

REQUEST FOR PROPOSAL (RFP) 60482

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the development of technology-enabled tools for delivering financial and digital literacy via mobile phone.**

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

Proposals may be submitted on or before **12 November 2019** via email to the address below:

United Nations Capital Development Fund
Dar es Salaam, Tanzania
Ivana Damjanov, Technical Specialist
uncdf.procurement@uncdf.org

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 (one-hundred twenty) 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 UNCDF 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 UNCDF 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 UNCDF, 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 UNCDF'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 UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF 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 UNCDF, herein attached as Annex 3.

Please be advised that UNCDF 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.

UNCDF'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>

UNCDF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNCDF 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.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ivana Damjanov
Technical Specialist
22 /10/2019

Description of Requirements

Context of the Requirement	Technology-enabled tools for delivering financial and digital literacy via mobile phone	
Implementing Partner of UNCDF	n/a	
Brief Description of the Required Services	<p>UNCDF seeks a firm to support UNCDF in the strengthening of financial and digital literacy (savings, budgeting, use of formal and informal services) through mobile phone-based mechanisms (i.e. interactive voice response or IVR) among savings groups in all three refugee camps – Nduta, Mtendeli and Nyarugusu – and surrounding host communities in the Kigoma region, where the target population is largely semi-literate and agriculturalist, and to adapt, translate, and offer the tool in Rwanda as well.</p> <p>See Annex 3 for detailed terms of reference (ToR) for this RFP.</p>	
List and Description of Expected Outputs to be Delivered	Deliverable(s)	Timeline
	<ul style="list-style-type: none"> Draft work plan for review and finalization Draft monitoring tool (i.e. online dashboard) for real-time monitoring of progress 	<p>Following signature of contract or grant agreement</p> <p>By December 1, 2019</p>
	<ul style="list-style-type: none"> Draft of content in English incorporating firm's existing materials and UNCDF's inputs Draft of content in Kiswahili and Kirundi for roll out in Tanzania Draft of content in Kinyarwanda (adapted from above) for roll out in Rwanda 	<p>December 15, 2019</p> <p>January 1, 2020</p>
	<ul style="list-style-type: none"> Content finalized, translated into Kiswahili, Kirundi, and Kinyarwanda and recorded for delivery Training of Trainers Manual for implementing partners multiplication of trainings and reference 	January 15, 2020
	<ul style="list-style-type: none"> Mechanism for monitoring of real-time data (i.e. online dashboard) Monthly summary reports of data 	Ongoing from January 15, 2020
	<ul style="list-style-type: none"> Corrected content (where necessary) Bugs or errors in the system fixed (with 1 week of identification) 	Ongoing in 2020
	<ul style="list-style-type: none"> Final report documenting the design process, tool deployment, and results 	By December 2020
Person to Supervise the Work/Performanc	Financial Inclusion Programme Coordinator, UNCDF	

e of the Service Provider	
Frequency of Reporting	Bi-weekly during the development phase (November - December 2019). Reports will be replaced by an online dashboard (ideally) after roll out.
Progress Reporting Requirements	Brief narrative reports on a bi-weekly basis detailing progress during the tool development process in November and December 2019; monitoring and evaluation mechanism (i.e. online dashboard) will provide real-time results after development and roll out.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Fourteen months: November – December 2019: Tool Development and Testing January – December 2020: Roll Out, Troubleshooting, and Real Time Monitoring (via online dashboard)
Target start date	December 2019
Latest completion date	December 2020
Travels Expected	No travel is expected for this assignment.
Special Security Requirements	n/a
Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)	n/a
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
	<input checked="" type="checkbox"/> United States Dollars

Currency of Proposal	<input type="checkbox"/> Euro <input type="checkbox"/> Local Currency																							
Value Added Tax on Price Proposal	<input checked="" 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 type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNCDF 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 checked="" type="checkbox"/> Permitted																							
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon signature of contract</td> <td>10%</td> <td>December, 2019</td> <td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNCDF's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Launch of mobile phone-based tool in Tanzania</td> <td>25%</td> <td>January 15, 2020</td> </tr> <tr> <td>Finalization of M&E mechanism for Tanzania</td> <td>25%</td> <td>January 31, 2019</td> </tr> <tr> <td>Launch of mobile phone-based tool in Rwanda</td> <td>20%</td> <td>March 1, 2020</td> </tr> <tr> <td>Finalization of M&E mechanism for Rwanda</td> <td>20%</td> <td>April 1, 2020</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon signature of contract	10%	December, 2019	Within thirty (30) days from the date of meeting the following conditions: a) UNCDF's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Launch of mobile phone-based tool in Tanzania	25%	January 15, 2020	Finalization of M&E mechanism for Tanzania	25%	January 31, 2019	Launch of mobile phone-based tool in Rwanda	20%	March 1, 2020	Finalization of M&E mechanism for Rwanda	20%	April 1, 2020
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Person(s) to review/inspect/ approve outputs/completed services and authorize the	Programme Coordinator, Financial Inclusion, UNCDF																							

disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70% <input checked="" type="checkbox"/> Full acceptance of the UNCDF 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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNCDF.</p>
UNCDF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others <i>[pls. specify]</i>
	Anna Ferracuti

Contact Person for Inquiries (Written inquiries only)	<p><i>Programme Coordinator, Financial Inclusion</i> <i>uncdf.procurement and cc to: procurement.tz@uncdf.org,</i> <i>anna.ferracuti@uncdf.org</i></p> <p>Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

FORM FOR SUBMITTING SERVICE PROVIDER PROPOSAL

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

[insert: Location]

[insert: Date]

To: Ivana Damjanov

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNCDF in conformity with the requirements defined in the RFP , and all of its attachments, as well as the provisions of the UNCDF 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 UNCDF 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 UNCDF, indicating description of contract scope, contract duration, contract value, contact 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, 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*

Please provide budget allocation in the following suggested or similar format:

Summary of costs

Level of effort		# Days	Cost	Total
	Team member #1	.. days		
	Team member #2	.. days		
 days		
			Sub-Total LOE	USD ...
Travel/mission/other budget			Cost	Total
	Equipment / Technology			
	Consultants / sub-grantees			
	Other (describe)			
			Sub-Total Travel	
			Total	USD ...

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

TERMS OF REFERENCE

TOR TITLE:	Technology-enabled Tools for Delivering Financial and Digital Literacy via Mobile Phone
AGENCY/PROJECT NAME:	UNCDF Tanzania
PLACE OF ASSIGNMENT:	Tanzania and Rwanda (country-wide)
STARTING DATE/ END DATE	December 2019 - December 2020 (extendable)

1. 1) ORGANIZATIONAL CONTEXT AND BACKGROUND INFORMATION

UNCDF makes public and private finance work for the poor in the world's 47 least developed countries (LDCs). With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. This last mile is where available resources for development are scarcest; where market failures are most pronounced; and where benefits from national growth tend to leave people excluded.

UNCDF's financing models work through two channels: savings-led financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance, and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. UNCDF financing models are applied in thematic areas where addressing barriers to finance at the local level can have a transformational effect for poor and excluded people and communities.

By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty with a focus on reaching the last mile and addressing exclusion and inequalities of access. At the same time, UNCDF deploys its capital finance mandate in line with SDG 17 on the means of implementation, to unlock public and private finance for the poor at the local level. More information is available on the UNCDF website: <http://www.uncdf.org/>

UNCDF in Tanzania: As part of a United Nations Joint Program in Kigoma, Tanzania under the Youth and Women's Economic Empowerment outcome, UNCDF Tanzania is championing the formation and strengthening of savings groups complemented with digital and financial literacy for refugees and host communities, particularly agricultural host communities. UNCDF is also testing mechanisms for delivering financial and digital education using tablets, mobile phone platforms, comics, short videos and supplementary face-to-face training sessions. Because participation in savings groups and usage of mobile financial services can have a clear and direct impact on livelihoods, economic growth, and inclusive social and economic development, UNCDF supports these interventions, along with the necessary financial and digital literacy to use them, in and around the refugee camps in the Kigoma Region, benefiting both the refugee and host communities, with a focus on women and youth.

UNCDF in Rwanda: As part of its Financial Inclusion for Refugees programme, UNCDF Rwanda is championing the formation and strengthening of savings groups complemented with digital and financial literacy for refugees and host communities. UNCDF is also testing mechanisms for delivering financial and digital education using tablets, a mobile-phone based platform, short videos and supplementary face-to-face training sessions. Because participation in savings groups and usage of mobile financial services can have a clear and direct impact on livelihoods, economic growth, and inclusive social and economic development, UNCDF supports these interventions, along with the necessary financial and digital literacy to use them, in and around the refugee camps in Rwanda, benefiting both the refugee and host communities, with a focus on women and youth.

2) OBJECTIVE OF THE CURRENT PROJECT AND RFP

2.1. Financial and Digital Literacy for Refugees and Host Communities

As evidenced by results obtained during the initial phases of the project, savings groups are a necessary mechanism for smoothing out irregular income streams, learning to save, invest, and borrow wisely, and manage money. The promotion of digital financial services, such as mobile money and piloted financial and digital literacy programs using tablets, video and mobile phone-based tools have also shown efficacy in terms of multiplying results. These tools have been designed to build beneficiaries' financial and digital capability complementing practical learnings from participating in savings groups and preparing savings group members to access a wider variety of financial services.

Tablet-Based Digital and Financial Literacy	Interactive SMS	Face-to-Face Supplementary Financial Education for SGs	BCC Videos
<p>1. <u>All About Mobile Money</u>: Interacting with an agent safely and securely</p> <p>2. <u>Mobile Money Simulator</u>: Practice sending money, buying airtime, keeping a password safe, and cashing out</p> <p>3.-5. <u>Saving, Budgeting, and Managing Money</u> through a gamified approach</p>	<p>1. Saving</p> <p>2. Form or join a savings group (how to)</p> <p>3. How to grow your SG shares</p> <p>4. How to use M-Pesa</p> <p>5. How to use M-Pawa</p> <p>6. Tell your friends!</p>	<p>Face-to-face SG supplementary modules on:</p> <ul style="list-style-type: none"> • saving, • mobile services, • and consumer protection. <p>Objective is to fill gaps in implementing organizations' training of savings groups</p>	<p>1. Making a Savings Plan</p> <p>2. Budgeting for Our Future</p> <p>3. Savings Group Benefits</p> <p>4. Joining a Savings Group</p> <p>5. Using Mobile Money</p> <p>6. Creating a Safe PIN</p> <p>+ Noa Ubongo Business Videos</p>

Building on lessons learned thus far, UNCDF plans to scale up the implementation of our programme so that refugees and host-community members in Tanzania's Kigoma region, particularly women and youth, can make use of an even wider variety of available financial products and services to increase resilience, regulate incomes and improve their economic lives.

To achieve the goals of program expansion, UNCDF seeks a firm to support UNCDF in the strengthening of financial and digital literacy (savings, budgeting, use of formal and informal services) through mobile phone-based mechanisms (i.e. interactive voice response or IVR) among savings groups in all three refugee camps – Nduta, Mtendeli and Nyarugusu – and surrounding host communities in the Kigoma region, where the target population is largely semi-literate and largely agriculturalists, and to adapt, translate, and offer the tool in Rwanda as well. Through the mobile phone-based tool, UNCDF intends to develop a new set of tested materials that will assist UNCDF and its partners to provide financial literacy services to refugees and host communities in the Kigoma region, particularly women and youth.

The applicant is expected to work closely with UNCDF Tanzania and UNCDF's implementing partners in the Kigoma region (both national and international NGOs) to 1) identify gaps in beneficiaries' (from both host and refugee communities) digital and financial literacy; 2) develop, test, and finalize a mobile phone-based program targeting priority gaps; 3) train UNCDF implementing partners to use the mobile phone-based tool; 4) provide a dashboard or similar mechanism for real-time monitoring of the financial and digital literacy program. The applicant will work

closely with the Financial Capability Specialist (based in Rwanda) to refine messages and to adapt and translate for the Rwandan context.

By the end of December 2020, UNCDF, with the support of the chosen firm, will be expected to attain the following results:

Location	Indicators	By December 2020
Tanzania	# of refugees reached via the mobile phone program	4,000
	# of host community members reached via the mobile phone program	5,000
Rwanda	# of refugees reached via the mobile phone program	10,000
	# of host community members reached via the mobile phone program	10,000

2.2 UNCDF's Request for Proposals (RFP)

The purpose of this RFP is to support UNCDF in *the development of technology-enabled tools for delivering financial and digital literacy via mobile phone* to refugee and host communities, primarily agricultural, in Tanzania and Rwanda. From amongst applications, UNCDF intends to choose a firm offering a tool which will provide oversight, management, and data collection for tablets deployed by implementing partners in both countries. The successful applicant will offer a previously tested tool and financial proposal.

Applicants will be evaluated based on:

- 1) Clear overview and explanation of the tool and its capabilities in providing remote oversight, management, and data collection for tablets
- 2) Demonstrated successful experience in previously deploying the tool in similar projects
- 3) Online dashboard for real-time monitoring and management of tablets by UNCDF staff and consultants
- 4) Commitment to provision of ongoing technical support on tool management, including initial training
- 5) A financial proposal including up to 200 tablets that may be tiered over time; UNCDF currently has deployed 100 tablets with partners in Tanzania and will add up to 140 more by 1 October 2019 in Rwanda, with more potential tablets to be added in 2020

2.3. Timing

Applications should be returned to UNCDF Tanzania by email, no later than midnight on 12 November 2019 EST NY time. It is anticipated that the shortlisting will be completed within 2 weeks of application submission. The time needed for submission of revised proposals, if necessary, will depend on the thoroughness and complexity of initial applications but should take no more than 2 weeks.

The expected grant period is approximately 16 months; the expected date of end of contract is December 2020. Further collaboration may be sought contingent upon performance and availability of funding. The applicant(s) should propose a timeline and work plan for their proposed project.

2.4. Contact

Questions for this RFP should be submitted via email at: uncdf.procurement@uncdf.org, copying fipa.procurement.tz@uncdf.org and anna.ferracuti@uncdf.org

The subject line of the email should be: RFP TZ: Mobile-phone based financial and digital literacy tool

2.4. Responses

All queries and submitted applications will be acknowledged.

3) SCOPE OF WORK

The firm will be responsible for jointly delivering the stated deliverables as highlighted below. The firm will work closely with UNCDF Tanzania and implementing partners to coordinate and share learnings and data. The structure and desired content of written deliverables (such as reports and information material) will be agreed upon with UNCDF prior to finalization of a service contract.

3.1. Expected Deliverables and Outputs

	Activity	Deliverable(s)	Timeline
1.1	Kick-off meeting with UNCDF	<ul style="list-style-type: none"> ● Draft work plan for review and finalization ● Draft monitoring tool (i.e. online dashboard) for real-time monitoring of progress 	Following signature of contract or grant agreement By November 1, 2019
1.2	Content design (Based on existing materials from firm and input from UNCDF needs assessments, monitoring materials, and reports)	<ul style="list-style-type: none"> ● Draft of content in English incorporating firm's existing materials and UNCDF's inputs ● Draft of content in Kiswahili and Kirundi for roll out in Tanzania ● Draft of content in Kinyarwanda (adapted from above) for roll out in Rwanda 	November 15, 2019 December 1, 2019
1.3	Training of Trainers workshop in refugee camps and/or host community	<ul style="list-style-type: none"> ● Content finalized, translated into Kiswahili, Kirundi, and Kinyarwanda and recorded for delivery ● Training of Trainers Manual for implementing partners multiplication of trainings and reference 	January 15, 2020
1.4	Monitoring	<ul style="list-style-type: none"> ● Mechanism for monitoring of real-time data (i.e. online dashboard) ● Monthly summary reports of data 	Ongoing from January 15, 2020
1.5	Troubleshooting and error correction	<ul style="list-style-type: none"> ● Corrected content (where necessary) ● Bugs or errors in the system fixed (with 1 week of identification) 	Ongoing in 2020
1.6	Final report	<ul style="list-style-type: none"> ● Final report documenting the design process, tool deployment, and results 	By December 2020

4) AGREEMENT PARAMETERS

4.1. Outputs and deliverables

The written outputs and deliverables of the work are considered a public good unless otherwise agreed. Thus, all the outputs and deliverables will be placed in the public domain with the intent that they can and should be freely and widely used by other parties. The underlying data used does not need to be made public.

4.2. Language

The deliverables, as well as any and all related correspondence exchanged by the organization and UNCDF, shall be written in English. English, Kiswahili and Kirundi will be used for the technical tools and documents to be used in reaching beneficiaries.

4.3. Global Access and Intellectual Property

Public good: The outputs produced will have the consideration of public good. In line with the public good nature of the grant, UNCDF may place all the deliverables specified in the public domain with the intent that they can and should be freely and widely used by other parties and the RECIPIENT INSTITUTION shall not be excluded from the ability to use such deliverables on the same basis as other external parties. The RECIPIENT INSTITUTION will sign and accept the legal language in Annex 2, without modification, of the UNCDF grant agreement (performance based). UNCDF also has the right to assign custody of this public good to a public authority as appropriate

5) ELIGIBILITY REQUIREMENTS

The firm's employees performing under this TOR should provide staff with the following roles and expertise:

- (i) Financial and digital literacy content development
- (ii) M&E (for development and oversight of the monitoring mechanism)

7.1. Minimum qualification criteria

- Any type of organization (commercial for-profit firms, educational institutions, and non-profit organizations, Universities) is eligible to apply provided it is currently operating in Tanzania.
- Demonstrated experience and capability of proposed staff members in training, content development/design, and behaviour change communications for financial literacy.
- Previous successful projects using mobile phones for the delivery of education to semi-literate populations.
- Ability to work in the language of the country (English required, Swahili, Kirundi, and Kiha an asset).
- Have confirmed human resources to cover all planned/required activities.
- Track record in designing and delivering edutainment material for at least five-years, preferably in East Africa
- Current presence in Tanzania (Kigoma is a plus).
- Submit a complete application.

7.2 Other requirements and qualifications

- Experience working with government in Tanzania and/or Rwanda.
- Experience targeting savings groups.
- Commitment and ability to provide on-site resources (e.g. staff, consultants) as needed.
- Demonstrated successful prior usage of proposed delivery mechanism backed by monitoring data and/or evaluation(s).
- At least two years' experience training trainers and designing and delivering participatory trainings.
- Production of high-quality outputs and reporting as evidenced by previous dashboard and/or reports.
- Experience working with both local and displaced populations in Tanzania and/or Rwanda (Burundian, Congolese, host community) is a plus.

6) APPLICATION REQUIREMENTS

6.1 Structure of the Application

- A suggested template for submissions is available in Annex 1: *Submission Format*.
- Additional documents or links to documents may be included at the applicant's discretion.
- **Please consider that UNCDF email accounts are only able to receive attachments of up to 35MB.** If size of the application is an issue, a DropBox or Google Drive link is acceptable.

The application shall contain:

- Methodology and approach to achieve the objectives of the project
- Detailed work plan with timeline of major activities
- Overview of past examples of similar projects, including references
- Examples of online monitoring systems previously employed (i.e. dashboard snapshots)
- Proposed budget

6.2. Evaluation Criteria

Applicants will be evaluated based on:

- 1) Examples of previously employed applications (or previous experience with proposed application) (30 points)
- 2) Example of online dashboard for monitoring and evaluation (30 points)
- 3) Current presence in Rwanda and/or Tanzania (20 points)
- 4) Proof of similar projects successfully implemented (20 points)