



REQUEST FOR PROPOSAL (RFP-BD-2019-017)

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a Consulting Firm for SDG Financing and localization toolkit**

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

Proposals must be submitted on or before **May 11, 2019 by 4:30 PM (Bangladesh Time)**. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest
password: why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days
You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation".

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

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

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

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

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

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

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

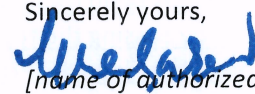
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


[name of authorized staff]
Operations Manager
April 28, 2019



Description of Requirements

Context of the Requirement	Selected firm will support SFLP brokering public-private investments at district level by developing a SDG financing and localization toolkit, developing related training materials and delivering a ToT to stakeholders on the ground to empower them to broker partnerships locally.
Implementing Partner of UNDP	SDG Localization and Financing
Brief Description of the Required Services	<p>Bangladesh has already taken significant steps in aligning Government priorities with the Sustainable Development Goals (SDGs). However, the country requires additional financial resources in the order of around \$1 trillion to implement the SDGs by 2030. At the same time, with prospective graduation from UN's Least Developed Country (LDC) category by 2024, Bangladesh needs to attract increased FDI and local investments through strategic coordination to mitigate the effects of reduction in concessional financing.</p> <p>UNDP Bangladesh is piloting a SDG Financing and Localization Platform (hereinafter referred to as SFLP) to support the Government of Bangladesh in implementing and achieving the Global Goals.</p> <p>SFLP has been envisaged as a broad platform to meet the challenges of pooling resources and building capacities for implementation of SDGs; it will consist of actors from across the sources like Government, private sector international development community and NGOs. With UNDP as facilitator, it will test approaches to: i) ensure efficient allocation of public resources through SDG-aligned budgeting; ii) improve operational efficiency so that the use of existing resources achieve the best value for money and iii) support strategic coordination so that the right investors come forward to make investment in public programmes/projects.</p> <p>To set up a good business model, SFLP is piloting with the Local Government Division (LGD) as it has an extensive portfolio, geographic coverage and network. If successful, the initiative will be rolled out across other Ministries.</p> <p>B. Project Title: SDGs Financing and Localization Platform (SFLP)</p> <p>C. Project Description: SFLP</p> <p>SFLP has been envisaged as a broad platform to meet the challenges of pooling resources and building capacities for implementation of SDGs to meet the challenges; it will consist of actors from across the Government, private sector and international development community. With UNDP as facilitator, it will test approaches to: i) ensure efficient allocation of public resources through SDG-aligned budgeting; ii) improve operational effectiveness so that existing</p>

	<p>resources are used well and iii) support strategic coordination so that the right investors make public investments.</p> <p>To set up a good business model, SFLP is piloting with the Local Government Division (LGD) as it has an extensive portfolio, geographic coverage and network. If successful, the initiative will be rolled out across other Ministries.</p> <p>C. Scope of Work</p> <p>UNDP Bangladesh is seeking a proposal from an appropriate firm to offer the following services related to SFLP:</p> <ul style="list-style-type: none"> A. Develop an SDG financing and localization toolkit inclusive of practical application on a pilot basis: SDG 6 financing in 3 districts B. Develop training materials for SDG financing and localization toolkit, and conduct first Training of Trainers (ToT) <p>More specifically, to deliver A, the firm will include the following four components in the toolkit, each one to be developed through a set of activities (or deliverables):</p> <ul style="list-style-type: none"> I. Use of existing data and transform it into market analytics <ul style="list-style-type: none"> 1. develop guidelines to collect market analytics at local level 2. Carry out practical application of market analytics on a pilot basis: SDG 6 data in two districts II. Identifying government processes to create Private Sector entry points (examples: license to operate for private sector data collection, move towards outcome-based projects, etc.) <ul style="list-style-type: none"> 3. Map Government's (e.g. Local Government Division (LGD)/ Finance Division) relevant rules/guidelines at national, district and subdistrict level for project development and funds allocation and identify private sector entry points. Also identify procedures where improvement can be suggested for facilitating private sector engagement. The SFLP Advisor of UNDP will advise on the mapping. III. Procedures for engaging private sector <ul style="list-style-type: none"> 4. develop guidelines to codify private sector opportunities and challenges to invest at district/Upazila level based on risk management and return projections 5. Carry out practical application limited to SDG 6 in the two pilot districts
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	<p>based on risk management and return projections</p> <p>IV. Connecting public and private stakeholders in the most effective way for SDG financing and localization</p> <p>6. Define Do's and Don'ts in the form of checklist to support public and private partnerships for SDG financing and localization, inclusive of practical examples and national and international best practices collected via interviews/surveys/secondary data or any other useful methodology. UNDP will support scouting the 30 companies/projects</p> <p>Following this structure, the firm will draft deliverable A:</p> <ul style="list-style-type: none"> ➤ Draft SDG financing and localization toolkit based on the above points I to IV inclusive of activities 1 to 6 with examples focused on SDG 6 in two pilot districts ➤ Test the toolkit involving the stakeholders at the pilot sites ➤ Share the tested toolkit with stakeholders and get feedback through a validation workshop ➤ finalize the toolkit incorporating feedbacks from the workshop <p>Based on the deliverable A, the firm will produce deliverable B, which are:</p> <ol style="list-style-type: none"> 1. design and finalize training materials for the SDG financing and localization toolkit in consultation with UNDP 2. deliver training of trainer's session to approximate 100 relevant stakeholders. <p>Note: The venue and the logistics will be covered/provided by UNDP while any material related to the trainings will be covered by the firm.</p>	
List and Description of Expected Outputs to be Delivered	Estimated Duration to complete assignment	
	Outputs	Timeline in workings days (estimated)
	1. Submit an inception plan including timeline, methodology, toolkit outline	5
	2. Submit mapping of data, source organizations, most common data gaps and possible solutions leading to describe SOPs to collect market analytics inclusive of practical application on SDG 6, in two pilot districts: District 1 and District 2 (Deliverable A: I)	30

	3. Submit mapping of LGD Standard Operating Procedures (SOPs) at national, districts and local level inclusive of possible entry points of private sector. (Deliverable A:II)	
	4. Submit guidelines to codify private sector opportunities and challenges to invest at district level based on risk management and return projections and include practical application limited to SDG 6 in the two pilot districts based on risk management and return projections (Deliverable A: III)	
	5. Submit recordings of interviews/survey results/secondary data or any other useful methodology capturing practices of 30 companies/projects benefiting from SDG-aligned financing at district level. (Deliverable A: IV)	
	6. Submit the draft SDG financing and localization toolkit based on points 1 to 6 inclusive of examples on SDG 6 in two pilot districts: District 1 and District 2 (Consolidated Deliverable A: I- IV)	10
	7. Share the financing toolkit with stakeholders and get feedback and submit tested toolkit incorporating the feedback	
	8. Submit the final training materials for the SDG financing and localization toolkit	15
	9. Deliver training of trainer's session to the stakeholders	
	In Total	60 days
	The main deliverables will be: <ul style="list-style-type: none"> • SDG financing and localization toolkit • Training Materials for SDG financing and localization toolkit • ToT training session report 	
Person to Supervise the Work/Performance of the Service Provider	Project Manager, SFLP, UNDP Bangladesh	
Frequency of Reporting	As indicated in the TOR	
Progress Reporting Requirements	As indicated in the TOR	
Location of work	Bandarban, Khulna and Kurigram	

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Expected duration of work	60 days over a period of 03 months
Target start date	Mid of May 2019
Latest completion date	Mid of August 2019
Travels Expected	<i>As indicated in the ToR</i>
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

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Payment Terms	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th></tr><tr><td>1st installment will be paid after the submission of inception plan and accepted by the contract administrator</td><td>20%</td><td>May 2019</td></tr><tr><td>2nd installment will be paid after delivering the outputs (Deliverable A: I-IV components).</td><td>40%</td><td>June 2019</td></tr><tr><td>3rd installment will be paid after submitting tested toolkit incorporating the feedback of the stakeholders</td><td>20%</td><td>July 2019</td></tr><tr><td>Final installment will be paid after competition training.</td><td>20%</td><td>August 2019</td></tr></table>	Outputs	Percentage	Timing	1st installment will be paid after the submission of inception plan and accepted by the contract administrator	20%	May 2019	2nd installment will be paid after delivering the outputs (Deliverable A: I-IV components).	40%	June 2019	3rd installment will be paid after submitting tested toolkit incorporating the feedback of the stakeholders	20%	July 2019	Final installment will be paid after competition training.	20%	August 2019
	Outputs	Percentage	Timing													
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	3rd installment will be paid after submitting tested toolkit incorporating the feedback of the stakeholders	20%	July 2019													
Final installment will be paid after competition training.	20%	August 2019														
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, SFLP, UNDP Bangladesh															
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services															
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.															
Criteria for the Assessment of Proposal	Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below: Minimum eligibility criteria of the consultancy firm: <ul style="list-style-type: none">• Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List• Minimum 5 years working experience in market analytics and/or supporting private sector companies accessing financing															

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	<p>opportunities</p> <ul style="list-style-type: none"> • Successful completion of at least one similar assignment in the last 3 years with the evidence of job completion certificate/ Work Order/ Purchase order from competent authority. • Have at least 3 success stories of market analytics or brokering of investments or advisory services to the private sector companies • Latest Audited Financial Statement along with the audited report for last two years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.) • Experience of working with development partners/INGOs/Government on issues related to sustainable development goals nationally or internationally (description with completion report/final product) • Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder. • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured <p>Minimum Eligibility Criteria for the Human resource:</p> <p>This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one or more experts and a team of required data enumerators. The firm will be invited to submit a detailed proposal alongside CVs for the team leader, experts and any associate/assistant staff/s (see below).</p> <p>Team leader:</p> <ul style="list-style-type: none"> • Minimum Master's in Economics/ Social Science/ Business Administration/Finance/ Accounting or any other related discipline. • Minimum 10 years of professional and practical experience working with both public or private sector • Proven experience of conducting research works, studies and writing reports (Sample of such reports to be submitted with the CV) • Working experience with UN/development partners/INGOs/Government/multinational organization • Proven experience of leading similar kind of assignment <p>Subject Matter experts: Minimum 2 person</p> <ul style="list-style-type: none"> • Minimum Master's in MIS/ Social Science/ Business Administration/Finance/ Accounting or any other related discipline.
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- Minimum 5 years of professional and practical experience working with both public or private sector
- Proven experience of conducting research works, studies and writing reports (Sample of such reports to be submitted with the CV)
- Demonstrated experience in tackling similar tasks at national or international level.

Junior Associates: Minimum 2 person

- Minimum graduate in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies
- Minimum 3 years of progressive experience in conducting data collection, research, assessments, reviews of similar nature.
- Computer literacy is must especially for MS Word applications. The CV must state the level of expertise in the usage of computer and office software packages (MS Words, MS Excel, Power Point etc.).

*The entity/firm will propose the number of data enumerators that are needed to conduct the assignment

Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.

Technical Proposal (70%)

- ☒ Expertise of the Firm *[indicate percentage]*
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan
- ☒ Management Structure and Qualification of Key Personnel

Technical Proposal Evaluation		70
Expertise of firms		
1.1	Experience in undertaking similar assignment	10
1.2	Previous experience of completing research studies/evaluation for a UN agency or bilateral donor or private sector;	10
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed timeline, approach	10
2.2	Quality of proposed analytical framework	10
Skills and experiences of key personnel		

	Team Leader:		
	3.1	Relevance and level of education	5
	3.2	Experience in similar assignments	5
	Other members (Experts & Associates)		
	3.3	Relevance and level of education	10
	3.4	Experience undertaking similar assignments	10
	Financial		30
	Total		100
<u>Financial Proposal (30%)</u> In the To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex-4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex-5)		
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 05 May 2019. "Queries on RFP-BD-2019-017"</i> 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.		
Other Information [pls. specify]	The pre-bid meeting will be held at IDB Bhaban (18 floor) meeting room for the clarification on the bidding document and ToR on <u>05 May 2019 at 2:30 PM.</u> Note: Bidder needs to carry a valid Passport/NID/Credit or Debit Card with photo/Original driving license in order to enter into IDB Bhaban for the pre-bid meeting.		

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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[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 :

Minimum Eligibility Criteria for the firm:

- Minimum 5 years working experience in market analytics and/or supporting private sector companies accessing financing opportunities
- Successful completion of at least one similar assignment in the last 3 years with the evidence of job completion certificate/ Work Order/ Purchase order from competent authority.
- Have at least 3 success stories of market analytics or brokering of investments or advisory services to the private sector companies
- Latest Audited Financial Statement along with the audited report for last two years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.)
- Experience of working with development partners/INGOs/Government on issues related to sustainable development goals nationally or internationally (description with completion report/final product)
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.

Minimum Eligibility Criteria for the Human resource

This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one or more experts and a team of required data enumerators. The firm will be invited to submit a detailed proposal alongside CVs for the team leader, experts and any associate/assistant staff/s (see below).

Team leader:

- Minimum Master's in Economics/ Social Science/ Business Administration/Finance/ Accounting or any other related discipline.
- Minimum 10 years of professional and practical experience working with both public or private sector

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- Proven experience of conducting research works, studies and writing reports (Sample of such reports to be submitted with the CV)
- Working experience with UN/development partners/INGOs/Government/multinational organization
- Proven experience of leading similar kind of assignment

Subject Matter experts: Minimum 2 person

- Minimum Master's in MIS/ Social Science/ Business Administration/Finance/ Accounting or any other related discipline.
- Minimum 5 years of professional and practical experience working with both public or private sector
- Proven experience of conducting research works, studies and writing reports (Sample of such reports to be submitted with the CV)
- Demonstrated experience in tackling similar tasks at national or international level.

Junior Associates: Minimum 2 person

- Minimum graduate in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies
- Minimum 3 years of progressive experience in conducting data collection, research, assessments, reviews of similar nature.
- Computer literacy is must especially for MS Word applications. The CV must state the level of expertise in the usage of computer and office software packages (MS Words, MS Excel, Power Point etc.).

A. 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.

B. Qualifications of Key Personnel

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

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

C. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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D. **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]*

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General Terms and Conditions for Services

1.0 LEGAL STATUS:

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This

Annex

provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor

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acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

- 13.1 The recipient ("Recipient") of such information shall:
 - 13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1 any other party with the Discloser's prior written consent; and,
 - 13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information

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for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

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15.0 TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

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

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

19.0 CHILD LABOUR

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

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

20.0 MINES:

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

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

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:



- 22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

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

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Terms of Reference (TOR)

POST TITLE:	Hiring a Consulting Firm for SDG Financing and localization toolkit
AGENCY/PROJECT NAME:	SDG Financing and Localization Platform (SFLP)
COUNTRY OF ASSIGNMENT:	Bangladesh
SUPERVISOR:	Project Manager, SFLP
DURATION OF CONTRACT:	60 days over a period of 3 months

A. Background

Bangladesh has already taken significant steps in aligning Government priorities with the Sustainable Development Goals (SDGs). However, the country requires additional financial resources in the order of around \$1 trillion to implement the SDGs by 2030. At the same time, with prospective graduation from UN's Least Developed Country (LDC) category by 2024, Bangladesh needs to attract increased FDI and local investments through strategic coordination to mitigate the effects of reduction in concessional financing.

UNDP Bangladesh is piloting a SDG Financing and Localization Platform (hereinafter referred to as SFLP) to support the Government of Bangladesh in implementing and achieving the Global Goals.

SFLP has been envisaged as a broad platform to meet the challenges of pooling resources and building capacities for implementation of SDGs; it will consist of actors from across the sources like Government, private sector international development community and NGOs. With UNDP as facilitator, it will test approaches to: i) ensure efficient allocation of public resources through SDG-aligned budgeting; ii) improve operational efficiency so that the use of existing resources achieve the best value for money and iii) support strategic coordination so that the right investors come forward to make investment in public programmes/projects.

To set up a good business model, SFLP is piloting with the Local Government Division (LGD) as it has an extensive portfolio, geographic coverage and network. If successful, the initiative will be rolled out across other Ministries.

B. Project Title: SDGs Financing and Localization Platform (SFLP)

C. Project Description: SFLP

SFLP has been envisaged as a broad platform to meet the challenges of pooling resources and building capacities for implementation of SDGs to meet the challenges; it will consist of actors from across the Government, private sector and international development community. With UNDP as facilitator, it will test approaches to: i) ensure efficient allocation of public resources through SDG-aligned budgeting; ii) improve operational effectiveness so that existing resources are used well and iii) support strategic coordination so that the right investors make public investments.

To set up a good business model, SFLP is piloting with the Local Government Division (LGD) as it has an extensive portfolio, geographic coverage and network. If successful, the initiative will be rolled out across other Ministries.

Objectives:

Selected firm will support SFLP brokering public-private investments at district level by developing a SDG financing and localization toolkit, developing related training materials and delivering a ToT to stakeholders on the ground to empower them to broker partnerships locally.

C. Scope of Work

UNDP Bangladesh is seeking a proposal from an appropriate firm to offer the following services related to SFLP:

- C. Develop an SDG financing and localization toolkit inclusive of practical application on a pilot basis: SDG 6 financing in 3 districts
- D. Develop training materials for SDG financing and localization toolkit, and conduct first Training of Trainers (ToT)

More specifically, to deliver A, the firm will include the following four components in the toolkit, each one to be developed through a set of activities (or deliverables):

I. Use of existing data and transform it into market analytics

- 7. develop guidelines to collect market analytics at local level
- 8. Carry out practical application of market analytics on a pilot basis: SDG 6 data in two districts

II. Identifying government processes to create Private Sector entry points (examples: license to operate for private sector data collection, move towards outcome-based projects, etc.)

- 9. Map Government's (e.g. Local Government Division (LGD)/ Finance Division) relevant rules/guidelines at national, district and subdistrict level for project development and funds allocation and identify private sector entry points. Also identify procedures where improvement can be suggested for facilitating private sector engagement. The SFLP Advisor of UNDP will advise on the mapping.

III. Procedures for engaging private sector

- 10. develop guidelines to codify private sector opportunities and challenges to invest at district/Upazila level based on risk management and return projections
- 11. Carry out practical application limited to SDG 6 in the two pilot districts based on risk management and return projections

IV. Connecting public and private stakeholders in the most effective way for SDG financing and localization

- 12. Define Do's and Don'ts in the form of checklist to support public and private partnerships for SDG financing and localization, inclusive of practical examples and national and international best practices collected via interviews/surveys/secondary data or any other useful methodology. UNDP will support scouting the 30 companies/projects

Following this structure, the firm will draft deliverable A:

- Draft SDG financing and localization toolkit based on the above points I to IV inclusive of activities 1 to 6 with examples focused on SDG 6 in two pilot districts
- Test the toolkit involving the stakeholders at the pilot sites
- Share the tested toolkit with stakeholders and get feedback through a validation workshop
- finalize the toolkit incorporating feedbacks from the workshop

Based on the deliverable A, the firm will produce deliverable B, which are:

- 3. design and finalize training materials for the SDG financing and localization toolkit in consultation with UNDP

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4. deliver training of trainer's session to approximate 100 relevant stakeholders.

Note: The venue and the logistics will be covered/provided by UNDP while any material related to the trainings will be covered by the firm.

Geographic Location of the work areas:

Selected firm will work in Bandarban, Kurigram and Khulna.

D. Expected Outputs

As per RFP document

E. Institutional Arrangement

The Contracted Organization will work closely with UNDP SFLP Team and LGD and report to the Project Manager. The payment requests will be certified by the Project Manager after successful completion of the deliverables.

F. Duration of the Work

The duration of the contract will be 60 days over a period of 03 months. This assignment is based in Bandarban, Khulna and Kurigram

G. Methodology

The firm is encouraged to use primary and secondary data and propose a suitable and effective methodology

H. Scope of Bid Price and Schedule of Payments

Remuneration of the successful firm will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this TOR.

Financial Proposal (including fees, travel cost, living allowances, and other relevant expenses)

- (i) The financial proposal shall specify a total delivery amount in BDT i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overhead recharges.
- (ii) To assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. This must at least specify: the daily rates and number of anticipated working days (for each professional team member), any travel costs and overhead recharges. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable.

UNDP shall make payments, by bank transfer to the firm's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be made after the approval of the assignment outputs by the Project Manager, SFLP.

I. Recommended Presentation of Proposal

Interested firms must submit the following: a detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

1. Technical Proposal



- (i) Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements);
- (ii) Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the required area;
- (iii) List of current and past assignments of the Firm (Report);
- (iv) Methods and approaches to be adopted in delivering this assignment, including implementation timelines;
- (v) CVs of the proposed team leader and experts to be included within the team. Please note that proposing firms will be expected to deploy the consultants listed in the proposal; substitutions will only be accepted with the prior consent of UNDP.

J. Qualifications of the Successful Contractor

Minimum Eligibility Criteria for the firm:

- Minimum 5 years working experience in market analytics and/or supporting private sector companies accessing financing opportunities
- Successful completion of at least one similar assignment in the last 3 years with the evidence of job completion certificate/ Work Order/ Purchase order from competent authority.
- Have at least 3 success stories of market analytics or brokering of investments or advisory services to the private sector companies
- Latest Audited Financial Statement along with the audited report for last two years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.)
- Experience of working with development partners/INGOs/Government on issues related to sustainable development goals nationally or internationally (description with completion report/final product)
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.

Minimum Eligibility Criteria for the Human resource

This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one or more experts and a team of required data enumerators. The firm will be invited to submit a detailed proposal alongside CVs for the team leader, experts and any associate/assistant staff/s (see below).

Team leader:

- Minimum Master's in Economics/ Social Science/ Business Administration/Finance/ Accounting or any other related discipline.
- Minimum 10 years of professional and practical experience working with both public or private sector
- Proven experience of conducting research works, studies and writing reports (Sample of such reports to be submitted with the CV)
- Working experience with UN/development partners/INGOs/Government/multinational organization
- Proven experience of leading similar kind of assignment

Subject Matter experts: Minimum 2 person

- Minimum Master's in MIS/ Social Science/ Business Administration/Finance/ Accounting or any other related discipline.

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- Minimum 5 years of professional and practical experience working with both public or private sector
- Proven experience of conducting research works, studies and writing reports (Sample of such reports to be submitted with the CV)
- Demonstrated experience in tackling similar tasks at national or international level.

Junior Associates: Minimum 2 person

- Minimum graduate in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies
- Minimum 3 years of progressive experience in conducting data collection, research, assessments, reviews of similar nature.
- Computer literacy is must especially for MS Word applications. The CV must state the level of expertise in the usage of computer and office software packages (MS Words, MS Excel, Power Point etc.).

*The entity/firm will propose the number of data enumerators that are needed to conduct the assignment

K. Scope of Price Proposal and Schedule of Payments

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

UNDP shall affect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be based on milestone deliverables upon submission of invoice and upon certification of the work completed.

1st Tranche: 20% of the total contract value will be paid after the submission of inception plan

2nd Tranche: 40% of the total contract value will be paid after delivering the outputs (Deliverable A: I-IV components).

3rd Tranche: 20% of the total contract value will be paid after submitting tested toolkit incorporating the feedback of the stakeholders

4th Tranche: 20% of the total contract value will be paid after competition training.

L. Evaluation

The firm will be selected on the basis of the relevant expertise and financial offer received.

In the second stage, the price proposal of all qualified firm, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the firm offering the best value for money based on the cumulative method.

In this methodology, technical criteria weight is 70 and Financial Criteria weight is 30. According, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proposal.

A formula is as follows:

$$P = \gamma (\mu/z)$$

Where

P = points for the financial proposal being evaluated

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y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.

- The technical and financial proposal should be submitted following the UNDP guideline and formats. UNDP Procurement reserve the right to accept or reject any

Only candidate obtaining a minimum of 49 points and above would be considered for the financial Evaluation

Technical Proposal Evaluation		70
Expertise of firms		
1.1	Experience in undertaking similar assignment	10
1.2	Previous experience of completing research studies/evaluation for a UN agency or bilateral donor or private sector;	10
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed timeline, approach	10
2.2	Quality of proposed analytical framework	10
Skills and experiences of key personnel		
Team Leader:		
3.1	Relevance and level of education	5
3.2	Experience in similar assignments	5
Other members (Experts & Associates)		
3.3	Relevance and level of education	10
3.4	Experience undertaking similar assignments	10
Financial		30
Total		100

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Declaration

Date:

United Nations Development Programme
UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **Hiring a Consulting Firm for SDG Financing and localization toolkit**

Reference: RFP-BD-2019-017

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

