



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

UNDP RBEC IRH	DATE: 02 August 2018
	REFERENCE: UNDP-IRH-RFP-2018-07-AfT

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Identification of Green Value-Added Products and Assessment Of Related Value Chains.

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

Proposals may be submitted on or before Friday, August 17, 2018 via email to the address below:

United Nations Development Programme
Procurement IRH
procurement.irh@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected.

Your Proposal must be expressed in **English**, and valid for a minimum period of **120 days**.

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Andrey Pogrebnyak
Operations Advisor
8/2/2018

Description of Requirements

Context of the Requirement	<p>During the past four years the Aid for Trade project in Central Asia has been working in three Central Asian countries supporting over USD 400 million in exports, the creation of 1000 jobs and leveraging export and SME finance for more than USD 14 mln.</p> <p>Identification of green added value products and assessment of related value chains</p>
Implementing Partner of UNDP	UNDP Aid for Trade project
Brief Description of the Required Services ¹	<p>I. Identification of green added value products (goods and services) in Tajikistan and Kyrgyzstan.</p> <p>II. Assessment of potential added-value products and their value chains</p>
List and Description of Expected Outputs to be Delivered	<p>Deliverables for part A:</p> <p>Deliverable 1 – Desk review of existing reports and data.</p> <p>Deliverable 2 - Report on major production pockets.</p> <p>Deliverable 3 – Report on identified 10 products by each country</p> <p>Deliverable 4 – Report on identified barriers and recommendations to overcome.</p> <p>Deliverables for part B:</p> <p>Deliverable 1 – Report: Assessment of three target export markets for identified value chains</p> <p>Deliverable 2 – Report: Assessment of the value chains:</p> <p>Deliverable 3 - Report: the policy and institutional environment</p> <p>Deliverable 4 – SWOT analysis of the chain on the basis of previous points and main summary</p>
Person to Supervise the Work/Performance of the Service Provider	<i>AfT project manager</i>
Frequency of Reporting	<p>As per deliverable time frame in the TOR</p> <p>Deliverables for part A:</p> <p>Deliverable 1 – 2 weeks after the start of the contract</p> <p>Deliverable 2 - 4 weeks after the start of the contract</p> <p>Deliverable 3 – 5 weeks after the start of the contract</p> <p>Deliverable 4 – 6 weeks after the start of the contract</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Deliverables for part B: Deliverable 1 – 7 weeks after the start of the contract Deliverable 2 – 10 weeks after the start of the contract Deliverable 3 – 10 weeks after the start of the contract Deliverable 4 – 11 weeks after the start of the contract																				
Progress Reporting Requirements	Programmatic and financial reporting must conform to the requirements specified in the Contract and Annexes, signed between the contractor and UNDP. In addition, the contractor will be responsible for the timely collection of all necessary documents, such as documents on purchasing, account invoices, receipts, payroll records and other documents that confirm the legality of expenditures. In addition, the Contractor should provide to UNDP all photos and other visual materials collected/made during this project. Printed and electronic versions of reports should be delivered to UNDP. Electronic version of the report should be saved as MS Word. All reports must be typed in ARIAL, size 11, size A4. The title page, with the title of the project and the author, should contain the logos UNDP and donor.																				
Location of work	<input checked="" type="checkbox"/> Exact Address/es Tajikistan: Dushanbe, Sughd and Khatlon regions. Kyrgyzstan: Bishkek, Issykul, Osh. <input checked="" type="checkbox"/> At Contractor's Location																				
Expected duration of work	10-16 weeks																				
Target start date	20 August 2018																				
Latest completion date	25 November 2018																				
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Tajikistan</td><td>2 days Dushanbe, 3 days Sughd, 1 day Khatlon</td><td>VC assessment</td><td>3 weeks after start of contract</td></tr> <tr> <td>Kyrgyzstan</td><td>2 days Bishkek, 2 days Issyk, 1 day Osh</td><td>VC assessment</td><td>3 weeks after start of contract</td></tr> <tr> <td>Tajikistan</td><td>2 days, Dushanbe</td><td>Validation event</td><td>8 weeks after start of contract</td></tr> <tr> <td>Kyrgyzstan</td><td>2 days, Bishkek</td><td>Validation event</td><td>8 weeks after start of contract</td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Tajikistan	2 days Dushanbe, 3 days Sughd, 1 day Khatlon	VC assessment	3 weeks after start of contract	Kyrgyzstan	2 days Bishkek, 2 days Issyk, 1 day Osh	VC assessment	3 weeks after start of contract	Tajikistan	2 days, Dushanbe	Validation event	8 weeks after start of contract	Kyrgyzstan	2 days, Bishkek	Validation event	8 weeks after start of contract
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Special Security Requirements	N/A																				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities (<u>only for 2 validation events</u>)																				

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services (Part A and B CVs to be separated)	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Part A, dev 1	5	2 weeks after the start of contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Part A, dev 2	10	4 weeks	
	Part A, dev 3	25	5 weeks	
	Part A, dev 4	10	6 weeks	
	Part B, dev 1	5	7 weeks	
	Part B, dev 2	10	10 weeks	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<table><tr><td>Part B, dev 3</td><td>25</td><td>10 weeks</td></tr><tr><td>Part B, dev 4</td><td>10</td><td>11 weeks</td></tr></table>	Part B, dev 3	25	10 weeks	Part B, dev 4	10	11 weeks
Part B, dev 3	25	10 weeks					
Part B, dev 4	10	11 weeks					
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	AfT project manager						
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Services						
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.						
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%/70 points)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 15 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 15 points</p> <p><u>Financial Proposal (30%/ 30 points)</u></p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. The Proposer shall seal the Proposal in one outer and two inner envelopes. Both inner envelopes shall indicate the name and address of the Proposer. The first inner envelope shall contain the information specified in Annex 2 (Proposal form), with the duly marked “Technical Part”. The second inner envelope shall include the price schedule duly identified as such with the duly marked “Financial Part”.</p> <p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70%.</p> <p>The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the price proposal of all contractors, who have attained minimum 30% score in the price evaluation, will be compared. The contract will be awarded to the Contractor who obtained highest Combined Score.</p>						

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Deadline for Submission of Proposals	Friday, August 17, 2018
Method for Submitting Proposals	<p>Proposers are requested to submit their Technical and Financial offers in pdf format to the email address (procurement.irh@undp.org) given at page 1 - Letter part of this document.</p> <p>Proposals submitted by email must be limited to a maximum of ten (10) MB, virus-free and no more than three (3) email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected.</p> <p><u>Description:</u></p> <p>Please ensure that Financial Proposal part of RfP will be secured/encrypted by a password and will be provided upon the request from Proposer. Please do not share your password protected pdf format Financial Proposal before you are asked to so.</p> <p>Proposers, who are invited to send the Financial Proposal document password, are found Technically Compliant. Financial Proposal documents which are not secured/encrypted by a password will not be accepted. Password is only applicable for Financial Proposal. Technical proposals will not be password protected.</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Procurement IRH</i></p> <p>procurement.irh@undp.org</p> <p>All clarification requests must be sent 5 days prior to deadline of tender.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	The Proposal should include Methodology of implementation with detailed Working plan and clear Budget on proposed activities.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location]

[insert: Date]

To: UNDP RBEC IRH, Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated **8/2/2018**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable

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

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

C.

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Part A, deliverable 1	5	
2	Part A, deliverable 2	10	
3	Part A, deliverable 3	25	
4	Part A, deliverable 4	10	
5	Part B, deliverable 1	5	
6	Part B, deliverable 2	10	
7	Part B, deliverable 3	25	
8	Part B, deliverable 4	10	
	Total	100%	

**This shall be the basis of the payment tranches*

D. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				

4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

***GENERAL TERMS AND CONDITIONS FOR
CONTRACTS***

TERMS OF REFERENCE

Sub-project: Identification of green added value products and assessment of related value chains in CA

Code: UNDP-IRH-RFP-2018-07-AfT

Background: UNDP works in more than 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We support countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. The 'Wider Europe: Aid for Trade in Central Asia' is a regional project that supports countries in the region to harvest the benefits of trade for human development.

The transition to a greener and cleaner development path is a global imperative which is explicitly recognized in the recently adopted Sustainable Development Goals. The Goals call for increasing the inclusiveness of economic growth (Goal 8), achieving poverty alleviation and reducing inequality (Goals 1 and 10), while preserving and ensuring sustainability of the environment (Goal 12 Ensure sustainable consumption and production patterns). Trade and productive capacities matter – employment rich productive capacities linked to trade are vital to ensure human development and resilient nations. UNDP supports countries in the Europe and Central Asian region to benefit from the gains of trade and support producers to remain competitive. Growth patterns, however, do not automatically contribute to reducing inequalities within and between countries. The race towards the bottom in terms of prices for low-skilled manufactured goods, as well as primary commodities have left limited maneuvering space for emerging economies. For this reason, the Aid for Trade (AfT) project supports countries and governments to increasingly move into high quality products which allow for easier market entry (lower volumes) and better impact on equality (premium prices).

For the launch of its new phase, the Aid for Trade project is looking for practical solutions to achieve these goals. The main aim is to identify concrete green products with high export and job creation potential, identify possibilities for greening products for these products and implement the identified solutions. The results will feed in the implementation of support to new and existing businesses in the target countries.

Target zones: Sughd and Khatlon regions of Tajikistan and Issyk-Kul and Osh regions of Kyrgyzstan, with special reference to economic centers in the proposed regions.

Objectives:

The overall objective of this sub-project is identification of green added value products and assessment of related value chains in Central Asia.

Part A: Identification of green added value products (goods and services) in Tajikistan and Kyrgyzstan.

Scope of work

Identification of added value products that are employment rich, niche, green and with a high export potential. The preferred option for product identification is green, job-rich and high export potential:

- Environmental sustainability includes the use of WTO green goods list, excluding any products linked to mining activities, or minerals, low quality textile with an explicit preference to low environment impact products to be further defined by the proposer;

- Niche should target narrow segments of markets with premium prices for quality production, and does not necessary focus on mass market production;
- Employment rich refers to labour required input, where labour is not defined by price competition (upward mobility focus);
- Export potential refers to country potential in terms of existing and future production capacity, with special reference to sister products (i.e. where some production capacity exists either directly, or in sister products).

Another important sector is ensuring the integration of mega-trends ensuring that selected products are future proofed. Sectoral focus should be on agribusiness, food processing and services.

Main tasks:

1. Desk review of existing reports and data produced for the Central Asian region to assess export potential of existing and future green products. Propose methodology/criteria to identify products that have high added value with potential for high value segments (quality/uniqueness), high employment potential and that are green. Special attention should be made on assessing megatrends in agribusiness, food processing and services
2. Review and identification of major production pockets, growth potential, market trends and competitiveness of selected products from supply and demand side including its prospects in international market;
3. Investigate the current and potential demand (forecast at least for 5 years) in various market destinations and related price trends matching to production potential in target countries (Kyrgyzstan and Tajikistan):
 - Product space and related high potential products that are green, employment rich and have a high export potential;
 - Existing high-impact production pockets and potential underdeveloped production pockets;
 - Market trends in terms of future products in proximity markets and others (at least three markets);
 - Attribution value for the selection of the products are as follows:
 - Export value
 - Potential export value
 - Smallholder participation
 - Smallholder participation potential
 - Employment
 - Employment potential
 - Replenishment rate
 - Existing market linkages
 - Existing production/processing capacities
 - Competitiveness in terms of quality, uniqueness, prices
 - Proximity to existing transport corridors and logistics bottlenecks
 - Tariff and non-tariff barriers at existing and potential markets
4. Based on the above analysis to recommend at list of 10 products per country that have the highest export potential, are green and employment rich:
 - Identification of five (5) products with low environmental impact, high employment potential, high competitiveness and high export potential, with at least two products requiring low investment and feasible at SME level
 - Identification of five (5) underrepresented niche market products with low environmental impact, high employment potential, high competitiveness and high export potential, with at least two products requiring low investment and feasible at SME level;
 - For each of the products analyze the potential stability of exports across time in target markets
5. Identify main barriers in production and export to markets for each of the identified products, as well as target export markets

UNDP will select five products per country from the long-listed products under part A. of the study

PART B: Assessment of potential added-value products and their value chains

In-depth analysis of selected potential products that are employment rich, green and with a high export potential.

- 1. Assess in at least three target export markets for previously identified 5 products⁹ for each country**
 - a. Identify 3 main markets for these niche products;
 - b. Identify main required standards, consumer preferences, quality requirements, import requirements, authorised laboratories and market access (including transportation) issues
 - c. Develop market profiles for each product for at least three target markets with minimum standards ITC approach;
- 2. Assess the value chains of the 5 selected products:**
 - a. Identification of the main actors and influencers of the selected products and its value chains, as well as main or future production/services clusters/centers, including:
 - i. Producers' and processing entities/organisations' main issues and strength;
 - b. Assess potential environmental (depletion rates and climate change resilience), social and economic impact of the target value chains. Identify weak points in terms of production and processing on all three axes and develop indicators to measure environmental impact (including CO₂, efficiency, etc.) using available tools (such as the Green Value Chain Assessment);
 - c. Assess the organisation and production of the value chain flow and identify bottle necks both for goods and services as identified in the product short-list:
 - ii. At supply level: standards, quality, technology, skills, market access
 - iii. At processing level: standards, quality, technology, skills, input/output pathways and accessibility, market access
 - iv. At sales/export level for target markets: identify production and processing short falls as per requirements identified under 1.c
 - d. Define development measures and low-investment options for target value chains and selected products in line with project budgetary restrictions for at least half the products:
 - i. Special focus on employment generation and low-investment high impact;
 - ii. Assess low investment options for upgrading VC to target high value segments in export markets
 - iii. Provide list of recommendations to match requirements under 1.c
 - iv. Identify other enabling factors
- 3. Assess the policy and institutional environment**
 - a. Determine the existing and potential bottlenecks in the policy environment for each value chain flow (2.c) and provide recommendations and policy enabling measures;
 - b. Identify main stakeholders and major service providers for selected value chains
 - v. Analysis and recommendations for business services for selected value chains including recommendations for institutional and capacity development programmes/measures
 - vi. Identification of other enabling factors (including policy, institutional and infrastructure)
 - c. Determine the degree of consolidation and technological up-take in selected value chains
- 4. SWOT and feasibility analyses of the chains on the basis of previous points with a special focus on the development options for the Aid for Trade project**
- 5. Summary of recommendations**

The Service Provider in section B is expected to liaise with relevant Ministries, especially the Ministry of Economy, trade support institutions such as the Chamber of Commerce, and business associations, sector influencers, producers and processors in Kyrgyzstan and Tajikistan. The Service Provider is also expected to liaise and assess impact along the whole value chain in order to ensure environmental sustainability which might require liaising with

⁹ UNDP will select five products from the long-listed products under part A. of the study

organisations outside of Central Asia. Finally, in terms of export markets, the Service Provider is expected to liaise with market leaders for identified products as well as transportation companies, regulatory bodies for import requirements, standards (quality and regulatory) bodies and re-sellers to identify requirements under part B. The Aid for Trade project will provide organisation support (renting premises, invitation) for the validation events. No other support is planned.

Minimum requirements for consulting company/organization to be contracted:

Type of firm: well established in market research and value chain assessment, with experience in applying SDG approach including a focus on environmental, social and economic nexus in value chain development with a special focus on increasing exports.

Team of expert: the composition of the team of expert is left up to the service provider, however

- a. PART A will require +10 years in trade analysis with proven expertise in high potential product identification, assessing megatrends and linking them to productive capacities in Kyrgyzstan and Tajikistan. Experts will also be required to ensure environmental sustainability, competitiveness as well as employment generation for selected products;
- b. PART B will require experts that are familiar with productive capacities in Kyrgyzstan and Tajikistan ensuring that product identification done under A will be feasible for target countries. Experience in value chain assessments, productive capacities, green goods, market linkages and export capacities in Kyrgyzstan and Tajikistan is required

Minimum recruitment requirements.

Technical experience to be submitted to be divided by part A and B.

Part A:

1. At least 10 years of practical experience in marketing and trade development, with special experience in data assessment, including megatrends. Access to in depth trade statistical data basis (type Euromonitor, Mintel, NPD, etc.);
2. Proven understanding of the product concept and market related mechanisms, at least 7 years of proven experience in product analysis;
3. Experience with Central Asian economies and market linkages;
4. Experience in product and green product mapping;
5. Experience with data visualization using either standalone packages (Gephi, Cytoscape, Tableau, etc.)
6. Language: English

Part B:

1. At least 10 years of practical experience in private sector development, value chain management, productive capacities and export-related activities for small and medium enterprises in Central Asia;
2. Direct practical experience in the area of SMEs capacity and needs assessment, elaboration/formulation of actions related to private sector support, preferably involving international assistance;
3. At least 10 years of experience in export generation in Central Asian economies;
4. Access to market information to ensure up-to-date quality market profiles.
5. Language: English, Russian. Asset: Kyrgyz and/or Tajik

Evaluation form for technical proposals:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm	1	200					
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	1	400					
3.	Management Structure and Qualification of Key Personnel	1	100					
	Total		700					

Technical Proposal Evaluation Form 1			Points obtainable	Company / Other Entity				
				A	B	C	D	E
Expertise of submitter								
1.1	Relevance of the nature of the company, licenses, certifications, access to information		20					
1.2	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)		10					
1.3	Track Record of Company		170					
	7 years of experience in identifying megatrends and access to quality data	50						
	Demonstrated experience in product mapping and market access including updated data for market access and market profiles	40						
	Demonstrated experience in developing needs assessment focusing on foreign market penetration for SMEs	40						
	Demonstrated experience in working on green products	40						
			200					
Technical Proposal Evaluation Form 2			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan								
2.1	Does the methodology address all parts stated in the scope of work		100					
2.2	Does the methodology address issues of sustainability and the identification of green products with the highest export potential bearing in mind the latest developments in big data		100					

Technical Proposal Evaluation Form 1			Points obtainable	Company / Other Entity				
				A	B	C	D	E
2.3	Is there adequate timeliness of the implementation plan? Does the methodology provide sufficient time for data collection, analysis and assessment, translation, and revision? (1-10 points for each stage)		100					
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? Cumulative for: presentation clarity 1-10 points; sequence of activities planned logically 1-10 points; realistic and efficient 1-10 points.		100					
			400					
Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
	General Qualification		100					
	A: 10 years of practical experience in marketing and trade development with special experience in data assessment, including megatrends		20					
	A: 7 years of experience in product analysis		10					
	A: 7 years of successful experience in market linkages in the Central Asia context		10					
	A: Experience in green product mapping		10					
	A: Languages in the team English = 3 points, Russian = 3 points,		6					
	B: 10 years of export experience in Central Asia		10					
	B: 10 years of practical experience in needs assessment of value chains in SMEs with a focus on export increase		16					
	B: 10 years' experience in export generation in Central Asian economies		10					
	B: Languages in the team English = 2 points, Russian = 2 points, Kyrgyz or Tajik = 2 points each		8					
		100						