



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: August 25, 2020
	REF.: <b>GNB10_RFP_009/2020_Developing and fostering the ecosystem of social entrepreneurship in Guinea-Bissau</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for identification and capacity development of a local founding team of social entrepreneurs and establish a network of entrepreneurial communities while establishing a talent and innovative incubation center and accelerator in Guinea-Bissau.

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

Proposals may be submitted on or before Thursday, September 10, 2020 and via email [soumissions.gw@undp.org](mailto:soumissions.gw@undp.org)

Your Proposal must be expressed in English or French, and valid for a minimum period of 90 days

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

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

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

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

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

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

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Safiata Dia Date*  
*Resident Representative a.i.*  
8/25/2020

### Description of Requirements

Context of the Requirement	Guinea-Bissau committed to achieve the SDGs by 2030. However, the country needs to face several fundamental challenges: poverty eradication, low productivity, stagnant development and multi-dimensional inequalities, all of which are further aggravated by political instability and during times of global fragility, such as the one provoked by the COVID-19 pandemic.
Implementing Partner of UNDP	MAVA
Brief Description of the Required Services <sup>1</sup>	Identification and capacity development of a local founding team of social entrepreneurs and establish a network of entrepreneurial communities while establishing a talent and innovative incubation center and accelerator in Guinea-Bissau.
List and Description of Expected Outputs to be Delivered	As per ToR
Person to Supervise the Work/Performance of the Service Provider	<i>Democratic Governance Cluster Head</i>
Frequency of Reporting	<i>[ as needed]</i>
Progress Reporting Requirements	Required (See deliverables on the ToR)
Location of work	<input checked="" type="checkbox"/> Exact Address/es UN Building 3rd fl; Rua Rui Djassi Bissau, Guinea-Bissau <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Prospectuous offeror to provide time required to complete the assignment.
Target start date	

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

Latest completion date				
Travels Expected	If required by international company.			
	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others: Medical Certificate and Insurance			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities – if needed. <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
References and portfolio of similar experiences	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency			

Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																				
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Percentage of Total Price (Weight for payment)</th> <th>Due date</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1 (Phase 1): <b>Preparation and design of the project implementation</b></td> <td>20%</td> <td><b>by 31 October 2020</b></td> </tr> <tr> <td>Deliverable 2 (Phase 2): <b>Outreach &amp; hands-on Capacity building for co-founders</b></td> <td>40%</td> <td><b>by 30 November 2021</b></td> </tr> <tr> <td>Deliverable 3 (Phase 3): <b>Program definition and implementation with guidance tools</b></td> <td>30%</td> <td><b>by 31 July 2022</b></td> </tr> <tr> <td>Final report</td> <td>10%</td> <td><b>by 30 August 2022</b></td> </tr> <tr> <td>Total</td> <td>100%</td> <td></td> </tr> </tbody> </table>			Deliverables	Percentage of Total Price (Weight for payment)	Due date	Deliverable 1 (Phase 1): <b>Preparation and design of the project implementation</b>	20%	<b>by 31 October 2020</b>	Deliverable 2 (Phase 2): <b>Outreach &amp; hands-on Capacity building for co-founders</b>	40%	<b>by 30 November 2021</b>	Deliverable 3 (Phase 3): <b>Program definition and implementation with guidance tools</b>	30%	<b>by 31 July 2022</b>	Final report	10%	<b>by 30 August 2022</b>	Total	100%	
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Person(s) to review/inspect / approve outputs/completed services	Democratic Governance Cluster Head																				

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.

and authorize the disbursement of payment																																			
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Contract for Professional Services</b> <input type="checkbox"/>																																		
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																																		
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Evaluation criteria</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Proposal Evaluation: Expertise and experience in conducting research and capacity building training, as well as and drafting reports of a similar nature of institutions)</td> <td>40%</td> <td>400</td> </tr> <tr> <td>2</td> <td>Proposal Evaluation: Proposed Work Plan and Approach)</td> <td>45%</td> <td>450</td> </tr> <tr> <td>3</td> <td>Proposal Evaluation: Qualifications of the project members (key experts)</td> <td>15%</td> <td>150</td> </tr> <tr> <td colspan="2">Total</td> <td></td> <td>1000</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th><b>Proposal Evaluation</b></th> <th><b>Proposal Evaluation</b></th> <th><b>Points available</b></th> </tr> </thead> <tbody> <tr> <td><b>Form 1</b></td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Expertise and experience in conducting research and capacity building training, as well as and drafting reports of a similar nature of institutions</b></td> </tr> <tr> <td>1.1</td> <td>General Organizational capacity which is likely to affect implementation (size of the organization, financial policy, personal policy and controlling mechanism)</td> <td>100</td> </tr> </tbody> </table>			Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Proposal Evaluation: Expertise and experience in conducting research and capacity building training, as well as and drafting reports of a similar nature of institutions)	40%	400	2	Proposal Evaluation: Proposed Work Plan and Approach)	45%	450	3	Proposal Evaluation: Qualifications of the project members (key experts)	15%	150	Total			1000	<b>Proposal Evaluation</b>	<b>Proposal Evaluation</b>	<b>Points available</b>	<b>Form 1</b>			<b>Expertise and experience in conducting research and capacity building training, as well as and drafting reports of a similar nature of institutions</b>			1.1	General Organizational capacity which is likely to affect implementation (size of the organization, financial policy, personal policy and controlling mechanism)	100
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	1.2	Years of experience in research and relevant expertise in management & implementation of social innovation and incubation work	100
	1.3	Experiences on similar assignments and knowledge on the issues related to social entrepreneurship to be addressed	200
	<b>Total form 1</b>		<b>400</b>
	<b>Proposal Evaluation</b>	<b>Proposal Evaluation</b>	<b>Points Available</b>
	<b>Form 2</b>		
	<b>Proposed Work Plan and Approach</b>		
	2.1	Extent of understanding the task including background, concept and objectives and clarity on the subject / issues addressed in the proposal	100
	2.2	Proposed detail data collection method / administering the questionnaire, using tools and techniques, data verification method at various levels, means for maintaining the accuracy of collected data, management and monitoring mechanism	180
	2.3	Review of relevant documents / information carried out prior to proposal preparation and data used in proposal writing	50
	2.4	Scope of work defined in relation to TOR for the task	60
	2.5	Appropriateness and logical consistency of activities, output and time frame in the proposed plan to accomplish the task	60
	<b>Total Form 2</b>		<b>450</b>
	<b>Evaluation</b>	<b>Proposal Evaluation</b>	<b>Points Available</b>
	<b>Form 3</b>		
	<b>Qualifications of the project members (key experts)</b>		
	1 Programme Manager	<b>Key function:</b> to oversee the project implementation and provide strategic guidance on the activities. <ul style="list-style-type: none"> <li>○ Master's degree in the field of Business Administration, Economics, Finance, Accounting, and/or Development Studies.</li> <li>○ Minimum 10 years of international experience in establishing accelerator or incubation center, particularly for social innovation and entrepreneurship.</li> </ul>	50

		<ul style="list-style-type: none"> <li>○ Experience in implementing development and employment activities for young men and women in underserved communities.</li> <li>○ Experience in working closely with the private sector and/or the ecosystem for entrepreneurs.</li> <li>○ Experience in using Microsoft (Word, PowerPoint and Excel).</li> <li>○ Excellent writing and oral communication skills in English. Fluency in Portuguese or French is an asset.</li> </ul>	
	1 (or more) Trainer(s)	<p><b>Key function:</b> to develop the social entrepreneurship and incubators in Guinea-Bissau. The trainer will also serve as a business coach/mentor for the communities by providing relevant training sessions as well as skills and knowledge.</p> <ul style="list-style-type: none"> <li>○ Bachelor's degree in the field of Business Administration, Economics, Finance, Accounting, Development Studies.</li> <li>○ Minimum five years of experience in implementing training/awareness raising programmes on how to network communities with private sector/existing ecosystem of social entrepreneurs, identify and understand specifications and challenges that communities face for building partnership.</li> <li>○ Experience in implementing development and employment activities for young men and women in underserved communities, particularly by maximizing its social impact.</li> <li>○ Excellent writing and oral communication skills in Portuguese. Fluency in English or French is an advantage.</li> </ul>	35
	1 Partnership Coordinator	<p><b>Key functions:</b> to collaborate with the existing ecosystem and other relevant experts, both globally and nationally, to further strengthen the network for social entrepreneurship to revitalize Guinea-Bissau.</p> <ul style="list-style-type: none"> <li>○ Bachelor's degree in the field of Development Studies, Accounting, Economics, Statistics, Finance, Business Administration, or Gender Studies.</li> <li>○ Minimum two years of experience in community development work with a special focus on social entrepreneurship and innovation.</li> <li>○ Experience in dealing with global network of</li> </ul>	35



		<p>experts in social entrepreneurship.</p> <ul style="list-style-type: none"> <li>○ Excellent writing and oral communication skills in Portuguese. Fluency in English or French is an asset.</li> </ul>	
	1 Business Coach	<p><b>Key functions:</b> to further strengthen the network for social entrepreneurship to revitalize Guinea-Bissau. S/he will be the main point of contact of the co-founding team and the person who will engage the trainers/experts as needed. He/she will also design the learning journey and manage the project for phases 2 and 3.</p> <ul style="list-style-type: none"> <li>○ Bachelor's degree in the field of Development Studies, Accounting, Economics, Statistics, Finance, Business Administration, or Gender Studies.</li> <li>○ Minimum two years of experience in community development work with a special focus on social entrepreneurship and innovation.</li> <li>○ Experience in conflict resolution and problem solving.</li> <li>○ Experience in conducting focus group discussion, community engagement sessions, surveys and questionnaire for project evaluations, assessments and appraisals.</li> <li>○ Experience in dealing with global network of experts in social entrepreneurship.</li> <li>○ Fluency in English or French, Portuguese is an asset.</li> </ul>	30
	<b>Total Form 3</b>		<b>150</b>
<p><b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available 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>		

<sup>4</sup> 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.

Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR [ <a href="#">link</a> ] <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Umaro Seidi</i>  <i>Procurement Associate</i>  <a href="mailto:registry.gw@undp.org">registry.gw@undp.org</a></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 [pls. specify]	N/A

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> 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 PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

*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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

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

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

D. **Cost Breakdown per Deliverable\***

Deliverables	Percentage of Total Price (Weight for payment)	Due date
Deliverable 1 (Phase 1): <b><i>Preparation and design of the project implementation</i></b>	20%	<b><i>by 31 October 2020</i></b>
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Final report	10%	<b><i>by 30 August 2022</i></b>
Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Office				
Program Manager				
Trainer(s )				
Partnership Coordinator				
Business Coach				
<b>II. Out of Pocket Expenses – if any.</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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



## **TERMS OF REFERENCE**

### **Developing and fostering the ecosystem of social entrepreneurship to improve local economic development and revitalize Guinea-Bissau**

#### **I. INTRODUCTION/ BACKGROUND**

By approving the Agenda 2030 and the Sustainable Development Goals (SDG), UN Member States pledged to eradicate poverty, promote sustainable and inclusive economic growth, with more and better jobs, promoting peaceful, just and inclusive societies and leaving no one behind. The world has experienced profound social, economic and cultural changes. Millions of people have left poverty, but many are still left in vulnerable situations.

Guinea-Bissau committed to achieve the SDGs by 2030. However, the country needs to face several fundamental challenges: poverty eradication, low productivity, stagnant development and multi-dimensional inequalities, all of which are further aggravated by political instability and during times of global fragility, such as the one provoked by the COVID-19 pandemic.

UNDP Guinea-Bissau, with a view at upholding its mandate, and an aim at overcoming the challenges faced by the country supports activities to address poverty and inequality, and achieve resilience and inclusion through supporting initiatives that foster an enabling environment for livelihoods and job creation, especially among vulnerable youth, women, and communities in crisis-affected areas. These activities aim to design and apply resilience-based development solutions for local economic recovery, enable equitable access to financial solutions and bring peace dividends to ensure that no one is left behind in Guinea-Bissau.

#### **II. OBJECTIVES AND SCOPE OF ASSIGNMENT**

The overall objective is to identify and develop the capacity of a local founding team of social entrepreneurs and establish a network of entrepreneurial communities while establishing a talent and innovative incubation center and accelerator in Guinea-Bissau. In partnership with MAVA foundation, a space will be identified to be transformed into a locally owned innovation center where co-founders, who are young men and women with business ideas and passion for the creation of social and environmental entrepreneurship, can gather and learn from each other. By engaging with local communities, private sector and Civil Society Organizations, as well as providing capacity building training to the social entrepreneurs and

government stakeholders, if possible, this project envisages to further strengthen the ecosystem and stimulate an enabling environment to the communities for addressing their community development challenges and seeking for solutions. Through this bottom-up approach, the project further aims at improving local economic development and strengthen social cohesion within the communities.

## **II. TASKS AND DELIVERABLES**

Below outlines the tasks and deliverables for this assignment. The UNDP Implementing Partner is expected to organize an induction meeting with the UNDP team and relevant partners hold regular meetings with the UNDP team to discuss progress made and to suggest and agree on any adjustments that may be required in the scope and approach.

### ***Deliverable 1: Preparation and design of the project implementation (by 31 October 2020)***

- Organize an induction meeting with the UNDP team and relevant partners (i.e. MAVA).
- Map the local entrepreneurial ecosystem, including consultations with possible partners and candidates of co-founders to learn about community building approach and networking opportunities.
- Provide a project plan with the rationale, methodology and logical sequence on how the Partner plans to undertake the project, and work on the deliverables in a listed timeframe. As this is requested in the application process, the project plan will be fine-tuned by the selected Partner in collaboration with UNDP once selected.

### ***Deliverable 2: Selection & hands-on Capacity building for co-founders (by 30 November 2021)***

- Develop detailed selection criteria for co-founders and select the candidates.
- Assess the needs of the founding team and develop an action plan.
- Build the capacity of the founding team through a tailored training on how to set up sustainable entrepreneurship support spaces for social entrepreneurs.
- Organize 5 days bootcamp to be delivered in collaboration with another hub for social entrepreneurship in West Africa.
- Provide on-demand online consulting with social entrepreneurship experts.
- Provide a training manual, or other useful tools and materials focusing on the special skills and knowledge needed for launching a locally owned innovation space as part of ecosystem development and ensure programme delivery. The key topics of running an innovation space includes governance and team; theory of change and impact measurement; community engagement; business model; finance; business development and operations; resource mobilization and fund raising.

***Deliverable 3: Program definition and implementation with guidance tools (by 31 July 2022)***

- Develop a plan for awareness raising for the ecosystem building for social entrepreneurs and social innovators in GNB and on entrepreneurial activities with social and environmental impact, with a special focus on the circular economy.
- Provide support to the founding team in programme design and planning.
- Provide continuous coaching support through monthly calls during the delivery phase of the programme.

***Deliverable 4: Final report (by August 2022)***

- Develop a final report including: 1) progress made and achievements based on the inception report; 2) best practices and success stories; 3) lessons learned throughout the project implementation; 4) recommendations for ecosystem development in GNB (and potential scale up)

**Qualification of the successful bidder**

- Minimum 10 years of experience in capacity building and research particularly to develop ecosystem in social innovation and entrepreneurship.
- Extensive experience in ecosystem development in different regions and countries
- Qualifications of Key Personnel, who are envisaged to carry out the deliverables. As part of the bidding process, please provide the CVs of key personnel (e.g. Project Manager,



Partnership Coordinator, Business Coach). CVs should demonstrate qualifications in areas relevant to the Scope of Services, as well as fluency in Portuguese.

- Past record and evidence of excellent performance in implementing capacity building and ecosystem development projects.

### III. METHODOLOGY

To prepare the capacity building training as part of the ecosystem development, the UNDP Partner is expected to consult with a wide range of stakeholders and collect relevant data and documents to complete this assignment. Stakeholders include, but not limited to, government, private sector, civil society, governorates, municipalities, and universities.

To conduct a capacity building training and develop a training manual, the UNDP Partner is envisaged to propose a most applicable training methodology and approach, as well as customize it for an effective and efficient implementation. The training manual should include lessons learned and best practices from other similar examples in the region and/or globally.

Other conditions to be considered:

#### Project monitoring and evaluation

The UNDP Partner is envisaged to provide progress reports in line with the deliverables, identified challenges and action points for next steps. As part of the effective M&E of the project implementation, the UNDP Partner is also expected to meet regularly with the UNDP team.

#### Project visibility

All the visibility and communication materials are envisaged to take into account the requirements of UNDP's branding policy and strategy. The UNDP logo, a mention other implementing partners are expected to be visualized on all publications (including reports, social media communication, and website), banners, training manuals, training certificates, and any other promotional materials. The UNDP Partner is requested to collaborate closely with the Governance Unit and with UNDP communication team when publishing any materials online and offline. The UNDP Partner is highly encouraged to develop videos, success stories and human stories throughout the project implementation.

#### Cost breakdown per deliverables

Deliverables	Percentage of Total Price (Weight for payment)	Due date
Deliverable 1 (Phase 1): <b><i>Preparation and design of the project implementation</i></b>	20%	<b><i>by 31 October 2020</i></b>
Deliverable 2 (Phase 2): <b><i>Outreach &amp; hands-on Capacity building for co-founders</i></b>	40%	<b><i>by 30 November 2021</i></b>

Deliverable 3 (Phase 3): <b><i>Program definition and implementation with guidance tools</i></b>	30%	<b><i>by 31 July 2022</i></b>
Final report	10%	<b><i>by 30 August 2022</i></b>
Total	100%	

#### Evaluation criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Proposal Evaluation: Expertise and experience in conducting research and capacity building training, as well as and drafting reports of a similar nature of institutions)	40%	400
2	Proposal Evaluation: Proposed Work Plan and Approach)	45%	450
3	Proposal Evaluation: Qualifications of the project members (key experts)	15%	150
	Total		1000

<b><i>Proposal Evaluation</i></b>	<b><i>Proposal Evaluation</i></b>	<b><i>Points available</i></b>
<b><i>Form 1</i></b>		
<b>Expertise and experience in conducting research and capacity building training, as well as and drafting reports of a similar nature of institutions</b>		
1.1	General Organizational capacity which is likely to affect implementation (size of the organization, financial policy, personal policy and controlling mechanism)	100
1.2	Years of experience in research and relevant expertise in management & implementation of social innovation and incubation work	100
1.3	Experiences on similar assignments and knowledge on the issues related to social entrepreneurship to be addressed	200
<b>Total form 1</b>		<b>400</b>

<b>Proposal Evaluation</b>	<b>Proposal Evaluation</b>	<b>Points Available</b>
<b>Form 2</b>		
<b>Proposed Work Plan and Approach</b>		
2.1	Extent of understanding the task including background, concept and objectives and clarity on the subject / issues addressed in the proposal	100
2.2	Proposed detail data collection method / administering the questionnaire, using tools and techniques, data verification method at various levels, means for maintaining the accuracy of collected data, management and monitoring mechanism	180
2.3	Review of relevant documents / information carried out prior to proposal preparation and data used in proposal writing	50
2.4	Scope of work defined in relation to TOR for the task	60
2.5	Appropriateness and logical consistency of activities, output and time frame in the proposed plan to accomplish the task	60
<b>Total Form 2</b>		<b>450</b>
<b>Evaluation</b>	<b>Proposal Evaluation</b>	<b>Points Available</b>
<b>Form 3</b>		
<b>Qualifications of the project members (key experts)</b>		
1 Programme Manager	<b>Key function:</b> to oversee the project implementation and provide strategic guidance on the activities. <ul style="list-style-type: none"> <li>○ Master's degree in the field of Business Administration, Economics, Finance, Accounting, and/or Development Studies.</li> <li>○ Minimum 10 years of international experience in establishing accelerator or incubation center, particularly for social innovation and entrepreneurship.</li> <li>○ Experience in implementing development and employment activities for young men and women in underserved communities.</li> <li>○ Experience in working closely with the private sector and/or the ecosystem for entrepreneurs.</li> <li>○ Experience in using Microsoft (Word, PowerPoint and Excel).</li> <li>○ Excellent writing and oral communication skills in English. Fluency in Portuguese or French is an asset.</li> </ul>	50
1 (or more) Trainer(s)	<b>Key function:</b> to develop the social entrepreneurship and incubators in Guinea-Bissau. The trainer will also serve as a business coach/mentor for the communities by providing relevant training sessions as well as skills and knowledge. <ul style="list-style-type: none"> <li>○ Bachelor's degree in the field of Business Administration, Economics, Finance, Accounting, Development Studies.</li> <li>○ Minimum five years of experience in implementing</li> </ul>	35

	<p>training/awareness raising programmes on how to network communities with private sector/existing ecosystem of social entrepreneurs, identify and understand specifications and challenges that communities face for building partnership.</p> <ul style="list-style-type: none"> <li>○ Experience in implementing development and employment activities for young men and women in underserved communities, particularly by maximizing its social impact.</li> <li>○ Excellent writing and oral communication skills in Portuguese. Fluency in English or French is an advantage.</li> </ul>	
1 Partnership Coordinator	<p><b>Key functions:</b> to collaborate with the existing ecosystem and other relevant experts, both globally and nationally, to further strengthen the network for social entrepreneurship to revitalize Guinea-Bissau.</p> <ul style="list-style-type: none"> <li>○ Bachelor's degree in the field of Development Studies, Accounting, Economics, Statistics, Finance, Business Administration, or Gender Studies.</li> <li>○ Minimum two years of experience in community development work with a special focus on social entrepreneurship and innovation.</li> <li>○ Experience in dealing with global network of experts in social entrepreneurship.</li> <li>○ Excellent writing and oral communication skills in Portuguese. Fluency in English or French is an asset.</li> </ul>	35
1 Business Coach	<p><b>Key functions:</b> to further strengthen the network for social entrepreneurship to revitalize Guinea-Bissau. S/he will be the main point of contact of the co-founding team and the person who will engage the trainers/experts as needed. He/she will also design the learning journey and manage the project for phases 2 and 3.</p> <ul style="list-style-type: none"> <li>○ Bachelor's degree in the field of Development Studies, Accounting, Economics, Statistics, Finance, Business Administration, or Gender Studies.</li> <li>○ Minimum two years of experience in community development work with a special focus on social entrepreneurship and innovation.</li> <li>○ Experience in conflict resolution and problem solving.</li> <li>○ Experience in conducting focus group discussion, community engagement sessions, surveys and questionnaire for project evaluations, assessments and appraisals.</li> <li>○ Experience in dealing with global network of experts in social entrepreneurship.</li> <li>○ Fluency in English or French, Portuguese is an asset.</li> </ul>	30
<b>Total Form 3</b>		<b>150</b>

\*\* 30 points for each coordinator