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**REQUEST FOR PROPOSAL (RFP)**

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| **UNITED NATIONS DEVELOPMENT PROGRAMME**  **P. O. Box 9182, Dar Es Salaam**  **Tanzania** | DATE: August 11, 2020 |
| REFERENCE: **RFP/TZA/2020/005** |

Dear Sir / Madam:

We kindly request international firms to submit their proposals for undertaking a Study to Identify Opportunities for Fostering the Digital Economy in Tanzania with a Focus on Digital Entrepreneurship, Finance, Blue Economy and Innovation.

Please be guided by the form named hereto as Annex 3, in preparing your Proposals.

Proposals may be submitted on or before Friday, September 04, 2020 at 01:00 PM (EAT) and via the following email address: [tenders.tz@undp.org](mailto:tenders.tz@undp.org); Attn: Procurement Unit, United Nations Development Programme (UNDP) Tanzania,

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/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>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

Jeremiah Mallongo

Operations Manager

8/11/2020

**Annex 1**

**Description of Requirements**

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| Context of the Requirement | International consultancy firm for undertaking a Study to Identify Opportunities for Fostering the Digital Economy in Tanzania With a Focus on Digital Entrepreneurship, Finance, Blue Economy and Innovation |
| Implementing Partner of UNDP | Not Applicable |
| Brief Description of the Required Services[[1]](#footnote-1) | The main objective of the proposed assignment is to contract a consulting entity which will conduct a study to assess the potential for fostering digital and blue economy in Tanzania, with a focus on digital entrepreneurship, digital skills, digital financial services, innovation infrastructure and Blue economy. Furthermore, the study will identify actionable opportunities in digital entrepreneurship and blue economy in Tanzania and providing practical policy recommendations needed to leverage the opportunities in the sector, towards accelerating inclusive growth and achieving the nation’s ambitions (TDV 2025).  The Consulting entity will, among others, perform the following functions;   * **Conduct current state assessment and gap analysis** : Market study on digital & blue economy and assessment on the state of digital entrepreneurship and blue economy activities in Tanzania.  This will involve an assessment of current performance of digital entrepreneurship, finance and blue economy activities including mapping of (existing and new) the different types and size of digital ventures/finance in the country across sectors and analyzing performance trends; As well as a review of innovation ecosystem factors including legal and policy frameworks, access to finance mechanisms, infrastructure supports, skills and culture; Identify potential areas to improve efficiencies and productivity in value chains of most key and strategic sectors of the economy * **Opportunities identification:** Identify digital entrepreneurship and blue economy opportunities for Tanzania for specific segments based on current state, benchmarking, and Identify the contributions of digital and blue economy to the next five years development plan (FYDP) III. * **Recommendations Development:** Provide practical policy and enabling environment recommendations for the short, medium and long term including providing guidance on implementation arrangements and prioritization. * **Socializing the report** through various sessions with Government, Development Partners and Stakeholders jointly with UNDP |
| List and Description of Expected Outputs to be Delivered | The successful contractor is expected to provide consultancy services for undertaking a Study to Identify Opportunities for Fostering the Digital Economy in Tanzania With a Focus on Digital Entrepreneurship, Finance, Blue Economy and Innovation as per Terms of Reference (TOR) provided in Annex 2 |
| Person to Supervise the Work/Performance of the Service Provider | TBA |
| Frequency of Reporting | As needed, based planning of the assignment |
| Progress Reporting Requirements | Update on the milestones and detailed plans |
| Location of work | At Contractor’s Location, Dar es Salaam |
| Expected duration of work | 60 working days |
| Target start date | 14 September 2020 |
| Latest completion date | 31 December 2020 |
| Travels Expected | As per Terms of Reference (ToR) |
| Special Security Requirements | Security Clearance from UN prior to travelling  Completion of UN’s Basic and Advanced Security Training  Comprehensive Travel Insurance  Others: Not Applicable |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Office space and facilities  Land Transportation  Others: Not Applicable |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| Currency of Proposal | United States Dollars (US$) |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 90 days  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 | Not permitted  Permitted |
| Payment Terms[[3]](#footnote-3) | The consultant shall be paid the consultancy fee upon completion of milestones as follows:   * **30%** after completion, submission and acceptance of inception report. * **30%** after submission of the first draft and after organizing a technical workshop * **40%** Submission of final consultancy completion report |
| Person(s) to review/ inspect/approve outputs/ completed services and authorize the disbursement of payment | TBA |
| Type of Contract to be Signed | Contract for Professional Services |
| Criteria for Contract Award | Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). *This is a mandatory criteria 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 | The firm will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.  **Technical Proposal (70%)**  The technical evaluation will include the following:   * Clarity of overall methodology - 20% * Relevant experience, expertise and knowledge of the consulting firm in conducting similar studies - 50% * Relevant experience, expertise and knowledge of the lead staffs in digital economy and innovation in developing countries - 25% * Demonstrated experience and practical knowledge in working and collaborating with stakeholders including government (central and local governments); private sector, civil society and communities across Africa or other continent - 5%   **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Contract General Terms and Conditions[[4]](#footnote-4) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimis contracts (services only, less than $50,000)  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[[5]](#footnote-5) | Description of Requirements (Annex 1)  Detailed TOR (Annex 2)  Form for Submission of Proposal (Annex 3)  Others[[6]](#footnote-6) *[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[7]](#footnote-7) | E mail: [tenders.tz@undp.org](mailto:tenders.tz@undp.org)  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. |
| Other Information *[pls. specify]* | Not Applicable |

**Annex 2**

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| **TERMS OF REFERENCE FOR CONSULTANCY**  **CONSULTANT (FIRM) FOR UNDERTAKING A STUDY TO IDENTIFY OPPORTUNITIES FOR FOSTERING THE DIGITAL ECONOMY IN TANZANIA WITH A FOCUS ON DIGITAL ENTREPRENEURSHIP, FINANCE, BLUE ECONOMY AND INNOVATION** |
| I. BACKGROUND |
| The Tanzanian government has embarked on the preparations for the third Five Years Development Plant (FYDP III) partly as an effort to achieve the Tanzania Development Vision 2025 aspirations as well as other global ambitions including the SDGs. The preparation and, later on, implementation of the FYDP III has to observe continuity principle and has to incorporate the unfinished interventions from the predecessor Plans (FYDP I & FYDP II) while directing the efforts towards “Realizing Competitiveness-led Export Growth”. At the core is the ambition to transforming the economy from a predominantly agricultural one to a diversified and semi-industrialized economy with a substantial industrial sector comparable to typical middle-income countries and capable of competing in Global export market.  One of the emerging opportunities necessary for consideration in the FYDP III, is the prospects of the digital and Blue economy in creating more jobs, government revenues and improving public services delivery. Countries that have harnessed the digital and blue economy have proved that it can play an important role in accelerating inclusive growth and achieving the national vision.  With this view in mind, UNDP is supporting the government of Tanzania, through the Ministry of finance and Planning, to undertaking a study to identify opportunities for fostering the digital economy in Tanzania with a focus on digital entrepreneurship and innovation, towards accelerating inclusive growth and achieving its vision to become a semi-industrialized economy. Furthermore, explore the potential of blue economy inline with digital economy. The study has to provide focused and practical policy recommendations that the Government of Tanzania will need to implement to leverage on the opportunities in digital entrepreneurship, digital services and blue economy in its next Five Years Development Plan (FYDP III) 2021- 2025. |
| II. OBJECTIVE AND SCOPE OF THE WORK |
| The main objective of the proposed assignment is to contract a consulting entity who conduct a study to assess the potential for fostering digital and blue economy in Tanzania, with a focus on digital entrepreneurship, digital skills, digital financial services, innovation infrastructure and Blue economy. Furthermore, the study will identify actionable opportunities in digital entrepreneurship and blue economy in Tanzania and providing practical policy recommendations needed to leverage the opportunities in the sector, towards accelerating inclusive growth and achieving the nation’s ambitions (TDV 2025).  The Consulting entity will, among others, perform the following functions;   * **Conduct current state assessment and gap analysis** : Market study on digital & blue economy and assessment on the state of digital entrepreneurship and blue economy activities in Tanzania.  This will involve an assessment of current performance of digital entrepreneurship, finance and blue economy activities including mapping of (existing and new) the different types and size of digital ventures/finance in the country across sectors and analyzing performance trends; As well as a review of innovation ecosystem factors including legal and policy frameworks, access to finance mechanisms, infrastructure supports, skills and culture; Identify potential areas to improve efficiencies and productivity in value chains of most key and strategic sectors of the economy * **Opportunities identification:** Identify digital entrepreneurship and blue economy opportunities for Tanzania for specific segments based on current state, benchmarking, and Identify the contributions of digital and blue economy to the next five years development plan (FYDP) III. * **Recommendations Development:** Provide practical policy and enabling environment recommendations for the short, medium and long term including providing guidance on implementation arrangements and prioritization. * **Socializing the report** through various sessions with Government, Development Partners and Stakeholders jointly with UNDP |
| **III. OUTPUTS/EXPECTED DELIVERABLES** |
| **Deliverable 1**: Inception report detailing the consulting firm understanding of the task and the methodologies to be employed to complete the task and detailed workplan/framework for conducting the assignment;  **Deliverable 2**: Submission of the first draft report with current state and Gap assessment report and opportunities on digital & blue economy and recommendations for UNDP Programming;  **Deliverable 3**: Submit the final consolidation report with key messages/recommendation (infographics) |
| IV. DURATION OF THE ASSIGNMENT |
| The consultancy will be for **60** working days. |
| V. INSTITUTIONAL ARRANGEMENT |
| UNDP will contract a Consulting entity with a profile that matches these ToR to undertake the assignment. The Lead Consultant from the entity will report to Resident Representative who may delegate to UNDP Programme Specialist and Inclusive Growth Pillar Lead. The consultant will be responsible for the submission of the deliverables as indicated. All deliverables submitted by the consultant should be approved by the Resident Representative and certified by UNDP Programme Specialist & Inclusive Growth Pillar Lead before any payment is made. The consultant will be required to work with UNDP staff and representatives from government. |
| VI. REQUIRED EXPERTISE QUALIFICATION |
| A reputable consulting firm with a proven track record and experience of conducting similar studies in other developing countries.  **Corporate Competencies:**   * Demonstrates integrity by modelling the UN’s values and ethical standards. * Ability to establish and maintain good working relations with colleagues in multicultural environment. * Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.   **Functional**   * Proven expertise in the field of innovation for development, be this in the context of project management, research, or advocacy; * Proven experience with advancing new ways of working in organizations and/or companies; * Proven expertise in the field of results-based management and performance indicator management and reporting; * Proven ability to plan, organize, and control resources, procedures and protocols to achieve specific goals; * Ability to engage collaboratively with partners (including other UN agencies), donors, and other development stakeholders and forge productive working relationships; * Knowledge of project and fund management (budgeting, expenditure, reporting) related procedures to ensure that quality requirements and goals are fulfilled. * Strong communication and writing skills. |
| VII. PAYMENT MODALITIES |
| The consultant shall be paid the consultancy fee upon completion of milestones as follows:   * **30%** after completion, submission and acceptance of inception report. * **30%** after submission of the first draft and after organizing a technical workshop * **40%** Submission of final consultancy completion report. |
| VIII. APPLICATION PROCEDURE |
| Qualified and interested consulting entities/firms are hereby requested to apply through this address [icprocurement.tz@undp.org](mailto:icprocurement.tz@undp.org) The application should contain the following:   * A technical proposal with a brief description on why it considers itself as the most suitable for the assignment, * A detailed clear methodology, on how they will approach and complete the assignment; * A duly accomplished Letter of Confirmation of Interest and availability using the template provided by UNDP; * The technical proposal should also contain personal CVs of the lead staffs, indicating their education background/professional qualifications, and all relevant past experience. * Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. |
| IX. EVALUATION CRITERIA |
| The consulting entity/firm will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.  The technical evaluation will include the following:   * Clarity of overall methodology (20%) * Relevant experience, expertise and knowledge of the consulting firm in conducting similar studies (50%) * Relevant experience, expertise and knowledge of the lead staffs in digital economy and innovation in developing countries (25%) * Demonstrated experience and practical knowledge in working and collaborating with stakeholders including government (central and local governments); private sector, civil society and communities across Africa or other continent (5%} |

**Annex 3**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[8]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))***

[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:

1. **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:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **Proposed Methodology for the Completion of Services**

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| *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.* |

1. **Qualifications of Key Personnel**

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| *If required by the RFP, the service Provider must provide:*   1. *Names and qualifications of the key personnel that will perform the services indicating who is a Team Leader, who are supporting, etc.;* 2. *CVs demonstrating qualifications must be submitted if required by the RFP; and* 3. *Written confirmation from each personnel that they are available for the entire duration of the contract* |

1. **Cost Breakdown per Deliverable\***

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|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| *1* | *Deliverable 1: Inception report* | *30%* |  |
| *2* | *Deliverable 2: First draft* | *20%* |  |
| *3* | *Deliverable 3: Final report* | *50%* |  |
|  | ***Total*** | ***100%*** |  |

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

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

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| --- | --- | --- | --- | --- |
| **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. Communications* |  |  |  |  |
| *2. Reproduction* |  |  |  |  |
| *3. Equipment Lease* |  |  |  |  |
| *4. Others* |  |  |  |  |
| ***III. Other Related Costs*** |  |  |  |  |

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

*[Designation]*

*[Date]*

1. [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. *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.*  [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
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.* [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)