*United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Provision of entrepreneurship training programme and business advisory support for the newly established start-ups**

**RFP No.: BIH-RFP-053-18**

Project: Flood Recovery Programme

Country: Bosnia and Herzegovina

Issued on: 31 October 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 registry.ba@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.

UNDP BiH

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| Date: October 31, 2018 |  |

# Section 2. Instruction to Bidders

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| --- |
| GENERAL PROVISIONS |
| Introduction | * 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>
	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.
	3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://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.
 |
| Fraud & Corruption, Gifts and Hospitality | * 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>
	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.
	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.
	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>
 |
| Eligibility | * 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.
	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.
 |
| Conflict of Interests | * 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:
	2. 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;
	3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
	4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	5. 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.
	6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:
	7. 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
	8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.* 1. 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.
 |
| PREPARATION OF PROPOSALS |
| General Considerations | * 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.
	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
 |
| Cost of Preparation of Proposal | * 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.
 |
| Language  | * 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.
 |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:
	2. Documents Establishing the Eligibility and Qualifications of the Bidder;
	3. Technical Proposal;
	4. Financial Proposal;
	5. Proposal Security, if required by BDS;
	6. Any attachments and/or appendices to the Proposal.
 |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 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.
 |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	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
	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.
 |
| Financial Proposals | * 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.
	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.
	3. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
 |
| Proposal Security | * 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.
	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.
	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.
	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.
	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:
		1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;
		2. In the event that the successful Bidder fails:
		3. to sign the Contract after UNDP has issued an award; or
	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.
 |
|  Currencies | * 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:
1. 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
2. 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.
 |
|  Joint Venture, Consortium or Association | * 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.
	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.
	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.
	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.
	5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
1. Those that were undertaken together by the JV, Consortium or Association; and
2. Those that were undertaken by the individual entities of the JV, Consortium or Association.
	1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
	2. 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.
 |
| Only One Proposal | * 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.
	2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
	3. they have at least one controlling partner, director or shareholder in common; or
	4. any one of them receive or have received any direct or indirect subsidy from the other/s; or
	5. they have the same legal representative for purposes of this RFP; or
	6. 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;
	7. 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
	8. 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.
 |
| Proposal Validity Period | * 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.
	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.
 |
| Extension of Proposal Validity Period | * 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.
	2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	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.
 |
| Clarification of Proposal | * 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.
	2. UNDP will provide the responses to clarifications through the method specified in the BDS.
	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 that such an extension is justified and necessary.
 |
| Amendment of Proposals | * 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.
	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.
 |
| Alternative Proposals | * 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.
	2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”
 |
| Pre-Bid Conference | * 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.
 |
| SUBMISSION AND OPENING OF PROPOSALS |
| Submission  | * 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.
	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.
	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.
 |
| **Hard copy (manual) submission** **Email Submission****eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
	2. 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.
	3. 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 PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

i. Bear the name and address of the bidder;ii. Be addressed to UNDP as specified in the BDSiii. Bear a warning that states “*Not to be opened before the time and date for proposal* opening” as specified in the BDS. 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.* 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:
1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
2. 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.
3. 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.
	1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
6. 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.
7. 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.
8. 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/>
 |
| Deadline for Submission of Proposals and Late Proposals | * 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
	2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
 |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
	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”
	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.
	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
 |
| Proposal Opening  | 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.  |
| EVALUATION OF PROPOSALS |
| Confidentiality | * 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.
	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.
 |
| Evaluation of Proposals | * 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.
	2. Evaluation of proposals is made of the following steps:
	3. Preliminary Examination
	4. Minimum Eligibility and Qualification (if pre-qualification is not done)
	5. Evaluation of Technical Proposals
	6. Evaluation of Financial Proposals
 |
| Preliminary Examination  | * 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.
 |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	2. In general terms, vendors that meet the following criteria may be considered qualified:
	3. 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;
	4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
	5. 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;
	6. They are able to comply fully with UNDP General Terms and Conditions of Contract;
	7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and
	8. They have a record of timely and satisfactory performance with their clients.
 |
| Evaluation of Technical and Financial Proposals | * 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.
	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.
	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.
	4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP):**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP 70%) + (FP Rating) x (Weight of FP 30%) |
|  Due Diligence | * 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:
		1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;
		2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
		3. 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;
		4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
		5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;
		6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
 |
| Clarification of Proposals | * 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.
	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.
	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.
 |
| Responsiveness of Proposal | * 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.
	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.
 |
| Nonconformities, Reparable Errors and Omissions | * 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.
	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.
	3. For Financial Proposal that has been opened, UNDP shall check, and correct arithmetical errors as follows:
1. 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;
2. 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
3. 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.
	1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
 |
| AWARD OF CONTRACT |
| Right to Accept, Reject, Any or All Proposals | * 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.
 |
| Award Criteria | * 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.
 |
| Debriefing | * 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.
 |
| Right to Vary Requirements at the Time of Award | * 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.
 |
| Contract Signature | * 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.
 |
| Contract Type and General Terms and Conditions  | * 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>
 |
| Performance Security | * 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 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. |
| Bank Guarantee for Advanced Payment | * 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>
 |
| Liquidated Damages | * 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.
 |
| Payment Provisions | * 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.
 |
| Vendor Protest | * 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>
 |
| Other Provisions | * 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.
	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.
	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>
 |

# 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 | 90 days |
| 6 | 14 | Bid Security  | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract  | Not Allowed |
| 8 | 42 | Liquidated Damages | N/A |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal  | Local currency BAM (Convertible Marks) |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 7 calendar days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions  | Focal Person in UNDP: UNDP BiH; General ServicesAddress: Zmaja od Bosne bb, Sarajevo 71000 E-mail address: registry.ba@undp.org Ref.: Flood Recovery Programme, RfP – 053/18, Provision of entrepreneurship training programme and business advisory support for the newly established start-ups |
| 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-notices.undp.org.  |
| 14 | 23 | Deadline for Submission  | 20th November 2018 at 12:00 CET  |
| 14 | 22 | Allowable Manner of Submitting Proposals | 🗵Courier/Hand Delivery |
| 15 | 22 | Proposal Submission Address  | United Nations Development Programme (UNDP)Zmaja od Bosne bb71 000 SarajevoBosnia and Herzegovina |
| 16 | 22 | Electronic submission (email or eTendering) requirements | Not allowed |
| 17 | 2736 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where minimum passing score of technical proposal is 70%. |
| 18 |  | Expected date for commencement of Contract | November 28, 2018 |
| 19 |  | Maximum expected duration of contract  | Until 15th January, 2020 |
| 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<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP | *N/A* |

#

# 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
* Power of Attorney, if applicable
* 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 RFP clause 3.  | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with RFP 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 Contracts[[1]](#footnote-1)**  | 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 |
| **Previous Experience** | Minimum 3 years of relevant experience. | Form D: Qualification Form |
| Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of USD 75,000 for the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Other****Key Personnel**  | **Lead Trainer/Expert** **Relevant professional experience and specific knowledge, expertise and practical experience in the relevant area:** in addition to coordination of this programme with the Project Team and technical staff, he/she will lead the process of design and delivery of the programme and provide required regular reports to the Project on the programme implementation progress and completion. At least five (5) years of management and implementation of entrepreneurship programmes including design and delivery of entrepreneurship training programmes, financing and follow up. Extensive experience in working as a lead trainer and mentor. **Relevant academic background:** at least a university degree in economy or another relevant subject. | CVs with at least three references with contacts details.Copy of relevant university diplomas and other relevant certificates.  |
| **Trainer in entrepreneurship** **Relevant professional experience and specific knowledge, expertise and practical experience in the relevant area:** The trainer will assist the Lead Trainer in the design and delivery of the entrepreneurship programme. He/she will play a crucial role in delivery of training and implementation of the programme in accordance to the assignment ToR. At least five (5) years of implementation of entrepreneurship programmes including design and delivery of entrepreneurship training programmes and follow up. Extensive experience in working as a trainer/mentor based on developed business plans. **Relevant academic background:** at least a university degree in economy or another relevant subject. | CVs with at least three references with contacts details Copy of relevant university diplomas and other relevant certificates.  |
|  |  |

**Technical Evaluation Criteria**

|  |  |
| --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience  | 200 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 400 |
|  | **Total** | **1,000** |

|  |  |
| --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing  | 40 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 40 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country | 90 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 20 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)-Organization is a member of the UN Global Compact -5 points-Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues - 5 points | 10 |
| **Total Section 1** | **200** |

|  |  |
| --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the tasks been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 70 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference. | 100 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered, as well as details on risk assessment and mitigation measures.  | 50 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 50 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. | 80 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract.  | 50 |
| **Total Section** **2** | **400** |

|  |  |
| --- | --- |
| **Section 3. Management Structure and Key Personnel** | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 40 |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | Lead trainer  |  | 180 |
|  | - Relevant professional experience  | 60 |  |
| - Relevant academic background  | 40 |
| - Specific knowledge, expertise and practical experience in the relevant area as specified within the ToR | 100 |
| 3.2 b | Trainer on entrepreneurship |  | 180 |
|  | - Relevant professional experience | 60 |  |
| - Relevant academic background  | 40 |
| - Specific knowledge, expertise and practical experience in the relevant area as specified within the ToR | 100 |
| **Total Section 3**  | **400** |

# Section 5. Terms of Reference

* 1. **Background Information and Rationale, Project Description**

The disaster that struck Bosnia and Herzegovina in May 2014 affected a quarter of the territory of Bosnia and Herzegovina and approximately one million people, which is approximately 27% of the country’s population. Over 50% of local governments in the country were in some form affected by the event, with substantial damages recorded to the housing stock, infrastructure, vital service providers, and the country’s productive assets.[[2]](#footnote-2) The effect of the disaster on the most vulnerable merely exacerbated pre-existing problems and disproportionately impacted their lives. Nowhere was this exhibited more than in the case of returnees and those internally displaced.

In the aftermath of the disaster, the international community reacted swiftly, providing emergency and humanitarian assistance, as well as convening a donor conference in July 2014, pledging substantial funds for the rebuilding of the country. The first comprehensive recovery effort to hit the ground was the Flood Recovery Programme financed by the European Union (EU FRP), rolled out in August 2014 and spearheaded by the United Nations Development Programme (UNDP) in Bosnia and Herzegovina, along with the International Organization for Migration (IOM) and the United Nations Children’s Fund (UNICEF). Despite the intervention’s impressive outreach, with more than 610,000 people assisted, there remains a significant number of the most vulnerable yet to recover; UNDP estimates place that number at around 20,000 households that require further assistance in the form of durable housing solutions or livelihood support. With national and international recovery efforts winding down, the remaining caseload is largely left to its own limited capacities to self-recover.

Against this background, and acting on behalf of the European Union, as the principle donor, UNDP will be implementing a targeted recovery intervention across Bosnia and Herzegovina aimed at reaching out to the most vulnerable households within the most heavily affected communities. By the end of the Project, the following results are expected to be achieved:

* **Result/Output 1.1:** Socially and economically vulnerable households, rendered homeless by the 2014 disaster, provided with new homes.
* **Result/Output 1.2:** Socially and economically vulnerable households, residing in disaster-affected substandard housing, benefit from restored and improved homes.
* **Result/Output 2.1:** Livelihoods needs identified, enabling tailoring of income generation support for housing assistance beneficiaries.
* **Result/Output 2.2:** Vulnerable households benefit from a steady and sustainable income stream.

**Results/Outputs 1.1 and 1.2** will effectively address the long-term shelter needs of the most vulnerable households whose homes have been destroyed or heavily impacted by the 2014 disaster.

**Results/Outputs 2.1 and 2.2** will identify and tailor a range of livelihood support activities for eligible households, providing them with viable and sustainable income.

The overall objective of the Project is to support the sustainable recovery of flood- and landslide-affected communities. The overall objective will be pursued through two complementary specific objectives that will address critical gaps identified in the aftermath of the comprehensive national recovery effort by

1. improving living conditions for vulnerable households whose homes have been substantially damaged or destroyed in the disaster; and,
2. restoring and developing economic and livelihood opportunities for low-income vulnerable households.

The second objective will be achieved by a) supporting recovery and revitalisation of small farm holdings; b) designing and implementing an incentive scheme for entrepreneurship and self-employment and c) delivering vocational training to improve employment opportunities.

The Project will provide limited financial support to the innovative and feasible business ideas coupled with follow-up mentoring and business advisory assistance. The Project will also make all possible efforts to couple its support with the available programs of subventions and support to the start-ups and employment generation on local, cantonal and entity levels.

* 1. **Specific Objectives**

This specific activity envisions following steps:

Design and deliver modular trainings for entrepreneurship and self-employment: Entrepreneurship and self-employment create jobs, develop skills and provide an opportunity for the inclusion of vulnerable persons in the economy. In order to maximize their chances for success, beneficiaries in this domain will be provided with modular trainings, targeting those just starting out as entrepreneurs, as well as those who have some self-employment experience. UNDP’s previous experience suggests that the most effective trainings focus on the following topics: 1) entrepreneurship development; 2) business idea generation and selection of products; 3) small enterprise development; 4) linking with business development service providers; and, 5) access to finance. Course participants are expected to produce a detailed business plan upon successful completion of the training. A professional training provider will be commissioned to develop and deliver the course.

Distribute in-kind assistance in equipment and productive assets: To facilitate implementation of the prepared business plan, the Project will procure and distribute assets deemed vital for the production process or service delivery at the center of the new venture. All assets will be directly linked to the venture and will be mentioned explicitly in the business plan. The Project also envisions the full registration of these entities through one of a host of affordable options available in domestic legislation.

Design and deliver a comprehensive on-site mentoring program by qualified tutors: The Project will design and deliver a comprehensive on-site mentoring program by qualified tutors on an individualized basis for each beneficiary. This will aid the new entrepreneurs in overcoming common start-up / small business hurdles, typically faced in all industries, as well as specific sector-related issues that may occur. Mentoring will follow an agreed schedule and programme but tutors will also be available to provide on-call assistance.

Facilitate integration of new ventures into local and regional value chains, where feasible: Wherever possible, new ventures will be linked into existing value chains or industries. Considering the make-up of the local and regional economies in the affected areas, there is ample room for the integration of small-scale suppliers and contributors in number of industries as well as in the handcrafts sub-sector, with the latter especially relevant as it may facilitate Project outreach to unemployed women.

* 1. **Scope**

Assignment objective is to design and deliver comprehensive entrepreneurship training programme to selected project beneficiaries which is expected to result in increased entrepreneurial competencies and creation of business plans for their respective business ideas. These business plans are to be implemented by the selected beneficiaries and financially supported by the Project. The service provider is also expected to deliver the mentorship and business advisory support to the supported beneficiaries in order to overcome any challenges, problems and issues that arise in the first the year of start-up venture.

In the sections below, the assignment’s expected outputs and activities are defined. The activities are indicative and should not be treated as final. Moreover, bidders are welcome to suggest additional steps/actions within their methodology, which ensure overall coherent process and add important aspects that might have not been considered in the minimum set of activities described here-below. Therefore, changes will be tolerated, but to a certain limit that does not jeopardize the achievement of the expected results.

The entrepreneurship modular training programme should cover all aspects of the entrepreneurial training model, including the design of the training programme, the delivery to selected participants and follow up activities, such as the evaluation of the training process, lessons learned and reporting. In regard to the aforementioned, it is expected that service provider will deliver the following activities:

***Activity 1. Design modular trainings for entrepreneurship and self-employment***

Within this activity, the service provider is expected to design a comprehensive training programme on entrepreneurship **for up to 12 participants, specifically designed for respective industries for which they previously expressed interest for.** This programme aims to enhance the capacity and willingness of selected participants to develop entrepreneurial skills and knowledge, organize and manage their business ventures, therefore contributing to better future career prospects of engaged participants.

The training programme should include, but not be limited with, the topics such as:

1. entrepreneurial competencies and entrepreneurship development,
2. business ideas generation and testing,
3. small enterprise development,
4. marketing strategy and selection of products,
5. production plan and management of offered services,
6. financial analysis and accounting,
7. supply chain management,
8. linkages with BDS providers and municipalities,
9. partnerships and outsourcing, and
10. preparation of business plan.

The programme should be interactive and practically-oriented, meaning that the participants will perform various roles, functions and tasks of a potential entrepreneur, while going through the hypothetic process of small business formation. It is expected that, upon the completion of the programme, participants are able to identify and develop new and innovative product ideas, transform the ideas into viable business with clearly specified marketing strategies, appropriate technologies and a sound production and financing plan, negotiate with the bankers on the viability and unique selling propositions on their proposed enterprise schemes and interface with appropriate institutions which can provide follow-up services to overcome any unforeseen obstacle.

Upon the completion of the training programme, one of the expected outcomes is that each participant develops its own **business plan** for their respective idea, made under the guidance of the service provider. Therefore, during the conceptualization of the methodological approach, bidders should include this outcome as part of the training programme.

**Selection of participants:** The 12 participants have been selected by UNDP through comprehensive Livelihoods Needs Assessment conducted in the summer of 2018. As part of the application package, the participants were obliged to present their employment history and present employment, education level and description of their business ideas. The geographic distribution of the beneficiaries is presented in the table below.

|  |  |
| --- | --- |
| **Location** | **Number of beneficiaries[[3]](#footnote-3)** |
| Bijeljina | 4 |
| Ugljevik | 1 |
| Lopare | 1 |
| Banja Luka | 1 |
| Doboj | 1 |
| Zenica | 1 |
| Zavidovići | 1 |
| Travnik | 1 |
| Goražde | 1 |
| **TOTAL** | **12** |

***Remark: Estimated level of effort is up to 5 working days.***

***Activity 2. Deliver modular trainings for entrepreneurship and self-employment***

Upon the acceptance of the proposed training methodology by UNDP, the Service Provider will deliver the training programme in total duration of 12 days. The training programme should be preferably delivered to selected participants in at least three modules with several days/weeks of break between sessions, so that participants can complete practical work and attend their other obligations. Each module will take approximately four days and it will be organized in different city in BiH. A tentative plan is to deliver first module in Bijeljina, the second in Banja Luka and the third in Zenica. It is expected to finalize the first module by December 15, 2018, while the remaining two modules are to be delivered by the end of February 2019.

However, the Service Provider can suggest other schedule for training delivery to accommodate proposed training programme. The service provider is expected to issue certificates on completed training programme to participants who successfully completed the programme. Service providers can suggest different module composition and number of modules, if it fits better to the overall goal. Suggested changes should include the justification and explanation as part of the proposal.

The maximum financial support will amount to 7.000,00 BAM per one business idea, and the resources are available for all beneficiaries, should they complete the training, produce relevant business plan and sign the contract with the partner local government where all rights and obligations are stipulated. However, if any of the preconditions are not met, actual number of beneficiaries might be lower than the estimated. Even though resources are available, there is still a need to evaluate the quality of business plans. If possible and needed, service providers should work together with beneficiaries to finetune their business plans.

Therefore, upon the completion of the training programme the participants are expected to submit their business plans to the Project’s Commission, composed of service provider’s representatives and UNDP’s representatives, for evaluation. The evaluation process will be two folded and based on the combined scoring method, firstly based on the evaluation of business plan’s quality and feasibility and, secondly, on the assessment of participant’s performance achieved during the training programme. The evaluation of business plans will be conducted along with the presentation of each business plan to the Project Commission. It is expected that beneficiaries briefly present their business ideas while the service provider will facilitate the presentation which is to take place in Sarajevo by the end of March 2018.

During long and interactive trainings such as this one, the service provider will have great insight on participant’s behavior during the training and are able to give and observation-based opinion on participant’s characteristics and performance (e.g. dedication, perseverance, creativity, open-mindedness etc.).

Within this assignment activity, the service provider’s staff will make a chart on participant’s performance and fill in their observance for each participant after each day of training. Therefore, upon the completion of trainings the service provider will create and compile an integral list with performance results for each participant and submit it to the Project Team. The service provider will suggest the structure and the form of the report to UNDP whereas UNDP will approve it prior to the training commencement.

***Remark: Estimated level of effort is up to 21 working days (12 days for trainings, 4 days for business plans fine tuning, producing integral list with performance results, 2 days for presentation and evaluation of business plans and 3 days for reporting).***

***Activity 3. Design and deliver a comprehensive on-site mentoring program by qualified tutors***

The Project will design and deliver a comprehensive on-site mentoring program by qualified tutors on an individualized basis for each beneficiary. The purpose of this activity is to provide business advisory support that will help the new startups to overcome issues and challenges in every-day business operations. Mentoring will follow an agreed schedule and programme, but tutors will also be available to provide on-call assistance, if and when necessary.

Following up the newly created start-ups, that have been financially supported by the Project, it is of paramount importance for the overall success and increased rate of business survivability. Hence, the service provider, will provide the established startups with the mentorship and business advisory services support during the first year of their operation. The advisory services and support include, but not limited to, registration and administrative issues, marketing-related advisory, HR, financial advisory, supply chain management, and other related matters. The mentoring and advisory services for up to 12 startups are expected to start in April 2018 and will be completed by January 15, 2020.

The form of the support and advisory services include field visit meetings, communication via phone and e-mail, if needed. As part of the support services, the service provider will link the start-ups with other relevant business development service providers (e.g. Small and Medium Enterprise Development agency of Republika Srpska (RARS), regional development agencies, business incubators, start-up hubs etc.), depending on the geographical dispersion of engaged start-ups. The service provider will establish regular contact, at least one in three weeks with each established startup, and owners would be asked to report on the progress and issues that they are facing. Their progress will be compared to planned timeline and business plan and need for intervention will be evaluated. Also, start-ups will be physically visited at least four times during the period from April to the end of December 2019 to check on the actual progress during the on-sight mentoring period. Given the number of beneficiaries, its distribution by locations and proximity of locations the estimated level of effort for the field visits is 20 working days.

The service provider is obliged to submit the progress report for each mentored start-up. The report format will be provided by the service provider and approved by UNDP.

***Remark: Estimated level of effort is up to 42 working days (2 days for preparation of comprehensive on-site mentoring program, 20 days for field visits, 12 days for providing support and communication via phone, Viber, Skype, etc., 8 days for administration and reporting).***

**Target groups**

The training and support programme for newly registered start-up businesses target groups of the beneficiaries of the housing component of the program who are further selected through the Livelihoods Needs Assessment for the livelihood support. These targeted groups include socially vulnerable groups such as unemployed persons, returnees, women, youth etc. who already have business ideas and willingness to start their own jobs. Among them, there are groups with certain skills (artisans etc.).

* 1. **Deliverables and Schedules/Expected Outputs**

The following outputs and deliverables are expected upon completion of the service for activity specified above:

| **Assignment output** | **Deliverables** | **Expected level of effort in working days** | **Deadline** |
| --- | --- | --- | --- |
| **Activity 1. Design modular trainings for entrepreneurship and self-employment** | * The modular training programme on entrepreneurship successfully designed, submitted to and approved by UNDP;
 | 5 days | *December 5, 2018* |
| **Activity 2. Deliver modular trainings for entrepreneurship and self-employment** | * The modular training programme on entrepreneurship successfully implemented (Module 1 by December 15, 2018; Module 2 by January 31, 2019; and Module 3 by February 28, 2019);
* Up to 12 candidates trained;
* All training participants completed business plans and submitted to UNDP;
* Provided inputs and recommendations for the evaluation and selection of the most innovative and feasible business ideas;
* Facilitate the presentation of business plans presented by each candidate;
* Submitted stage reports following completion of each training module with all supporting documents (training materials, photos, attendance sheets, training assessments, experts/trainers’ time sheets, etc.).
 | 21 days | *February 28, 2019* |
| **Activity 3. Design and deliver a comprehensive on-site mentoring program by qualified tutors**  | * Provided mentorship and business advisory support for estimated number of up to 12 newly established start-ups during 2019;
* Submitted business advisory and mentorship reports following field visits to beneficiaries including supporting documents such as experts’ time sheets, photos, etc.;
* Submitted final report.
 | 42 days  | *January 15, 2020* |

**Reporting**

Reporting is considered as the formal presentation of monitoring information and is related to service delivery under the ToR.

The service provider is expected to provide the following types of reports and feedback information, following the time schedule defined above:

* **Stage report**: informing on the progress made; results and deliverables in place (including all concrete products and deliverables attached to the document); critical reflection on issues and challenges faced, or these that may need attention in the following stage.
* **Experts/Trainers` time sheets** for delivered TA and training assistance.
* **Business advisory and mentorship reports:** including information on the services provided to start-ups, actual progress of the start-ups, photographs taken during visits, information on provided mentorship support etc. The Report will be based on a template provided by the service provider and approved by UNDP prior to the commencement of mentoring programme.
* **Training assessment** conducted by participants in each training programme delivered **throughout the service.**
* **Final report** submitted within 10 days of completion of the services. The final report should contain information on the achievement of objectives, measurable results and outputs, as well as on the lessons learnt and intervention`s sustainability and replicability.
* **The service provider will be in charge of training materials during the delivery of training. Travel costs and accommodation of attendees will not be borne by the service provider.**
	1. **Key Performance Indicators and Service Level**

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.

All key activities and deliverables will be subject to review by UNDP Flood Recovery Project Manager.

* 1. **Governance and Accountability**

UNDP will organize brief joint meetings at least once per month with selected service provider/s, either in selected service provider/s or UNDP premises, or they will be virtual and organized using electronic communication tools (Skype, Viber, conference call or similar), especially if the selected Proposers' offices are not in the proximality of the UNDP BiH HQ.

UNDP withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing.

All logistical issues related to public events, workshops and trainings will be coordinated with UNDP and Flood Recovery Project to ensure appropriate representation of UNDP, donor and partners.

Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

* 1. **Facilities to be provided by UNDP**

The Flood Recovery Project team will be available to transfer the specific knowledge on the Project which can be useful to the Service Provider in performance of services. The Project team will consist of:

* UNDP Flood Recovery Project Manager
* UNDP Livelihoods Officers
* Monitoring Officer

The Project will make the following inputs available to the service provider:

* Assistance to the service provider during high level meetings e.g. meetings with representatives of municipalities and other relevant institutions if needed;
* The selection of training participants will be completed by the Project and the lists of participants will be shared with the service provider;
* Logistical assistance to service provider in terms of venue and catering at the training venues.
	1. **Expected duration of the contract/assignment**

Expected duration of work is 68 working days within the period of 14 months, starting from mid-November 2018. Expected date of completion of all activities is January 20, 2020.

* 1. **Duty Station**

Trainings will be held in three different localities in BiH (potentially Banja Luka, Bijeljina and Zenica). Mentoring field visits will be conducted on beneficiaries’ addresses distributed in nine municipalities in BiH (Bijeljina, Lopare, Ugljevik, Banja Luka, Zenica, Zavidovici, Doboj, Travnik and Gorazde).

* 1. **Professional Qualifications of the Successful Contractor and its key personnel**

The service provider (i.e. in cases of a consortium, the lead service provider) must have the following professional qualifications:

* At least 3 years of operation;
* Proven experience in organizing and facilitating workshops for start-ups (at least 3 years track record of design and implementation of entrepreneurship and start up business support programmes);
* Experience in implementation of projects of similar scope and complexity (minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years);
* Technical and logistical capacity to manage trainings and mentoring programme;
* The licenced/certified or internationally recognized training programme is an advantage;
* Minimum number and profile of employees required (Lead Trainer and Trainer in entrepreneurship);
* The proposed experts must have minimum of 5 years of relevant experience each.

The service provider is expected to propose a team of national experts, which will be responsible for producing expected outputs and activities that are being defined above. The service provider is required to ensure a core team of minimum two experts who meet the general profile and required competencies necessary for the delivery of the technical and training assistance as presented in the table below.

Along with the team of core experts, within the offer each bidder should propose an additional expert for accounting and is allowed to propose other “niche” experts if needed. However, only the core team of two experts (Lead Trainer and Trainer in entrepreneurship) is the subject of evaluation and scoring for the purpose of this assignment.

|  |  |  |
| --- | --- | --- |
| **Experts profile** | **General responsibilities in relation to the assignment**  | **Required competencies and skills** |
| **Lead Trainer/Expert in field of entrepreneurship development and start up business support programmes**  |  The lead trainer in addition to coordination of this programme with the Project Team and technical staff, he/she will lead the process of design and delivery of the programme and provide required regular reports to the Project on the programme implementation progress and completion.  | At least five (5) years of management and implementation of entrepreneurship programmes including design and delivery of entrepreneurship training programmes, financing and follow up. Extensive experience in working as a lead trainer and mentor. Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Education: at least a university degree in economy or another relevant subject. |
| **Trainer in entrepreneurship** | The trainer will assist the Lead Trainer in the design and delivery of the entrepreneurship programme. He/she will play a crucial role in delivery of training and implementation of the programme in accordance to the assignment ToR. | At least five (5) years of implementation of entrepreneurship programmes including design and delivery of entrepreneurship training programmes and follow up. Extensive experience in working as a trainer/mentor based on developed business plans. Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Education: at least a university degree in economy or another relevant subject. |

|  |  |  |
| --- | --- | --- |
| **Accounting expert** | The accounting expert with specific expertise in accounting, will assist the Lead Trainer in the design and delivery of the entrepreneurship programme. He/she will play a crucial role in delivery of training and especially monitoring process and provide advisory support to beneficiaries in practical issues in finance and accounting that may rise during their first years of business operations. | Certified accountant with at least five (5) years of expertise in work with small and medium enterprises. Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Education: at least a university degree in economy or another relevant subject. |

|  |  |  |
| --- | --- | --- |
| **Other “niche” experts** | The other “niche” experts should have relevant specific knowledge and expertise to their role envisaged for the service delivery and not duplicating previous key experts, to contribute to more effective service delivery.Additionally, the following characteristics are considered as an asset for each expert:  Demonstrated leadership ability and technical ability to communicate complex ideas verbally and in writing.Have effective interpersonal skills and ability to work in complex, multi-stake-holder projects.  | At least five (5) years of expertise in work with small and medium enterprises and/or startups. Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Education: at least a university degree in economy or another relevant subject. |

1. **Price and Schedule of Payments**

 Payments of the delivered services will be done according to the following timetable:

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Percentage** | **Timing** |
| **Activity 1.** Design modular trainings for entrepreneurship and self-employment | 10% | December 5, 2018 |
| **Activity 2.** Deliver modular trainings for entrepreneurship and self-employment – **Training 1** | 15% | December 31, 2018 |
| **Activity 2.** Deliver modular trainings for entrepreneurship and self-employment – **Training 2** | 15% | January 31, 2019 |
| **Activity 2.** Deliver modular trainings for entrepreneurship and self-employment – **Training 3** | 15% | February 28, 2019 |
| **Activity 3.** Development and implementation of a comprehensive on-site mentoring program through two field visits per beneficiary | 20% | September 16, 2020 |
| **Activity 3.** Implementation of a comprehensive on-site mentoring program through two field visits per beneficiary | 25% | January 15, 2020 |

# 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
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form C: Joint Venture/Consortium/ Association Information Form, if applicable
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Proposal
 | [ ]  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form
 | [ ]  |
| * Form G: Financial Proposal Form
 | [ ]  |

## **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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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:** BidderInformation 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?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  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:**  | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
* Confirmation of company’s registration/Court Registration Extract (original or certified copy)
* Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, not older than one month (original or certified copy)
* Declaration issued by respective Indirect Taxation Authority that Bidder has clear indirect tax record, not older than one month (original or certified copy)
* 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, if applicable
* Latest Financial Statement (Income Statement and Balance Sheet) for the past 3 years;
* Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value in the past 3 years;
* All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
 |

## **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] |

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:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

|  |
| --- |
| [ ]  Contract non-performance did not occur for the last 3 years  |
| [ ]  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)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  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 2 (two) 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 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| 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:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant, if applicable;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## **Form E:** Format ofTechnical 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. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
	2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
	3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	4. Quality assurance procedures and risk mitigation measures.
	5. 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.

* 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 and delivered.
	2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms specific to the activities under the Terms of Reference.
	3. The methodology shall provide clear reflection on Bidder’s proposed methods for knowledge transfer that will fit variety of profiles and backgrounds of Project beneficiaries.
	4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
	5. Description of risk management measures regarding challenges typically experienced in the initial stages of start-up existence.
	6. Demonstrate how you plan to integrate sustainability measures in helping start-ups in implementation of newly adopted knowledge and becoming independent and sustainable.
	7. Any other comments or information regarding the project approach and methodology that will be adopted.

**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**

* 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.
	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 | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| Employment Record/ Experience | *[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.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| 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 ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

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

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| In-Country  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Home Based  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** |  |

**Table 4: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/****Activity description**  | **Time**(person days) | **Professional Fees** | **Other Costs** | **Total** |
| Deliverable 1 |  |  |  |  |
| Deliverable 2 |  |  |  |  |
| Deliverable 3 |  |  |  |  |
| ….. |  |  |  |  |

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. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Number of beneficiaries is tentative and may be subject to change, as well as locations from where they come from. [↑](#footnote-ref-3)