



REQUEST FOR PROPOSAL (RFP)
On behalf of United Nations Capital Fund (UNCDF)
To analyse the overall financial market and update Financial Inclusion Roadmap and the Action Plan

NAME & ADDRESS OF FIRM	DATE: August 5, 2020
	REFERENCE: UNDP/RFP/07/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal to **Analyse the Overall Financial Market and update Financial Inclusion Roadmap and the Action Plan**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Sunday, August 23, 2020** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/07/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/07/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The proposals submitted by email must be limited to a maximum of **25 MB** (each transmission) and no more than **6** email transmissions

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,

Niraj Shrestha 
Assistant Resident Representative (Operations)
8/5/2020

Annex 1

Description of Requirements

Context of the Requirement	<p>With the overall purpose of measuring the level of financial access and utilization of financial products by all bankable adults, UNCDF in 2015-16 carried out a country diagnostic based on supply and demand side survey. It led to development of a Financial Inclusion Roadmap and an Action Plan endorsed by Nepal Rastra Bank in 2017. The Financial Inclusion Action Plan is currently implemented by NRB.</p> <p>Given the pace of and changes in financial markets, the limited shelf-life of demand side data, and the need to fine tune the focus of financial inclusion activities at national level, the Financial Inclusion Roadmap and the Action Plan need to be updated. UNCDF had proposed a MAP refresh in 2019 to NRB and requested NRB to coordinate with relevant development partners on programs on financial inclusion. Since World Bank Group (WBG) was planning to launch a survey on financial inclusion, NRB organized a meeting between UNCDF and WBG. The meeting assured that the indicators measured in 2014-15 will also be included in the WBG survey and it was agreed that data from the Household Survey administered by WBG will be used to update the Financial Inclusion Roadmap and the Action Plan resetting priorities based on key findings from the survey. The refresh is targeted at improving the focus and relevance of financial inclusion interventions to ensure maximum impact.</p> <p>UNCDF would like to procure service from a consulting firm to analyse the overall financial market focussing on access, usage and quality of financial inclusion in country and update Financial Inclusion Roadmap and the Action Plan.</p>
Implementing Partner of UNDP	Not Applicable
Brief Description of the Required Services	As mentioned in the ToR
List and Description of Expected Outputs to be Delivered	<p>The deliverables for the assignment are:</p> <ol style="list-style-type: none"> Country Synthesis Report: Detailed analysis of demand and supply side data obtained from WBG HH Survey, NRB and other credible sources in ready-to-publish form. Roadmap and Action Plan: An updated Roadmap and Action Plan together in ready-to-publish form. The Action Plan should also include an updated Monitoring and Evaluation Framework to help NRB track progress and results in key priority areas of the Action Plan. <p>The consultant will need to organize at least three consultative meetings with NRB, and stakeholders as indicated below:</p>

	<ul style="list-style-type: none"> a. Discussions on the draft Country Synthesis Report b. Discussions on the draft Roadmap and the Action Plan c. Presentation of final Roadmap and the Action Plan to High Level Financial Inclusion Roadmap Implementation Committee at NRB.
Person to Supervise the Work/Performance of the Service Provider	MAP global team on fine-tuning approach and methodology and UNCDF country team in Nepal will be monitoring activities of the vendor in regular basis.
Frequency of Reporting	<i>As needed and mentioned in the ToR</i>
Progress Reporting Requirements	<i>As needed and mentioned in the ToR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Six and half months
Target start date	15 September 2020
Latest completion date	31 March 2021
Travels Expected	No
Special Security Requirements	Compliance of COVID-19 guidelines
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <i>Nepalese Rupees</i>														
Value Added Tax on Price Proposal	<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 type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Submission Country Synthesis Report</td><td>50%</td><td>31 December 2020</td><td rowspan="2"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Approval of an updated Financial Inclusion Roadmap and Action Plan</td><td>50%</td><td>31 March 2020</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Submission Country Synthesis Report	50%	31 December 2020	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.	Approval of an updated Financial Inclusion Roadmap and Action Plan	50%	31 March 2020
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Approval of an updated Financial Inclusion Roadmap and Action Plan	50%	31 March 2020													
Person(s) to review/inspect/approve	National Programme Coordinator, UNCDF														

outputs/complete d services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract
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).
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm [300] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [400] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [300] <p><u>Financial Proposal (30%)</u> 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 ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at:

¹ 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.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p><i>UNDP Nepal</i> <i>Procurement Unit</i> query.procurement.np@undp.org</p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/07/2020, on or before 5:00PM, 17th August 2020. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained.</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]	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p>

Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	40
1.2 Litigation and Arbitration history	10

² 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.

1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	10
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	30
Sub total (1.1 to 1.5)	100
1.6 Relevance of: (Points - 200)	
- Specialised Knowledge	50
- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	50
- Work for UNDP/ major multilateral/ or bilateral programmes	50
Sub Total for 1.6	
Total for Expertise of firm / organisation submitting proposal (I)	300
II. Proposed Work Plan and Approach (Points obtainable 400 Points)	
2.1 To what degree does the Offeror understand the task?	80
2.2 Have the important aspects of the task been addressed in sufficient detail?	40
2.3 Are the different components of the project adequately weighted relative to one another?	40
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	80
2.5 Is the conceptual framework adopted appropriate for the task?	60
2.6 Is the scope of task well defined and does it correspond to the TOR?	60
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40
Total for Proposed Work Plan and Approach (II)	400
III. Personnel (Points obtainable 300 Points)	
3.1 Team Leader	100
3.2 Financial Inclusion/Diagnostic Expert	100
3.3 Data/information Analysis Expert	100
Total for Personnel (III)	300
Grand Total (A+B+C)	1000

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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, contract 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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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 <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader	days	80	1	
2. Financial Inclusion Expert	days	80	1	
3. Data/Information Analysis Expert	days	80	1	
4. Other, if any				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Communications				
3. Others, if any				
III. Other Related Costs				

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

[Designation]

[Date]



Annex 3

General Terms and Conditions of Contract

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

Annex 4

Terms of References