



REQUEST FOR PROPOSAL (RFP)

Cambodia SDGs Platform Management (Process 23252)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Cambodia SDGs Platform Management**.

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted on or before **no later than 13 December 2019 by 12:00 pm, Cambodia time** address below. **Late submission shall be rejected. Submission by email will not be accepted.**

**UNDP Cambodia, Registry Office (Building No. 5)
No. 53, Pasteur Street, Boeung Keng Kang I
PO Box 877, Phnom Penh, Cambodia
Attn: Procurement Analyst, Procurement Unit**

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of 120 days.

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sereyvattana Chan
Procurement Analyst
05 December 2019

Description of Requirements

Context of the Requirement	Cambodia SDGs Platform Management
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services	As per Term of Reference
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Deliverable 1: Roll-out of the Platform for the first 12 months • Deliverable 2: public outreach and user engagement • Deliverable 3: facilitating prize award for SDGs Actions • Deliverable 4: contributing to knowledge building and sharing on SDGs Actions • Deliverable 5: co-designing and conducting an impact assessment at the end of the 12 month roll-out period
Person to Supervise the Work/Performance of the Service Provider	Accelerator Labs team
Frequency of Reporting	Based on each assignment (refer to attached ToR)
Progress Reporting Requirements	Based on each assignment (refer to attached ToR)
Location of work	Phnom Penh, Cambodia
Expected duration of work	Estimated 100 working days
Target start date	01 January 2020
Travels Expected	n/a
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Not Required

timing of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ¹	The payment will be made based on the actual number of days for each assignment agreed and shall be made within 30 days after satisfactorily completion of work.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Accelerator Labs team
Preliminary Examination	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>The total score for each proposal will be calculated independently by the following formula:</p> <div><p><u>Rating the Technical Proposal (TP):</u></p><p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p><p><u>Rating the Financial Proposal (FP):</u></p><p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p><p><u>Total Combined Score:</u></p><p>(TP Rating) x Weight of TP (70%)</p><p>+ (FP Rating) x Weight of FP (30%)</p><hr/><p>Total Combined and Final Rating of the Proposal</p></div>																					
	<p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>																					
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p>The Technical Proposal of the offerors will be evaluated based on the following criteria:</p> <p>The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:</p> <table><tr><th>No.</th><th>Summary of Technical Proposal Evaluation Forms</th><th>Points Obtainable</th></tr><tr><td>1</td><td>Expertise of Firm / Organization</td><td>40</td></tr><tr><td>2</td><td>Roadmap to Execute Implementation Plan</td><td>40</td></tr><tr><td>3</td><td>Management Structure and Key Proposed Personnel</td><td>20</td></tr><tr><td></td><td>Total</td><td>100</td></tr></table> <table><tr><th>No.</th><th>Technical Proposal Evaluation Form 1: Expertise of organization</th><th>Points Obtainable</th></tr><tr><td>1.1</td><td>General Organizational Capability which is likely to affect implementation<ul style="list-style-type: none">Legally registered in Cambodia</td><td>10</td></tr></table>	No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable	1	Expertise of Firm / Organization	40	2	Roadmap to Execute Implementation Plan	40	3	Management Structure and Key Proposed Personnel	20		Total	100	No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable	1.1	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none">Legally registered in Cambodia	10
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2	Roadmap to Execute Implementation Plan	40																				
3	Management Structure and Key Proposed Personnel	20																				
	Total	100																				
No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable																				
1.1	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none">Legally registered in Cambodia	10																				

	1.2	Minimum of 3 similar experiences i.e. in carrying out campaign/media strategy; event organization, running cash awards for SDG related initiatives for developmental purposes in Cambodia	10
	1.3	Established network with Cambodia's ecosystem on innovation, youth networks, private sector and development organization	10
	1.3	Track record of managing assignments of similar size	10
	Total:		40
	No.	Roadmap to execute the implementation plan	Points Obtainable
	2.1	Execution experience in product launching and implementation <ul style="list-style-type: none">• Proven detail framework to execute the plan	40
	Total		40
No.	Proposed personnel	Points Obtainable	
1	Project Coordinator Minimum Criteria <ul style="list-style-type: none">• At least 3 years experience in communications, product launching, and project management• Proven Experience in Cambodia Start-up Ecosystem• Proven Experience in SDGs related projects• Fluent in Khmer and English	20	
	Total	20	
<p>The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
Post Qualification Review	UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following:		

	<ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted; 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; c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and <p>Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ² and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Contract General Terms and Conditions ³	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁵ (General Terms and Conditions)

² Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

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

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁶	<p>Pheara Lek Procurement Assistant <i>Pheara.lek@undp.org; and cc: procurement.kh@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information: Required Documents for Submission	<p>☒ Technical Proposal: Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per Annex-2 <i>(the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process) and complete the information and supporting document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.</i></p> <p>☒ Financial Proposal: Form for Submitting Service Provider's Financial Proposal is duly completed and signed (Annex-3)</p> <p>Technical and Financial Proposals are submitted in separate sealed envelopes.</p> <p>No. of copies of Proposal that must be submitted: Original : 1 Copies : 1 1 CD ROM or USB drive containing of technical proposal should be submitted in the technical proposal envelop</p>

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated **12/5/2019**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal].....
[Signature Authorized Person and Stamp]
[Name of Authorized Person].....
[Title of Authorized Person].....
[Date].....

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹**(This Form must be submitted using the Service Provider's Official Letterhead¹⁰)**

[insert: Location].

[insert: Date]

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

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Cost Breakdown per Deliverable*

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

*This shall be the basis of the payment tranches

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				

⁹ This serves as a template to the Service Provider in submitting the Financial Proposal.¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]



TERMS OF REFERENCE

Professional Service

1. Assignment Information

Assignment Title:	Cambodia SDGs Platform Management
Cluster/Project:	Accelerator Labs, UNDP Cambodia
Contract Type:	Professional Service Contract
Duty Station:	Phnom Penh
Contract Duration:	01 January 2020 – 31 December 2020

2. Background and overview

The UNDP Strategic Plan 2018-2021 embraces the complexity of development and commits the organization to helping countries find faster, more durable solutions to achieve Agenda 2030. Important development trends like urbanization, climate change, and inequality pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals.

UNDP is incubating a number of strategic initiatives aimed at ensuring it is 'fit for purpose' to deliver a new generation of solutions in line with the challenges the world faces. One such key strategic initiative is the Accelerator Lab Network. The initiative is a recognition that increasingly interrelated development challenges require going beyond business as usual and single point, linear and silver bullet responses in development. Instead, they call for interdisciplinary approaches and non-linear solutions that crowd in the collective efforts of variety of partners and tap into local insights and the knowledge of people closest to the problem and the solutions.

Accelerator Labs are UNDP's new way of working in development. Together with our core partners, the State of Qatar and the Federal Republic of Germany, 60 labs serving 78 countries will work together with national and global partners to find radically new approaches that fit the complexity of current development challenges. The labs will transform our collective approach by introducing new services, backed by evidence and practice, and by accelerating the testing and dissemination of solutions within and across countries. The sense-making, collective intelligence, solutions mapping, and experimentation will be part of the new offer from UNDP to governments.

In 2018, UNDP Cambodia worked with a group of professor and students at the Institute of Technology of Cambodia (ITC) to develop a platform to raise awareness and call for action for SDGs; it is called the **SDGs Platform** or **SDGs App**. Through the Accelerator Labs¹¹ Cambodia, UNDP now wishes to roll-out the the implementation of the Platform to reach more audiences, promote the scope of the application by building a larger of community of users and scale up developmental impacts on the SDGs. This initial roll-out/ pilot also aims to generate practical lessons learnt for further refinement of the Platform. In doing so, we are looking for a qualified service provider to support the (1) roll-out of the Platform for the first 12 months, (2) public outreach and user engagement, (3) facilitating prize award for SDGs Actions, (4) contributing to knowledge building and sharing on SDGs Actions and (5) co-designing and conducting an impact assessment at the end of the 12 month roll-out period.

¹¹ <https://acceleratorlabs.undp.org/>

3. Scope of work and deliverables:

Under direct supervision of the Accelerator Labs and Policy and Innovation Unit, the service provider will be responsible for the following deliverables:

Deliverable 1: Roll-out of the Platform for the first 12 months

- Execute implementation plan developed by Accelerator Labs to roll-out the Platform for the first 12 months
- Manage content and assure its quality, oversee CSDGs app users' day-to-day interaction in line with principles and standards agreed with UNDP.
- Organize quarterly meeting to report app's progress to the Oversight Group².

Deliverable 2: public outreach and user engagement

- Design and organize the launching event of the Platform launching in February 2020 with at least 150 participants (venue, catering and other services required for the launch are included in this contract)
- Design and implement offline and online campaign to build awareness for new users and to drive engagement for existing users
- Promotional activities and events on published contents from users with at least one highlight activity per month with university students and/or community areas (i.e. markets or public spaces)

Deliverable 3: facilitating prize award for SDGs Actions

- Design the SDGs Action award concept, eligibility, evaluation criteria and processes
- Callout and shortlisting user's initiative for monthly grants/prizes
- Manage monthly fund distribution (up to \$500) for selected total 10 projects and track their achievement

Deliverable 4: contributing to knowledge building and sharing on SDGs Actions

- Write monthly blog post on success story and/or achievement to be shared on Impact Hub channels and cross-share on UNDP channels

Deliverable 5: co-designing and conducting an impact assessment at the end of the 12 month roll-out period

- Co-design and produce an impact assessment to evaluate user engagement, participation and achievement by the end of the project testing period

² The group is to be set up by the UNDP Accelerator Labs. The composition of the group includes UNDP and selected government partners.

4. Payment milestones:

Payments are subject to satisfactory acceptance of deliverables by the following target due dates:

Deliverables	Estimated duration to complete	Target Due date	Payment percentage	Review and Approvals Required
<u>Deliverable 1:</u> Initial meeting with the Accelerator Lab team and agreement on SDGs Platform roll-out plan <u>Deliverable 2:</u> launching event concept note; on-line and off-line campaign strategy	10 days	30 Jan 2020	20%	Head of Policy and Innovation Unit
<u>Deliverable 1:</u> First oversight group meeting organized. <u>Deliverable 2:</u> Lunching event successfully organized; on-line campaign initiated in accordance with campaign strategy agreed with UNDP <u>Deliverable 3:</u> SDGs Action award concept note finalized and accepted by UNDP; callout of the first monthly prize <u>Deliverable 4:</u> First monthly blog post on the Platform's launching event shared on Impact Hub channels and cross-share on UNDP channels <u>Deliverable 5:</u> Impact Assessment scope, design and methodology finalized and agreed by UNDP	20 days	30 Mar 2020	30%	
<u>Deliverable 1:</u> Quarterly (1 st and 2 nd) meetings and reports to the Oversight Group; minutes of meeting with clearly agreed actions <u>Deliverable 2:</u> on-line campaign delivered in accordance with campaign strategy agreed with UNDP; Brief report/ update on monthly promotional activities/events as per rollout implementation plan	40 days	Jul 2020	40%	

<u>Deliverable 3:</u> Monthly callout of the SDGs action award/ prize & monthly disbursement of prizes <u>Deliverable 4:</u> Monthly blog post on success story and/or achievement shared on Impact Hub channels and cross-share on UNDP channels				
<u>Deliverable 1:</u> Quarterly (3 rd and 4 th) meetings and reports to the Oversight Group; minutes of meeting with clearly agreed actions <u>Deliverable 2:</u> on-line campaign delivered in accordance with campaign strategy agreed with UNDP; brief report/ update on monthly promotional activities/events as per rollout implementation plan <u>Deliverable 3:</u> Monthly callout of the SDGs action award/ prize & monthly disbursement of prizes <u>Deliverable 4:</u> Monthly blog post on success story and/or achievement shared on Impact Hub channels and cross-share on UNDP channels <u>Deliverable 5:</u> Final Impact Assessment Report accepted by UNDP	31 days	Dec 2020	10%	
Total	100 days		100%	

5. Institutional Arrangements:

In delivering this assignment, the Service Provider directly reports to and work under day-to-day supervision of the Accelerator Labs and the Policy and Innovation Unit. The Accelerator Labs team is responsible for providing direction on the overall project management and strategy, design (including setting success factors) and execution of the key deliverables and organizing quarterly meeting with Oversight Group to continuously evaluate the implementation results. The team is to be closely consulted at all stage of the assignment. The Socio-economic team provides technical advise on the CSDGs aspect.

Communications and branding: Accelerator Labs' Communication Guidelines applies for activities carried out under this contract.

6. Duration of the Work and Duty station

This contract covers the period from 01 January 2020 to 31 December 2020. The duty station for the assignment is in Cambodia (Phnom Penh). The firm should submit financial proposal covering the professional fee, insurance and other related costs.

7. Minimum Qualifications of the Firm

Bidding firms are expected to demonstrate compliance with basic organizational requirements, set out their proposed approach and specify the delivery team in order to meet the specified tasks in this TOR. The latter should include setting-out members, providing their CVs and specifying the number of days required and team mix. These are specified in more detail, and will be scored. Bidders should include these details within submitted bid packages.

Qualification of the firm

Reputation:	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none">• Legally registered in Cambodia for at least 3 years• Strong financial stability
Experience:	<ul style="list-style-type: none">• Minimum of 3 similar experiences i.e. in carrying out campaign/media strategy; event organization, running cash awards for SDGs related initiatives for developmental purposes in Cambodia• Established network with Cambodia's ecosystem on innovation, youth networks, private sector and development organizations• Track record of managing assignments of similar size

8. Scope of Bid Price and Schedule of Payments

Referring to all, but specifically the first assignment (Scoping/ Mapping Study), proposers should include details of staff, work days required and respective daily rates and all other costs. They should also note:

- a) The contract value be a fixed output-based price regardless of extension of the herein specified duration.
- b) In the computation of contract value proposers should include professional fees, inclusive of travel, living allowances, and taxes. UNDP will not be responsible for travel costs from the consultants' country of residence.
- c) The successful proposer will receive payment upon satisfactory completion of deliverables specified below:

30%	<p>Upon submission and acceptance by UNDP of the following deliverables:</p> <p><u>Deliverable 1:</u> Initial meeting with the Accelerator Labs team and agreement on SDGs Platform roll-out/implementation plan</p> <p><u>Deliverable 2:</u> Launching event concept note; on-line and off-line campaign strategy</p>
40%	<p>Upon submission and acceptance by UNDP of the following deliverables:</p> <p><u>Deliverable 1:</u> First oversight group meeting organized.</p> <p><u>Deliverable 2:</u> Launching event successfully organized; on-line campaign initiated in accordance with campaign strategy agreed with UNDP</p> <p><u>Deliverable 3:</u> SDGs Action award concept note finalized and accepted by UNDP; callout of the first monthly prize</p> <p><u>Deliverable 4:</u> First monthly blog post on the Platform's launching event shared on Impact Hub channels and cross-share on UNDP channels</p> <p><u>Deliverable 5:</u> Impact Assessment scope, design and methodology finalized and agreed by UNDP</p>
20%	<p>Upon submission and acceptance by UNDP of the following deliverables:</p> <p><u>Deliverable 1:</u> Quarterly (1st and 2nd) meetings and reports to the Oversight Group; minutes of meeting with clearly agreed actions</p> <p><u>Deliverable 2:</u> on-line campaign delivered in accordance with campaign strategy agreed with UNDP; Brief report/ update on monthly promotional activities/events as per rollout implementation plan</p> <p><u>Deliverable 3:</u> Monthly callout of the SDGs action award/ prize & monthly disbursement of prizes</p> <p><u>Deliverable 4:</u> Monthly blog post on success story and/or achievement shared on Impact Hub channels and cross-share on UNDP channels</p> <p>action</p>
10%	<p>Upon submission and acceptance by UNDP of the following deliverables:</p> <p><u>Deliverable 1:</u> Quarterly (3rd and 4th) meetings and reports to the Oversight Group; minutes of meeting with clearly agreed actions</p> <p><u>Deliverable 2:</u> on-line campaign delivered in accordance with campaign strategy agreed with UNDP; brief report/ update on</p>

	<p>monthly promotional activities/events as per rollout implementation plan</p> <p><u>Deliverable 3:</u> Monthly callout of the SDGs action award/ prize & monthly disbursement of prizes</p> <p><u>Deliverable 4:</u> Monthly blog post on success story and/or achievement shared on Impact Hub channels and cross-share on UNDP channels</p> <p><u>Deliverable 5:</u> Final Impact Assessment Report accepted by UNDP action</p>
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Recommended Presentation of Technical Proposal

A. Expertise of the service provider

Interested service providers shall state why they are the best-suited to carry out the above task. This should include:

- a brief of organization profile,
- a brief of team profile (especially those proposed for the assignment), and
- an outline of the service provider's strengths and expertise highlighting directly relevant experiences to the assignment.

B. Methodology to conduct the assignment

The service provider shall propose a tailored methodology to successfully carry out the assignment.

- Demonstrate an understanding the of tasks
- The scope of tasks is well defined and correspond to the term of reference (ToR)
- The presentation of the proposal is clear, the sequence of activities and the planning logical and realistic to achieve the expected results

C. Team structure

The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member in the assignment shall be clearly presented. The service provider shall also provide the updated CV of each team member and sample of their previous works (can be journal articles or any other publications) as the supporting evidence of their qualification.

D. Timeline/work plan

In addition, the service provider shall submit the proposed work plan to complete this assignment. This includes a description of how key results can be achieved within the timeframe and resources allocated.

9. Criteria for Evaluation of Proposal

Technical Proposal Evaluation (100%)

The Technical Proposal of the offerors will be evaluated based on the following criteria:

The total number of points allocated for the technical proposal is 100. The technical proposal of the offeror is evaluated based on following criteria:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	40
2.	Roadmap to Execute Implementation Plan	40
3.	Management Structure and Key Proposed Personnel	20
Total		100

Expertise of organization

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none">Legally registered in Cambodia	10
1.2	Firm's experiences <ul style="list-style-type: none">Minimum of 3 similar experiences i.e. in carrying out campaign/media strategy; event organization, running cash awards for SDG related initiatives for developmental purposes in CambodiaEstablished network with Cambodia's ecosystem on innovation, youth networks, private sector and development organizationsTrack record of managing assignments of similar size	10 10 10
Total		40

Roadmap to execute implementation plan

Technical Proposal Evaluation Form 2		Points obtainable
Roadmap to execute the implementation plan		
2.1	Execution experience in product launching and implementation <ul style="list-style-type: none"> Proven detail framework to execute the plan 	40
Total		40

Proposed Personnel

Technical Proposal Evaluation Form 3		Points Obtainable
Proposed Personnel		
3.1	Project Coordinator Minimum Criteria <ul style="list-style-type: none"> At least 3 years experience in communications, product launching, and project management Proven Experience in Cambodia Start-up Ecosystem Proven Experience in SDGs related projects Fluent in Khmer and English 	20
Total		20