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## REQUEST FOR PROPOSAL

**Enterprise Development and Grant Management of Start-Up Funds for  
Internally Displaced Persons (IDPs) in the Main Accessible Areas of Return and  
Departure in Mogadishu**

RFP No.: UNDP/SOM/RE-INTEG/RFP/2019/021 **(Re-advertised)**

Project: RE-INTEG Project

Country: Somalia

Issued on: 21 October 2019

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## Section 1. Letter of Invitation

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

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

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

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

Please acknowledge receipt of this RFP by sending an email to [procurement.so@undp.org](mailto:procurement.so@undp.org) indicating whether you intend to submit a Proposal or otherwise.. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Ida Siregar  
Deputy Resident Representative (Operations), a.i.  
Somalia Country Office

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unsc c/conduct_english.pdf">https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unsc c/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other</p>

	<p>documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any, and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents Comprising the Proposal</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p>

	<p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or</p>

	<p>Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15.Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16.Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed</p>



	rates and the total price.
<b>17.Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18.Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19.Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20.Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21.Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

## **C. SUBMISSION AND OPENING OF PROPOSALS**



	<p>UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> </ol>

	<ul style="list-style-type: none"> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>

<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p><b>31. Due Diligence</b></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>

32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals</p>

	and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;refer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;refer</a></p>



### Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Shall not be conducted.
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	Five (5) days before the submission deadline <b>Proposers are required to submit their queries in writing. Telephone enquires will not be accepted.</b>
12	31	Contact Details for submitting clarifications/questions	<i>E-mail address: Deborah Wandera ; Debbie.wandera@undp.org.wandera</i> <i>Copying: Benard Cheruiyot Korir <a href="mailto:benard.korir@undp.org">benard.korir@undp.org</a> and <a href="mailto:procurement.so@undp.org">procurement.so@undp.org</a></i>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on UNGM website at <a href="https://www.ungm.org">https://www.ungm.org</a> and the UNDP corporate website at <a href="http://procurement-notices.undp.org">http://procurement-notices.undp.org</a> Proposers are advised to frequently check the above-mentioned websites for any addenda/clarifications that may be posted.



14	23	Deadline for Submission	<p>Date and Time: <b>4 November 2019, 17:00H</b></p> <p><b>Important Note: The time zone is Kenya time (GMT +3)</b></p> <p>Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter a problem in submitting your proposal at the last minute, UNDP may not be able to assist.</p> <p><b>Offers received by UNDP after the submission deadline shall be rejected.</b></p>
14	22	Allowable Manner of Submitting Proposals	Electronic submissions Only.
15	22	Proposal Submission Address	Mandatory designated email address for electronic submission: <b>bids-so@undp.org</b>
16	22	Electronic submission (via e-mail bids-so@undp.org) requirements	<ul style="list-style-type: none"> <li>• Format: PDF files only (<b>RAR, JPEG files must not be used</b>)</li> <li>• Proposers are encouraged to check the attachment formats prior to uploading/submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</li> <li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted. If you are uploading many files (Ex. 15 or more), <b>please zip the files into a ZIP folder and upload the folder instead of each file individually.</b> You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder cannot exceed 50 MB.</li> <li>• <b>Digital certification/signature: Signed and stamped copy.</b> Time zone to be recognized: <b>Kenya (GMT +3)</b></li> </ul> <p><b>IMPORTANT NOTE:</b> The Proposer is required to prepare and submit the Financial Proposal Submission Form (Form-F) and Financial Proposal Form (Form-G) in a signed and stamped password protected PDF file separate from the Technical proposal submission as stipulated in the Instructions to Proposers. <b>Financial Proposal Submission Form (Form-F) and Financial Proposal Form (Form-G) that are not password protected will be disqualified.</b></p> <p>The Password for Financial Proposal Submission Form (Form -F) and Financial Proposal Form (Form G) must not be provided to UNDP until it is formally requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.</p> <p>Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password, the Proposal will be <b>disqualified</b>.</p>

			Bidders are solely responsible for ensuring that any uploaded file is readable, that it is uncorrupted and free from viruses and malware. <b>Failure to submit readable files will result in rejection of the bid.</b>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of the technical proposal is 70%.</p>
18		Expected date for commencement of Contract	December 1, 2019
19		Maximum expected duration of contract	Expected duration of work is eight (8) months effective from the date of contract signature
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	<p><b>Post Qualification Actions;</b></p> <p>The UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:</p> <ul style="list-style-type: none"> <li>• Verification of accuracy, correctness and authenticity of the information provided by the Bidder on the legal, technical and financial documents submitted.</li> <li>• Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder.</li> <li>• Inquiry and reference checking with other previous clients on the quality of performance on ongoing or past contracts completed.</li> </ul> <p><b>Contract effectivity is subject to the following condition;</b></p> <ul style="list-style-type: none"> <li>• Upon countersignature of contract by both Parties to the contract.</li> </ul>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

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

No.	Basic Criteria (Pass/Fail)	Provided	
		Y	N
1	Bid sent to correct email address? bids-so@undp.org	✓	X
2	Appropriate signatures; Where applicable, all returnable bidding forms signed and stamped by Bidder's authorised representative.	✓	X
3	Power of Attorney (Bidder's authorized representative information)	✓	X
4	Minimum bid documents provided (Mandatory submission of all returnable forms A to G completed and, where applicable, signed in accordance with instructions provided in the RFP document. <b>Financial Proposal Submission Form (Form-F) and Financial Proposal Form (Form-G) must be password protected.</b>	✓	X
5	Technical and Financial Proposals submitted separately.	✓	X
6	Acceptance of Bid Validity (120 days) from date of close of RFP.	✓	X
<b>Passed for Eligibility and Qualification Check?</b>		✓	X

### Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	<b>Vendor is a legally registered entity;</b> Valid Certificate of Registration of the business including Articles of incorporation or equivalent document if Bidder is not a corporation.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder.</li> <li>Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		

<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<b>Minimum three (3) years' relevant experience</b> in entrepreneurship capacity development/training, grants management, Small & Medium Enterprise (SME)/development, business development services (BDS), mentoring and sustainable livelihoods development initiatives.	Form D: Qualification Form
	Minimum of two contracts for management of grant or loan schemes and business development services to micro and small enterprises in the last three years <b>(please submit copies of at least two contracts of similar scope of service required implemented over the past three years)</b> . <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Statement of satisfactory performance from the top three (3) clients or more in terms of contract value for the past three (3) years.	<b>Form D: Qualification Form.</b>
<b>Financial Standing</b>	Minimum average annual turnover of USD 100,000 for the Financial Years 2016, 2017 and 2018 <b>(please attach copies of audited financial statements (balance sheets, including all related notes and Income Statements) for each year)</b> . <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <ul style="list-style-type: none"> <li>• Current Ratio of not less than <b>1.0 for each</b> financial year, i.e., 2016, 2017 and 2018. <b>(please attach copies of audited financial statements (balance sheets, including all related notes and Income Statements) for each year)</b>.</li> </ul> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

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

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
<b>1000</b>		

Section 1. Bidder's Qualification, Capacity and Experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility/Reliability/Industry Standing.	30
1.2	General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details). <ul style="list-style-type: none"> <li>Project financial management capacity to set up and manage grant funds and technical capacity demonstrated by financial statements and strength in project management support in executing contract; <b>up to 50 points</b>;</li> </ul>	50
1.3	Relevance of specialized knowledge and experience on similar engagements: <b>(170 points max)</b> . Specialized knowledge, skills and competencies in fund management/business/private sector development/livelihood activities = <b>up to 40 points</b> <ul style="list-style-type: none"> <li>Demonstrated experience in management of grant and successful implementation of SMEs/livelihoods development projects through provision of high-quality business development services, that made the initiative sustainable (number of successfully implemented projects): <b>up to 40 points</b>.</li> <li>Experience in similar programme/projects' results-based planning and management (RBM) in the areas of business/enterprise = <b>up to 40 points</b>.</li> <li>Demonstrated experience in grants monitoring and = <b>up to 50 points</b>.</li> </ul>	170
1.4	Quality assurance procedures and risk mitigation measures; Effective results-based M&E, provision of technical guidance to enterprises/beneficiaries (IDPs), especially youth and women, reporting and taking corrective measures on the recommendations and risk mitigation measures	20
1.5	<b>Organizational commitment to sustainability (Mandatory weight) – (30 points max)</b> <ul style="list-style-type: none"> <li>Organization is compliant with ISO 14001 or ISO 14064 or equivalent</li> <li>Organization is a member of the UN Global Compact</li> <li>Organization demonstrates significant commitment to sustainability through some other means (e.g., internal company policy documents on women empowerment, renewable energies or membership of trade institution promoting such issues</li> </ul>	10 15 5
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? <b>(30 points max)</b>.</p> <ul style="list-style-type: none"> <li>Focus more on business development services (BDS): <b>up to 10 points</b>.</li> <li>Focus more on grant management: <b>up to 20 points</b>.</li> <li>An integrated approach to enterprise development, with an emphasis on sustainable revolving grant management and business development services = <b>up to 30 points</b>.</li> </ul>	30
2.2	How does the description of the Proposer's approach and methodology for execution of contract meet or exceed the requirements of the Terms of Reference and, does it include details of the Proposer's internal technical and quality assurance review mechanisms?	40
2.3	How well developed is the system of registration, feedback and communication with applicants and grantees?	30
2.4	<p>How well-developed is the proposed approach to the process of evaluation of business plans? <b>(100 points max)</b>.</p> <ul style="list-style-type: none"> <li>The suggested evaluation system provides relevant steps and a detailed description of the methodology at each stage = <b>up to 20 points</b>;</li> <li>The methodology for grant applications evaluation is reasonable and realistic, complies with the competition objectives and allows to access the application potential, long-term prospects for profit and sustainability of business = <b>up to 50 points</b>;</li> <li>The process of evaluating grant applications is transparent and impartial, it envisages the involvement of the independent evaluation committee at a final stage (specified composition and ways of attracting committee members, spelled assessment methodology and operational procedure of the evaluation committee) = <b>up to 20 points</b>;</li> <li>The proposed timeframe and logistics for arranging Grant Selection Committees is realistic and addressing TOR requirements: <b>up to 10 points</b>.</li> </ul>	100
2.5	<p>How well developed and robust is the methodology for monitoring and evaluation of implementation of project having received funds? <b>(50 points max)</b></p> <ul style="list-style-type: none"> <li>The proposed monitoring implementation plan has realistic timeframe and logistics arrangements: <b>up to 15 points</b>.</li> <li>The monitoring and evaluation methodology suggested is realistic, unified for all grantees and is able to analyze progress of business plan implementation based on clear evaluation method: <b>up to 20 points</b>;</li> <li>The proposed monitoring and reporting mechanism show sufficient capacity of the Contractor to provide counselling on reporting issues to grantees: <b>up to 15 points</b>.</li> </ul>	50
2.6	<p>How well elaborated are procedures for early detection of stalled performance or non-achievement of agreed milestones by the grantees? <b>(up to 50 points max)</b></p> <ul style="list-style-type: none"> <li>The proposed procedure ensures monitoring and timely identification and addressing of risks of grantees undue performance: <b>up to 10 points</b>.</li> <li>The proposed procedure includes mechanism of reallocation of withdrawn funds/assets to other applicants: <b>up to 20 points</b>.</li> <li>The proposed procedures include taking corrective measures in addressing non-compliance of grant agreements: <b>up to 20 points</b>.</li> </ul>	50
2.7	<p>How well elaborated is the proposed implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timeline? <b>(40 points max)</b>.</p> <ul style="list-style-type: none"> <li>Detailed monthly elaboration of the work plan = <b>up to 20 points</b>.</li> <li>The schedule is realistic and meets the assignment timeframe = <b>up to 20 points</b>.</li> </ul>	40
2.8	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40
2.9	Does the proposal provide a clear exit strategy, with a well-designed institutionalization of good practices for sustainability?	20
Total Section 2		400

Howell well Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Is the overall management approach toward planning and implementing the project well described? <ul style="list-style-type: none"> <li>Composition and structure of the proposed team;</li> <li>Are the proposed roles of the management and the team of key personnel suitable for provision of the required services?</li> <li>Relationship of key positions and designations</li> <li>Activities of each personnel on the team and time allocated for his/her involvement.</li> </ul>		20
3.2	<b>Qualifications of key personnel proposed</b>		
3.2 a	<b>Project Manager (Team Leader)</b>		50
	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree in business or related field</li> </ul>	5	
	<ul style="list-style-type: none"> <li>A minimum of five (5) years' experience in developing and implementing enterprise development and grant management projects for IDPs, especially for youth and women demographics.</li> </ul>	15	
	<ul style="list-style-type: none"> <li>Demonstrated project management experience in coordinating separate teams and ensuring results-based management.</li> </ul>	15	
	<ul style="list-style-type: none"> <li>Training experience</li> </ul>	5	
	<ul style="list-style-type: none"> <li>Knowledge of Somalia</li> </ul>	5	
	<ul style="list-style-type: none"> <li><b>Language:</b> Proficient in spoken and written English and Somali languages</li> </ul>	5	
3.2 b	<b>Entrepreneurship Trainer 1</b>		40
	Education: Bachelor's degree in business or related studies	5	
	A minimum of three (3) years' experience in developing and implementing enterprise development and grant management projects for IDPs, especially for youth and women demographics.	20	
	Knowledge of the entrepreneurship eco system	10	
	Proficient in spoken and written English and Somali languages.	5	
3.2 c	<b>Entrepreneurship Trainer 2</b>		40
	Education: Bachelor's degree in business or related studies	5	
	A minimum of three (3) years' experience in developing and implementing enterprise development and grant management projects for IDPs, especially for youth and women demographics.	20	
	Knowledge of the entrepreneurship eco system	10	
	<b>Language:</b> Proficient in spoken and written English and Somali languages	5	
3.2 d	<b>Entrepreneurship Trainers 3</b>		40
	Education: Bachelor's degree in business or related studies	5	
	A minimum of three (3) years' experience in developing and implementing enterprise development and grant management projects for IDPs, especially for youth and women demographics.	20	
	Knowledge of the entrepreneurship eco system	10	
	<b>Language:</b> Proficient in spoken and written English and Somali languages	5	
3.2 e	<b>Entrepreneurship Trainers 4</b>		40

Howell well Section 3. Management Structure and Key Personnel			Points obtainable
	Education: Bachelor's degree in business or related studies	5	
	A minimum of three (3) years' experience in developing and implementing enterprise development and grant management projects for IDPs, especially for youth and women demographics.	20	
	Knowledge of the entrepreneurship eco system	10	
	<b>Language:</b> Proficient in spoken and written English and Somali languages	5	
3.2 f	<b>Entrepreneurship Trainer 5</b>		40
	Education: Bachelor's degree in business or related studies	5	
	A minimum of three (3) years' experience in developing and implementing enterprise development and grant management projects for IDPs, especially for youth and women demographics.	20	
	Knowledge of the entrepreneurship eco system	10	
	<b>Language:</b> Proficient in spoken and written English and Somali languages	5	
3.2 g	<b>M&amp;E/Reporting Officer</b>		30
	Education: Bachelor's degree in business or related studies with M&E certification with M&E certification and/or sound knowledge of M&E.	5	
	A minimum of three (3) years' experience in monitoring enterprise development and grant management projects for IDPs, especially for youth and women demographics.	10	
	Knowledge of the entrepreneurship eco system	10	
	<b>Language:</b> Proficient in spoken and written English and Somali languages	5	
<b>Total Section 3</b>			<b>300</b>



## Section 5. Terms of Reference

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### ENTERPRISE DEVELOPMENT AND GRANT MANAGEMENT OF START-UP FUNDS FOR INTERNALLY DISPLACED PERSONS (IDPs) IN THE MAIN ACCESSIBLE AREAS OF RETURN AND DEPARTURE IN MOGADISHU

#### A. BACKGROUND INFORMATION AND RATIONALE, PROJECT DESCRIPTION

RE-INTEG is a Joint Programme implemented by a consortium comprising UN-HABITAT (Lead), UNHCR, UNDP and their local partners CESVI, SWDC and SIDO. RE-INTEG is the largest contributor to the Durable Solution Initiative for the Displaced in Somalia, promoted by the Federal Government of Somalia and the United Nations. RE-INTEG will run for three years (April 2017 – March 2020) and is fully funded by the EU Emergency Trust Fund for Africa.

The overall objective of the RE-INTEG Joint Programme is to facilitate and support durable solutions for IDPs and Returnees in Mogadishu, including improving their living conditions through the establishment of governance systems, increased housing, Land and Property Rights and social, economic and political inclusion.

Economic empowerment plays an essential role in supporting durable solution processes and income generation forms a key component of functioning durable solution systems, integrating employment with other relevant durable solution components, such as service delivery and affordable housing. Approximately 20% of all internally displaced persons (IDPs) in Mogadishu have no job whatsoever, whilst a larger proportion (up to 25%) have access to short-term or temporary work that does not enable them to earn a sustainable living. Despite these dire figures, some 67% of IDPs interviewed in Mogadishu identified “starting their own business” as their preferred strategy for securing sustainable employment and working their way out of poverty.

Between July 2018 and June 2019, RE-INTEG provided training to 500 beneficiaries on financial literacy, social entrepreneurship and start-up management aimed at equipping them with necessary skills to set up sustainable initiatives with a strong social and/or environmental impact. RE-INTEG, under this Request for Proposal seeks to launch a grants scheme which subject to availability of funds, will fund up to 100 grantees (80 from those who successfully completed the skills training and 20 identified from participants in innovation camps or incubation programmes separately offered by UNDP) to launch start-ups that will enable them test and refine concepts learned during the trainings to develop products that can be sold locally.

Within this context, UNDP, under the auspices of the RE-INTEG Programme, invites proposals from qualified and eligible entities to assist in the overall grants management and setting up successful social micro and small-enterprises (SMEs) in Mogadishu/Benadir Region.

#### B. SPECIFIC OBJECTIVES

To promote long-term job creation for IDPs especially amongst youth and women through provision of grants and development of social enterprises.

#### C. SCOPE OF WORK

The scope of work shall entail assistance with selection of grant recipients, business plans/milestones development, micro-grant management, SME development, business development services as well as administrating, overseeing, monitoring and evaluating the effectiveness of start-ups launched by grantees. The UNDP Standard Low Value Grant Agreement (LVGA) template and its Management Rules and Regulations will be followed in the grant management process.

Grantees will have access to grants of up to a maximum of USD 10,000 per start-up but, funds shall be released in tranches subject to achieving milestones agreed between the grantee and the Contractor, endorsed by the Selection Committee/Project Board and, approved by UNDP.

Activities undertaken by the Contractor shall include but shall not be limited to:

1. Development of an agreed upon Grant Management Mechanism, with adequate checks and balances in it;

2. Facilitate the process of filling in the standard Low Value Grant (LVG) applications by eligible persons whilst taking into consideration their business ideas and the financial support, with milestones, required to set up their social micro-enterprises. The Contractor will subsequently submit the completed applications to the RE-INTEG Project Steering Committee (PSC) or PSC appointed Grant Selection Committee for endorsement and, UNDP approval based on the following criteria; -.
  - a) Applicants must have successfully completed the social entrepreneurship training program, or any other innovation and entrepreneurship program offered by UNDP;
  - b) Ideas must be IDP or Returnee-led from host communities involving IDPs and Returnees or, meant to improve the lives of IDPs and Returnees.
  - c) Sound social business idea with a prototype or pilot product already tested in the market;
  - d) Viable business model to ensure sustainability and independence;
  - e) The start-up must address a local problem and have a generate positive social and/or environmental impact;
  - f) The start-ups should be financially sustainable, with adequate incomes to be generated;
  - g) Likelihood of generating additional employment opportunities for other IDPs;
  - h) At least 50% of the awarded grants shall be given to women-led start-ups.

The UNDP will have vetting rights on the selection process.

3. Assist with registration of grantees (IDPs) with the relevant authorities to facilitate issuance of IDs and other documents needed to fulfil requirements for setting up enterprises and opening of bank accounts;
4. Facilitate signature of Standard Low Value Grant Agreements between UNDP and grantees and coordinate disbursement of funds by UNDP based on satisfactory completion of milestones as agreed upon between the grantee and the Contractor;
5. Develop procedures for early detection of stalled performance or non-achievement of agreed milestones by the Grantees;
6. Provide guidance/technical support to grantees. This shall include providing additional technical skills/professional assistance as required including but not limited to refining of business concepts, product development, marketing, sales logistics and other skills relevant to their start-ups;
7. At least one monthly visit to grantees' business premises to monitor progress of work, discuss milestones and offer technical support and guidance as needed by the grantees;
8. Pre-certify deliverables and submit reports to UNDP for approval/acceptance prior to release of next tranche. Where applicable, notify UNDP of the reason for withholding subsequent tranches for non-performing start-ups.

#### **D. APPROACH AND METHODOLOGY**

Although the Proposer is expected to propose the most appropriate methodology to meet the objectives of the RFP, the following principles should be considered and reflected in the proposal. The Proposer must demonstrate how it intends to deliver services outlined in the TOR which should at a minimum include the following information:

- **Proposing entity's qualification, capacity and experience:** Information on proposing entity outlining its expertise, experience in providing similar services, institutional and financial capacity, track record, statements of satisfactory performance, entity's legal status, etc.;
- **Propose Methodology, Approach and Implementation Plan:** Proposer must demonstrate how it will undertake the proposed activities and present a plan outlining how it intends to ensure oversight, management, accountability (quality assurance), sequence activities (detailed work-plan). Work-plan should factor in time needed for document review, visits to grantees' report writing and communication;
- **Management structure and key personnel:** Demonstrate capacity and expertise of proposed team to simultaneously manage and implement required services in Somalia's operating environment. Include detailed CVs of key personnel.

## E. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

In the first month, the Contractor will prepare for the launch of the grant scheme. Grantees will receive funds from the second month and begin working on their plans. Mentoring and monitoring of activities will run concurrently with enterprise development up to the end project implementation.

The key deliverables for the assignment include:

No.	Deliverable	Target Due Date	Payment as a % of total contract price
1	Grant Management Plan/mechanism developed for the launch of the Grants Scheme.	Within 45 days of contract starting date	25%
2	Grantees selected based on the set selection criteria and, vetted and approved by the RE-INTEG Project Steering Committee or its appointed Grant Selection Committee.		
3	Grantees (IDPs) registered with the relevant authorities to facilitate issuance of IDs or any other documents needed to fulfil requirements for setting up enterprises and opening of bank accounts in the name of the grantee		
4	Facilitate approval/signature of LVGAs between UNDP and grantees and disbursement of monthly stipends and first tranches of grants. Release of subsequent grant tranches will be based on satisfactory completion of milestones agreed upon between the grantee and Contractor.	Within 60 days of contract starting date.	
5	Administration of the Grant Scheme, overseeing and evaluating grantee performance and submission of relevant monthly reports which should detail technical support provided to grantees, monitoring of progress made by grantees towards achieving the agreed milestones <b>after third month of contract implementation.</b>	Within 90 days of contract starting date	20%
	Assist in administering the Grant Scheme and overseeing and evaluating grantee performance and submission of relevant monthly reports which should detail technical support provided to grantees, monitoring of progress made by grantees towards achieving the agreed milestones <b>after fourth month of contract implementation.</b>	Within 120 days of contract starting date	
	Assist in administering the Grant Scheme and overseeing and evaluating grantee performance and submission of relevant monthly reports which should detail technical support provided to grantees, monitoring of progress made by grantees towards achieving the agreed milestones <b>after fifth month of contract implementation.</b>	Within 150 days of contract starting date	20%
	Assist in administering the Grant Scheme and overseeing and evaluating grantee performance and submission of relevant monthly reports which should detail technical support provided to grantees, monitoring of progress made by grantees towards achieving the agreed milestones <b>after sixth month of contract implementation.</b>	Within 180 days of contract starting date	
	Assist in administering the Grant Scheme and overseeing and evaluating grantee performance and submission of relevant monthly reports which should detail technical support provided to grantees, monitoring of progress made by grantees towards achieving the agreed milestones <b>after seven month of contract implementation.</b>	Within 210 days of contract starting date	

No.	Deliverable	Target Due Date	Payment as a % of total contract price
6	<p>Final Grant Scheme Evaluation and Report. The report shall:</p> <ul style="list-style-type: none"> <li>• Be based on the monitoring and evaluation plan with consolidated data of grantees (disaggregated by sex, location and vulnerability); the means of verification used;</li> <li>• Describe and elaborate on outcomes achieved against the overall goal, objectives, targets and indicators of the scheme;</li> <li>• Discuss challenges, good practices, lessons learned, prevailing issues, risks and their mitigation strategy, exist strategy and make recommendations for future course of action;</li> <li>• Include sustainability measures of the intervention especially in relation to encouraging and supporting female entrepreneurship;</li> <li>• Comment on the grant awardees to measure the impact of grants on their respective enterprises and the change in their life in general.</li> </ul>	Within 240 days of contract starting date	35%

#### F. KEY PERFORMANCE INDICATORS

Performance Attribute	Performance Indicator
100 grantees (80 who successfully completed the social entrepreneurship course and 20 identified from participation in innovation camps or incubation programmes separately offered by UNDP in compliance with the selection criteria.	<ul style="list-style-type: none"> <li>• Registration of grantees;</li> <li>• Number grantees (disaggregated by sex, location and vulnerability);</li> <li>• Amount received by grantee and utilization of grant.</li> </ul>
Capacity of grantees developed and, 100 start-ups functional.	<ul style="list-style-type: none"> <li>• Capacity of the selected grantees at pre vs. post selection period;</li> <li>• Quantity and quality of resources received and usage.</li> <li>• Number of grantees (disaggregated by sex, geographical location, age, vulnerability); Number of enterprises set up and functional (location wise); income generated by grantees, quality of grant management, sustainability of the businesses and earnings of the target beneficiaries;</li> <li>• Quality of grant management mechanism and its acceptance.</li> </ul>

#### G. GOVERNANCE AND ACCOUNTABILITY

##### Reporting

The Contractor will work under the direct supervision of the UNDP RE-INTEG Project Manager in close collaboration with other members of the RE-INTEG Consortium, the Benadir Regional Administration (BRA) Taskforce, community members and leaders. The Contractor shall ensure timely provision of work plan, activity logs, reports, images and any other materials requested by the RE-INTEG Project Manager to demonstrate progress and impact of the activity.

The Contractor shall designate a focal point, preferably the Team Leader, for communication with UNDP on contract implementation. The Contractor's focal point shall ensure that contract is performed in an efficient and effective manner consistent with the Terms of Reference. The person shall also be responsible for communication with UNDP on reporting ensuring UNDP comments (if any) are incorporated prior to submission of final reports/ deliverables. The designated Contractor focal point shall be responsible to coordinate with UNDP regarding organization of review meetings for the reports/deliverables

The Contractor shall propose a reporting and visibility plan of action with details of methods, channels, approach and capacities to provide sufficient reporting and visibility for UNDP and its donors. Reporting will at a minimum include:

- Detailed implementation Strategy;
- Assessment of existing knowledge/skills, the gap between skills of market and current skills and technical support required by grantees;
- Batch reports of each grantee including profile of participant, photos, videos, details on the type of support provided, details of mentoring sessions, challenges encountered, success stories, case studies, press releases if any and recommendations, feedback from the grantees about their whole experience, and visibility materials;
- Final evaluation report based on the monitoring and evaluation plan with consolidated data of grantee supported, the means of verification used and outcomes achieved against the overall goal, objects, targets and indicators on the programme with lessons learned, challenges, success stories, case studies, feedback from participants on training provided and their whole experience, visibility and training materials used and recommendations for future course of action and sustainability measures of the intervention especially in terms of further encourage and supporting female entrepreneurship. The report should also comment on the grant awardees to measure the impact of entrepreneurship support and grant of their respective enterprise and the change in their life in general (reporting template will be provided by UNDP).
- Ad-hoc reports upon the request of UNDP.

All materials developed for the training shall be of high standards for both, internal and external use, and shall be approved by the RE-INTEG project manager.

## **1. Contractor Responsibility**

- a) Sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility whatsoever on the part of the UNDP. This shall include:
  - i. Welfare (duty of care) of its staff including payment of salaries, medical, and casualty evacuation from Somalia in the event of a security breakdown;
  - ii. Arrangements for logistics across all aspects of the assignment including flights into Somalia (if applicable) and local transport for its operations, accommodation and visa requirements;
  - iii. Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage;
- b) Obtain necessary consent from grantees prior to shooting photography/videos using smartphones;
- c) Ensure adequate communication between the Contractor and UNDP.

## **2. UNDP Responsibility**

- a) UNDP shall be responsible for direct disbursement of grants to grantees in accordance with its Financial Rules and Regulations. On completion of each milestone by a grantee, the Contractor shall forward an evaluation report on grantee's progress for UNDP review and approval. If approved, UNDP will release the next tranche to fund the next agreed milestone;
- b) Monitoring of Contractor's performance and quality assurance. UNDP will undertake review of Contractor's performance which will include review of quality of deliverables and a structured performance review of the Contractor at the end of the Contract which shall also include feedback from various stakeholders;
- c) UNDP will facilitate process between partners and the Contractor. Should the Contractor encounter any difficulties in this area, it should notify UNDP immediately.

#### H. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

It is envisioned that the contract will be implemented in a eight-month period.

#### I. DUTY STATION

The assignment shall be conducted in Mogadishu, Somalia.

#### J. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

##### Qualifications of the Proposing Entity

The selected entity will;

- Be a legally registered entity in its country of incorporation and will be solely responsible for obtaining all documents required for its personnel to provide the service inside Somalia;
- Have a minimum of three years' experience in entrepreneurship capacity development/training, SME/development, business development services (BDS), mentoring and sustainable livelihoods development initiatives, evidenced by submission of at least two (2) contracts in the last three years. Somalia experience is desirable;
- Strong demonstrated experience in encouraging and supporting female entrepreneurship;
- Available human resource and infrastructure (existing or able to quickly set up through partnerships) in Mogadishu for conducting trainings smoothly;
- Experience of working directly with IDPS and particularly youth and women;
- Ability to engage a managerially and technically sound team capable of conducting required training (assessed through CVs);
- A good understanding of the Somali context is desirable.

##### Qualification of Personnel

The proposing entity should propose an appropriate team composition/size for carrying out the tasks as required within the eight-month timeframe. A dynamic mix of team members with specialization in enterprise training and mentorship. Capacity building in business and finance management is an asset. Proposers must outline proposed staff skills set and team structure including leadership commensurate to the scope of services requested in this RFP. Proposers must submit curriculum vitae (CV) of each key personnel below proposed for the assignment which must include details of relevant experience of each role demonstrating capability and capacity to undertake the assignment.

No.	Title of Key Personnel	Minimum Educational Qualifications and Experience
1	Project Manager (Team Leader)	<p>The project manager shall provide operational guidance to the team and will have overall responsibility for the contract. The person will be responsible for the development of implementation schedule, quality assurance, contract management and focal point for communication with UNDP.</p> <ol style="list-style-type: none"><li>1. A minimum of a master's degree in Business or related field.</li><li>2. Demonstrated experience in managing large-scale SME development and livelihoods development projects, with grant management/business development service expertise. Experience on IDP projects and Somalia experience is desirable.</li><li>3. Proficient in spoken and written English and Somali languages.</li></ol>
2	Entrepreneurship Trainers (5 positions)	<ol style="list-style-type: none"><li>1. Must have a minimum of a bachelor's degree in business or related studies</li><li>2. A minimum of three years' practical experience in providing training in set-up of small businesses and startups. Similar experience with IDPs is desirable.</li><li>3. Proficient in spoken and written English and Somali languages.</li></ol>

No.	Title of Key Personnel	Minimum Educational Qualifications and Experience
3	Reporting/M&E Officer	<ol style="list-style-type: none"> <li>1. Must have a bachelor's degree in business or related studies, with M&amp;E certification and/or sound knowledge of M&amp;E.</li> <li>2. A minimum of three years' practical experience in a similar position. Experience on IDP projects is desirable.</li> <li>3. Proficient in spoken and written English and Somali languages.</li> </ol>

In case of unforeseen circumstances or if one or more of the proposed key personnel fail to perform their duties under the contract, the Contractor will provide alternate personnel with at least similar or higher qualifications and skill-sets at the same unit rate. Substitute personnel will be approved by UNDP prior to engagement.

**Desired Qualities for all team members:**

All staff assigned to the proposed contract must;

- Display professionalism, respect, cultural and gender sensitivity while engaging with implementing partners and UNDP. The UNDP reserves the right to request removal or replacement of contractor's staff at contractor's cost if these standards are not observed.
- Achieving gender equality and gender mainstreaming are key principles of the UN System Organizations, thus, UNDP encourages the deployment of staff (male/female) at a balanced ratio based on the requirements defined in the TOR.
- Ability to work in a team and in collaboration with diverse stakeholders.
- All team members must be willing and able to travel and work in Somalia and demonstrate flexibility and availability of time to the UNDP focal point to discuss grantees' progress and submission of regular updates.

**K. PRICE AND SCHEDULE OF PAYMENTS**

UNDP shall issue a fixed-price contract to the recommended service provider. Payments to the Contractor shall be made upon successful completion of each Deliverable and certification by UNDP according to the deliverables outline in section 'E' of this TOR above.

## Section 6: Returnable Bidding Forms / Checklist

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

Please note submission of forms A, B, D, E, F and G completed and where applicable, signed in accordance with instructions provided in the RFP document is **MANDATORY** for all Bidders. Additionally, form C is **MANDATORY** for Proposers submitting a bid as a Joint Venture/Consortium/Association.

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

### Technical Proposal Envelope:

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

### Financial Proposal Envelope

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

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



## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>UNDP/SOM/RE-INTEG/RFP/2019/021: ENTERPRISE DEVELOPMENT AND GRANT MANAGEMENT OF START-UP FUNDS FOR INTERNALLY DISPLACED PERSONS (IDPS) IN THE MAIN ACCESSIBLE AREAS OF RETURN AND DEPARTURE IN MOGADISHU</b>		

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

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

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

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, providing organizational organogram, details of employees, CVs of key professionals, list of clients, and available facilities/expertise.</li> <li>▪ Valid Certificate of Registration of the Business including Articles of Incorporation or equivalent document if Bidder is not a corporation.</li> <li>▪ Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder;</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Power of Attorney to the authorized representative to sign/submit RFP submission documents.</li> </ul> <p>All Returnable Bidding Forms (A to G) provided in the RFP.</p>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/RE-INTEG/RFP/2019/021: ENTERPRISE DEVELOPMENT AND GRANT MANAGEMENT OF START-UP FUNDS FOR INTERNALLY DISPLACED PERSONS (IDPS) IN THE MAIN ACCESSIBLE AREAS OF RETURN AND DEPARTURE IN MOGADISHU.		

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

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

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of Partner: _____	Name of Partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of Partner: _____	Name of Partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/SOM/RE-INTEG/RFP/2019/021: ENTERPRISE DEVELOPMENT AND GRANT MANAGEMENT OF START-UP FUNDS FOR INTERNALLY DISPLACED PERSONS (IDPS) IN THE MAIN ACCESSIBLE AREAS OF RETURN AND DEPARTURE IN MOGADISHU		

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

### Historical Contract Non-Performance

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

### Litigation History (including pending litigation)

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

## Previous Relevant Experience

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

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

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

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

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

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year: 2016      USD
	Year: 2017      USD
	Year: 2018      USD
<b>Latest Credit Rating (if any), indicate the source</b>	

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2016	2017	2018
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>UNDP/SOM/RE-INTEG/RFP/2019/021: ENTERPRISE DEVELOPMENT AND GRANT MANAGEMENT OF START-UP FUNDS FOR INTERNALLY DISPLACED PERSONS (IDPS) IN THE MAIN ACCESSIBLE AREAS OF RETURN AND DEPARTURE IN MOGADISHU</b>		

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

### SECTION 1: Bidder's qualification, capacity and expertise

Reputation of Organization and Staff Credibility/Reliability/Industry Standing.

- 1.1 Reputation of Organization and staff credibility/reliability/industry standing
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?
- 2.2 How does the description of the Proposer's approach and methodology for execution of contract meet or exceed the requirements of the Terms of Reference and, does it include details of the Proposer's internal technical and quality assurance review mechanisms?
- 2.3 How well developed is the system of registration, feedback and communication with applicants and grantees?
- 2.4 How well-developed is the proposed approach to the process of evaluation of business plans?
- 2.5 How well-developed and robust is the methodology for monitoring and evaluation of implementation of project having received funds?
- 2.6 How well elaborated are procedures for early detection of stalled performance or non-achievement of agreed milestones by the grantees?
- 2.7 How well elaborated is the proposed implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timeline?
- 2.8 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?
- 2.9 Does the proposal provide a clear exit strategy, with a well-designed institutionalization of good practices for sustainability?

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

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

### SECTION 3: Management Structure and Key Personnel

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

#### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

### Note to Proposers:

**This Financial Proposal Submission Form must be signed, stamped and submitted in the PDF format. It must be password protected and should not be included as part of the Technical Proposal. Financial proposal submission forms that are not password protected will be disqualified.**

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*



## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>UNDP/SOM/RE-INTEG/RFP/2019/021: ENTERPRISE DEVELOPMENT AND GRANT MANAGEMENT OF START-UP FUNDS FOR INTERNALLY DISPLACED PERSONS (IDPS) IN THE MAIN ACCESSIBLE AREAS OF RETURN AND DEPARTURE IN MOGADISHU</b>		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of the financial proposal. Any financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Note to Proposers: This Financial Proposal Form must be password protected and should not be included as part of the Technical Proposal. Financial proposal forms that are not password protected will be disqualified.**

**Currency of the proposal: United States Dollar (USD)**

**Table 1: Cost Breakdown by Cost Component**

Proposers are required to provide the cost breakdown for the above given prices for each deliverable based on the following format. The UNDP shall use the cost breakdown for price reasonability assessment purposes as well as the calculation of price in the event that both Parties have agreed to add new deliverables to the scope of services.

Description of Activity	Unit of Measure (UOM)	No. of Units (Quantity)	No. of Personnel	Unit Price (USD)	Total Amount (USD)
<b>Grant Funds Pool</b>	<b>1</b>	<b>100</b>			<b>800,000.00</b>
<b>I. Professional Services</b>					
Project Manager	month		1		
Entrepreneurship Trainers	Month		5		
Monitoring/Reporting Officer	Month		1		
<b>Subtotal Professional Fees:</b>					
<b>II. Logistical Costs</b>					
Local transport costs (for contractor (if applicable)					
Grantee transport (if applicable)					
<b>Subtotal Professional Fees:</b>					
<b>III. Other Related Costs:</b> <i>please specify other applicable costs (if any), add and itemize in separate lines and specify Unit of Measure and Quantity)</i>					
...					
..					
<b>Subtotal Other Related Costs:</b>					
<b>GRAND TOTAL</b>					

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]