youth (disaggregated by sex, location and vulnerability) received micro-grants/ revolving funds; amounts of grant received by each group/youth; and utilization of micro-grants/ revolving funds; registration of the youth cooperatives; and e-profiling of the youth and their cooperatives.								
Target: An agreed upon grant/revolving funds mechanism in place and implemented effectively; Six (6) youth groups/cooperatives, comprising of 30 youth (15 women), received micro-grants/ revolving funds to set up 6 micro-enterprises in fishery sector in Berbera (6).								
1	Develop grant/ revolving funds management mechanism, eligibility criteria for the selection of youth to be eligible for micro-grants as well as agree on the proposal/business plan template, in a consultative process	Grant/revolving funds management mechanism in place; Eligibility criteria for the selection of youth groups and business plan template developed and agreed	X					
2	Invite call for business plans/ proposals from the youth groups who are eligible for the micro-grants and business development, through all the available media – online, TV, newspapers, radio and other means.	Business plans from the eligible youth received	X					
3	Provide technical support to the youth groups in developing business plans, through consultative meetings, workshops	Technical support provided to youth groups for developing more than 6 business plans	X					
4	Review the business plans through independent multi-stakeholder technical committee and select 6 plans from 6 youth groups who are meeting the criteria and follow the standard business plan – UNDP has vetting right of the selection process.	6 Business plans from 6 youth groups selected to support	X					
5	Develop e-profiling template as well as register and manage the selected youth/ groups in e-	E-profiling of selected groups/youth		X				

	profiling system for tracking their progress in business development	developed and managed						
6	Register the selected youth who will receive grants, with the concerned authorities, for setting up enterprises, by fulfilling the requirements and opening bank accounts in the name of enterprises to be set up	Selected youth groups registered within the government system		X				
7	Sign MoUs with 6 registered youth groups/ enterprises and disburse a total micro-grant/revolving funds of US \$ 30,000 (\$5,000/group/enterprise x 6 groups) in instalment basis to them, while the groups will be setting up their businesses, in different phases, upon completion of certain deliverables within timelines satisfactorily – this needs to be reflected in the MoU to be signed by Youth Group, Service Provider and assigned BDS institution. It will be closely monitored by Service Provider and BDS institution.	MoUs signed and micro-grants disbursed in instalment basis to the selected groups, based on the progress in setting up their respective enterprises		X	X	X	X	
8	Provide business mentoring and counselling services to the selected youth groups	High quality mentoring and counselling services in business development provided to youth groups		X	X	X	X	X
<p>Output #2: The capacities of one (1) existing non-profit organizations/institutions in business development services developed in Berbera</p> <p>Indicators: Number of organizations selected, their registration, mandates, achievements, reputation and locations; capacity of the selected organizations in business development services at the pre-selected and post-selected periods; quality and quantity of resources received and their usage</p> <p>Target: Capacity of one existing non-profit organizations/institutions in business development services developed in Berbera</p>								
1	Select the criteria and invite the call for proposals, select 1 registered organizations in Berbera for providing Business Development Services (BDS) to the fishery enterprises that will be set up	Selection criteria developed and agreed; and the registered BDS organization selected in 1 location	X					
2	Signed MOU with the selected registered organizations for	MoU signed with the selected BDS organization		X				

	providing services to the enterprises							
3	Assess the capacity of the selected organizations and develop/fill the capacity of the BDS by providing training, equipment and monitoring and other supports, based on the capacity gaps assessment (\$5,000/organization x 1 = \$5,000)	Assessment report of the capacity of the BDS developed, and the critical capacity gaps filled by developing a proposal for providing skills training, human resources/ assets		X	X	X		
4	Develop working relationship with the selected BDS and introduce with the selected youth enterprises that received or to be received grants	Working relationship with the BDS developed and the selected 6 youth groups/ enterprises developed working relationship.			X	X	X	X
<p>Output #3: Six (6) enterprises, involving 30 youth (Berbera: 30) who received training and micro-grants/ revolving funds in fishery sector, set up and functional in Berbera</p> <p>Indicators: Number of youth (disaggregated by sex, geographical location, age, vulnerability) self-employed; number of enterprises set up and functional (location wise); amount earned by the employed women and men; quality of micro-enterprise management; sustainability of the businesses; and earnings of the employed youth</p> <p>Target: 6 enterprises set up and functional; 30 youth, including 15 women, self-employed in Berbera and adequate earnings of the youth and their proper usage.</p>								
1	Assist youth groups in securing the premises, procuring the necessary tools and equipment for their enterprises, through BDS institution	Appropriate and adequate tools, equipment and business spaces secured			X	X		
2	Set up 6 enterprises in Berbera (through BDS)	6 enterprises set up and functional		X	X			
3	Provide business management skills, mentoring and counselling to the selected youth groups, through the BDS institution	Youth improved their knowledge and skills in business management skills	X	X	X	X	X	X
4	Assist the enterprises in marketing their products and services, through the BDS institution	The products and services of the enterprises marketed		X	X	X	X	X
5	Monitor the enterprises and their management system, track the progress and provide necessary advices to resolve the challenges, bottlenecks, and risks, through the selected BDS institution.	Enterprises monitored, challenges and bottlenecks resolved, risks managed.		X	X	X	X	X

Key Performance Indicators;

Output #1: Six youth groups/ enterprises, comprising of at least thirty (30) *youth who completed FAO/ILO-supported training in fishery and business management skills, received micro-grants/ revolving funds to set up their businesses Berbera.*

Indicators: Quality of grant/revolving funds mechanism and its acceptance; Number of youth groups/cooperatives or youth (disaggregated by sex, location and vulnerability) received micro-grants/ revolving funds; amounts of grant received by each group/youth; and utilization of micro-grants/ revolving funds; registration of the youth cooperatives; and e-profiling of the youth and their cooperatives.

Output #2: The capacity of one (1) existing non-profit organization/institution in business development services developed in Berbera

Indicators: Number of organization selected, their registration, mandates, achievements, reputation and locations; capacity of the selected organization in business development services at the pre-selected and post-selected periods; quality and quantity of resources received and their usage

Output #3: Six (6) *enterprises, involving 30 youth (Berbera: 30) who received training and micro-grants/ revolving funds in fishery sector, set up and functional in Berbera*

Indicators: Number of youth (disaggregated by sex, geographical location, age, vulnerability) self-employed; number of enterprises set up and functional (location wise); amount earned by the employed women and men; quality of micro-enterprise management; sustainability of the businesses; and earnings of the employed youth

E. Governance and Accountability

Reporting arrangement:

Under the direct supervision of the UNDP Area Managers, Joint Programme on Youth Employment (YES) and overall guidance of the Project Manager and day-to-day working relationship with other staff of JP YES, the service provider is required to undertake the tasks and responsibilities to achieving the outputs in effective and efficient manner in Berbera. In this respect, the service provider will be working with the UNDP YES Programme staff on daily basis.

Coordination committee at project sites:

The service provider will form a new or strengthen the existing **multi-stakeholder advisory committee**, comprising the representatives of MOLSA (Chair), MOY&S, Ministry of Fisheries and other relevant ministries, Office of the Mayor, private sector, i.e. MSME and Chamber of Commerce, youth/women associations, UNDP, FAO, ILO and others, in each location. The service provider will use this committee in each location for developing criteria and selection of youth as well as overall planning and implementation of activities. For the review and selection of youth groups and their business plans, the service provider, at the advice of the above advisory committee, will form a **multi-stakeholder Technical Committee**, comprising the representatives of relevant organizations and institutions, including the Business Development Services (BDS) organization to be selected. Enhance community participation, local resource mobilization and collaboration with all stakeholders to ensure sustainability and cost effectiveness of the project will be given consideration. The service provider/contractor will share the progress of the project implementation and all other relevant information with the advisory committees and seek their support.

Implementation and Monitoring

- UNDP will provide adequate project execution backstopping to the service provider in the region. The service provider, in coordination with the UNDP Project Staff, will monitor and report on all project activities;
- Regular monitoring of the approved sub-project, which will include progress of reports.
- Periodical monitoring and mentorship visits to the sub-project sites will be undertaken by UNDP, other UN Agencies and/or their partners during and after project implementation, and the feedback will be shared with the implementing institution. The monitoring of activities should be properly documented in monitoring reports and forms, which will form an integral part of the project documentation;
- Oversee and administer all payments requested and effected within the project;
- Inform and advise UNDP on all issues relating to and/ or potentially affecting project implementation;
- Keep logs of issues pertaining to project implementation as well as the general security of the given area.

Reporting and Visibility:

As part of the technical proposal, the service provider/organization is required to propose comprehensive reporting and visibility plan of action with methodology, channels, approach, capacities (like communication person) in order to provide sufficient reporting and visibility for UNDP and its donors. UNDP requires the following minimum report and visibility:

- Monthly progress narrative reports with financial status
- Ad-hoc reports: Upon the request of UNDP
- Pictures, videos, press releases, etc.
- Success stories and case studies
- Bi- monthly newsletter including progress of project activities, success stories and case studies
- Project signboards, banners, t-shirts, posters and wall stickers
- Final financial report and final narrative/substantive report, reflecting results against the targets set, challenges/issues, risks, lessons learned, best practices, roles of various stakeholders - reporting template will be provided by UNDP project team. Photos and videos showing the development in the project progress (before, during and after).

Accounting, Filing and Data Entry

- Set-up and maintain a separate project filing system, both physical and electronic, and keep all relevant papers, documents, such as payment requests and receipts, voucher, invoices attendance sheets, monitoring reports, pictures, video clips, and progress and final reports;
- Set-up and maintain a project accounting system and track project payments within that system. Maintain the inventory lists of the items purchased for the projects and handover documentation.
- The service provider's financial books/documents related to the subproject are subjected for auditing upon the request of UNDP within a maximum period of 5 years after completion of the project. So, it is the responsibility of the service provider to keep and maintain these books during this period.
- UNDP contribution will be paid as per agreed risk mitigation and engagement plan annexed to the agreement.

Service provider's administration and management

- Ensure the safety and security of staff working for the service provider;
- Ensure that the equipment and assets procured under the project by the service provider are maintained properly and are kept and administered in line with UNDP Rules and Regulations;
- Monitor staff movements, their attendance and leave records, work plans, and ensure timely and correct salary payments.

Knowledge and Skills Sharing for Capacity Building

- Participate actively in local coordination meetings, and share knowledge and skills amongst the stakeholders, including local authorities and communities;
- Participate in the workshops, seminars, training and meetings, for upgrading Knowledge and skills, exchange of best practices and lessons learned.

Language

All reports, surveys and other written project documentation produced by the Service Provider will be drafted in English. All written and oral communications between UNDP and the service provider's staff will take place in English.

F. Duration of the Work

Project implementation is for a period of **six months**. In the 1st month, the service provider will prepare for launching of the grant scheme. From the 2nd month, the selected youth groups (30 youth), having received grants, will start to set up their enterprises. In 3rd month of the project implementation, the enterprises are expected to be operational. The business mentoring and counselling of youth as well as monitoring of activities will continue side by side with the enterprise development and these will end at the end of the project implementation.

G. Location of Work

The project will be implemented by the Service Provider in, **Berbera**.

H. Professional Qualifications of the Successful Service Provider at Various Levels

The consultancy firm must be international or national organization - private company or firm, NGO, or association - with official registration in the concerned authority of the country. The service provider team members must have the experience, qualifications and competencies, as follows:

- Must have at least 3 years of experience in effective MSME/business development, grants/ revolving funds management and business development services, especially for youth and women;
- Prior experience in setting up MSME/businesses in the area of fishery sector will be a distinct advantage;
- The organization must be registered with the government authority of the country of incorporation;
- The Service Provider must deploy Project Head/Project Manager (1), Technical and/ entrepreneurship development experts, with grant management specialization (1), , financial experts (1)
- They must have minimum qualifications, as follows:
Project Head/Manager, Entrepreneurship and Grant Management Experts, Business Development Experts: Master's degree, Bachelor's degree in Economics, Business Administration, Enterprise Development or Private Sector Development or related field, with at least 5 years' experience in project planning, management, business development, grant/ revolving funds management, skills training, mentoring/counselling, business development services, labour-based market study, especially in the areas of fishery and business management.
- Financial Expert: should have at least Bachelor's degree in finance, accounting or related qualification, with at least 5 years of experience in managing finance in a large non-profit, international NGO or bilateral or multilateral agencies

- Project administrative assistant: should have at least Bachelor's degree, with at least 5 years of experience in supporting project administrative related activities in non-profit, international NGO, or private firm.
- Experience in monitoring and evaluation (M&E) of activities, documentation, reporting and excellent problem-solving skills.
- Experience working with the stakeholders, such as governments, private sector and civil society at all levels
- Hands-on experience in developing consensus in a consultative process.
- Have familiarity with the project locations and their stakeholders
- The team members should be proficient in Somali and English
- Hands-on experience in developing database or e-profiling system
- Knowledge of MS Office – Word, Excel and PPP and internet and their application in teaching practices.

I. Scope of Proposal Price and Schedule of Payments

Tranche #	Deliverables	Payment to be made (USD)	%age	Timeframe
1	<p>BDS Capacity Development: Selection criteria developed and agreed; and the registered BDS organization selected in Berbera; MoU signed with the selected BDS organization; Assessment report of the capacity of the BDS developed; The critical capacity gaps of the BDS filled, by providing financial technical/training and assets support –BDS institution received a grant of \$5,000; Working relationship between service provider/contractor with the BDS institution developed.</p> <p>MSME Development: Grant/ revolving funds management mechanism in place; Eligibility criteria for the section of youth groups and business plan template developed and agreed; Business plans from the eligible youth received; Technical support provided to youth groups (5 youth/each group) for developing more than 6 business plans; 6 Business plans from 6 youth groups (in Berbera) selected to support; E-profiling of selected groups/youth developed and managed; the selected 6 youth groups/enterprises developed working relationship with the the BDS institution in Berbera; and submission of the progress reports, indicating progress towards targets, with pictures.</p>		30	At the end of 2nd month from signing of contract
2	<p>MSME Development: MoUs signed and micro-grants of total US \$30,000 (\$5,000/group/enterprise x 6 enterprises), disbursed in instalment basis, to the selected groups, based on the progress in setting up their respective enterprises in instalment basis; High quality mentoring and counselling services in business development provided to youth groups; Capacity development initiatives for the BDS undertaken; Working relationship between the MSME and the BDS</p>		60	Third month from signing of contract

	institutions in the rising trend; and submission of the progress reports, indicating progress towards targets, with pictures			
3	6 enterprises set up and functional; Youth improved their knowledge and skills in business management skills; The products and services of the enterprises marketed; Enterprises monitored, challenges and bottlenecks resolved, risks managed; and submission of the final project report, indicating achieving the set targets/results, with pictures		10	At the end of the project implementation (at the end of 6 th month)
	TOTAL:		100%	

J. Recommended Presentation of Proposal

The Request for Proposals are invited from the suitable party, with the explanation of the following contents:

- Background
- Methodology
- Work Plan, indicating the activities against each output, with indicators of performance, targets and the timeframe.
- Institutional capacity of the service provider to implement the project activities (human resources, assets, facilities, knowledge, skills and competencies, etc.)
- Detail breakdown of budget requirements

K. Criteria for Selecting the Best Offer

The proposals will be evaluated based on: 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%.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			

Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Organization's project financial management capacity to set up and manage grant funds, including revolving funds as well as disburse grant funds on the basis of further reimbursement by UNDP
- 1.3 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Relevance of specialised knowledge, experience on similar programmes and organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered. Are different components of the project adequately weighted relative to one another?
- 2.2 Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?
- 2.3 How well-elaborated and robust is the information and awareness raising campaign strategy to promote the small grants project implementation?
- 2.4 How well developed is a system of feedback and communication with applicants and grantees?
- 2.5 How well-developed is a proposed approach to the process of evaluation of business plans?
- 2.6 How well-developed and robust is the methodology for monitoring and evaluation of implementation of project having received funds?
- 2.7 How well-developed and realistic is the mechanism of funds provision to grantors?
- 2.8 How well-developed and realistic is the proposed grant/revolving funds returning procedure in case where a grantee violates or does not implement in full scope the terms of the agreement?

- 2.9 How well-elaborated is the proposed plan of work and suggested timeline?
- 2.10 How well-elaborated is the strategy of counselling and mentoring to the enterprises and Business Development Service institutions in place?
- 2.11 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?
- 2.12 Does the proposal provide a strategic partnership/collaborative approach with a wide range of stakeholders, with a mechanism of local resource mobilization?
- 2.13 Does the proposal provide a clear exist strategy, with a well-designed institutionalization of good practices for sustainability?

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

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

References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices – Berbera

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees – Berbera

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
	Project manager			
	Entrepreneurship expert 1			
	Entrepreneurship expert 2			
	Finance associate			
	Project assistant			
	Project manager			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs - Berbera

Description	UOM	Quantity	Unit Price	Total Amount
Micro Grant/Revolving Fund Pool 1 – Youth Groups (6)				US\$ 30,000
Micro Grant/Revolving Grant fund Pool 2 - Business Development Services (BDS)				US\$ 5,000
Grants Administration (monitoring of projects)				
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Accommodation				
Daily allowance				
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Rent (if applicable)				
Communication charges (telephone)				
Internet				
Consumables for office				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity - Berbera

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1 - Selection criteria developed and agreed; and 1 registered BDS organizations selected in Berbera; MoU signed with the selected BDS organization; Assessment report of the capacity of 1 BDS developed; The critical capacity gaps of the 1 BDS filled, by providing financial technical/training and assets support –BDS institution received a grant of \$5,000; Working relationship between service provider/contractor with 1 BDS institution developed.				

<p>MSME Development: Grant/ revolving funds management mechanism in place; Eligibility criteria for the section of youth groups and business plan template developed and agreed; Business plans from the eligible youth received; Technical support provided to youth groups (5 youth/each group) for developing more than 6 business plans; 6 Business plans from 6 youth groups in Berbera selected to support; E-profiling of selected groups/youth developed and managed; the selected 6 youth groups/enterprises developed working relationship with the 1 BDS institution in Berbera; and submission of the progress reports, indicating progress towards targets, with pictures.</p>				
<p>Deliverable 2 - MSME Development: MoUs signed and micro-grants of total US \$30,000 (\$5,000/group/enterprise x 6 enterprises), disbursed in instalment basis, to the selected groups, based on the progress in setting up their respective enterprises in instalment basis; High quality mentoring and counselling services in business development provided to youth groups; Capacity development initiatives for 1 BDS undertaken; Working relationship between the MSME and 1 BDS institution in the rising trend; and submission of the progress reports, indicating progress towards targets, with pictures</p>				
<p>Deliverable 3 - 6 enterprises set up and functional; Youth improved their knowledge and skills in business management skills; The products and services of the enterprises marketed; Enterprises monitored, challenges and bottlenecks resolved, risks managed; and submission of the final project report, indicating achieving the set targets/results, with pictures</p>				
.....				