

## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 27, 2020
	REFERENCE: RFP-CHN-2020-017

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting Agency Developing SDG Investor Maps in China**.

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

Proposals may be submitted no later than **12PM, Friday, June 05, 2020** and via email to [bids.china@undp.org](mailto:bids.china@undp.org).

Your Proposal must be expressed in **English**, 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 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/unscclconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Ge Yunyan*  
Operations Manager  
5/27/2020



## Description of Requirements

Context of the Requirement	<b>Consulting Agency</b> Developing SDG Investor Maps in China
Brief Description of the Required Services <sup>1</sup>	Please find detailed information in TOR.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>➤ To Produce a database of investment opportunity areas (IOAs) in identified sub-sectors and sub-regions supported by actionable information.</li> <li>➤ Prepare a list of interviewees of identified sub-sectors in sub-regions.</li> <li>➤ Conduct interviews or consultations with interviewees to identified potential business models that could tackle sub-sectoral and sub-regional developments as well as capitalize on policy and investment momentum.</li> <li>➤ Deploy data mining approach to validate potential business models and collect a range of supporting information that can enable investors to perform diligence and eventually shape impactful deals. 17 data categories should be used to justify the information as below</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<i>Dr. Xu Qing, Programme Specialist</i>
Frequency of Reporting	Completion of each output
Progress Reporting Requirements	Weekly progress updates
Expected duration of work	From June 2020 to December 2020
Target start date	15 Jun 2020
Latest completion date	31 December 2020
Travels Expected	No.
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

<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.

completing the services															
Currency of Proposal	<input checked="" type="checkbox"/> USD														
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive 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 <sup>3</sup>	<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>Output 1</td> <td>50%</td> <td>Upon methodology and research plan is approved by UNDP</td> <td rowspan="2">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP'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>Output 2</td> <td>50%</td> <td>Upon all deliverables are accomplished and verified by UNDP</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Output 1	50%	Upon methodology and research plan is approved by UNDP	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Output 2	50%	Upon all deliverables are accomplished and verified by UNDP
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Output 2	50%	Upon all deliverables are accomplished and verified by UNDP													
Person(s) to review/inspect/ approve outputs/complete d services and	Programme Manager, UNDP														

<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.

authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology for the Completion of Services 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><b><u>Financial Proposal (30%)</u></b></p> <p>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>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<p><i>Xu Han</i>  <i>Operation Assistant</i>  <i>bids.china@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>

<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.

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

<sup>6</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.

Special note	<p>Your proposal must be encrypted and sent via email to <a href="mailto:bids.china@undp.org">bids.china@undp.org</a> no later than 12PM, Friday, June 05, 2020</p> <p>Please provide your password to <a href="mailto:bids.china@undp.org">bids.china@undp.org</a> at 9AM on 08 June 2020, the scheduled time for bid opening.</p>
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</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/Expertise of the Firm -30%

*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;*
- b) Track Record – list of related previous experience. The Service Provider should have capacity of data mining, particularly big data, and have experience in areas of sustainable investment and China's development issues.*

### B. Proposed Methodology for the Completion of Services-40%

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics 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.*

- a) the Service Provider must provide a list of five identified sub regions, e.g. provinces, and sub sectors with the potential to achieve tasks indicated in the ToR with supporting evidence.*
- b) the Service Provider must provide a methodology description following the rationale displayed in the ToR.*

### C. Qualifications of Key Personnel-30%

*If required by the RFP, the Service Provider must provide names and qualifications of the key personnel that will perform the services indicating who is Project Manager, who are team members, etc.;*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

- The Project Manager should have:

- 1) Bachelor degree or above, with more than 8 years working experience in sustainable investment/finance/data mining.
- 2) experience of working for international organizations/corporates for more than 5 years.
- 3) experience of working with Chinese governments, including local governments and central governments.

The team members should have:

- 1) Documented ability to collect and mine Chinese policy documents, investment data, company data, social media, patents, and other sources for information about business models and identification of interviewees.
- 2) Documented ability to coordinate and conduct expert interviews.
- 3) Demonstrated analytical approach and technical solution for detecting information relevant for this project bottom-up, without any predefined search terms.
- 4) Previous experience of analyzing Chinese policy documents in relevant areas.
- 5) At least one team member should have a documented educational and work background in data science.
- 6) At least one team member should have a documented educational and work background in financial analysis.

#### D. Cost Breakdown per Output

	<b>Output</b> <i>[list them as referred to in the RFP]</i>	<b>Specification</b>	<b>Unit price: USD</b>	<b>Quantity</b>	<b>Sub-total: USD</b>
1	<b>Output 1:</b>				
	a)				
	b)				
	c)				
4	<b>Output 2:</b>				
	a)				
	b)				
<b>Total: USD</b>					

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



**Terms of Reference  
Consulting Agency  
Developing SDG Investor Maps in China**

**Annex3**

**Background**

The 2030 Agenda articulates the United Nations' universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. It was agreed upon by all UN member states in 2015 and it is operationalized through 17 Sustainable Development Goals (SDGs). The UN estimates that achieving the SDGs requires overcoming a critical financing gap of US\$ 5-7 trillion per year. The 2030 Agenda recognizes that the private sector has a fundamental role to play if the world is to achieve the Goals and ensure economic growth and poverty reduction that does not come at the expense of environmental damage, climate change and social and income inequalities. But private sector participation will be required at larger scale, in addition to the growing field of sustainable investments led by the diverse global impact investment community. This means continuing the deployment of the SDGs as the necessary global framework for private actors to capture the benefits and trade-offs of sustainable development. But it also means encouraging greater SDG-aligned investments from institutional investors and corporations, using the 2030 Agenda as a proactive roadmap for capital deployment, rather than exclusively as a framework for the retroactive assessment of impact.

To help fill this financing gap, the United Nations Development Program (UNDP) created SDG Impact as a flagship initiative to empower investors with clarity, insights and tools to achieve the SDGs. The SDG Impact aims to provide investors, businesses and others with unified standards, tools, and services required to authenticate their contributions to advance the SDGs and to identify SDG investment opportunities in emerging economies and developing countries. In this context, the SDG Impact introduced an impact intelligence tool - the SDG Investor Maps – to be produced by UNDP Country Offices as a dynamic tool containing a range of market-specific investment opportunities for SDG-aligned capital deployment.

In China, the work to support the SDG Impact initiative is being led by the SDG Finance Team, that aims to collaborate with leading stakeholders to incubate commercially viable SDG aligned innovative financial instruments that will catalyze financing towards improved social and developmental outcomes.

UNDP China is recruiting a consulting agency to produce:

- A database of investment opportunity areas (IOAs) in identified sub-sectors and sub-regions supported by actionable information.

## **Organizational context**

The consulting agency will organise qualified experts to conduct research and drafting under the guidance of UNDP China. The work will be carried out in line with the UNDP's SDG Investor Map methodology, and in concert with the UNDP Country Office relying on available data, and machine learning analysis. UNDP will oversee the research progress and provide technical inputs, whenever needed. Quality assurance and clearance of the final product will subject to collective decisions of UNDP.

## **Objective / Results of Service**

The overall objective of Investor Maps is to support the preparation an SDG Investor Map for China to help public and private sector stakeholders to identify investment opportunity areas that can contribute to addressing the sustainable development needs of the country being mapped, while establishing effective synergies with the country's national/subnational and sector-specific policy priorities. Namely, the objective is to successfully identify, assess and analyse data sources feeding into the development of the mapping.

Following the UNDP's SDG Investor Map methodology, SDG Finance Team of UNDP China Office has undertaken in-house and external research and finished three steps of an iterative research-intensive process with close interaction and cooperation with multiple public and private sector stakeholders:

1. **Define the national priority starting point**, i.e. distil and compare national development needs and national policy priorities to identify sectors where there is demonstrable political/ financial commitment to stimulate development and investment. Useful documentation to inform this includes, among others, National Sustainable Development Strategy, and Voluntary National Review (VNR) for development-related priorities, and Government programs and investment promotion plans for policy priorities; country strategies of international financial and donor agencies;
2. **Identify priority subsectors to focus on**, i.e. prioritize subsectors where there is development need and policy/investment momentum. The documentation analyzed here is more sector-specific, including sector-specific strategies and action programs; sector specific programs of the Government at national and regional level, assessment of country progress on SDGs, and sector reports from investment promotion agencies;
3. **Identify priority sub-regions to focus on**, i.e. identify sub-regions where there is both high development need within each subsector, and strong political/financial momentum to spur potential subsector growth. Emerging sectors, subsectors and sub-regions are validated through the assessment and analysis of the data sources to feed into the development of the mapping—namely public and private sources of secondary research

including government documents, published legislation, regulatory guidance around sustainable development, investment plans, investment report.

To carry on the mapping, the key pillar of the assignment is to identify investment opportunities supported by actionable information, i.e. identify potential business models that could tackle sub-sectoral and sub-regional development needs whilst capitalizing on policy and investment momentum. For each business model, add a range of supporting information that can enable investors to perform diligence and eventually shape impactful deals.

## Key Functions/Responsibilities

The assignment will be specified as the following tasks:

- Prepare a list of interviewees of identified sub-sectors in sub-regions.
- Conduct interviews or consultations with interviewees to identified potential business models that could tackle sub-sectoral and sub-regional developments as well as capitalize on policy and investment momentum.
- Deploy data mining approach to validate potential business models and collect a range of supporting information that can enable investors to perform diligence and eventually shape impactful deals. 17 data categories should be used to justify the information as below.

Seventeen key data categories necessary to justify each IOA, and status of data collection:

Sector & subsector	Business model	Outcome/ need addressed	SDG addressed	SDG indicator addressed	Subregion
Justification for selecting sector and subsector	Description of the IOA's business model	Potential impact of future investment	SDG(s) this IOA would directly and indirectly impact	SDG indicators this IOA could directly/indirectly impact	Justification for selecting subregion
✓ in Steps 1-4	... in Steps 7-8	... in Steps 1-4,8	✓ in Steps 1-4	✓ in Steps 1-4	✓ in Steps 5-6
Stakeholder impacted	Return profile	Market sizing	Investment timeframe	Policy environment	Regulatory env.
Potential direct and indirect beneficiaries	Potential rate of return based on proven examples	Potential addressable market	Indicative timeline until investor can see cash flow	Positioning of government towards IOA	Positioning of regulators towards IOA
... in Steps 1-4,8	✗ in Step 8.2	✗ in Step 8.2	✗ in Step 8.2	✗ in Step 8.3	✗ in Step 8.3
Financial env.	Partner env.	Risk/ obstacles to scale	Potential externalities	Impact management and measurement	Data status:
Availability of incentives and/or credit lines	Presence of local co-investors	Factors that could limit business or dev't impact	Unintended secondary effects of the investment	Indicative IMP classification (A/B/C)	✓ collected ... partially collected ✗ still pending
✗ in Step 8.3	... in Steps 7-8	... in Steps 7-8	✗ in Step 8.2-8.3	✗ in Step 8.4	

- Generate a list of investment opportunity areas (IOAs) with actionable information in identified sub-sectors and sub-regions.

All outputs would be validated by the SDG Finance Programme Manager of UNDP China. Interview and consultation tasks would be collaborated with the SDG Finance Team of UNDP China.

## Deliverable and timetable:

1. a list of interviewees in identified sub-sectors and sub-regions.

2. conduct interviewees or consultations with interviewees.
3. data mining in identified potential business models to generate supporting information.
4. a list of IOAs and actionable information in sub-sectors and sub-regions.

All deliverables is expected to be accomplished within three months.

### **Consultancy fee**

The consulting agency will be paid according to UNDP criteria and fee category based on experiences and qualification of the incumbent.

Payment Timetable:

- 100% of the total consultant fees will be paid upon completion of the full assignment.

### **Qualifications**

- At least 5 years' consultancy experience for NGO, international organizations, CRS.
- Excellent research experience on big-data application, sustainable investment, and development issues in China.
- Outstanding experience in research and drafting of thematic report that meets international standards.