



INVITATION TO PRE-QUALIFICATION

**Provision of Services & Expertise for the Implementation of
PICDEC Operations at Jericho Agro-Industrial Park (JAIP)**

REVISED

PQ NO./EVENT ID: PAL10-0000006119

**Project: Support to Industrial and Agricultural Economy
through JAIP ICT and Incubation Center Development- ATLAS
PAL10-00117729**

Country: Palestine

Revised on: 12 June 2020

LETTER OF INVITATION

Jerusalem, 12 June 2020

The United Nations Development Programme / Programme of Assistance to the Palestinian People (hereinafter: UNDP) is initiating an Invitation to Pre-qualification (IPQ) exercise to identify potential organization to provide services and expertise for the implementation of a Palestinian Industrial Capacity Development Center (PICDEC) operations at Jericho Agro-Industrial Park (JAIP). The Request for Proposal document will be extended thereafter to those qualified service providers.

If you are interested in submitting an application in response to this IPQ, please prepare your submission in accordance with the requirements and procedure as set out in this IPQ document and submit it through the online e-tendering system by the deadline for submission set out in the respective event.

The complete IPQ document can be examined and obtained free of charge from the following website: <https://etendering.partneragencies.org> (Business Unit: PAL10 / Event ID: 0000006119)

In case your organization is not registered in the e-tendering system, please use the following temporary username and password to register your organization, and follow the registration steps as specified in the system user guide.

User name: event.guest

Password: why2change

You can find detailed user guides and videos on how to use the e-tendering system on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Interested organizations must accept the invitation in eTendering system to be able to receive automatic notifications to amendments or updates to this IPQ. Should you require further clarifications, please send us an email proc3.papp@undp.org and we will reply.

Please note that this invitation is not to be construed in any way as an offer to contract with your organization. This invitation to prequalification does not entail any commitment on the part of UNDP, either financial or otherwise.

UNDP reserve the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant/s of the acceptance/rejection ground.

UNDP looks forward to receiving your application and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,



Shehadeh Habash
Head of Procurement Unit
UNDP/PAPP

Section I: Instructions to Applicants (ITA)

1. Background

The Jericho Agro-Industrial Park (JAIP) is constructing two additional floors in its Administration Building, which will host a Palestinian Industrial Capacity Development Center (PICDEC) by UNDP in partnership with PIEFZA and funded by Japan.

The proposed Center (PICDEC) aims at finding a different business model to target existing successful Small and Medium-sized Enterprises (SMEs) and potential growth startups. To arrive at this, PICDEC will implement a business strategy focusing on being a technology-based center specialized in one or a few sectors. It combines Information and Communications Technologies (ICT) with other sector-specialized services, such as quality control, certification and technical analysis of specific sectors products and services. At the same time, the Center is expected to deliver traditional business development services, e.g. training, consultation services and export support, management of the companies and their human resources as well as startup support with growth and scale-up purposes. Hence, the mission and vision of the Center are as follow:

Mission: PICDEC will offer services of ICT solutions and training, quality control and certification, space and support for startups, and provide business development services (exports, marketing, organization, business training, etc.) to regional and national SMEs as well as startup companies. The Center will specialize and mainly offer services to companies and entrepreneurs within; the agri-food value chain, the sector of water and other natural resources, and the renewable energy sector.

Vision: The Center will assist local and regional SMEs and startups with high-quality technology and business services tailored to support their digitalization, automation, growth, and export opportunities. This with a long-term vision of becoming an “excellence center” in the fields of agri-food, water and renewable energy technological and business support to established companies and startups.

A key sector for PICDEC will be the agri-food value chain (defined as from farm-to-fork, including all its suppliers and services; e.g. food distribution, retailing, restaurants and catering, nutrition and supplements and dietary complements for a healthy lifestyle, etc.). This is a crucial sector as it – besides having an important impact on food security and pricing – have the potential to represent between 15-20% of the West Bank’s contribution to the State of Palestine’s GDP. The Center’s expertise should be targeting sectors having great potential in Jericho (i.e. the agricultural sector as well as water cycle management and solar and energy), but with an effort to build up an image and expertise suitable for the whole West Bank and potentially Gaza.

The Center should therefore also accept customers and entrepreneurs from other sectors, but selectively, and they should not be majority. Hereby, the Center have the possibility to gain a specialized image and expertise within additional sectors over time, and eventually become an excellence center in multiple sectors within Palestine and even neighboring countries.

The PICDEC would have at least three (3) units, offering the following services:

- 1) ICT services: For JAIP tenants and external companies (SMEs) mainly with linkages to the agri-food chain and suppliers, water, natural resources and/or solar energy;
- 2) Start-up support (including a “Fab-Lab”): This unit consists of office space for legally established startups as well as a co-working center for those not yet incorporated. Additionally, there will be a “Fab-Lab” with mechatronics equipment, prototyping, 3D printing, etc. The Startup Unit would try to promote its “unique expertise” in supporting the “Agri-Tech, Food-Tech, Packaging Tech, Energy-

Tech, and Water-Tech” startups. Hereby ensuring that PICDEC can compete successfully with other incubation and technology center; and,

- 3) Business Development Services: Consists of consulting and training within areas such as marketing, financing, export, human resources management, etc.

At this stage the key characteristics of PICDEC will be a temporary management entity contracted for a 12-month period to establish and finalize the institutional and operational set-up of the PICDEC, referred to as phase 0 and the initiation of phase 1 containing actual implementation and activation of the Center.

Staffing: The Center will initially include three or four professionals in the preliminary phase 0, consisting of (a) the Team Leader and (b) three Unit Managers. Later, when the four units are fully operational during phase 1, the staff is expected to grow to eight/ten staff members by recruiting additional support staff consisting of (a) professionals, (b) assistants, and (c) general employees. The exact needs of expertise, skills and experience of the additional staff when the four units are launched and operating.

Implementation Plan: The Center would begin with its preliminary phase 0 before the premises of the first and second floor of the Administration building are ready, with the three-four key staff members recruited and trained. Phase 0 includes the implementation of the first basic business development and ICT services that should be offered by the Center. When the premises of the first and second floor are ready and the key equipment is installed, the Center will slowly transit into phase 1, where additional services are launch and the needed additional team members are recruited.

Financial Plan and Sustainability: The objective of achieving a self-financing rate from private sources of around 60-70% of costs at the end of (5) years. The remaining consists of funds originating from donors or public/private subsidies.

2. Purpose of the Pre-Qualification Process

By means of this IPQ, UNDP aims at identifying potential highly qualified and experienced organization to provide services and expertise for the implementation of PICDEC Operations at Jericho Agro-Industrial Park (JAIP).

At international caliber, the organization shall provide all necessary technical and professional works, skills and advices required to assist UNDP to launch, evaluate, manage, administer, supervise, monitor, coordinate and incorporate all services and activities of the Center to assure having a complete, functional and operational PICDEC at end stage.

This IPQ is open to all eligible service providers, locals and internationals (hereinafter: the Applicant) who are interested to provide services and expertise for the implementation of PICDEC at JAIP and who meet the minimum required qualifications listed herein.

3. Eligibility

All Applicants, whose core area of business is such that they can deliver the envisaged services as outlined in this IPQ, are eligible to participate, including not-for-profit, for-profit, and non-governmental organizations (NGO), public educational institutions, business service development providers, providing they are legally registered. Joint ventures, Consortia, collaboration of organizations to fulfill the above eligibility requirements are eligible to participate. Proposals however need to clearly identify one legal entity as the prime Applicant that will hold contracting responsibilities and liabilities. Government organizations and institutions are not eligible to participate.

In view of the size and complexity of the project, and taking into consideration the possible restriction on movement due to COVID future outbreaks which could affect the progress of work on the ground, international organizations are **required** to form consortia/joint ventures¹ with locally registered organization from the West Bank of relevant experience in order to better understand local working environment, conditions and requirements.

Applicants participating in any joint venture cannot be part of any other joint venture participating in the competition of this IPQ.

Applicants cannot be associated directly or indirectly with the contractors, subcontractors, suppliers, who provide or will provide services, goods, and works to JAIP, or any other entity that will purchase services, materials, and equipment of/to the project.

All Applicants must commit themselves to comply with UNDP General Terms and Conditions for Goods and/or Services:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

4. Documents Comprising the Statements of Qualification

The Applicant shall prepare the Statements of Qualification (hereinafter: SOQ) including all requirements mentioned in ITA sections and using the forms set in Section III. All forms must be completed without any alteration to its format. All forms must be signed by the Applicant.

The Applicant shall structure the SOQ as follows:

- A. Submission Form (Form 1);
- B. Applicant General Information Form (Form 2);
- C. Joint Venture/Consortium/Association Information Form (Form 3);
- D. Organization(s) Profile;
- E. Applicant's Specific Experience (Form 4) *_To be filled by all members of the JV/Consortium;*
- F. Management and Organization Documents;
- G. Financial Situation (Form 5);
- H. Applicant's key personnel CVs (Form 6);
- I. Litigation history (Form 7);
- J. Copy of the Joint Venture Agreement (and any consortium agreement, if applicable);
- K. Any other document deemed necessary in accordance with the ITA instructions and Forms of Section I & III, such as, but not limited to:
 - Copies Registration Documents of legal entity;
 - Copies of Financial Statements.

a. Organization(s) Profile

The Applicant (including its members in case of joint venture, consortium, or association) shall provide a brief description of its organization profile with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram, total employees, type of staff and total professionals in each major category and capability.

¹ All members of the consortium/joint venture shall be jointly liable for the execution of the contract. However, every Applicant will appoint and authorize one lead member to incur liabilities, and receive instructions for and on behalf of the consortium/joint venture members on all the issues relevant to the IPQ including the submission of the Statements of Qualification and the execution of the entire contract, including payments.

b. Relevant Specific Experience

Applicant (in case of joint venture, consortium, or association refers to lead entity) shall have at least (10) years of relevant experience in providing services and expertise in implementing and/or managing operations of similar character.

The Applicant shall identify at least one (1) completed project of similar nature and complexity which demonstrate their specific experience in providing operations and management services over the past (10) years with an average annual turnover of US \$300,000 for the past three (3) years. The Applicant must demonstrate the relevance of the experience of the completed project to our requirement.

Relevance of experiences is not limited to management of agro-business or industrial zone, but is open wide to providing operations and management services within business development, enterpreneship innovation, or of similar character.

c. Management and Organization Documents

The Applicant should provide a brief narrative description about the management approach and entity organization for the assignment and its organization chart. The description and organization chart must clearly identify specific Applicant's organizational elements; reporting relationships and functions to be formed by each unit.

Description should include information about names and positions of the Applicant's key executives and key management personnel who will have overall responsibility for the assignment.

d. Financial Documents

The Applicant (lead entity only in case of joint venture, consortium, or association) should demonstrate proven financial reporting and accounting capability and stability to implement this project.

Applicants should provide key financial information by filling Section III Form 5: Financial Capability Situation. The Applicant shall provide copies of financial statements (Balance Sheet, Profit and Loss, Cash Flow, notes to the Financial Statements) for the most recent three (3) fiscal years. The financial statements shall be audited by certified auditor. Key financial data required in Form 5 has to be expressed in USD. The financial statements shall:

- 1) reflect the financial situation of the Applicant, and not parent or subsidiary organizations;
- 2) be complete, including all notes to the financial statements;
- 3) correspond to accounting periods already completed (no statements for partial periods shall be requested or accepted).

If Applicant does not submit audited financial statements, then UNDP reserves the right to require from the Applicant during the evaluation process or at later stage additional evidence (e.g. audited financial balance sheets) to ensure that the financial statements are duly reflecting the financial state of the Applicant. Financial statements should be provided by each member of the consortium, if applicable, and the joint venture.

Applicants should note that performance security and advance payment security bonds may be required by UNDP in the contracting stage.

e. Applicant's Key Personnel

CVs for staff with demonstrated qualifications in areas of specialization relevant to the Scope of Services shall be presented according to Section III Format 6 at least for the following key staff, collectively covering key expertise:

- 1) Team Leader
- 2) Marketing & IT Expert
- 3) Business Development, Innovation and Network Coordinator
- 4) Entrepreneurship, Finance and Training Coordinator

The proposed team should collectively meet the qualification requirements listed in Section II.2;

Applicants would be required to deploy the above expertise with following conditions:

- The team should be local on full time basis;
- All resources will be on rolls of the Applicant, who will be responsible for timely payment of their emoluments and all other HR functions;
- All resources will be deployed with PIEFZA and their work, leave & travel etc. will be controlled, coordinated and monitored by the officials nominated by PIEFZA;
- The resources shall be deployed on an exclusive basis; no resource deployed under this project will work on any other engagement.

5. Litigation History

The Applicant should present information regarding any litigation, current or during the last three (3) years, in which the organization(s) is involved, the parties concerned and dispute amount.

6. Request for Clarifications

Any request for clarifications shall be submitted in writing by e-mail to the UNDP procurement unit at the following email address: (proc3.papp@undp.org). Replies to the queries, together with the text of queries will be posted on UNDP eTendering system without referencing their source.

7. Informational Meeting

UNDP will organize an informational virtual meeting via Zoom (<https://undp.zoom.us/j/98447747384>) on 10 June 2020 at 11 a.m. Jerusalem time. Representatives of all interested Applicants are invited to attend. To confirm participation please send an email message to (proc3.papp@undp.org). Minutes of that meeting shall be published on UNDP eTendering system.

8. Evaluation Stages

UNDP may reject any SOQ which is not responsive to the requirements of the prequalification document.

UNDP will use a set of unified criteria to evaluate the qualifications of Applicants. Prequalification will be based on compliance with all mandatory requirements and point score criteria related to Applicants specific experience, organization qualification and capacities, the management structure and key personnel, as demonstrated by the Applicants in their submitted SOQ. The qualification and evaluation criteria are listed herein.

Applicants will be assessed in a two-stage process for compliance with the requirements set out in the IPQ.

In first stage each Applicant will be assessed on a "Pass/Fail" basis as to whether each below criterion is satisfactorily met. An assessment of "Fail" against any criterion shall eliminate the Applicant from further consideration. Please see below the list of mandatory requirements that a successful Applicant should meet:

No.	Eligibility	Requirement	Compliance	Reference
1	General Eligibility	Not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor associated with, any organization or individual appearing on the 1267/1989 list of the UN Security Council.	Must meet Requirement	Section III, Form 1
2	Limits of number of SOQ made	One Applicant take part only in one SOQ; In case of joint ventures, members cannot be part of any other applicant	Must meet Requirement	ITA Section I, Clause 3
3	Association with Contractors	Applicant is not associated directly or indirectly with the contractors, subcontractors, suppliers, who provide or will provide services, goods, and works to JAIP, or any other entity that will purchase services, materials, and equipment of/to the project	Must meet Requirement	ITA Section I, Clause 3
4	UNDP General Terms and Conditions	Commitment to UNDP General Terms and Conditions	Must meet Requirement	ITA Section I, Clause 3 & Section III, Form 1
5	Joint Venture/ Consortium	International organization has entered into a joint venture with a local organization from West Bank	Must meet Requirement	ITA Section I, Clause 3 & Section III, Form 3
6	Liquidity	Quick ratio should not be lower than 1.0 based on financial statement from latest fiscal year.	Must meet Requirement	Section III, Form 5
7	Years of Relevant Experience of Applicant	At least ten (10) years of experience	Must meet Requirement	Section III, Form 2
8	Min. Required Expertise among Key personnel	CVs to cover the following expertise: Team Leader , Marketing & IT Expert, Business Development, Innovation and Network Coordinator, Entrepreneurship, Finance and Training Coordinator	Must meet Requirement	Section III, Form 6

9	Past Specific Experience as a Main Consultant	At least one (1) successfully completed project of similar nature and complexity over the past ten (10) years	Must meet Requirement	Section III, Form 4
---	---	---	-----------------------	---------------------

Compliant Applicants according to the first stage of evaluation will be further evaluated against a set of weighted evaluation criteria in order to determine the list of pre-qualified Applicants that will be invited to participate in the further tender (RFP) processes.

Applicants who will attain a total score of 70 points out of 100 points of allocated score of the evaluation criteria shall be selected.

No.	Evaluation Criteria	Maximum Points Obtained
1	Specific Experience Applicant with highest number of projects scores 20 and other Applicants at the following pro rata: Applicant's score = (Applicant's total number of projects / Highest number of projects) x 20	20
2	Organization Qualification and Capacities Technical Evaluation Table 1	20
3	Management Structure and Key Personnel Technical Evaluation Table 2	60
	Grand Total score	100

No.	Technical Evaluation Table 1 Organization Qualification and Capacity	Maximum Points Obtained
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing (<i>in case of consortium all members will be assessed</i>)	3
1.2	General Organizational Capability/ Consortium 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?	10
1.3	Quality assurance procedures and risk mitigation measures	4
1.4	Organization/Consortium expressed interest in the activity	3
	Total Table 1	20

No.	Technical Evaluation Table 2 Management Structure and Key Personnel		Maximum Points Obtained
4.1	Team Leader		15
	- General Experience	3	
	- Specific Experience relevant to the assignment	8	
	- Educational background	2.5	
	- Language Qualifications	2.5	
4.2.	Educational background relevant to the specific roles and responsibilities of each staff member		5
4.3.	Skills of the Team		40
	Have extensive experience within traditional as well as e-marketing strategies, approaches, sales and distribution, and/or packaging and labeling (desirable)	5	
	Proven IT skills and experience within website development and/or management	5	
	Have strong practical knowledge of and experience with SME development/support within areas such as clustering and networking approaches, business strategies innovation, research and development, HR and finance management	5	
	Demonstrate good knowledge of projects/activities/ responses enabling local economic development	5	
	Demonstrate practical knowledge of and experience with technical and non-technical capacity trainings for SMEs	5	
	Proven solid experience with finance/budget management/resource mobilization of larger development project and/or ideally similar Centers	5	
	Have experience with entrepreneurship and start-up and/or incubation programmes	5	
	An asset for all team members is to demonstrate practical experience within the agri-food production and/or value chain	5	
Total Table 2			60

To assist in the evaluation of applications, UNDP may, at its discretion, ask any Applicant for a clarification of its SOQ which shall be submitted within a stated reasonable period of time.

If necessary; UNDP may arrange personal interviews to examine the experience of the Applicant's key team members assigned for the provision of the required services, and to organization's management.

9. Right to Accept or Reject Applications

UNDP reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

10. Notification of Prequalification

Once the UNDP has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation.

11. Guidance on subsequent Request for Proposal

The pre-qualified Applicants will be invited to submit proposals through a limited international competition (RFP) for the provision of services and expertise for the implementation of PICDEC operations where technical and financial evaluation will be carried out according to UNDP rules and regulations. After having received and evaluated methodology-based proposals, UNDP/PAPP will award the contract to the Applicant whose proposal will be determined to be substantially responsive to the RFP and attained the highest cumulative total of technical and financial scores.

For each submission of proposals to the RFP, pre-qualified Applicants should submit with their proposals any information updating their original SOQ or alternatively confirm in the proposals that originally submitted information remain essentially correct as of the date of proposal submission.

UNDP reserves the right to alter the scope of the works/services stated in Section II and to determine the timing for the RFP.

12. General Information

a. Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their Statements of Qualification (hereinafter: SOQ). UNDP will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

b. Language

The SOQ and all correspondence and documents relating to the SOQ exchanged by the Applicant and the UNDP procuring entity shall be written in the English language only. Supporting documents (certificates, financial statements, etc.) and any printed literature that are part of the SOQ may be written in other languages, so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation of the SOQ, the English translation shall govern.

c. Period of validity of Applications

Applications must remain valid for a period of at least (6) months after the deadline for submission of applications. Any Application valid for a shorter period might be rejected. In exceptional circumstances, prior to the expiration of the Application validity period, UNDP may request Applicants to extend the period of validity of their applications. The request and the responses shall be made in writing.

d. Ethics Clauses

Any attempt by an Applicant to obtain confidential information, enter into unlawful agreements with competitors or influence UNDP evaluation committee during the process of examining, clarifying, on the site assessment will lead to the rejection of her/his application.

e. Appeals

As the steward of public funds, UNDP wants to award contracts through fair and effective competition. Applicants believing that they have been harmed by an error or irregularity during the pre-qualification process may petition the UNDP directly. The UNDP will reply within (5) work days of receipt of the complaint.

To be complete, protests must contain the following information:

- The protestor's name, address, telephone number and email, the application reference;
- A detailed statement of all factual and legal grounds for protests, and an explanation of how the protester was prejudiced;
- Copies of relevant documents supporting protester's statement;

Any incomplete protest received by UNDP will not be entertained.

Section II: Terms of Reference

Provision of Services & Expertise for the Implementation of PICDEC Operations at Jericho Agro-Industrial Park (JAIP)

1. Scope of Work

The UNDP among others is searching to contract a qualified entity (referred to as the Service Provide) to mobilize the needed team to manage PICDEC for a 12-month period. The general objective of the contract with the organization is to successfully manage that the institutional and operational set-up of PICDEC will be finalized (phase 0) and the full operation of the Center is launched (initiating phase 1). Based on performance there will be a possibility of extending the contract.

1.1 In order to achieve these objectives, the mobilized management entity with support from the Service Provider is called upon to implement the following activities;

- a) Preparation of a start-up report: On the basis of the information and documents available on the agri-food sector and its main sectors and products as well as on the feasibility study conducted of the Center, etc., the management entity will have to prepare a start-up report to detail the work plan and specify/adapt intervention approaches;
- b) Modifications and adaptation of the documents relating to the establishment of the PICDEC: The management entity is called upon to analyze the documents, which have been prepared for the establishment, in particular the feasibility studies, budget, legal status, plans of the premises, and bring – if necessary – any proposals for modification and adaptation;
- c) Review the structure and services of PICDEC to make sure that all furniture and equipment necessary for running the center are adequate;
- d) Support and advise the development of a catalog of services provided by the Center: This includes identification of priority services that will be provided by the Center to its potential customers with the preparation of all the necessary technical documentation (e.g. training manuals, procedures, analysis procedures, diagnostic frameworks, etc.). This will enable the management unit itself to offer and carry out the services as well as provide storage of knowledge.
- e) Financial proposals: Support and advise in the analysis, writing and presentation of financial proposals to some financial institutions and donors to support the Centre's development strategy in the medium- and long-term;
- f) Management and Monitoring Plan: Support the drafting of a Management and Monitoring Plan (or strategy) for the Center (for 3 to 5 years).
- g) Analysis of training needs and develop a detailed plan for technical and non-technical training: This activity is focusing on the capacity building on the management entity itself enabling the staff to plan and implement the remaining activities successfully. Should drawing on inspiration

from the training programs implemented by other technical centers, research institutes, laboratories, design or training offices.

- h) Marketing support and management: The management entity will be responsible for the management and continuously update of the JAIP Portal, which includes update service and event information, continuously update JAIP tenants' product site, advise/support the implementation of online purchase links for tenants, etc.

1.2 The expected products and results of these activities are:

- a) Start-up report: With an analysis of the situation at the start of assistance, and a detailed work plan for the 12 months of the contract;
- b) Modification Report: Highlight the possible modifications and details of the plans and budgets drawn up for the implementation of the PICDEC (the project plan, and its final implementation budget are validated with the main players);
- c) Catalogue of services: Contains manuals and technical documentation necessary for each service that will be offered by the Center, as well as the reports of the first interventions at the level of companies and other beneficiaries;
- d) Business Network Strategy: List of potential national and international partners and a strategy of negotiation (a network of potential partners is suggested in order to complement the services offered by the Center, and allow it to benefit from the exchange of experiences);
- e) Technical and Financial Report: Analysis and proposals of financial potentials and donors. This activity should be done in close work collaboration with project partners – mainly PIEFZA and UNDP with the aim of developing proposal and seek funds to ensure the sustainability of the center.
- f) Management & Monitoring Plan: A 3 to 5-year management and monitoring plan of the center, and a final report of the service provider (a realistic plan is approved by the key players).
- g) Training Needs Analysis (TNA): Study of training needs, specific training plan and production of support materials, and realization of training. Conducting evaluation reports of training/assistance provided internally to members of the management entity and/or partners and the necessary technical documentation;

2. Requirements

Organization of the management entity mobilized by the Service Provider:

The Service Provider must ideally have participated in the implementation and/or the strengthening of a similar Center, and/or have track experience in managing complex project(s) related to Agro-business development, ICT and/or the provision of business support services.

For the implementation of phase 0 and the initiation of phase 1 the Service Provider must be able to mobilize a full-time work team composed of the following experts:

2.1 Team Leader, who should have;

- Preferably (15) years of experience in the management of complex projects and institution building;
- Relevant educational background related to business management – a MBA is desirable;

- Good knowledge of the markets as well as hygienic standards and rules;
- Solid understanding of Value Chain Management preferably in the Agro-business sector;
- Experience with infrastructure management, technical and non-technical services of technological centers/institutes;
- Proven experience related to the agri-food/ICT sector is highly desirable;
- Ideally, the candidate has experience in setting up and/or strengthening a technical/technological Center as PICDEC.
- Professional level of English

2.2 Marketing & IT Expert, who should have;

- Preferably (10) years of relevant experience;
- Relevant educational background related to business marketing, IT & business or similar – a MBA is desirable;
- Have extensive experience within traditional as well as e-marketing strategies, approaches, sales and distribution, and/or packaging and labeling (desirable);
- Proven IT skills and experience within website development and/or management;
- Professional level of English.

2.3 Business Development and Training Coordinator, who should have;

- Preferably (5) years of relevant experience;
- Relevant educational background related to small business management or similar – a MBA is desirable;
- Demonstrate good organizational skills enabling the Coordinator to support the Team Leader;
- Have strong practical knowledge of and experience with SME development/support within areas such as clustering and networking approaches, business strategies innovation, research and development, HR and finance management;
- Demonstrate good knowledge of projects/activities/responses enabling local economic development;
- Demonstrate practical knowledge of and experience with technical and non-technical capacity trainings for SMEs;
- Have experience with entrepreneurship and start-up and/or incubation programmes.

2.4 Finance and Resource Mobilization Officer, who should have;

- Preferably (5) years of relevant experience;
- Relevant educational background related to business administration & finance or similar – a MBA is desirable;
- Proven solid experience with finance/budget management/resource mobilization of larger development project and/or ideally similar Centers.

An asset for all team members is to demonstrate practical experience within the agri-food production and/or value chain.

The Applicant is required to deploy human resources that in aggregate have collective knowledge, experience and skills as detailed above. The Applicant may propose another composition than listed above and/or more than one CV to cover all the required skills and experiences.

3. Location

The operational basis for this project are JAIP, Jericho, where the management entity will be based. PICDEC work related travels across the country and abroad might be needed.

4. Contract period

The exact date of commencement shall be within two weeks of the signature of contract between PIEFZA and the winning service provider and shall be determined by UNDP and PIEFZA. The intended commencement date is 01 July 2020 or as soon as possible after selection of the Service Provider, and the period of execution of the contracts will be after a 12-month period.

5. Reporting requirements

The following reports are required:

5.1 Inception report

The inception report within (4) weeks from the start of the contract. The report shall consist of: Synopsis, situation, planning for the entire duration of the assignment, updated log frame, implementation and justified deviations from the TOR and/or technical proposal (if necessary), risks and assumptions analysis and the detailed description of the activities planned for the next phase.

5.2 Interim Progress Report

The Service Provider will submit three interim progress reports; one after (3) months, after (6) months and after (9) months-period after the start of contract. The progress report shall contain – but not limited to – sections on progress achieved during the previous contract period, cumulative progress achieved, lessons learned, activities planned for the next reporting period, constraints encountered and proposed solutions and the detailed work-plans and budgets. The report related to the period such as needs assessment report and activity plan.

5.3 Final Report

The draft final report must be produced at least two weeks before the end of the execution period of the contract. The final version of the report shall be submitted no later than a month after the completion of the project and it will integrate the comments received from the partners.

Report	Deliver Time Schedule				
	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021
Inception report	X				
Interim progress report #1		X			
Interim progress report #2			X		
Interim progress report #3				X	
Final report					X

5.4 Periods for Approval by UNDP

UNDP will make comments on and/or give approvals, subject to incorporation of any comments, for reports and documents within 7-10 working days from receiving them.

5.5 Property of Documents

All reports, documents, plans, drawings, data, etc. prepared by the consultant or submitted by the consultant to UNDP or submitted by UNDP to the consultant in connection with this TOR and RFP shall be and shall remain the full property of UNDP.

While in the custody of the consultant, the said documents shall be fully safe-guarded and treated as confidential and shall not be copied or their contents divulged to any third party without the written approval of UNDP.

6. Scope of Contract Price and Schedule of Payments

The staff salary will be paid on a monthly basis. The remaining project budget will be transferred from PIEFZA to the Service Provider as agreed upon in the final work plan for the 12 months of contracted, milestones and related payment schedule. The first installment should take place directly after the approval and signing of the start-up report. No payment should be transferred outside of contract period.

7. Technical proposal

The proposal should describe the approach and methodology that will be applied by the Service Provider and its management entity to meet the objectives and scope of the assignment. The implementation plan should include a 1-year plan as well as an additional year for manage PICDEC.

A narrative of proposed actions and strategies of reaching the expected results throughout phase 0 and during the initiation of phase 1 accompanied by a detailed work-plan with separate lines for each proposed action and corresponding timeframes are requested. The timeframe should be represented on a monthly basis.

The proposal should demonstrate responsiveness to the specification mentioned in the TOR by identifying the specific components proposed, addressing the requirements – as specified – and demonstrate how the proposed methodology meets or exceeds the specifications of both phases.

Focus should be made on the following:

- Well-structured methodology combined with detailed implementation plan that indicates how the Service Provider intends to complete phase 0 and initiate of phase 1;
- Details on how sustainability and operational maintenance of the Center beyond the contract period have been thought of in the implementation approach;
- A detailed plan of the proposed management structure of the key personnel (i.e. management entity) accompanied by resumes of the key personnel.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score (70%) in the evaluation of the technical proposals. The technical proposals are evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

The weight of the technical proposal is 60% and weight of the financial proposal is 40%.

40 points shall be allotted to the lowest total fees proposed among those invited pre-qualified applicants which obtain the threshold points in the evaluation of the substantive presentation. All other fees proposals shall receive points in inverse proportion to the lowest total fees; e.g. $[40 \text{ Points}] \times [\text{US\$ lowest total fees}] / [\text{US\$ other}] = \text{points for other proposer's fees}$.

The General mark or combined score for each proposal will be arrived as follows:

The score of the Technical proposal multiplied by 60% will be added to the Financial Proposal 40%. The offeror whose proposal received the highest combined score will be the successful bidder.

Table of Technical Evaluation Criteria

Proposed Methodology, Approach and Implementation Plan		Maximum Obtainable scores
1	Understanding of the requirement: Have the important aspects of the tasks and service deliveries been addressed in sufficient detail? Are the different components of the tasks/service deliveries adequately weighted relative to one another? Is there a demonstrated clarity of the overall objective of the Center?	40
2	Reasonable timeframe including clear milestones: Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	15
3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	15
4	Clearly illustrate a sustainable business model to ensure operational maintenance and development of the Center	30
Total		100

Section III: Application Forms and Documents

Form 1: Submission Form

Statements of Qualification (SOQ) for the Services & Expertise for the Implementation of PICDEC Operations at Jericho Agro-Industrial Park (JAIP)

Date: [insert day, month, year]

To: Shehadeh Habash
Head of Procurement Unit
UNDP/PAPP
3 Ya'qubi Street
Jerusalem

Dear Shehadeh:

We, the undersigned, hereby apply to be pre-qualified for [insert: title of services] in accordance with your Prequalification Request dated [insert: Date] and our Statements of Qualification. We are hereby submitting our Statements of Qualification in a sealed envelope.

We hereby declare that our organization, 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;
- 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 organization 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 SOQ 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 confirm that we have read, understood and hereby accept the Scope of Works describing the duties and responsibilities required of us in this IPQ, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference;

We undertake, if our SOQ is accepted and we are pre-qualified, to submit proposal for the provision of the required services as will be detailed and presented in the RFP not later than the date that will be indicated in the Data Sheet of the RFP.

We fully understand and recognize that UNDP is not bound to accept this SOQ, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Applicant:

Contact Details:

[please mark this letter with your corporate seal, if available]

Form 2: Applicant General Information Form

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

Form 3: Joint Venture/Consortium/Association Information Form

Name of Applicant: [Insert Name of Applicant]]	Date: <input type="text" value="Select date"/>
--	--

To be completed and returned with your application if the application 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]

Name of leading partner (with authority to bind the JV, Consortium, Association during the IPQ and 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 we are qualified, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Scope of Works.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form 5: Applicant's Financial Standing Form

Name of Applicant:	[Insert Name of Applicant]]	Date:	Select date
--------------------	-----------------------------	-------	-------------

Date: [insert day, month, year]

The following table shall be filled in by the **Prime Applicant only**

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets			
Total Liabilities			
Current Assets (CA)			
Current Liabilities (CL)			
Inventory			
Cash ad cash equivalents			
Account Receivables (AC)			
	<i>Information from Income Statement</i>		
Annual Turnover			
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			
Quick Ratio = (Cash+ AR)/ CL			
Latest Credit Rating (if any), indicate the source			

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:

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

Form 6: CV of Proposed Key Personnel

Key Personnel #	
Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<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 three 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]
References	<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 7: Litigation Histoy

Information regarding any litigation, current or during the last three years, in which the organization(s) is involved, the parties concerned and dispute amount.

(Shall be filled by the Applicant Consortium, if applicable and the Joint Venture Members)