



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 24, 2019
	REFERENCE: RFP/001/19 - Hiring a consulting company for conducting situation analysis in banking sector of the Republic of Uzbekistan

Dear Sir / Madam:

We kindly request you to submit your Proposal for **conducting situation analysis in banking sector of the Republic of Uzbekistan**.

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

Proposals may be submitted on or before **18:00 (GMT+5) Monday, February 11, 2019** and via email, courier mail or fax to the address below:

United Nations Development Programme
Uzbekistan Country Office
4, Taras Shevchenko Street, Tashkent 100029
Republic of Uzbekistan
Procurement Unit
bids.uz@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of **90 days**.

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Farid Garakhanov
UNDP Resident Representative a. i
1/24/2019

Description of Requirements

Context of the Requirement	In order to achieve cost efficiency from economies of scale whilst ensuring outstanding quality of service, UN Agencies represented in Uzbekistan decided to enter into an Agreement with an experienced consulting company to serve all its needs and service requirements with regard to situation analysis in banking sector of the Republic of Uzbekistan. The consultancy company will review the usage of cash within the UN agencies in the context of the legal framework of the Republic of Uzbekistan.
Implementing Partner of UNDP	NA
Brief Description of the Required Services ¹	<p>UN Agencies is hereby undertaking a solicitation of bid proposal from consulting companies who are interested to provide a situational analysis on the banking sector of the Republic of Uzbekistan.</p> <p>In Uzbekistan, at the moment several UN Agencies acting in the frame of their mandate and help build capacity of the Government and civil society to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience within approved SDGs. Among them 6 UN Agencies (UNDP, UNICEF, UNFPA, UNODC, FAO and WHO) intend to engage a consulting company to conduct a situational analysis on the banking sector of the Republic of Uzbekistan. We offer our expertise in development thinking and practice, and our decades of experience at country level, to support countries to meet their development aspirations.</p>
List and Description of Expected Outputs to be Delivered	<p>Under the direct supervision of representatives of UN Agencies, the contractor shall prepare a situational analysis of the current economic environment focusing on the banking sector, the taxation and legal framework that overseas banking and settlement of payments in the Republic of Uzbekistan and will specifically complete the following tasks:</p> <ul style="list-style-type: none"> a) Conduct and submit an overall assessment of the current economic environment in Uzbekistan focusing on economic and price stability, risk of inflation stemming, access to cash, and forecast of possible economic development for the next five years; b) Provide an overview of the banking sector of Uzbekistan, legal framework, threats and opportunities; c) Collect and submit a database of banks operating in Uzbekistan, including stake-holders, services provided, correspondence relationships, client base, liquidity and risk management; d) Conduct a solvency assessment of top 5 banks operating in Uzbekistan based on Moody or Fitch assessment ratings;

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

	<ul style="list-style-type: none"> e) Prepare and submit assessment of each bank with a focus on their capabilities to meet United Nations corporate requirements in USD and UZS disbursements, client orientation strategy, tariff policy and banking products. Based on the assessment develop a ranking of banks. f) Provide an overview of any mismatch between the operational payment modalities of UN agencies and the local legal, banking and taxation framework that pertain to international organizations; g) Based on the results and findings of the situation analysis, prepare and submit recommendations on maintenance of USD and UZS accounts by UN in Uzbekistan and the use of cash payments
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Uzbekistan, Finance and Admin Department</i>
Frequency of Reporting	<i>As needed, based on planning of the assignment</i>
Progress Reporting Requirements	Update on the milestones and detailed plans for the upcoming
Location of work	<input checked="" type="checkbox"/> Exact Address/es: Tashkent, Uzbekistan <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	For deliverables indicated in TOR and Section: List and Description of Expected Outputs to be Delivered (four weeks)
Target start date	25/02/2019
Latest completion date	31/03/2019
Travels Expected	It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense.
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	NA
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of	<input checked="" type="checkbox"/> Required

individuals who will be involved in completing the services	<i>CVs and copies of certificates for at least two (2) key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency: Uzbek Soums
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ²	a)To Local Supplier (Company registered in Uzbekistan): <input checked="" type="checkbox"/> Will be made in Uzbek Soum: 15% advance payment and 85% final payment after completion of services and signature of Acceptance Certificate by the parties. b)To Foreign Suppliers (Company registered outside Uzbekistan): <input checked="" type="checkbox"/> Will be made in USD as 100% post-payment upon completion of services and signature of Acceptance Certificate by the parties.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UN Agencies delegated/assigned specialists
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Face sheet and GTC
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Priced Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of

² UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (100%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 35%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35%</p> <p><i>Bidder which gets at least 70% of technical evaluation shall be further evaluated in financial evaluation.</i></p> <p><u>Financial Proposal (100%)</u></p> <p>To be allowed to those bidders who gets minimum 70% of technical score (70 points). Contract is recommended to Lowest Priced Quote among technically responsive offers.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ³	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Procurement Unit, UNDP Uzbekistan</i></p> <p><i>pu.uz@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider (Expertise of the firm)

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

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

B. Proposed Methodology for the Completion of Services

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Conduct and submit an overall assessment of the current economic environment in Uzbekistan focusing on economic and price stability, risk of inflation stemming, access to cash, and forecast of possible economic development for the next five years		
2	Provide an overview of the banking sector of Uzbekistan, legal framework, threats and opportunities		
3	Collect and submit a database of banks operating in Uzbekistan, including stake-holders, services provided, correspondence relationships, client base, liquidity and risk management		
4	Conduct a solvency assessment of top 5 banks operating in Uzbekistan based on Moody or Fitch assessment ratings		
5	Prepare and submit assessment of each bank with a focus on their capabilities to meet United Nations corporate requirements in USD and UZS disbursements, client orientation strategy, tariff policy and banking products. Based on the assessment develop a ranking of banks		
6	Provide an overview of any mismatch between the operational payment modalities of UN agencies and the local legal, banking and taxation framework that pertain to international organizations		
7	Based on the results and findings of the situation analysis, prepare and submit recommendations on		

	maintenance of USD and UZS accounts by UN in Uzbekistan and the use of cash payments		
	Total	100%	

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

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

TERMS OF REFERENCE (TOR)

1. PROJECT TITLE: Hiring a consulting company for conducting situation analysis in banking sector of the Republic of Uzbekistan

2. BACKGROUND:

In order to achieve cost efficiency from economies of scale whilst ensuring outstanding quality of service, UN Agencies represented in Uzbekistan decided to enter into an Agreement with an experienced consulting company to serve all its needs and service requirements with regard to situation analysis in banking sector of the Republic of Uzbekistan. The consultancy company will review the usage of cash within the UN agencies in the context of the legal framework of the Republic of Uzbekistan

In Uzbekistan, at the moment several UN Agencies acting in the frame of their mandate and help build capacity of the Government and civil society to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience within approved SDGs. Among them 6 UN Agencies (UNDP, UNICEF, UNFPA, UNODC, FAO and WHO) intend to engage a consulting company to conduct a situational analysis on the banking sector of the Republic of Uzbekistan. We offer our expertise in development thinking and practice, and our decades of experience at country level, to support countries to meet their development aspirations.

According to the statistics, each year about **USD 10-11 Mio** turnover is organized by the UN Agencies through their servicing banks. Majority of services required are bank transfers, cash withdrawals, currency exchange services and etc. all UN Agencies are located in Tashkent city.

3. OBJECTIVE:

UN Agencies is hereby undertaking a solicitation of bid proposal from consulting companies who are interested to provide a situational analysis on the banking sector of the Republic of Uzbekistan.

4. SCOPE OF SERVICES:

Under the direct supervision of representatives of UN Agencies, the contractor shall prepare a situational analysis of the current economic environment focusing on the banking sector, the taxation and legal framework that overseas banking and settlement of payments in the Republic of Uzbekistan and will specifically complete the following tasks:

- h) Conduct and submit an overall assessment of the current economic environment in Uzbekistan focusing on economic and price stability, risk of inflation stemming, access to cash, and forecast of possible economic development for the next five years;
- i) Provide an overview of the banking sector of Uzbekistan, legal framework, threats and opportunities;
- j) Collect and submit a database of banks operating in Uzbekistan, including stake-holders, services provided, correspondence relationships, client base, liquidity and risk management;
- k) Conduct a solvency assessment of top 5 banks operating in Uzbekistan based on Moody or Fitch assessment ratings;
- l) Prepare and submit assessment of each bank with a focus on their capabilities to meet United Nations corporate requirements in USD and UZS disbursements, client orientation strategy, tariff policy and banking products. Based on the assessment develop a ranking of banks.

- m) Provide an overview of any mismatch between the operational payment modalities of UN agencies and the local legal, banking and taxation framework that pertain to international organizations;
- n) Based on the results and findings of the situation analysis, prepare and submit recommendations on maintenance of USD and UZS accounts by UN in Uzbekistan and the use of cash payments.

5. GENERAL MANAGEMENT OF THE SERVICES:

- b) The consulting company shall provide services outlined in clause 4 above in duly manner in the time period established in the current TOR.
- c) The consulting company shall propose two (2) experts which meet the minimum requirements outlined in this TOR as per UN Agencies' instructions.
- d) The assigned experts should be able to fulfill requirements in a satisfactory level in line with UN Agencies' requirements.
- e) The consulting company's employees shall perform their functions in a highly efficient and professional manner in line with UN Agencies' requirements.

6. PAYMENT TERMS:

- a) The consulting company shall submit invoice(s) and Act of Performance to the requestor or focal point at UN Agency within 7 days from services completion.
- b) The requestor/focal point shall review and clear the invoice with the supporting documents within 14 days from invoice(s) submission date to UN Agency.
- c) To Local Supplier (Company registered in Uzbekistan):
 - ☒ Will be made in Uzbek Soum: 15% advance payment and 85% final payment after completion of services and signature of Acceptance Certificate by the parties.
- d) To Foreign Suppliers (Company registered outside Uzbekistan):
 - ☒ Will be made in USD as 100% post-payment upon completion of services and signature of Acceptance Certificate by the parties.
- e) UN Agency shall pay invoice(s) within maximum 30 days from the date of invoice(s).

7. OUTPUTS/DELIVERABLES AND TIME FRAMES:

The report shall be submitted in English.

#	Deliverables/outputs	Deadlines
1.	Deliverables a, b and c as per clause 4	15/03/2019
2.	Deliverables d, e and f as per clause 4	22/03/2019
3.	Deliverable g as per clause 4 (prepare and submit recommendations on maintenance of USD and UZS accounts by UN in Uzbekistan and the use of cash payments)	31/03/2019

8. QUALIFICATIONS OF THE SUCCESSFUL CONSULTING COMPANY:

The consulting company shall have in its current office all the necessary equipment and facilities. The consulting company shall employ a sufficient number of experienced and professionally trained staff to handle minimum requirements of the UN Agency.

The successful company which will be contracted to serve the needs of the UN Agency shall have the following minimum qualifications:

- Duly registered legal entity;
- Has a minimum 3 years of experience in consulting services in similar sphere;
- Has minimum USD 100,000 annual turnover;
- Maintains a good track record in serving international organizations, embassies and multinational corporations (at least 3 reference letters shall be provided);
- Financially capable of rendering all requested services, which is evidenced by the healthy financial statement/balance sheet;
- Employs competent and experienced personnel as evidenced by their track record in their Curriculum Vitae and copies of their certificates, if available (at least 1 supervisor and 1 expert)
- Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR;
- Knowledge of the specifics of international law and taxation that relate to Diplomatic, UN and other International organizations will be a strong asset.

The successful consulting company shall also be required to devote at least two (2) personnel providing dedicated services to the needs of the UNDP, consisting of the following:

- A Senior Supervisor who shall be responsible for the overall management of the agreement;
- An expert for situation analysis in banking sector of the Republic of Uzbekistan.

Key Personnel Qualifications:

Senior Supervisor:

- 10 years of experience in finance/banking sector.
- Higher Education degree in business administration, economy, finance, banking or another relevant field.
- Good knowledge and understanding of banking sector of Uzbekistan
- Fluency in English and Russian or Uzbek.

Expert:

- 7 years of experience in finance/banking sector.
- Higher Education degree in business administration, economy, finance, banking or another relevant field.
- Good knowledge and understanding of banking sector of Uzbekistan
- Fluency in English and Russian or Uzbek.