



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM: To Whom It May Concern	DATE: August 3, 2020
	REFERENCE: RFP/009/2020 Tender for “Providing Integrated Business Support services to small-sized enterprises in selected regions of Uzbekistan” UNDP RRF Task force / COVID-19 Rapid Response Project #00120772 / #00120772/SDC

Dear Sir / Madam:

We kindly request you to submit your Proposal for delivering consultancy and capacity building activities to small businesses in selected regions of Uzbekistan (private sector small-sized companies that would be selected according to joint efforts of UNDP and CCI). Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **6.00 pm GMT +5, August 17, 2020** and via email, courier mail to the address below:

United Nations Development Programme
Republic of Uzbekistan 4, Taras Shevchenko Street, Tashkent 100029
Tel: + 998 71 120-34-50, 120-61-67;
Fax: + 998 71 120-34-85
Procurement Unit, UNDP Uzbekistan

For email proposals: bids.uz@undp.org

Your Proposal must be expressed in the English or Russian language and valid for a minimum period of **90 calendar days after the date of Proposal submission.**

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.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

IF you intended to submit your proposal by courier mail, consequently your proposal should be in sealed envelope with the following marking on envelope:

“TO: UNDP Uzbekistan
ATTENTION: PROCUREMENT UNIT
SEALED QUATATION ref: RFP/009/20 Tender for “Providing Integrated Business Support services to small-sized enterprises in selected regions of Uzbekistan”

PROPOSER: [NAME AND ADDRESS OF YOUR COMPANY]”
DEADLINE: August 17, 2020, 2020, 6:00 pm local time (Tashkent)
“DO NOT OPEN”

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 2.

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/protestandsanctions/>

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: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Sincerely yours,
Procurement Unit, UNDP Uzbekistan
8/3/2020

Description of Requirements

Context of the Requirement	The joint project of UNDP and CCI “Providing Integrated Business Support services to small-sized enterprises in selected regions of Uzbekistan”
Implementing Partner of UNDP	Chamber of Commerce and Industry
Brief Description of the Required Services ¹	<p>COVID-19 infection continues affecting different areas of Uzbekistan causing the government authorities to divide the country into different zones and extend the quarantine measures to 15 Aug 2020. To mitigate and respond to economic implications of the crisis the Uzbek government is implementing different anti-crisis support measures for the businesses.</p> <p>Under the RRF for COVID-19, UNDP together with the Chamber of Commerce & Industry (CCI) started new project called Integrated Business Support (IBS). IBS is aimed at providing small enterprises, the most affected by the crisis, with tailored practical support, including finance and business advice (coaching) services.</p> <p>The main objective of the project is delivering capacity building trainings and consultancy (coaching) services to small businesses/project beneficiaries in selected regions of Uzbekistan with a focus on private small-sized companies, overcoming COVID-19 pandemic crisis negative impact, as well as creating youth and women employment. The companies would be selected according to joint efforts of UNDP and CCI via a Selection Committee (SC). The Contractor will further design training curricula, consultancy methodology and a detailed Action Plan divided by time and geographic locations that eventually should lead to implementing the project within the 6-month period.</p> <p>The main activities will include selection, training, consulting and coaching of at least 80 small-sized enterprises (40 in each cycle) in Samarkand, Namangan, Jizzakh, Ferghana and Qashqadaryo regions in 2 Cycles. The small-sized enterprises will benefit from training and coaching, as well as receive business support by means of seed funding based on their needs after diagnostics and competitive selection procedures are conducted.</p> <p>All of the training, coaching and consultancy activities should be conducted with focus on overcoming of COVID-19 pandemic crisis negative impacts. Thus, the main outcome of the project should be enhancing viability and business performance, as well as resilience of the project Beneficiaries, small-sized enterprises, during COVID-19 pandemic and post-pandemic crisis.</p> <p>Support programme advisory and coaching services will be provided by the independent consultancy company and will include following areas of expertise:</p> <ol style="list-style-type: none"> i. Market analysis and planning: Market research, survey, strategy development, branding, promotional material, website design, merchandising, e-commerce; ii. Business development and planning: Business and strategic planning, expansion/diversification planning, cost analysis and optimization, financial management, feasibility studies; iii. Partner search: Supplier, investor, customer search, procurement management, search for new markets iv. Reorganization /restructuring: Organizational development, HR management, sales/distribution system, logistics management;

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.

	<p>v. Introducing digital technologies: modelling, optimization, online/digital marketing, e-commerce;</p> <p>vii. Engineering studies: Architectural planning/design, space optimization, IT infrastructure design, machinery/equipment selection, installation, training;</p> <p>viii. Quality management and certification: ISO 9000 – 27000, Hazard Analysis Critical Control Point (HACCP);</p> <p>Qualified experts will be assigned to groups of 3-4 small businesses based on their business needs to support and coach implementing business/action plans on transforming business using provided seed grant funds.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Working closely with UNDP and the Chamber of Commerce & Industry (CCI), the Contractor will assist in Development and delivery of consultancy services to small-sized enterprises within Integrated Business Support / Business Accelerator Services project in Uzbekistan and mainly work towards achieving the 4 main deliverables:</p> <p>Deliverable #1:</p> <ul style="list-style-type: none"> - Develop a detailed Action Plan, training modules (including, training materials, trainees’ handouts, and assessment sheets) for small-sized enterprises mostly affected by the COVID-19 crises, with particular attention to prioritizing youth and women employment; - Attract at least 4 professional individual consultants/trainers for training of 80 small-sized enterprises (40 in each cycle) from selected regions (Samarkand and Namangan regions during 1st Cycle and Jizzakh, Ferghana and Qashqadaryo regions during 2nd Cycle); - Develop a tentative schedule (based on TOR) of capacity building trainings, as well methodology describing provision of consulting services to the Beneficiaries, envisioned skills to be learned by Beneficiaries. - Provide a Progress report on completion of deliverable #1. <p>Deliverable #2:</p> <ul style="list-style-type: none"> - Organize the process of selection and training for at least 40 small-sized enterprises, and conduct coaching and consultancy program for at least 20 small-sized enterprises based on their needs (as a result of diagnostics of existing problems in small-sized enterprises) from abovementioned regions for the 1st Cycle; - Provide technical monitoring and analytics of the training outcomes; - Organization of the work of all experts, elaboration of evaluations and reports of the consultancy work; - Conduct assessment and evaluation of the training results by testing small sized enterprises; - Support preparation of proposals (cases) for seed funding for at least 15 small-sized enterprises, including preparation of seed funding cases based on requirements and criteria identified by UNDP and CCI; - Provide report, including documentation of lessons learned and recommendations. <p>Deliverable #3:</p> <ul style="list-style-type: none"> - Organize the process of selection and training for at least 40 small-sized enterprises, and conduct coaching and consultancy program for at least 20 small-sized enterprises based on their needs (as a result of diagnostics of existing problems in small-sized enterprises) from abovementioned regions for the 2nd Cycle; - Provide technical monitoring and analytics of the training outcomes; - Prepare the report on the outcomes of the training and consultancy;

	<ul style="list-style-type: none"> - Organization of the work of all experts, elaboration of evaluations and reports of the consultancy work; - Conduct assessment and evaluation of the training results by testing small sized enterprises; - Support preparation of proposals (cases) for seed funding for at least 15 small-sized enterprises, including preparation of seed funding cases based on requirements and criteria identified by UNDP and CCI; - Provide report, including documentation of lessons learned and recommendations. <p>Deliverable #4:</p> <ul style="list-style-type: none"> - Provide technical monitoring and analytics of realization of seed funding projects; - Provide the Final report, including documentation of lessons learned and recommendations on further activities to support small-sized enterprises in “new reality”.
Person to Supervise the Work/ Performance of the Service Provider	Project Manager/ UNDP CO Focal point
Frequency of Reporting	As per TOR
Progress Reporting Requirements	See TOR for details
Location of work	The main location for distant/online work is in Tashkent.
Expected Business trips	The Contractor will need to travel to Namangan, Samarkand, Fergana, Qashqadarya and Jizzakh regions. However, if travel restrictions will remain due to COVID 19, all activities will be conducted online (travel costs planned will be reconsidered).
Expected duration of work	155 days (including 10 days for follow-up visits if government quarantine measures allow travelling to the regions)
Target start date	August 30, 2020
Latest completion date	5 November 2020 – for the 1 st cycle, March 5, 2021 - for the 2 nd cycle.

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
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 for foreign companies with a legal address and bank account outside Uzbekistan. <input checked="" type="checkbox"/> Local Currency UZS for local companies registered in Uzbekistan.

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> Must be exclusive of VAT for foreign companies registered outside of Uzbekistan. <input checked="" type="checkbox"/> Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer).			
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<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				
	Outputs	Percentage	Condition for Payment Release	Timing
	The payments shall be made to the banking account in the following order:			
	Deliverable #1: - Develop a detailed Action Plan, training modules (including, training materials, trainees' handouts, and assessment sheets) for small-sized enterprises mostly affected by the COVID-19 crises, with particular attention to prioritizing youth and women employment; - Attract at least 4 professional individual consultants/trainers for training of 80 small-sized businesses from selected regions (Samarkand and Namangan regions during 1 st Cycle and Jizzakh, Ferghana and Qashqadaryo regions during 2 nd Cycle); - Develop a tentative schedule (based on TOR) of capacity building trainings, as well methodology describing provision of consulting services to the Beneficiaries, envisioned skills to be learned by Beneficiaries.	10%	Upon acceptance of Result 1	15 days from the date of signing the contract

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	<ul style="list-style-type: none"> - Provide the progress report on the completion of deliverable #1. 			
	<p>Deliverable #2:</p> <ul style="list-style-type: none"> - Organize the process of selection and training for at least 40 small-sized enterprises, and conduct coaching and consultancy program for at least 20 small-sized enterprises based on their needs (as a result of diagnostics of existing problems in small-sized enterprises) from abovementioned regions for the 1st Cycle; - Provide technical monitoring and analytics of the training outcomes; - Organization of the work of all experts, elaboration of evaluations and reports of the consultancy work; - Conduct assessment and evaluation of the training results by testing small sized enterprises; - Support preparation of proposals (cases) for seed funding for at least 15 small-sized enterprises, including preparation of seed funding cases based on requirements and criteria identified by UNDP and CCI; - Provide report, including documentation of lessons learned and recommendations. 	35%	Upon acceptance of Result 2	60 days from the date of signing the contract
	<p>Deliverable #3:</p> <ul style="list-style-type: none"> - Organize the process of selection and training for at least 40 small-sized enterprises, and conduct coaching and consultancy program for at least 20 small-sized enterprises based on their needs (as a result of diagnostics of existing 	35%	Upon acceptance of Result 3	90 days from the date of signing the contract

	<p>problems in small-sized enterprises) from abovementioned regions for the 2nd Cycle;</p> <ul style="list-style-type: none"> - Provide technical monitoring and analytics of the training outcomes; - Prepare the report on the outcomes of the training and consultancy; - Organization of the work of all experts, elaboration of evaluations and reports of the consultancy work; - Conduct assessment and evaluation of the training results by testing small sized enterprises; - Support preparation of proposals (cases) for seed funding for at least 15 small-sized enterprises, including preparation of seed funding cases based on requirements and criteria identified by UNDP and CCI; - Provide report, including documentation of lessons learned and recommendations. 			
	<p>Deliverable #4:</p> <ul style="list-style-type: none"> - Provide technical monitoring and analytics of realization of seed funding projects; - Provide the Final report, including documentation of lessons learned and recommendations on further activities to support small-sized enterprises in “new reality”. 	20%	Upon acceptance of Result 4	180 days from the date of signing the contract
	<p>100% payment will be made from the date the following terms are completed:</p> <ol style="list-style-type: none"> a) A written document of acceptance by UNDP of Outputs 1, 2; 3 and 4. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP. 			
<p>Person(s) to review/inspect/ approve outputs/completed</p>	<ul style="list-style-type: none"> - UNDP Promoting Youth Employment in Uzbekistan Project manager - COVID-19 Rapid Response Project manager - UNDP Cluster focal point (Business Clinic and Integrated Business Support services) 			

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/Face sheet
Criteria for Contract Award	<input checked="" type="checkbox"/> Cumulative scoring of technical and financial proposals <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>The two-step procedure is used for evaluation of Proposals according to which technical and financial offers are evaluated on the basis of the specified ratio (the highest possible score): technical proposal – 70%, maximum of 70 points, financial proposal – 30%, maximum 30 points.</p> <p>The contract will be awarded to the Proposer whose proposal gets the highest total score on the basis of cumulative scoring of technical and financial proposals (the highest total sum of points of technical and price evaluation).</p> <p>Technical proposal</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Expertise of the company: (20 points) • <input checked="" type="checkbox"/> Proposed work plan and methodology (20 points) • <input checked="" type="checkbox"/> Qualification of key personnel: (30 points) <p>Technical proposals scoring at least 70% (49 or more points) at the technical review stage will be accepted for the financial proposal review stage.</p> <p>Financial proposal</p> <p>The technically qualified financial proposal with lowest price will get the maximum of 30 points, the distribution of points for price proposal of other Proposers will be conducted on the basis of the following calculation formula:</p> <p>Points calculation for other Proposers = (the lowest price/Price of the Proposal under consideration) x 30.</p> <p>For details on the assessment criteria, see Annex 1 below.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for submitting Service Provider’s Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions ³ Applied conditions is available at the following address: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

³ 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.

Documents to be submitted	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area; <input checked="" type="checkbox"/> Company’s profile with detailed information (name of the company, address, contact details etc.) using form provided in Table 1 of Annex 2; <input checked="" type="checkbox"/> Declaration of owners’ interest in other companies issued on company’s letterhead duly signed and stamped (Part 1, Annex2); <input checked="" type="checkbox"/> At least 2 contracts successfully performed in the last 5 years for supply of similar services; <input checked="" type="checkbox"/> Verified copy of Latest Business Registration Certificate and License; <input checked="" type="checkbox"/> Verified copy of the page from company’s Charter where the information on company founders is provided; <input checked="" type="checkbox"/> List of projects of similar to present tender nature the Company fulfilled during the last 3 years with description of scope of task, purpose and duration of such contracts, as well as contact details of customers; <input checked="" type="checkbox"/> Financial statements for the last 2 years; <input checked="" type="checkbox"/> Self-declaration confirming that the Company is not in the UN sanctions list 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Any information regarding any past and current litigation during the last five (5) years <input checked="" type="checkbox"/> Signed by owners resumes and declaration of availability of involved specialists during contract implementation period; <input checked="" type="checkbox"/> Recommendations and list of corporate orderers/clients to whom such services were provided; <input checked="" type="checkbox"/> The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (10 pages max.) for detailed information please see Annex 2, A. Proposed Methodology for the Completion of Services.
Eligibility Criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> At least 3 years of experience in conducting similar projects and rendering consulting services to small-sized companies in the regions of Uzbekistan; <input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 5 persons; <input checked="" type="checkbox"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1, if financial reports were presented, OR (b) Confirmation from bank regarding strong financial.
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Procurement Unit</i> +998 71 1203485/ pu.uz@undp.org</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>

⁴ 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.

Other Information (other requirements)	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have <u>any</u> of the following:</p> <ul style="list-style-type: none">a) they have at least one controlling partner, director or shareholder in common; orb) any one of them receive or have received any direct or indirect subsidy from the other/s; orc) they have the same legal representative for purposes of this RFQ;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, ore) influence on the Offer of, another Offerer regarding this RFQ process;f) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; or an expert proposed to be in the team of one Offerer participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer.
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EVALUATION OF PROPOSALS

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **RFP**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **RFP**. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the **RFP** after all Proposals have been received.

Evaluation forms for technical proposals are given below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of the Company

Form 2: Methodology -Proposed Work Plan and Approach

Form 3: Management Structure and Key Personnel

Technical proposals scoring at least 70% (49 or more points) at the technical review stage will be accepted for the financial proposal review stage.

Technical Proposal Evaluation <u>Form 1</u>		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of the Company							
1.1	Reputation of Organization and Staff (Competence / Reliability): The contractor must have at least 2 years of experience in consultancy and organizing trainings. <ul style="list-style-type: none"> • More than 4 years – 5 points; • From 3 to 4 years – 4 points; • 2 years – 3.5 points; • Less than 2 years is not acceptable 	5					
1.2	Recommendations at least 2 to whom such services were provided <ul style="list-style-type: none"> • More than 4 recommendations – 5 points; • From 2 to 3 recommendations – 4 points; • Less than 2 recommendations are not acceptable 	5					
1.3	At least 2 similar works carried out by the Applicant for the last 5 years <ul style="list-style-type: none"> • More than 3 similar works – 10 points; • 3 similar works – 9 points; • 2 similar works – 7 points; • Less than 2 similar works is not acceptable 	10					
Total Part 1		20					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Methodology – Proposed Work Plan and Approach							
2.1	Is the scope of task well defined and does it correspond to the TOR? <ul style="list-style-type: none"> • Perfect – 8 points; • Good – 7 points; • Satisfactory – 6 points; • Not acceptable – 0. 	8					
2.2	To what degree does the Proposer understand the task and effective method of its provision? <ul style="list-style-type: none"> • Perfect – 7 points; • Good – 6 points; • Satisfactory – 5 points; • Not acceptable – 0. 	7					
2.3	Does the provided methodology meet the requirements specified in the terms of reference? <ul style="list-style-type: none"> • Perfect – 5 points; • Good – 4 points; • Satisfactory – 3 points; • Not acceptable – 0. 	5					
Total Part 2		20					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Management Structure and Key Personnel							
3.1	The team leader (PM) is an experienced specialist who solves all issues related to the implementation of the project.						
3.1.1	Minimum of 3 years' experience as a project manager. Work experience for UNDP or any major multilateral or bilateral programmes, as well as in small-sized enterprises development in regions of Uzbekistan is an advantage.	4					
3.1.2	Educational background: advanced university degree (at least Master level or equivalent) in the fields of business administration, economics, finance, marketing, etc.	3					
3.1.3	Working language skills: Uzbek language is a must (Russian and English is an advantage)	1					
Subtotal		8					

3.2	Training expert 1 (business planning & business processes optimization)					
3.2.1	<p>Must have a minimum 3 years of practical experience in similar capacity building activities in the area of operational management, supply-chain and business processes optimization/reengineering, etc.</p> <p>Participation, as a team member in projects dealing with capacity building activities, experience of working in consulting small-sized enterprises, raising their performance, and preparing consulting reports, needs assessment and diagnostics, developing action/business plans.</p> <p>Work experience in working with regions and regional stakeholders, in implementing international projects in Uzbekistan will be an advantage.</p>	3				
3.2.2	Educational background: university degree in the fields of business administration, economics, engineering, finance, marketing, etc.	2				
3.2.3	Working language skills: Uzbek language is a must (Russian and English is an advantage)	0.5				
	Subtotal	5.5				
3.3	Training Expert 2 (marketing strategy development)					
3.3.1	<p>Must have a minimum 3 years of practical experience in similar capacity building activities: training small sized enterprises in marketing, providing marketing consultancy services as well as conducting market research, building marketing strategy, implementing marketing instruments in small sized enterprises, etc.</p> <p>Participation, as a team member in projects dealing with capacity building activities, experience of working in consulting small sized enterprises, raising their performance, and preparing consulting reports.</p> <p>Work experience in working with regions and regional stakeholders, in implementing international projects in Uzbekistan will be an advantage.</p>	3				
3.3.2	Educational background: university degree in the fields of business administration, marketing, economics, management, etc.	2				
3.3.3	Working language skills: Uzbek is a must (Russian is an advantage)	0.5				
	Subtotal	5.5				

3.4	Training Expert 3 (finance management)					
3.4.1	Must have a minimum 3 years of practical experience in similar capacity building activities: training small sized enterprises in financial management, providing consultancy in financial management, accounting, financial planning and other finance related services for small sized enterprises, etc. Participation, as a team member in projects dealing with capacity building activities, experience of working in consulting small sized enterprises, raising their performance, and preparing consulting reports. Work experience in working with regions and regional stakeholders, in implementing international projects in Uzbekistan will be an advantage.	3				
3.4.2	Educational background: university degree in the fields of business administration, accounting, finance, economics, financial management, etc.	2				
3.4.3	Working language skills: Uzbek language is a must (Russian is an advantage)	0.5				
	Subtotal	5.5				
3.5	Training Expert 4 (team building, stress management & soft skills)					
3.5.1	Must have a minimum 3 years of practical experience in similar capacity building activities: training small sized enterprises in HR management, providing consultancy in HR management, conflict resolution, building teams, enhancing soft skills of teams, particularly for small sized enterprises, etc. Participation, as a team member in projects dealing with capacity building activities, experience of working in consulting small sized enterprises, raising their performance, and preparing consulting reports. Work experience in working with regions and regional stakeholders, in implementing international projects in Uzbekistan will be an advantage.	3				
3.5.2	Educational background: university degree in the fields of business administration, economics, management, psychology, sociology, etc.	2				
3.5.3	Working language skills: Uzbek language is a must (Russian and English is an advantage)	0.5				
	Subtotal	5.5				
	Total Part 3	30				
	Total Parts 1,2,3	70				

The overall evaluation score will be based on a combination of the technical score (maximum 70 points) and the lowest price quote (maximum 30 points).