



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

NAME & ADDRESS OF FIRM	DATE: September 8, 2020
	REFERENCE: UNDP Finance Sector Hub (FSH) - IBEI

Dear Sir / Madam:

We kindly request you to submit your Proposal for : **Reviewing and Documenting UNDP Inclusive Business Ecosystem Initiatives (IBEI) Field Experiences with Lessons Learned and Next Actionable Opportunities.**

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

Proposals may be submitted on or before Tuesday, September 22, 2020 and via email, courier mail or fax to the address below:

United Nations Development Programme
351 Francis Baard Street, Metropark Building, Pretoria, 0001
Lerato Maimela

bid.pretoria@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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Lerato Maimela
Procurement Associate
9/8/2020

Description of Requirements

Context of the Requirement	<p>Since 2015 UNDP Regional Service Centre for Africa has conceptualized and developed an approach to strengthen Inclusive Business (IB) Ecosystems - the Inclusive Business Ecosystem Initiative (IBEI). IBEI is an approach that identifies key gaps in the Inclusive Business ecosystem and brings together all relevant stakeholders to coordinate, address challenges, co-create solutions and innovate in systematic and inter-operative manner.</p> <p>To overcome the challenging market conditions characteristic of low-income economies, inclusive businesses need a supportive environment that is anchored on 4 pillars highlighted below.</p> <ol style="list-style-type: none"> 1. Information provides businesses with the awareness, knowledge, technology and know-how required to operate in low-income markets; 2. Incentives provide business with the impetus to engage with low-income people by rewarding positive externalities and reducing the cost of doing business; 3. Investment provides the financial backing that enables businesses to venture into challenging low-income markets; 4. Implementation support provides the logistics, transaction, marketing and communication, and business support services that allow inclusive businesses to function in a variety of dynamic environments. <p>UNDP has also initiated the field implementation of three IBEI pilots in Africa funded by the Swiss Agency for Development and Cooperation (SDC). Each initiative has created an institutional structure called “IBEI platform” that helps stakeholders to coordinate activities and meet on a regular basis. UNDP’s primary role in an IBEI is to <i>initiate</i> the IBEI, <i>convene</i>, <i>connect</i> stakeholders and <i>catalyze action</i> through targeted funding. It is in this regard that UNDP RSCA initiated an Innovation Challenge Award to support inclusive business across the 4 pillars mentioned above through innovation challenge prizes and technical assistance.</p> <p>Twenty-one inclusive businesses were supported with varying amount of grants funding to provide solutions that have positive impact on low-income and rural people, potential to scale or replicate and has catalytic effect in their sector of operation by addressing key business level barriers.</p>
Implementing Partner of UNDP	Swiss Agency for Development and Cooperation (SDC)
Brief Description of the Required Services ¹	The main objective of the assignment is to document IBEI pilot achievements and success stories as told by the beneficiaries of its innovative solutions. The outputs from the case studies shall highlight the achievements registered by IBEI during the three years of operation

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>List and Description of Expected Outputs to be Delivered</p>	<p>* <i>Draft Lessons learned and good practices inception report:</i> (It includes all aspects listed under specific activities)</p> <p>* Draft successful case stories from the 3 IBEI UNDP pilot projects First <i>Draft Lessons learned and good practices report</i> (Layout designed English and French)</p> <p>* <i>Final Lessons Learned and Good Practises Report and Successful Case Studies from the 3 IBEI Pilot Project (Layout Designed in English and French and High Final Resolution Edited Photographs and Video Caption of Field Projects)</i> <i>Updated Ecosystem Development Training Materials (English and French versions)</i></p>											
<p>Person to Supervise the Work/Performance of the Service Provider</p>	<p>The firm will be contracted by the UNDP AFSH and be under the direct supervision of the Regional Private Sector Special Advisor. She / he will collaborate closely with the focal points within the COs and the IBEI platforms' facilitators</p>											
<p>Frequency of Reporting</p>	<p>From time to time, the team will be required to report to the DALRRD Chief Directorate: Policy Research and Development or his/her delegated official and there will be direct line of communication</p>											
<p>Progress Reporting Requirements</p>	<p>Report are expected as per schedule indicated in the terms of references</p>											
<p>Location of work</p>	<p><input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location</p>											
<p>Expected duration of work</p>	<p>70 days</p>											
<p>Target start date</p>	<p>01 October 2020</p>											
<p>Latest completion date</p>	<p>Mid December 2020</p>											
<p>Travels Expected</p>	<table border="1"> <thead> <tr> <th data-bbox="456 1371 651 1497">Destination/s</th> <th data-bbox="651 1371 959 1497">Estimated Duration</th> <th data-bbox="959 1371 1182 1497">Brief Description of Purpose of the Travel</th> <th data-bbox="1182 1371 1360 1497">Target Date/s</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1497 651 1896">Lesotho</td> <td data-bbox="651 1497 959 1896">To be indicate din the proposal</td> <td data-bbox="959 1497 1182 1896">Strengthen leadership, coordination and institutional frameworks for expanded mobile financial services in Lesotho. Encourage access and adoption of mobile money for personal, business and government</td> <td data-bbox="1182 1497 1360 1896">To be indicate din the proposal</td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Lesotho	To be indicate din the proposal	Strengthen leadership, coordination and institutional frameworks for expanded mobile financial services in Lesotho. Encourage access and adoption of mobile money for personal, business and government	To be indicate din the proposal
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			transactions to enhance use especially among the population in the bottom of the pyramid. Support knowledge and research on the sector for advocacy, innovations and product diversification, focusing on the Bottom of Pyramid (BoP).	
	Senegal	To be indicate din the proposal	improving the access to solar energy services for low-income populations	To be indicate din the proposal
	Uganda	To be indicate din the proposal	establishment and operationalization of the Uganda Tourism Ecosystem Platform (UTEP)	To be indicate din the proposal
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others N/A			
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			

completing the services													
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (ZAR)												
Value Added Tax on Price Proposal ²	<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 <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>												
Payment Terms ³	<table border="1"> <thead> <tr> <th>No.</th> <th>Deliverables</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Draft Lessons learned and good practices inception report: (It includes all aspects listed under specific activities)</td> <td>30%</td> </tr> <tr> <td>2</td> <td>Draft successful case stories from the 3 IBEI UNDP pilot projects First Draft Lessons learned and good practices report (Layout designed English and French)</td> <td>30%</td> </tr> <tr> <td>3</td> <td><i>Final Lessons Learned and Good Practises Report and Successful Case Studies from the 3 IBEI Pilot Project (Layout Designed in English and French and High Final Resolution Edited Photographs and Video Caption of Field Projects)</i> <i>Updated Ecosystem Development Training Materials (English and French versions)</i></td> <td>40%</td> </tr> </tbody> </table> <p>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. c)</p>	No.	Deliverables	%	1	Draft Lessons learned and good practices inception report: (It includes all aspects listed under specific activities)	30%	2	Draft successful case stories from the 3 IBEI UNDP pilot projects First Draft Lessons learned and good practices report (Layout designed English and French)	30%	3	<i>Final Lessons Learned and Good Practises Report and Successful Case Studies from the 3 IBEI Pilot Project (Layout Designed in English and French and High Final Resolution Edited Photographs and Video Caption of Field Projects)</i> <i>Updated Ecosystem Development Training Materials (English and French versions)</i>	40%
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ 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.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Approval of the reports will be done by Special Advisor, Private Sector, FSH									
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>									
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="444 1079 1432 1113">Technical Proposal (70%)</th> </tr> <tr> <th data-bbox="444 1113 1305 1155">Technical Criteria</th> <th data-bbox="1305 1113 1432 1155">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="444 1155 1305 1465"> Area of Corporate Specialization of Proposing Firm <ul style="list-style-type: none"> ▪ Has at least 5-10 years of relevant experience in private sector development and engagement, ▪ Expert knowledge of Inclusive Business Ecosystem Initiatives especially in Africa and familiarity with ecosystem and systemic development solutions ▪ Experience in the development of knowledge products publications and best practices • Experience with UN or other international organizations beneficial </td> <td data-bbox="1305 1155 1432 1465" style="text-align: center; vertical-align: top;">10</td> </tr> <tr> <td data-bbox="444 1465 1305 1785"> Professional and Educational background of the Team Lead Consultant Qualification and Experience <ul style="list-style-type: none"> • Master’s degree in development studies, related fields (i.e. business, economics. communications and public policy) and a minimum of 10 years of relevant progressive experience. • Strong expertise and experience are required in inclusive businesses, inclusive business ecosystem initiatives </td> <td data-bbox="1305 1465 1432 1785" style="text-align: center; vertical-align: top;">10</td> </tr> </tbody> </table>		Technical Proposal (70%)		Technical Criteria	Points	Area of Corporate Specialization of Proposing Firm <ul style="list-style-type: none"> ▪ Has at least 5-10 years of relevant experience in private sector development and engagement, ▪ Expert knowledge of Inclusive Business Ecosystem Initiatives especially in Africa and familiarity with ecosystem and systemic development solutions ▪ Experience in the development of knowledge products publications and best practices • Experience with UN or other international organizations beneficial 	10	Professional and Educational background of the Team Lead Consultant Qualification and Experience <ul style="list-style-type: none"> • Master’s degree in development studies, related fields (i.e. business, economics. communications and public policy) and a minimum of 10 years of relevant progressive experience. • Strong expertise and experience are required in inclusive businesses, inclusive business ecosystem initiatives 	10
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p>support, enterprise development, project management, grant monitoring and reporting; ideally in Sub-Saharan Africa contexts and within the UNDP.</p> <ul style="list-style-type: none"> • Understanding of the relevant sectors, i.e. mobile money, solar energy and tourism is a plus. • Previous experience supporting ecosystem development efforts in Lesotho, Senegal and Uganda is a plus. • Strong project management skills • Good networking skills to engage with both internal and external partners • Fluency in English is required, and a working knowledge of French is required to facilitate the collaboration in Senegal. <p>Consultants</p> <p>Qualification and Experience</p> <ul style="list-style-type: none"> ▪ Advanced university degree in development, economics, public administration, political science, international relations or other relevant field with a minimum of 5 years work experiences. • Knowledge of inclusive business/finance, private sector and pro-poor market development, tourism • Knowledge of digital finance • regional private sector companies and financial institutions • Strong analytical aptitude, communication and presentation skill • Outstanding written and communication skills in English and working knowledge of French is desirable <p>Associate Consultants</p> <p>Qualification and Experience</p> <ul style="list-style-type: none"> ▪ A minimum of 2 years of professional experience. ▪ A passion for and experience for development consulting; ▪ Specific experience related to inclusive business in Africa is an advantage; ▪ Excellent report writing and presentation skills ▪ Proficiency in written and spoken English is essential; knowledge of French language is an advantage. 	
	<p>Expertise and experience in inclusive business, enterprise development, private sector development and engagement approaches of the team</p>	<p>30</p>
	<p>Expertise and field experience in ecosystem development and transformative systemic approaches especially in the areas of tourism, mobile money, solar energy and other areas pertaining to digital transformation and the green economy</p>	<p>25</p>

	Familiarity with Sub-Saharan Africa contexts preferably Lesotho, Senegal and Uganda as well as other stakeholders working in ecosystem and systemic development projects	15
	Language skills	10
	<p>Financial Proposal (30%) 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 <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[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]</i>	
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> 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 ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>	
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Lerato Maimela</i> Procurement Associate <i>procurement.enquiries.za@undp.org</i></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.	
Other Information <i>[pls. specify]</i>		

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 A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.