



*Empowered lives.  
Resilient nations.*

# REQUEST FOR PROPOSAL

to

**Engage a service provider to implement and mentor the field components of the  
Business Enterprise Leadership and Management Programme**

RFP No.: [RFP/053/IND-2020]

Project: [PROSPER]

Country: [INDIA]

Issued on: 5 June 2020

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## Section 1. Letter of Invitation

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**Subject:** Engage a service provider to implement and mentor the field components of the Business Enterprise Leadership and Management Programme.

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - Form A: Technical Proposal Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Proposal
  - Form F: Financial Proposal Submission Form
  - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [vijay.thapliyal@undp.org](mailto:vijay.thapliyal@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Approved by:

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Name: Vijay K. Thapliyal  
Title: [Procurement Assistant]  
Date: June 5, 2020

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Name: Arun Arumughan  
Title: [Procurement Analyst]  
Date: June 5, 2020

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a>
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ( <a href="http://www.ungm.org">www.ungm.org</a> ). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP <ul style="list-style-type: none"> <li>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</li> </ul>
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a>
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their

		employees meet the eligibility requirements as established by UNDP.
<b>4. Conflict of Interests</b>	4.1	<p>Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>		
<b>5. General Considerations</b>	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP

<b>6. Cost of Preparation of Proposal</b>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Proposal Format and Content</b>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<b>11. Financial Proposals</b>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<b>12. Proposal Security</b>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical

	<p>Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint</p>



	<p>venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 AJV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal</p>

<b>Proposal Validity Period</b>	<p>validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>

<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> </li> </ul>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul>

<b>eTendering submission</b>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, Modification and of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>

<b>25. Proposal Opening</b>	25.1	There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>		
<b>26. Confidentiality</b>	26.1	Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
<b>27. Evaluation of Proposals</b>	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<b>28. Preliminary Examination</b>	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
<b>29. Evaluation of Eligibility and Qualification</b>	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and

	f) They have a record of timely and satisfactory performance with their clients.
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of</p>



	<p>information provided by the Bidder;</p> <ul style="list-style-type: none"> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item</li> </ul>

	<p>total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance



	security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Bidders should submit one proposal only.
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Indian Rupees (INR)
11	31	Deadline for submitting requests for clarifications/ questions	05 (five) days before the submission deadline

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Vijay K. Thapliyal Address: [55, Lodhi Estate, New Delhi] E-mail address: vijay.thapliyal@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering  Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  <b><u>PLEASE NOTE:-</u></b>  1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.  2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
15	22	Allowable Manner of Submitting Proposals	e-Tendering
16	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
17	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names may be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> </ul>

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
18	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
19		Expected date for commencement of Contract	15 July 2020
20		Maximum expected duration of contract	30 months
21	35	UNDP will award the contract to:	One proposer, depending on the following factors :  <b>Contract will be awarded to the bidder scoring highest marks in cumulative evaluation (technical + financial).</b>
22	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/1%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/1%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a>
24		Other Information Related to the RFP	Proposals are invited from the institutions/organizations only. Proposal submitted by Individuals will not be accepted.

## Section 4.Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

1. Technical proposal is submitted separate to financial proposal
2. Financial proposal is password encrypted; further do not disclose price on the technical proposal/eTendering portal. Otherwise proposal will get disqualified.
3. Submission of CVs of Team Leader and other key personnel to be engaged
4. Submission of latest Business Registration Certificate

### Minimum Eligibility and Qualification Criteria

**Eligibility and Qualification will be evaluated on Pass/Fail basis.**

If the Proposal is submitted as a Joint Venture/Consortium/ Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Subject	Criteria			Document Submission requirement
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.			Form D: Qualification Form
<b>Previous Experience</b>	<b>S. No</b>	<b>Criteria</b>	<b>Documents required</b>	Form D: Qualification Form
	1	At least 05 years of experience of working in livelihood and value chain sector	Copy of the Incorporation Certificate, agency profile, list of relevant assignments completed	
	2	In-depth understanding and proven experience of at least 05 years in mentoring and incubating social enterprises.		
	2	At least one partnership with reputed academic institution to support social entrepreneurs.	Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas	
<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>				

- Notes:** 1.Compliance to above criteria is mandatory and If bidders do not meet any of those, their proposals will not be considered for further evaluation.
2. Bidders are required to submit evidences (details / documents) in support of their submitted criteria – otherwise proposal may be disqualified.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms			Points Obtainable
1.	Bidder's qualification, capacity and relevant experience		220
2.	Proposed methodology, approach and implementation plan		200
3.	Qualification and experience of Team Leader and other key personnel		280
	<b>Total</b>		<b>700</b>

Section 1. Bidder's qualification, capacity and experience			Points obtainable
1.1	Expertise and experience of the organization on working in livelihood and value chain sector.  <i>Minimum of 5 years of experience: <u>70</u> marks, for every additional year of experience: 10 marks each up to a maximum of <u>30</u> marks</i>		100
1.2	In-depth understanding and proven experience of the organization in mentoring and incubating social enterprises.  <i>Minimum of 5 years of experience: <u>40</u> marks, for every additional year of experience: 10 marks each up to a maximum of <u>20</u> marks</i>		60
1.3	Partnership with reputed academic institution to support social entrepreneurs.  <i>Minimum of 1 assignments: <u>20</u> marks, for every additional assignment: 5 marks each up to a maximum of 10 marks</i>		30
1.4	Organizational Commitment to Sustainability -Organization is compliant with relevant ISO – 10 points -Organization is a member of the UN Global Compact -10 points -Organization demonstrates significant commitment to sustainability through some other means- 10 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.		30
<b>Total Section 1</b>			<b>220</b>

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Proposed methodology to undertake the task, including approach and timelines		100
2.2	What Quality Assurance Procedures are put in place?		50
2.3	What Risk identification and mitigation plan are put in place?		50
<b>Total Section2</b>			<b>200</b>

Section 3. Qualification and experience of Team Leader and other Key Personnel			Points obtainable
3.1	Qualifications & Experience of Team Leader relevant to the ToR.		80
	Qualifications:	30	
	Experience:	50	

Section 3. Qualification and experience of Team Leader and other Key Personnel			Points obtainable
3.2	Qualifications & Experience of <b>04 key project personnel</b> (to be deployed full time for the duration of the project) responsible for mentoring, market linkages, government convergence and bank linkages.		200
	Qualifications:	80	
	Experience:	120	
Total Section 3			280

**Notes:**

The agency is expected to also identify the minimum number of key team members except for team leader/ required for the project implementation.

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## Section 5. Terms of Reference

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### **Engage a service provider to implement and mentor the field components of the Business Enterprise Leadership and Management Programme**

#### **I. BACKGROUND**

UNDP, in partnership with Impact Foundation (Dasra) and Industree Foundation, and with support from HSBC's CSR programme in India, is implementing project PROSPER for improving the livelihoods of 4,500 beneficiaries and producers of natural fibers in India. The project will be implemented in the Northeast Region (NER) of India.

Project PROSPER (Producers in Organized Supply Chain Enterprise) has been designed by UNDP to create a natural fiber value chain development programme, with the potential to double farmers' income by building the capacities of producers and social entrepreneurs engaged in the natural fiber business. Aligned with Sustainable Development Goals<sup>2</sup> 1, 5, 8, 9, 10, 12 and 17, Project PROSPER is focused on inclusive growth through developing technical, sustainable and applicable knowledge products, and providing market support to entire value chains – including insights from design to production, to marketing and distribution – to bring a product or service from conception to market. Under the project, social entrepreneurs will act as an intermediary between small producers and large buyers. The project will work directly with social entrepreneurs who, after their training, will train 900 primary producers. Each producer is assumed to have a family of five members; as such, the project will support 4,500 indirect beneficiaries.

Globally and domestically, natural fibers are gaining prominence as both an environmentally friendly and renewable raw material. Project PROSPER has been conceptualized with the premise of utilizing the abundant availability of natural fibers in the NER which can fulfil this burgeoning demand. The NER, comprising the states of Arunachal Pradesh, Assam, Meghalaya, Manipur, Tripura, Mizoram, Nagaland and Sikkim, has a distinct and historical advantage in the natural fibre sector with a diverse variety of products ranging from coconut, eri silk, flax, bamboo, jute, water hyacinth and other naturally occurring fibres. Historically, the close connection to Southeast Asia – both culturally and through trade – impacted Northeast industries, and craft, handloom and handicraft sectors became highly developed in the Ahom period from 1228 to 1826.<sup>3</sup> Jean-Baptiste Tavernier, a 17th-century French gem merchant and traveler noted Assam silk as being 'produced of trees', and 'stuff made of them were very brilliant.'<sup>4</sup> The Indian National Bureau of Plant Genetic Resources (NBPGR) has highlighted the region as being rich in wild relatives of crop plants.<sup>5</sup> The states of the NER have an abundance of natural materials such as cane, bamboo, timber, silk, clay, and natural fibers to name a few. For example, about 92% of the world's eri silk and 99% of muga silk is produced in Assam. The Nagas are excellent at producing cane and bamboo tables, chairs, cots

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<sup>2</sup> Note: 1 (no poverty), 5 (gender equality), 8 (decent work and Economic Growth), 9 (industries, innovation and infrastructure), 10 (reduced inequalities), 12 (sustainable production and consumption) and 17 (partnerships for goals)

<sup>3</sup> (2008) Sir Edward Gait, A History of Assam, EBH Publishers, Page 271

<sup>4</sup> (2008) Sir Edward Gait, A History of Assam, EBH Publishers, Page 271

<sup>5</sup> (2016), Himadri Das and Dipul Kalita, Chapter 6 Fibers and Dye Yielding Plants of North East India, <https://www.researchgate.net/publication/306232075>, Page 77

and sofas. Mizoram contributes 14% to the country's bamboo production, and sericulture is also a big industry in the state.

The unique designs and variety of produce that can be made from natural fibres is immense, yet their potential which travelers and historians have stated is yet to be fully realized. This is primarily due to challenges in terms of communication, infrastructure, and support to entrepreneurs and primary producers. In order to deliver both at the national and international markets, there is a need to provide requisite and holistic support through adequate market linkages, marketing and promotion, access to credit, technical knowledge and technology support to enhance the sustainability of the natural fibre sector. Despite its advantages, the NER is categorized as one of the backward regions of India characterized by low per capita income, lack of private investment, low capital formation, inadequate infrastructure facilities, geographical isolation and inadequate utilization of its mineral resources, hydropower potential, and biodiversity. The NER has widely varying rates of poverty, which largely reflect unrest and insurgency, with 36.9% of people living below the poverty line.

Project PROSPER focusses on the following for improving the livelihoods of 4,500 beneficiaries and producers of natural fibers in North East region of India:

- a) Social entrepreneurs:** Those who are managing an existing production/processing unit for making products out of natural fibers like bamboo, jute, water hyacinth or any other naturally occurring fibers and can be leaders of cooperative societies, community-based organizations, as well as individual private entrepreneurs working in the natural fiber sector.
- b) Primary producers:** Farmers who are growing bamboo, jute, water hyacinth or any other naturally occurring fibers in their farm or waste lands or have the right to collect them from forests. The social entrepreneurs identified will work with approximately 900 primary producers.
- c) Enterprises:** Processing units where the raw producer is changing its form from raw produce to fibers (includes processes like drying, splicing, spinning, reeling etc.) and from fibers to finished products such as baskets, mats etc.

As per the Multidimensional Poverty Index (MPI), 2019,<sup>6</sup> the schedule tribes of India need focused attention for reducing all forms of poverty. Hence, it will be important to ensure some of the social entrepreneurs and primary producers will belong to various schedule tribes, schedule castes and other marginalized families from various states of the NER. The project will try to ensure equal male and female participation for both social entrepreneurs as well as the primary producers. The project will focus on building the capacities of the social entrepreneurs in managing their business and provide the foundations for successfully scaling up and supporting the development of the supply chain by training 900 producers in post-harvest management and primary processing practices.

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<sup>6</sup> (2019) UNDP, The 2019 Global Multidimensional Poverty Index, <http://hdr.undp.org/en/2019-MPI>

Some of the key activities, includes (i) development of curriculum to create expertise in the technical aspects of natural fibers, combined with business management skills, (ii) training of 30 social entrepreneurs based on this curriculum (TOT) , (iii) training of 900 primary producers engaged in natural fiber production. In order to ensure sustainability and convergence, the project will also focus on the demand side, working with markets and governments to support the entrepreneurs, establish linkages with five major market players in handloom and handicrafts such as Industree, Ikea, FabIndia, etc., and facilitate linkages with working capital and subsidies of 10 lakhs per entrepreneur through financial institutions and government schemes.

UNDP is engaging the Rajiv Gandhi Indian Institute of Management, Shillong (IIM Shillong) – as the academic partner – for the design and customization of the six-month Business Enterprise Leadership and Management Programme (BELMP). In consultation with all partners, IIM Shillong will be the lead in developing all technical content for the curriculum and will impart the classroom content while overseeing the overall BELMP elements. Further, it will design and impart a Training of Trainers (ToT) for the local development practitioners identified and design a two-day training module for the primary producers on natural fibre.

The project anticipates achieving the following results through the above activities:

- Strengthened ability of social entrepreneurs from the NER to manage, grow and scale up their business
- Improved quality of raw materials being supplied to social enterprises in the region
- 900 primary producers trained in post-harvest management and primary processing of their produce at their production site
- Improved access to the domestic market for the enterprises in the natural fibre sector
- Curriculum of broad handholding of social entrepreneurs mainstreamed with government programmes and schemes

In this context, UNDP is seeking to engage a mentoring agency to- support in selecting the social entrepreneurs and conduct the field training components (166 days) for a six-month Business Enterprise Leadership and Management Programme to 30 social entrepreneurs, and successfully impart the curriculum based on development of natural fibers and business management in the NER. The mentoring agency will ensure the smooth implementation of the curriculum, help social entrepreneurs in scaling their businesses by building their capacities, connecting them to markets and funding opportunities and support them in training primary producers.

## **II. OBJECTIVE**

The objective of the proposed assignment would be:

- (i) Implement and mentor the field components of the Business Enterprise Leadership and Management Programme (BELMP) for 30 social entrepreneurs with support from local development practitioners for the successful functioning of the programme,

- (ii) Mentor the social entrepreneurs to build their capacities – connect to markets, proposal development and identifying funding opportunities, and
- (iii) Support social entrepreneurs in training primary producers on natural fibre production and management.

### III. SCOPE OF WORK

#### A. Support in selection of social entrepreneurs and conducting the field training components for a six-month BELMP to 30 social entrepreneurs:

- The role of the service provider will be to work closely with UNDP and IIM, Shillong to select the social entrepreneurs and successfully impart the curriculum based on development of natural fibers and business management in the NER. The broad topics will cover the development of self for business- towards transformative mindset, entrepreneurial skills and develop business management, quality control practices, financial management, market access, access to finance etc.
- The Service Provider will ensure the smooth implementation of the curriculum by placing local development practitioners who will be certified as adjunct faculty after undergoing a seven-days training by the IIM Shillong.
- The curriculum will be developed as a Training of Trainers (TOT) as these social entrepreneurs will need to train the producers supplying the raw materials. The curriculum will be a duration of six-months with 14 days of class-room training sessions (conducted by the IIM Shillong) and 166 days of field training spread over six months (conducted by the mentoring agency).

#### B. Monitor the training of 900 primary producers:

- Supervise and manage the training of 900 primary producers by social entrepreneurs based on the two-day training developed by the IIM Shillong.

#### C. Handhold social entrepreneurs for scaling their enterprises:

- Provide handholding support to social entrepreneurs for scaling their enterprises through enhanced knowledge and skills on accessing financial capital by supporting in developing detailed project reports (DPR), sharing the foundations of their existing business plans, supporting with proposals to funding agencies and strategic assistance on scaling their business plans.
- Connect the social entrepreneurs to the banks for securing loans, engaging with the government schemes to understand the available benefits which they can apply for and avail, and connect to other sources of funding such as impact investment.

- Ensure social entrepreneurs get exposure to the market linkages available both nationally and internationally, along with facilitating the process for connecting to buyers, getting orders, and ensuring timely delivery for the same under the stipulated time period.

**In order to achieve the above, some of the key activities include:**

**A) To train and monitor the field components of the BELMP across six-months period with 30 social entrepreneurs through 10 local development practitioners:**

1. Support selection of 30 social entrepreneurs (with focus on women) across the NER for the BELMP (in consultation with the project team)
2. In collaboration with the IIM Shillong, impart the mini-MBA programme to 30 selected social entrepreneurs through a period of six-months with 14 days of classes in campus and 166 days of field training
3. Design practicum activities and conduct assessment of all practicum activities/ worksheets of the 30 selected entrepreneurs and other assessments and submit to IIM Shillong
4. Actively engage, plan and conduct all the field training components of the mini-MBA programme for the 30 social entrepreneurs including their travel arrangements and plans, logistics and accommodation
5. Undergo a seven-day TOT training module (with certification) conducted by IIM Shillong for 10 trainers/local development practitioners for the delivery of the mini-MBA programme in the field setting
6. Support UNDP and IIM Shillong to plan field training components including identifying FPOs, CFCs, business offices for conducting reflection workshops and field research

**B) To supervise and manage the training of 900 primary producers**

1. Support and plan the schedule for conducting over 50 two-day training programmes with selected social entrepreneurs across the NER to approximately 900 primary producers including all logistics: venue, food, travel and other arrangements for social entrepreneurs and primary producers
2. Conduct approximately 50 two-day primary producer trainings with social entrepreneurs based on the module developed by the IIM Shillong in the NER
3. Support UNDP and the IIM Shillong to design, finalise timeline, and plan field components across the six-months social entrepreneurship training and across 50 primary producer trainings around the NER

### **C) Support social entrepreneurs in building their capacity and scaling their business**

1. Support social entrepreneurs in raising working capital from banks and other financial agencies by preparing DPRs, business plans, working capital models (including inclusive cooperative models), and creating an accessible database of applicable financing sources, government schemes, impact investment opportunities, crowdfunding etc
2. To support social entrepreneurs with market linkages by conducting meetings with industry players in natural fibers in India and globally, imparting quality control mechanisms and certifications required for supplying different national and international standards
3. To support social entrepreneurs in accessing resources from government schemes convergence and support them in preparing the proposal and filling application forms accordingly
4. Support UNDP in planning two exposure visits with social entrepreneurs and primary producers
5. Submit two exposure visit reports to UNDP
6. Create a database of viable business certifications social entrepreneurs and primary producers may be eligible to work towards/apply for and provide strategic guidance on working towards obtaining them

### **D) Project reporting**

1. Submit quarterly reports to UNDP on programme implementation and support the project management agency in MIS and data collection
2. Provide a final report based on: i) the social entrepreneurship training (mini MBA), and ii) the primary producer trainings and exposure visits

Please Note:

- a. It is understood and acknowledged that the service provider will deploy dedicated and sufficient project staff for success of the programme.
- b. The curriculum design and knowledge products created will be intellectual property rights of UNDP and UNDP should always be quoted by the service provider to describe the project with other stakeholders.

#### **IV. KEY OUTPUTS**

It is expected that the agency would work towards achieving the following key outputs:

##### **A) Field training under the BELMP successfully imparted to 30 social entrepreneurs**

- i. Deliver and manage all field components of the BELMP curriculum for 30 social entrepreneurs including 166 days of field training, in collaboration with the academic agency through trainers/local development practitioners, over six-months period
- ii. Undergo a seven-days TOT module with 10 local development practitioners to be adjunct faculty covering the content of Business Enterprise Leadership and Management Programme curriculum and understanding the management of the social entrepreneurs through facilitation workshops, practicum and reflection workshops and field training components
- iii. Manage and plan all logistical arrangements during the mini-MBA programme such as travel and accommodation for social entrepreneurs, venue for reflection workshops, coordinating with FPOs/CFCs/ business offices for field training components
- iv. Overseeing, plan and assess reflection workshops with IIM Shillong with specified tasks for the social entrepreneurs to present at each reflection workshop on the field

##### **B) Training of 900 primary producers would be managed and supervised closely:**

- i. Conduct 50 two-day primary producer trainings
- ii. Manage and plan all logistical arrangements during the two-day primary producer trainings (approximately 50 trainings) such as travel and accommodation for social entrepreneurs, venue for two-day training, coordinating with primary producers for attending the training
- iii. Monitoring and sending field level assessments of all the social entrepreneurs to the academic agency

##### **C) Capacity building of social entrepreneurs that would enable them to scale their business**

- i. Two exposure visits within the country for social entrepreneurs and primary producers conducted and reports of visits prepared
- ii. Support in bank credit linkages, market linkages and government scheme linkages to the social entrepreneurs

	Year 2021	Year 2022
No. of proposals written to government	11	14
No. of bank credit linkages	12	13
No. of buyers contacted	8	18
No. of market orders facilitated	15	23
Value of proposals submitted to government (INR)	1.25cr	3cr
Value of bank credit linkages done (INR)	1.5cr	4cr
Value of market linkages facilitated (INR)	2.25cr	3.5cr

## V. DURATION OF ASSIGNMENT

The programme duration will be of 30 months from signing of contract.

## VI. PAYMENT TERMS

S. No	Deliverables	Timeline	Percentage to be released
1	Submission of Inception report to include scoping of natural fibre sector in NER with major FPOs/ CFC in the region and activity plan for selection of 30 social entrepreneurs.	Within three months	5%
2	Submission of a progress report including - list of potential buyers list after market scanning study, Profile of 25 social entrepreneurs, Mapping Report of government and bank schemes which can benefit the selected, social entrepreneurs schedule for field trainings for 25 social entrepreneurs for six months, plan for two exposure visits for social entrepreneurs and primary producers and a list of 10 local development practitioners with CVs	Within nine months	15%
3	Submission of a progress report including completed field training reports under BELMP of 10 local development practitioners including detailed reports on all field exercises and assessments done for 25 social entrepreneurs	Within 15 months	20%
4	Submission of a progress report including detailed planning report on - timeline, implementation plan and logistical details of approximately 50 primary producer trainings with 25 social entrepreneurs submitted, 23 proposal submitted to banks and government, 8 buyers connected to social entrepreneurs	Within 24 months	20%



S. No	Deliverables	Timeline	Percentage to be released
5.	Submission of a detailed implementation report on 50 primary producer trainings targeting approximately 900 producers conducted with social entrepreneurs; 13 proposal sanctioned by banks and government, 22 market orders delivered by social entrepreneurs	Within 27 months	20%
6.	Submission of final financial and technical report by the mentoring agency on the project implementation	Within 30 months	20%

## VII. REPORTING AND MANAGEMENT

The selected agency will work under the overall supervision and guidance of Value Chain Expert, UNDP and will coordinate closely with North-East state teams of UNDP - as mentioned in the scope of the project.

## VIII. EXPECTED AREAS OF EXPERTISE

The following areas of expertise are deemed necessary:

- At least 05 years of experience of working in livelihood and value chain sector.
- In-depth understanding and proven experience of atleast 05 years in mentoring and incubating social enterprises.
- At least one partnership with reputed academic institution to support social entrepreneurs.

### Submission of Proposals:

#### **Documents to be submitted by the Agency:**

The full proposal covering the following aspects:

#### **Technical Proposal** to include

1. Context (organization introduction, etc.);
2. Methodology;
3. Work plan, Key Activities with Timelines;
  - Timeline and activity planning based on practicum workshops in FPOs/CFCs in northeast region across six-months period
  - Plan for two exposure visits between months 13-14 and months 19-20

- Activity planning for conducting 166 days of field training to the social entrepreneurs
4. CV of at least 04 key project personnel (to be deployed full time for the duration of the project)
    - CV of team leader and other project management staff responsible for mentoring, market linkages, government convergence and bank linkages.
    - CVs of all local development practitioners (preferably from northeast region)
  5. Short description of the organizations/agency's capability and work, proof of its capacity and experience in the relevant field

**Financial proposal** to include activity-wise breakup, travel cost, etc.

- Detailed project budget – including resources to be allocated to each activity, one-time and recurring costs, activities and field visits and any others as deemed relevant

## Section 6: Returnable Bidding Forms / Checklist

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

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

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/053/IND-2020]		

We, the undersigned, offer to provide the services for **“Engage a service provider to implement and mentor the field components of the Business Enterprise Leadership and Management Programme”** in accordance with your Request for Proposal No. [ RFP/053/IND-2020]and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[ RFP/053/IND-2020]		

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

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

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[ RFP/053/IND-2020]		

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in **the last 5 years**.

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

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

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

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

## Financial Standing

Annual Turnover for the last 3 years	Year	INR
	Year	INR
	Year	INR
Latest Credit Rating (if any), indicate the source		

Financial information (in INR)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.



## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[ RFP/053/IND-2020]		

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

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

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

---

Signature of Personnel

---

Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[ RFP/053/IND-2020]		

We, the undersigned, offer to provide the services for **“Engage a service provider to implement and mentor the field components of the Business Enterprise Leadership and Management Programme”** in accordance with your Request for Proposal No. [ RFP/053/IND-2020] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password protected under separate files.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

*[Stamp with official stamp of the Bidder]*

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[ RFP/053/IND-2020]		

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

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

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees\***

Name	Position <b>with specialization</b>	Fee Rate	No. of Days	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
	Team Leader			
	Team Member1			
	Team Member2			
	Team Member3			
	Any other personnel...			
<b>Subtotal Professional Fees:</b>				

*\*Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.*

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Travel & accommodation				
Communications				
Others, if any				
<b>Subtotal Other Costs:</b>				

**NOTE:** UNDP shall use the cost breakdown for the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

**Table 4: Breakdown of Price per Deliverable/Activity\*\***

Output/ Deliverables	Timeline	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
Submission of Inception report to include scoping of natural fibre sector in NER with major FPOs/ CFC in the region and activity plan for selection of 30 social entrepreneurs.	Within three months	5%	
Submission of a progress report including - list of potential buyers list after market scanning study, Profile of 25 social entrepreneurs, Mapping Report of government and bank schemes which can benefit the selected, social entrepreneurs schedule for field trainings for 25 social entrepreneurs for six months, plan for two exposure visits for social entrepreneurs and primary producers and a list of 10 local development practitioners with CVs	Within nine months	15%	
Submission of a progress report including completed field training reports under BELMP of 10 local development practitioners including detailed reports on all field exercises and assessments done for 25 social entrepreneurs	Within 15 months	20%	
Submission of a progress report including detailed planning report on - timeline, implementation plan and logistical details of approximately 50 primary producer trainings with 25 social entrepreneurs submitted, 23 proposal submitted to banks and government, 8 buyers connected to social entrepreneurs	Within 24months	20%	
Submission of a detailed implementation report on 50 primary producer trainings targeting approximately 900 producers conducted with social entrepreneurs; 13 proposal sanctioned by banks and government, 22 market orders delivered by social entrepreneurs	Within 27 months	20%	
Submission of final financial and technical report by the mentoring agency on the project implementation	Within 30 months	20%	

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