

*United Nations Development Programme*



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# REQUEST FOR PROPOSAL

## **Provision of consulting and advisory support to newly-created MSMEs in Luhansk, Donetsk and Zaporizhzhia oblasts**

RFP No.: 173-2019-UNDP-UKR-RFP-RPP

Project: UN Recovery and Peacebuilding Program

Country: Ukraine

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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
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o 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 [Insert email address], indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

*Oksana Baginska*

Name: Oksana Baginska

Title: Finance and Procurement Associate

Date: **October 24, 2019**

Approved by:

*Sukhrob Kakharov*

Name: Sukhrob Kakharov

Title: Operations manager, UNDP

Date: **October 24, 2019**

## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>	
<b>1. Introduction</b>	<p><b>1.1</b> 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><b>1.2</b> 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><b>1.3</b> 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>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p><b>2.1</b> 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><b>2.2</b> 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><b>2.3</b> 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><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<b>3. Eligibility</b>	<p><b>3.1</b> 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><b>3.2</b> 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>

<p><b>4. <i>Conflict of Interests</i></b></p>	<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> <ul style="list-style-type: none"> <li>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 documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <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>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p><b>5. <i>General Considerations</i></b></p>	<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>
<p><b>6. <i>Cost of Preparation of Proposal</i></b></p>	<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>
<p><b>7. <i>Language</i></b></p>	<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>
<p><b>8. <i>Documents</i></b></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<i>Comprising the Proposal</i>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<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>
<i>10. Technical Proposal Format and Content</i>	<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>
<i>11. Financial Proposals</i>	<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>
<i>12. Proposal Security</i>	<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> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<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>
<p>13. <i>Currencies</i></p>	<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>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<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 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> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <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>



<p><b>15. Only One Proposal</b></p>	<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>
<p><b>16. Proposal Validity Period</b></p>	<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 rates and the total price.</p>
<p><b>17. Extension of Proposal Validity Period</b></p>	<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>
<p><b>18. Clarification of Proposal</b></p>	<p><b>18.1</b> 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><b>18.2</b> 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>
<p><b>19. Amendment of Proposals</b></p>	<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>

	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.
<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>	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.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

<p><b>Email Submission</b></p> <p><b>eTendering submission</b></p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>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.</li> <li>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-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<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>
<p>24. <i>Withdrawal, Substitution, and Modification of</i></p>	<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</p>

<i>Proposals</i>	<p>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>
25. <i>Proposal Opening</i>	<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>	
26. <i>Confidentiality</i>	<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>
27. <i>Evaluation of Proposals</i>	<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> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
28. <i>Preliminary Examination</i>	<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>
29. <i>Evaluation of Eligibility and Qualification</i>	<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> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's</li> </ol>

	<p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ul style="list-style-type: none"> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) 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>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) 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>
<p><b>32. Clarification of Proposals</b></p>	<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>
<p><b>33. Responsiveness of Proposal</b></p>	<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>
<p><b>34. Nonconformities, Reparable Errors and Omissions</b></p>	<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</li> </ul>

	<p>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;</p> <p>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</p> <p>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.</p> <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>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	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.
<b>36. Award Criteria</b>	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.
<b>37. Debriefing</b>	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 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.
42. <i>Bank Guarantee for Advanced Payment</i>	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>
43. <i>Liquidated Damages</i>	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.
44. <i>Payment Provisions</i>	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.
45. <i>Vendor Protest</i>	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>
46. <i>Other Provisions</i>	<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;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</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	Ukrainian, English, Russian
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	<p>Will be Conducted November 1, 2019 at 12:00 Kyiv time via Skype Conference.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.ua@undp.org Attn: Procurement Unit Subject: <b>173-2019-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency

			<p>based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a></p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> UAH</p>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit</p> <p>Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine</p> <p>Tel. No. :+ 38 044 253-93-63</p> <p>E-mail address dedicated for this purpose: <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>
14	23	Deadline for Submission	<p>08.11.2019, 23:59 local time</p> <p>For eTendering submission - as indicated in eTendering system.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>173-2019-UNDP-UKR-RFP-RPP</p>
16	22	Electronic submission (email or eTendering) requirements	<p>Format: PDF files only</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p> <p>Password for financial proposal must not be provided to UNDP until requested by UNDP</p> <p>Max. File Size per transmission: 8 MB</p> <p>Other conditions: Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</p>

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70% of the obtainable score of 700 points.
18		Expected date for commencement of Contract	December 1, 2019
19		Maximum expected duration of contract	About 20 month
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP <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>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <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	

## SECTION 4. EVALUATION CRITERIA

### Required documents

- Duly signed Technical and financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	300
<b>Total</b>		<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Organization/company officially registered in Ukraine (minimum 3 years – 25 points, 4-5 years – 40 points, 6 years or more – 50 points).	50
1.2	Experience in the organization and management of business training programmes: 2 programmes – 50 points, 3 programmes and more – 75 points).	75
1.3	Experience in the implementation or training programmes with: <ul style="list-style-type: none"> <li>200 – 349 trainees – 50 points;</li> <li>350 trainees or more – 75 points.</li> </ul>	75
<b>Total Section 1</b>		<b>200</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	How well developed is a system of communication recipients? The described approach stipulates a telephone hotline, exclusive pages in social networks and accounts in messengers, an e-mail box – up to 50 points	50
2.2	How well-developed is a proposed approach to registration of consultations? <ul style="list-style-type: none"> <li>The suggested approach is clear, transparent and realistic and contains a detailed description of the registration tool – up to 25 points;</li> <li>The methodology for tracking hours of consultations allows recipients and UN RPP personnel to obtain full and up-to-date information online – 25 points</li> </ul>	50
2.3	How well-developed is the summary of the frequently asked questions and short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers?	50

	<ul style="list-style-type: none"> <li>- The proposed questions are relevant and cover major up-to-date issues of MSME activity in Ukraine – up to 25 points;</li> <li>- The proposed short answers are accurate and correct – up to 25 points.</li> </ul>	
2.4	<p>How well-elaborated is the proposed plan of work and suggested timeline?</p> <ul style="list-style-type: none"> <li>- Weekly detailed elaboration of a work plan – 25 points</li> <li>- The schedule is realistic and meets the assignment timeframe – 25 points.</li> </ul>	50
<b>Total Section 2</b>		<b>200</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	<b>Team Leader/Project Manager</b>		45
	Experience in project management and team management (3 years – 5 points, 4 years and more – 10 points).	10	
	Implementation of projects / programmes / provision of business training services: <ul style="list-style-type: none"> <li>- total experience (3 years – 5 points, 4 years and more – 10 points);</li> <li>- number of business training projects/programmes implemented (3 projects/programmes – 5 points, 4 projects/programmes and more – 10 points).</li> </ul>	20	
	Higher education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master's (or equivalent) – 3 points, PhD or higher – 5 points).	5	
	Excellent reporting skills (reference to at least 1 open source report – 3 points, 2 and more – 5 points).	5	
	Language command (Ukrainian, Russian) – 3 points, Ukrainian, Russian and English (working level) – 5 points).	5	
3.2	<b>Project Assistant</b>		35
	Professional experience in administrative support of training and educational projects (2 years – 10 points, 3 years or more – 15 points).	15	
	Experience of work on the hotline or in multi-crowded projects (1 project – 5 points, 2 projects and more – 10 points).	10	
	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Bachelor's degree or equivalent – 3 points, Master's or higher – 5 points).	5	
	Language command: <ul style="list-style-type: none"> <li>- Ukrainian, Russian – 3 points;</li> <li>- English (working level) – 2 points.</li> </ul>	5	
3.3	<b>Trainer 1:</b>		55
	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5	

	<p>Delivery of training on business origination, MSME finance, management and operations:</p> <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30	
	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).	15	
	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5	
3.4	<b>Trainer 2:</b>		55
	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5	
	<p>Delivery of training on business origination, MSME finance, management and operations:</p> <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30	
	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).	15	
	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5	
3.5	<b>Trainer 3:</b>		55
	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5	
	<p>Delivery of training on business origination, MSME finance, management and operations:</p> <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30	
	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).	15	
	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5	
3.6	<b>Trainer 4:</b>		55
	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5	

30	Delivery of training on business origination, MSME finance, management and operations: <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>		
15	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).		
5	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points		
<b>Total Section 3</b>			<b>300</b>

## SECTION 5. TERMS OF REFERENCE

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**Project name:** UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component

**Project description:** Provision of consulting and advisory support to newly-created MSMEs in Luhansk, Donetsk and Zaporizhzhia oblasts

**Country/place of implementation:** Government-Controlled Areas (GCA) of Donetsk, Luhansk oblasts and areas along the Azov sea coastline in Zaporizhzhia oblast, Ukraine

**Possible business trips (if applicable):** Travel within Ukraine (up to 10 trips to GCA of Donetsk, Luhansk and Zaporizhzhia oblasts)

**Starting date of the assignment:** November 2019

**Duration of the assignment or end date (if applicable):** June 2021

**Name and position of project manager:** Volodymyr Lyashchenko, Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP

### I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on economy, social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:



Component 1: Economic Recovery and Restoration of Critical Infrastructure  
 Component 2: Local Governance and Decentralization Reform  
 Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 10 projects funded by 11 international partners and is worth about 80 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance, support economic recovery and promote reconciliation in the crisis-affected communities of Donetsk, Luhansk and Zaporizhzhia oblasts in Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced economic recovery and development.

This endeavor will be achieved through the pursuit of the following specific objectives:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

Under Objective 1, a small business grants programme was launched in eastern Ukraine in 2015 to promote economic recovery of the conflict-affected oblasts, to enhance employment and to create income-generation opportunities for internally displaced persons (IDPs) and the local population. Overall, 649 business projects were supported and over 2,000 jobs created within the programme in 2015-2018. In 2019-2022 UN RPP, with financial support from the EU, the Government of Poland and the Government of Japan, will provide grants for the launch, renewal or expansion of Micro, Small and Medium Enterprises (hereinafter – MSMEs) on a competitive basis in the areas of Donetsk and Luhansk oblasts controlled by the government of Ukraine and in the rayons of Zaporizhzhia oblast along the Azov sea coastline (hereinafter – the "target areas") in order to establish or restore business activity and ensure overall economic revitalization, decrease tension on the labor market and ensure development of the priority value chains that are critically important for further economic development of the region.

To ensure an efficient start and further sustainable development of the newly created businesses, funded by the programme, UN RPP is seeking a company that will provide consulting support in legal, accounting and business development areas to the grant recipients.

## **II. MAIN OBJECTIVES OF THE ASSIGNMENT**

The overall objective of this assignment is provision of the consulting services to representatives of the local population and IDPs who reside in the government-controlled areas of Luhansk and Donetsk oblasts and in the areas of Zaporizhzhia oblasts along the Azov sea coastline who receive funding under the UN RPP small business grants programme to start, renew or expand their businesses in 2019-2021 (hereinafter referred to as the 'target group') and to other newly-created MSMEs supported under the Programme activities.

Consulting should be provided based on a voucher system in the following areas including consultations within the sectors of activity of supported grantees: (1) legal advice in such issues as registration, re-registration, obtaining permits, certificates, hiring employees, national tax and legal regulations, etc.; (2) accounting advice in bookkeeping, auditing, reporting etc.; (3) marketing and sales advice in such issues as product and services promotion etc.; (4) business development and expansion advice. In addition, in-person consulting sessions are to be delivered in the target areas.

The UN Recovery and Peacebuilding Programme plans to allocate at least 465 grants for business start-up, renewal or expansion to the local population, including IDPs, in Donetsk and Luhansk oblasts and in the areas of Zaporizhzhia oblast along the Azov sea coastline. These recipients of support will require support through consulting services. Additionally, up to 135 entities who had received UN RPP small business grants during 2015-2018 might be granted access to the consulting services. It is also expected that at least 35 additional MSMEs supported under the non-grant UN RPP activities will participate in the in-person consulting sessions.

### **III. SCOPE OF WORK AND EXPECTED OUTPUTS**

The contractor will provide advisory support via remote channels available for grantees and approved by UN RPP (by phone, skype, email, social networks, etc.) and at least 8 in-person consulting sessions in the legal, accounting, marketing and business development areas to the target group during the period of assignment. The overall number of recipients of the consulting services will be about 600 people during the period of the contract. The number of people who may receive consulting services simultaneously (during the same period of implementation of a grant) will not exceed 250 people. One voucher should be awarded to each recipient of the advisory services. Each voucher should grant rights to receive at least 32 hours of remote consultations in total during 4 months since the start of the grant implementation in any or all areas of advisory support stipulated by the programme (legal, accounting, marketing and business development) distributed in the recipient's discretion. A list of recipients shall be provided by UN RPP at the beginning of each implementation stage. In addition, eight in-person consulting sessions shall be conducted for least 160 participants.

#### **1. Inception stage:**

- Develop a detailed work plan, methodology and overview of the tools (including the description of a voucher system) to be used under this assignment and approve by the Programme;
- Design and set-up online channels (multi-channel phone line, skype channel, social network pages, unified email, etc.) for provision of the consulting services and approve them by UN RPP;
- Determine standard operational time for all channels used to provide consultations (multi-channel phone line, skype channel, social network pages, unified email, etc.). These operational

- times should be approved by UN RPP, and should be used as recommended but under no circumstances should become compulsory either for the consultants or for the recipients;
- Develop a registration tool of awarded vouchers and hours of delivered consultations and approve it by UN RPP. The status of delivered hours of consultations divided by four areas (legal, accounting, marketing and business development) should be made available online for UN RPP (extended mode) and the recipients (view mode) and updated on a daily basis. Requirements to the protection of personal data of recipients should be taken into consideration;
  - Design format for monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all four areas of provided advisory support (legal, accounting, marketing and business development) with designated channels for dissemination (social networks, email).

#### Output 1:

- A detailed work plan, methodology and overview of the tools developed and approved by UN RPP;
- Online channels to provide consultations designed, set-up and approved by UN RPP;
- Standard operational times for all channels used to provide consultations determined and approved by UN RPP;
- A registration tool and an online database on awarded vouchers and delivered hours of consultations developed and approved by UN RPP;
- Formats of monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all four areas of provided advisory support (legal, accounting, marketing and business development) with channels for their dissemination designed and approved by UN RPP;
- Inception report prepared and approved by UN RPP.

*Expected execution timeframe – up to 30 calendar days after the Contract start date.*

## **2. Stage 1:**

- Deliver remote consultations (Monday-Friday from 9 a.m. to 6 p.m.) to the first wave of the target group (up to 200 people simultaneously during the first month of the stage, up to 250 people simultaneously during the months 2-4 of the stage, up to 50 people simultaneously during the fifth month of the stage, the total number of people receive remote consultations is 250) based on the previously approved voucher system;
- Prepare five monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

#### Output 2:

- Up to 250 people received remote consultations based on the voucher system;
- At least 5 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;

- Interim report #1 prepared and approved by UN RPP.

*Expected execution timeframe – up to 6 months after the Contract start date.*

### **3. Stage 2:**

- Deliver four in-person consulting sessions for the target group in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each. The list of participants will be provided by UN RPP. Expenses related to the rent of premises, the arrangement of coffee breaks and reimbursement of travel costs of the participants shall be covered by UN RPP. Such expenses should NOT be included in the financial proposal. The Contractor will be responsible for the consultants' expenditures related to the implementation of in-person sessions. Such expensed should be included to the financial proposal;
- Prepare two monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

Output 3:

- 4 in-person consulting sessions delivered in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each;
- At least 2 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Interim report #2 prepared and approved by UN RPP.

*Expected execution timeframe – up to 8 months after the Contract start date.*

### **4. Stage 3:**

- Deliver remote consultations (Monday-Friday from 9 a.m. to 6 p.m.) to the second wave of the target group (up to 50 people simultaneously during months 1-2 of the stage, up to 200 people simultaneously during months 3-4 of the stage and up to 150 people simultaneously during month 5-6 of the stage the total number of people receive remote consultations is 200) based on the previously approved voucher system;
- Prepare six monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

Output 4:

- Overall up to 200 people received remote consultations during the based on the voucher system;
- At least 6 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;

- Interim report #3 prepared and approved by UN RPP.

*Expected execution timeframe – up to 14 months after the Contract start date.*

## **5. Stage 4:**

- Deliver remote consultations (Monday-Friday from 9 a.m. to 6 p.m.) to the third wave of the target group (up to 150 people simultaneously) based on the previously approved voucher system;
- Prepare four monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

Output 5:

- Up to 150 people received remote consultations based on the voucher system;
- At least 4 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Interim report #4 prepared and approved by UN RPP.

*Expected execution timeframe – up to 18 months after the Contract start date.*

## **6. Stage 5:**

- Deliver four in-person consulting sessions for the target group in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each. The list of participants will be provided by UN RPP. Expenses related to the rent of premises, the arrangement of coffee breaks and reimbursement of travel costs of the participants shall be covered by UN RPP. Such expenses should NOT be included in the financial proposal. The Contractor will be responsible for the consultants' expenditures related to the implementation of in-person sessions. Such expensed should be included to the financial proposal;
- Prepare three monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

Output 6:

- Four in-person consulting sessions delivered in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each;
- At least 5 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Final report prepared and approved by UN RPP.

*Expected execution timeframe – up to 21 months after the Contract start date.*

#### **IV. MONITORING/REPORTING REQUIREMENTS**

The Contractor shall submit the following reports according to UN RPP format and guidelines. The format of reports shall be agreed at the first stage of the contract implementation programme, but UN RPP reserves the right to make further changes and clarifications in the report form.

##### **Types of reports:**

- 1) An Inception report at the initial stage of the project, Ukrainian language;
- 2) Interim reports, including reports on the work accomplished, results, monitoring, and financial indicators in Ukrainian language;
- 3) Weekly operational email reports on current results, implementation and issues;
- 4) Brief reports periodically submitted upon request of designated UN RPP personnel in cases where it is required to get information on the progress of the programme in between reporting periods;
- 5) A Final narrative report including a summary of activities and results, lessons learned, recommendations for further development of the programme and conclusions. Data should be disaggregated by the donor, gender, age groups and other categories as required by UN RPP, Ukrainian language.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by UN RPP, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

As a quality assurance measure, UN RPP reserves the right to initiate spot-checks or conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor Responsible Party shall facilitate the process by presenting UN RPP with all necessary contacts and data on the recipients of the consulting services and shall refrain from influencing the impartiality of the assessment procedures.

The Contractor shall comply with UNDP Code of Ethics to ensure that all the project activities delivered with honesty, integrity and professionalism.

#### **V. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- Organization/company officially registered in Ukraine for at least 3 years;
- Experience in provision of consulting services and/or advisory support to MSMEs in the legal, accounting, marketing and business development areas (at least 3 years);
- Experience in delivery of consultations to at least 50 people simultaneously (reference to at least 2 projects should be provided);
- Experience in providing consulting services under the support of international technical assistance organizations (references to at least 1 similar project should be provided).

The Contractor must have a team of at least 6 professionals with following roles and required qualifications:

##### **Team Leader/Project Manager:**

- At least Master's degree in Business Administration, Economics, Law, Management, Entrepreneurship, Accounting and Audit or related field;
- Minimum 3 years of professional experience in project management and/ team management;
- At least, 3 years of experience in business consulting;
- Experience in preparation of written reports (a list of publications and examples of at least 2 developed materials shall be provided);
- At least 2 positive references from previous employers;
- Fluency in Ukrainian and Russian. Knowledge of English would be considered as an asset.

**Project Assistant:**

- At least Bachelor's degree in Economics, Finance or related field;
- Minimum 3 years of professional experience in administrative support of advisory, consulting, training and/or educational projects;
- Experience on the hotline or in multi-crowded projects would be considered as an asset;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered as an asset.

**Trainer 1 - Consultant/ advisor in the legal area:**

- At least Master's degree in Law or related field;
- Minimum 3 years of professional experience in legal advice for micro, small and medium business entities in Ukraine related but not limited to registration, re-registration, obtaining permits, certificates, hiring employees, etc.;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

**Trainer 2 - Consultant/ advisor in the accounting and taxation areas:**

- At least Master's degree in Accounting and Audit, Economics or related field;
- Minimum 3 years of professional experience in consulting for micro, small and medium business entities in Ukraine in the area of accounting and taxation;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

**Trainer 3 - Consultant/ advisor in the marketing and branding areas:**

- At least Master's degree in Marketing, Business Administration or related field;
- Minimum 3 years of professional experience in consulting support of MSMEs in Ukraine in the marketing and branding areas;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

**Trainer 4 - Consultant/ advisors in the business development area:**

- At least Master's degree in Management, Business Administration, Economics or related field;

- Minimum 3 years of professional experience in business development advisory support to MSMEs in Ukraine;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

#### **VI. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:**

- ☒ Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants);
- ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
- ☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
- ☒ Overview of communication tools available for interaction with recipients of consulting services;
- ☒ Brief description of registration tool to be used to track hours of consultations;
- ☒ A summary of frequently asked questions with short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers;
- ☒ Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project;
- ☒ At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
- ☒ At least 2 reference letters for each consultant/advisor from the previous customers and former employers;
- ☒ Financial proposal.

#### **VII. PROPOSED PAYMENT SCHEDULE:**

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Inception, Interim and Final reports. A preliminary schedule is provided below.

After achieving of the output 1 and submission of an Inception Report –5%;  
 After achieving of the output 2 and submission of an Interim Report #1 – 20%;  
 After achieving of the output 3 and submission of an Interim Report #2 – 15%;  
 After achieving of the output 4 and submission of an Interim Report #3 – 25%;  
 After achieving of the output 5 and submission of an Interim Report #4 – 15%;  
 After complete achievement of all the results and submission of the Final Report – 20%.



## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

### Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
Form A: Technical Proposal Submission Form	<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"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<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:	[Insert RFP Reference Number]		

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

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

- 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, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

### Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

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

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

## FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.  
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

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

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

## Financial Standing

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

<b>Financial information</b> (in US\$ equivalent)	<b>Historic information for the last 3 years</b>		
	Year 1	Year 2	Year 3
	<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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) 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:	[Insert RFP Reference Number]		

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

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

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Experience in provision of consulting services and/or advisory support to MSMEs in the legal, accounting, marketing and business development areas (at least 3 years);
- 1.3 Experience in delivery of consultations to at least 50 people simultaneously (reference to at least 2 projects should be provided)
- 1.4 Experience in providing consulting services under the support of international technical assistance organizations (references to at least 1 similar project should be provided)

### 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 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
- 2.3 Overview of communication tools available for interaction with recipients of consulting services.
- 2.4 Brief description of registration tool to be used to track hours of consultations.
- 2.5 A summary of frequently asked questions with short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers.
- 2.6 At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.

### SECTION 3: Management Structure and Key Personnel

- 3.1 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.
- 3.2 At least 2 reference letters for each consultant/advisor from the previous customers and former employers

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert]  ▪ Date of certification: [Insert]
Employment Record/ Experience	<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]
References	<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

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:	[Insert RFP Reference Number]		

The Bidder is required to prepare the **Financial Proposal** following the below format and **submit it in a file separate from the Technical Proposal** as indicated in the Instruction to Bidders. **Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.**

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

### A. Cost Breakdown per Deliverables\*

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount, currency, excl. VAT</b>
Delivery of output 1		
Delivery of outputs 2		
Delivery of outputs 3		
Delivery of outputs 4		
Delivery of outputs 5		
Delivery of outputs 6		
<b>Total</b> (please indicate currency)	100%	

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

### B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the 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.

<b>Nº</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>Amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader/Project Manager	20 month	1		
1.2	Consultant 1	20 month	1		
1.3	Consultant 2	20 month	1		
1.4	Consultant 3	20 month	1		
1.5	Consultant 4	20 month	1		
1.6	Project Assistant	20 month	1		
...	...				

<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Registration tool of awarded vouchers and hours of delivered consultations				
2.2	Communication tools (Internet/Phone/etc.)				
2.3	Other (if any - to define clearly activities/costs)				
...					
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Travel costs (tickets)	Travel for 1 person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
3.4	...				
<b>4</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1					
4.2	...				
	<b>Total</b> (please indicate currency)				

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