



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

NAME & ADDRESS OF FIRM	DATE: August 3, 2020
	REFERENCE: SgRFP2020-01

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***SgRFP2020-01_Accelerator Implementation consultancy.***

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

Proposals may be submitted on or before Monday, August 17, 2020 and via email to the address below:

**United Nations Development Programme, Global Centre for Technology, Innovation
and Sustainable Development (GCTISD)**

29 Heng Mui Keng Terrace Block A, #08-01, Singapore 119620
Procurement Unit
procurement.sg@undp.org

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

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Name: Arpik Baghdasaryan

Title: Operations Analyst

8/3/2020

Description of Requirements

Context of the Requirement	<i>Preparatory work for Future of Healthcare Impact Venture Accelerator</i>
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	<p>In light of the ongoing COVID-19 pandemic, and as part of the Global Centre's work on sustainable finance, it is working to establish an Impact Venture Accelerating and Scaling Initiative which will include a Future of Healthcare Impact Venture Accelerator (IVA) and Venture Capital Fund (VCF). This dedicated UNDP IVA is being set up to support growth stage and established businesses with viable and effective solutions to be deployed across a diverse set of users and contexts globally. The initiative is focused on both innovative technology solutions and transformative business models, services and products addressing challenges related to healthcare, critical market needs, sustainable development and overall economic recovery.</p> <p>Before the launch of this Initiative, the Global Centre is aiming to conduct a pre-acceleration exercise to outreach to the relevant ecosystems, assess quantitative and qualitative parameters of the ventures pipeline, test the overall model for key program activities based on on-line and remote interactions, spur the interest of potential donors and prepare for the launch of the main Initiative. The exercise will reproduce conceptual approach for UNDP IVAs –it will be combining both business and impact acceleration curriculum which will be implemented through an advanced and extended on-line pre-acceleration programme bootcamp.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Deliverable 1: Develop the curriculum of the on-line remote interaction based pre-acceleration programme bootcamp including modules, individual course focus, timetables and securing participation of reputable, experienced presenters with proven track record in venture capital and global start-up ecosystems. The curriculum should also include team challenges in addition to lectures and interactive learning elements. Impact topics, provided by UNDP, must be included in the curriculum which relate to environmental, social and corporate governance, impact measurement and management in the context of the Sustainable Development Goals, and overall effectiveness of addressing COVID-19 challenges².

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

² UNDP will designate related consultant(s) to deliver on the impact topics, however the Firm should assure congruent and organic integration of impact and sustainability related activities in the main program.

	<ul style="list-style-type: none"> • Deliverable 2 : Provide a cohort of specialised mentors from global centres for high technology, innovation and venture capital, including ones with an impact/social responsibility background, who can offer online mentorship services to the entrepreneurs during this bootcamp period. • Deliverable 3 : Develop and implement a marketing and outreach campaign to invite and solicit applications for this bootcamp (and the eventual IVA), from promising ventures and entrepreneurs globally with a future of health focus. This should include distribution through relevant, targeted partner networks in addition to social media outreach. • Deliverable 4: Manage and implement the 2-3 week bootcamp, coordinating with all partners, stakeholders and participants. <p>Deliverable 5: Write a brief report on the successes and learnings from the bootcamp, including feedback from the participants and other stakeholders, as well as recommendations for the rollout of the full IVA. Report should include 5-6 page narrative and the annexes with all materials developed and presented.</p>
Person to Supervise the Work/Performance of the Service Provider	<i>Director of the Global Centre of Technology, Innovation and Sustainable Development</i>
Frequency of Reporting	<i>As needed between the period from 31 August 2020 to 18 October 2020</i>
Progress Reporting Requirements	To deliver accordingly to the deliverable within the timeline stated in the Terms of Reference.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Up to 30 working days, across 5 weeks, with the possibility of extension
Target start date	31 August 2020
Latest completion date	18 October 2020
Travels Expected	None
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required

breakdown and timing of activities/sub-activities													
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required												
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars												
Value Added Tax on Price Proposal ³	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted												
Payment Terms ⁴	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon signing of contract</td> <td>20%</td> <td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Upon satisfactory completion of Deliverable 1,2,3</td> <td>30%</td> </tr> <tr> <td>Upon satisfactory completion of Deliverable 4,5</td> <td>50%</td> </tr> </tbody> </table>			Outputs	Percentage	Condition for Payment Release	Upon signing of contract	20%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon satisfactory completion of Deliverable 1,2,3	30%	Upon satisfactory completion of Deliverable 4,5	50%
Outputs	Percentage	Condition for Payment Release											
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Upon satisfactory completion of Deliverable 1,2,3	30%												
Upon satisfactory completion of Deliverable 4,5	50%												
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Director of the Global Centre of Technology, Innovation and Sustainable Development												

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the firm - 25% <input checked="" type="checkbox"/> Methodology and Implementation - 20% <input checked="" type="checkbox"/> Qualification of Key Personnel - 25% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Team</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	The Contractor is required to have the aforementioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	Pre-acceleration exercise
Project/Program Title:	Future of Healthcare Impact Venture Accelerator
Type of Contract :	International or Specialized Subject Consultancy Firm
Duty Station:	Home-based
Duration:	30 days (over 6 weeks), with the possibility of extension
Expected Start Date:	31 August 2020

I. BACKGROUND / PROJECT DESCRIPTION

The UNDP Global Centre for Technology, Innovation and Sustainable Development (the 'Global Centre') identifies, co-designs and shares innovative and technological solutions for sustainable development. We aim to catalyse new insights, partnerships and action on the ground in the countries where UNDP works. Our initial areas of focus are: Sustainable Agriculture, Sustainable Finance, and Smart Cities and Digitalisation. We aim to leverage expertise in Singapore, as well as across the network of 60+ new UNDP Accelerator Labs, and from experts and partners around the globe.

The Global Centre is a joint initiative of the Singapore Government and UNDP, currently being led by a small team that is focused on programme and partnership development – both with the public and private sector in Singapore and international partners (including the above UNDP network). Singapore Government partners include the Ministry of Foreign Affairs (MFA), the Ministry of Environment and Water Resources (MEWR), the Public Service Division, and the Economic Development Board (EDB).

The Centre also has experience with venture accelerators, both with its internal workstreams as well as support to the wider accelerator ecosystem at UNDP. UNDP impact venture accelerators (IVA) are one of the practical approaches to help enterprises scale up effective business-based solutions to development issues. IVAs combine business acceleration programs with robust and dedicated efforts on SDG impact alignment, and impact measurement and management (IMM) practices.

In light of the ongoing COVID-19 pandemic, and as part of the Centre's work on sustainable finance, it is working together with UNDP's Finance Sector Hub, UNDP SDG Innovative Finance (UNSIF) and Private Sector Centre to establish an Impact Venture Accelerating and Scaling Initiative which will include a Future of Healthcare Impact Venture Accelerator and Venture Capital Fund.

Ventures accelerated by UNDP have already been instrumental in providing effective solutions to the COVID19 crisis through their digital platforms, healthcare products and services supporting public authorities, infrastructures and SMEs. Now, this dedicated on-line UNDP IVA is being set up to support growth stage and established businesses with viable and effective solutions to be deployed across a diverse set of users globally and contexts converging with CVOVID19 challnages. The initiative is focused on both innovative technology solutions and transformative business models, services and products addressing challenges related to healthcare, critical market needs, sustainable development and overall economic recovery.

II. SCOPE OF THE WORK

Before the planned launch of the Impact Venture Accelerating and Scaling Initiative, the Global Centre is aiming to conduct a on-line virtual pre-acceleration exercise to outreach to the relevant ecosystems, assess quantitative and

qualitative parameters of the ventures pipeline, test the overall model for key program activities based on on-line and remote interactions, spur the interest of potential donors and prepare for the launch of the main Initiative.

The exercise will reproduce conceptual approach for UNDP IVAs –it will be combining both business and impact acceleration curriculum which will be implemented through an advanced and extended on-line pre-acceleration programme bootcamp.

The selected firm (The Firm) will manage the business aspects of the pre-acceleration programme, while UNDP will deliver on the impact side. The bootcamp programme should assume the following elements:

- Focus on the future of healthcare, including elements of preparedness, response and recovery to pandemics;
- Run for about 2-3 weeks with courses occupying 2-3 hours per day;
- Engage the involvement of specialised mentors from the domain field, leading relevant investment ecosystems (e.g. Silicon Valley, NY, Boston, London, LA, Bangalore etc⁸);
- Host on-line participation of up to 60 entrepreneurs and ventures at the seed and post-seed stage from countries across developing and developed contexts, including at least 40 ventures from at least 10 developing countries;
- Include team challenges into the curriculum.

Specifically, the firm will conduct the following tasks:

1. Solicitation, review and analysis of projects/ventures in the proposed area (i.e. healthcare, healtech):

- developing criteria and priorities for the selection⁹,
- organizing structured outreach activities to develop project pipeline¹⁰,
- screening and selection of the ventures for the program (up to 60 ventures to be selected)

2. Pre-acceleration inputs for the ventures

- coordinate with UNDP the overall curriculum, timeline and activities of the program, including incorporation of impact relevant elements i.e. sessions, exercises, cases to be provided by UNDP experts.
- allocate premises, technical, telecommunication and digital means and media to effectively implement the program;
- set-up conducive, encouraging and collaborative environment to stimulate synergistic interactions among the ventures, consultants and vendors;
- provide a specially designed curriculum to solidify the ventures potential to manage growing seed business, expand market base, integrate in professional networks, increase investment absorption capacity and investment attractiveness, scale up effectiveness and impact of the technology and business model solutions; this would include set of trainings, workshops, simulations, business case analyses etc.

The curriculum should include but not be limited to the following subject:

- Foresight and strategic vision on the thematic focus (healthcare, healthtech, COVID19 challenges)
- Sales and Marketing
- Financing of Growth Ventures
- Legal Aspects and Requirements

⁸ <https://www.startus-insights.com/innovators-guide/top-5-global-startup-hubs-healthcare/>

⁹ The criteria should include the impact related ones (to be provided by UNDP) to assure the selected ventures correspond to the requirements related to integrating impact aspects in their missions, overall effectiveness and efficiency in addressing challenges related to response and recovery from pandemic as well as impact scalability as a result of acceleration.

¹⁰ While UNDP will help in reaching out some of the relevant ecosystems through its own network of impact venture accelerators and partners, as a part of the assignment the Firm should plan to implement a structured marketing and outreach campaign through the most relevant appropriate channels.

- Team Management and Leadership
 - Developing Markets Specifics
 - Promotion: Networking, Pitching,
- provide group mentorship inputs, and individual mentorship short sessions for selected up to 10 selected ventures;
 - Prepare venture teams for pitching to potential funders, provide information about available funding opportunities
 - Organize special event (demo day) to showcase the ventures and pitch to a group of relevant investors.

3. Report on the results, learnings, implications for the main Initiative.

- Provide an analytical review on the results of the program based on the feedback from the ventures, involved mentors and potential investors.
- Summarize learnings in terms of effectiveness of reaching and recruiting the ventures, overall quality of the pipeline and selected cohort, effectiveness of usage of on-line tools and platform, implications for the design of the main Initiatives, including recommendations on the resources mobilization approaches to the potential funders and investors.

Time zone spread should be taken into account i.e. timing of sessions will be set to suite to the largest number of participating ventures. Selected sessions of the bootcamp should be recorded and availed to participants and other UNDP impact venture accelerators.

Online learning and acceleration platform should be optimized for low bandwidth connections

All the instruction and courses are will be conducted in English.

III. EXPECTED OUTPUTS AND DELIVERABLES

The firm is expected to deliver on the following efforts:

- Deliverable 1: Develop the curriculum of the on-line remote interaction based pre-acceleration programme bootcamp including modules, individual course focus, timetables and securing participation of reputable, experienced presenters with proven track record in venture capital and global start-up ecosystems. The curriculum should also include team challenges in addition to lectures and interactive learning elements. Impact topics, provided by UNDP, must be included in the curriculum which relate to environmental, social and corporate governance, impact measurement and management in the context of the Sustainable Development Goals, and overall effectiveness of addressing COVID-19 challenges¹¹.
- Deliverable 2: Recruit a cohort of specialised mentors from Silicon Valley, including ones with an impact/social responsibility background, who can offer online mentorship services to the entrepreneurs during this bootcamp period.
- Deliverable 3: Develop and implement a marketing and outreach campaign to invite and solicit applications for this bootcamp (and the eventual IVA), from promising ventures and entrepreneurs globally with a future of health focus. This should include distribution through relevant, targeted partner networks in addition to social media outreach
- Deliverable 4: Manage and implement the 2-3 week bootcamp, coordinating with all partners, stakeholders and participants.

¹¹ UNDP will designate related consultant(s) to deliver on the impact topics, however the Firm should assure congruent and organic integration of impact and sustainability related activities in the main program.

- Deliverable 5: Write a brief report on the successes and learnings from the bootcamp, including feedback from the participants and other stakeholders, as well as recommendations for the rollout of the full IVA. Report should include 5-6 page narrative and the annexes with all materials developed and presented.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The firm will report to the Director of the Global Centre for Technology, Innovation and Sustainable Development in Singapore, and work closely with the wider team, including UNDP's Finance Sector Hub, UNDP SDG Innovative Finance (UNSIF) and Private Sector Centre.

V. DURATION OF THE WORK

The firm will deliver the outputs within the period from 31 August to 18 October 2020.

VI. DUTY STATION

This engagement will take place at the contractor's location.

VII. QUALIFICATIONS OF THE SUCCESSFUL FIRM

Special Qualifications

- At least 10 years of experience in the development and delivery of Incubation and Acceleration programmes specifically in healthcare and healthtech.
- At least 3 projects of similar nature delivered (finished or in process of being implemented) in the last 5 years;
 - Expert knowledge of start-up development, customer development, cross-border market expansion, venture financing, acceleration of ventures;
 - Proven track record of successful start-up development, market expansion, venture investment;
 - Proven experience organizing and managing virtual and in-person events, workshops and bootcamps (required);
 - Functional and effective connections and network in the relevant entrepreneurial, investment, and domain specific (healthcare, healthtech) circles.

General Qualifications

- Experience of working with international development organisations
- Experience of engagements under philanthropic, non-profit, venture philanthropy and impact investment arrangements
- Experience working in or with developing country contexts
- Experienced in mobilizing teams of highly qualified professionals with complimentary expertise and experience of joint work on similar assignments with global exposure.

IMPLEMENTATION APPROACH REQUIREMENTS:

The firm should propose planing and implementation approach to target the parameters specified in the Scope of Work, in terms

- thematic focus: healthcare and healthtech
- adequate outreach to the start-up ecosystems in various geographies (especially in developing countries):
- assure selection and engagement of ventures with high scale-up potential (from business and impact perspectives);
- designing effective curriculum (rich in subjects, result oriented, attractive and valuable to the ventures) and delivering it through quality mentors team and technical/visual resources;_

- promotional activity and exposure to potential investors

TEAM REQUIREMENTS:

- Senior Advisor (or similar): at least 10 years' experience in development and delivery of business acceleration programmes and VC investments. Background requirements:
 - Professional experience at least 15 year experience in the related sectors e.g. entrepreneurship, business, VC/PE investments, finance, engineering, applied science and technology commercialisation.
 - At least 10 years of experience in the capacity of angel/VC investor, involvement in business activities in PE, Venture Capital, Business Incubation and Acceleration sectors.
 - Established connections in the major global startup development ecosystems, wide network and strong working relationships with individuals and firms with investment and relevant technical backgrounds and perspectives.

The Senior Advisor will oversee the correct execution of the overall project, take strategic decisions to ensure the correct path of the project (in agreement with UNDP), and be responsible for overall quality assurance.

- Project Manager: at least 7 years' experience of delivery of Venture Acceleration programmes, particularly associated bootcamps, including curriculum and course design. Background requirements:
 - Education: MBA, Masters degrees or, in its absence, equivalent professional experience at least 5-year experience in the related sectors e.g. SMEs, start-ups and entrepreneurship, business, economics, finance, applied science and technology commercialisation.
 - At least 3 years of experience in managing business incubation and acceleration programs at a global scale. Experience of running on-line/remote interaction based programs and engagements with ventures.
 - Established network and strong working relationships with institutions and individuals in the start-up development ecosystems across the countries.

The Project Manager will be responsible of planning and delivering the necessary activities for the implementation of the project, providing guidance on the execution of the project, solving issues arising during execution, taking strategic decisions related to the execution, overseeing the daily work of the team, and be responsible for day-to-day project management.

- **Mentors, Consultants and Trainers** in the domains and disciplines relevant to the proposed curriculum.

The expertise areas should include at least

- Foresight in the specific domain (healthtech and healthcare)
- Customer Development
- Product Development, Innovation, Technology Commercialization
- B2B Business Development
- Financial Analysis, Financing and Capital Attraction

Background requirements:

- Education: Masters Degrees or, in its absence, equivalent hands-on, at least 5-year professional experience in the related domains.
- At least 5 years of experience of working with / in enterprises (specifically in companies that expanded, entered new markets, restructured, introduced new product lines etc.)
- At least 3 years of experience of trainings and mentoring start-ups, SME, growing ventures.
- Established network and strong working relationships with professional communities in the related domains

Language:

- Proficiency in written and spoken English required. Proficiency in other official UN languages is an asset.

Important Note:

The firm is required to have the aforementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

Evaluation process

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the firm whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weigh 70% and Financial criteria/ Proposal weighs 30%.

Technical evaluation - Total 70% (70 points):

Criteria1: Expertise of the Firm - Maximum obtainable points: 25 points

- Specialty Qualifications **15 points**

	max score
10 years of experience in the development and delivery of Incubation and Acceleration programmes specifically in healthcare and healthtech.	5
3 projects of similar nature delivered (finished or in process of being implemented) in the last 5 years;	3
Expert knowledge of start-up development, customer development, cross-border market expansion, venture financing, acceleration of ventures; Proven track record of successful start-up development, market expansion, venture investment;	2
Proven experience organizing and managing virtual and in-person events, workshops and bootcamps (required);	2
Functional and effective connections and network in the relevant entrepreneurial, investment, and domain specific (healthcare, healthtech) circles.	3

General Qualifications: 10 points

	max score
Experience of working with international development organisations, engagements under philanthropic, non-profit, venture philanthropy and impact investment arrangements	4
Experience working in or with developing country contexts (desirable);	4
Experienced in mobilizing teams of highly qualified professionals with complimentary expertise and experience of joint work on similar assignments with global exposure.	2

Criteria 2: Methodology and Implementation - Maximum obtainable points: 20 points

	max score
Proposed Curriculum and Technics (relevance of thematic topics and subjects, methods of delivery, effectiveness and quality assurance)	8
Marketing, Outreach and Recrutement of ventures (methods, geographic coverage, accessing relevant networks)	6
Promotion to potential investors and markets (format, access to and participation of investor circles, involvement of specialised firms, organisations and relevant stakeholders)	6

Criteria 3: Qualification of Key Personnel - Maximum obtainable points: 25 points

	max score
Senior Advisor (as per Team Requirements)	5
Project Manager (as per Team Requirements)	5
Mentors, Consultants, Trainers (as per Team Requirements)	15

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation.

Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into a contract with UNDP.

Payment modality

- Payment to the firm will be made based on satisfactory completion of the deliverables outlined above.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹³)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

¹² This serves as a guide to the Service Provider in preparing the Proposal.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon signing of contract	20%	
2	Upon satisfactory completion of Deliverable 1,2,3	30%	
3	Upon satisfactory completion of Deliverable 4,5	50%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]