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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| **UNITED NATIONS CAPITAL DEVELOPMENT FUND - CLEANSTART PROGRAMME** | DATE: September 18, 2020 |
| REFERENCE: **RFP 70261** |

Dear Sir / Madam:

We kindly request you to submit your Proposal for Capacity building and training of SMEs

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

Proposals may be submitted on or before **Friday, October 02, 2020** and via email below:

email: Uncdf.procurement@uncdf.org

cc: benjaporn.yenseranee@uncdf.org

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 UNCDF 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 Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and sent separately and clearly marked as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL,” as appropriate. Each document shall include the Proposer’s name and address. The subject of the email should include: The subject of the email should state: **RFP 70261 -** **Capacity building and training of SMEs**.

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 UNCDF 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 UNCDF, 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 UNCDF’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 UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF 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 UNCDF/UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNCDF 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.

UNCDF’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/procurement/protest.shtml>.

**UNCDF encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNCDF 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.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF 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,**

*UNCDF Procurement*

9/18/2020

**Annex 1**

**Description of Requirements**

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| Context of the Requirement | **Capacity building and Training Bootcamp** |
| Implementing Partner of UNCDF | None |
| Brief Description of the Required Services[[1]](#footnote-1) | The purpose of this assignment is to support the UNCDF CleanStart team in providing Capacity building and training services, in the form of a bootcamp, in selected thematic areas to UNCDF portfolio partners. The aim is to source a technical assistance provider who will support between 10 and 15 companies (minimum of 10 companies), to be trained over a period of 1 – 2 weeks. The learnings from this bootcamp training are expected to enable the companies develop skills and to be more knowledgeable in the areas of:   1. Business Analysis and planning 2. Financial literacy [focusing on receivables financing] 3. Procurement and negotiation 4. Corporate governance. 5. Health & safety   The UNCDF energy programme contributes to achieving SDG 7 on affordable and clean energy for all, and SDG 8 focusing on decent inclusive work, economic growth and, more specifically, financial inclusion. The Programme aims to improve access to clean energy finance for poor and low-income people. By partnering with energy and financial service providers and offering capital, data analytics, capacity building and policy advocacy services in the off-grid energy finance markets, UNCDF CleanStart has scaled energy business models for cleaner, efficient and more effective sources of energy for poor people.  Through the CleanStart Programme, UNCDF is managing the Renewable Energy Challenge Fund (RECF) in Uganda. RECF aims to fill in the “missing middle” in renewable energy SME financing by investing in early stage, high-risk ideas to set energy SMEs on a pathway for larger, more commercial-oriented capital. The following five principles are central to the RECF: 1) Additionality; 2) Sustainability; 3) Inclusiveness; 4) Results-orientation; 5) Co-creation. RECF has been set up in partnership with the Embassy of Sweden in Uganda.  The goal of RECF is to increase access to renewable energy for domestic, productive and social uses among underserved poor households especially in rural areas. By the end of 2020, RECF aims to support 155,000 low-income customers transition to renewable energy, of which at least 50 percent are women and 50 percent are youth (the two groups can overlap). RECF further aims to create 1,300 new jobs, of which at least 60 percent of these jobs are for women and 40 percent are for youth and offset 160,000 tonnes of CO2.  Renewable Energy Challenge Fund provides de-risking capital to a portfolio of 22 energy SMEs in Uganda to provide access to clean energy solutions to low-income households, small businesses, and institutions. RECF also provides opportunities for companies to improve their businesses, through knowledge sharing events, training and mentorship programs.  Through the technical assistance needs assessment, RECF partners have expressed a need to improve their knowledge and skills in the areas of governance, financial management, Business Analysis and planning, procurement and negotiation and health and safety. This calls for tailored training and mentorship to support improvement in the partners’ businesses. The end goal is to demonstrate to these companies that their daily decisions in operations and business management critical to their business performance and improvement especially during these uncertain times of the COVID- 19 pndemic.  The purpose of this assignment is to work with a firm that will provide training services to the at least 10 of the companies in the RECF portfolio over a 1-2 week period. This specialized technical assistance will also include providing recommendations to UNCDF CleanStart on other areas of improvement identified during the training. |
| List and Description of Expected Outputs to be Delivered | 1. **Work Plan and Training Agenda:** Build a tailor-made hands-on training methodology that applies practical tools and ideas in training and involves direct participation by each of the 10 participants. The firm will be expected to provide and apply demontrable examples, using customised case studies and role playing to facilitate the learning process. 2. **Execute the tailor made training** within a period of 1-2 weeks before Dec 2020. Training should have at least 10 businesses with a focus on financial management and Business Analysis & Planning. In addition to the two key thematic areas above, the firm will also be required to provide some high level training in 3 complementary thematic areas being: Entrepreneurial attitude, Procurement and Negotiation and Corporate Governance. 3. Submit a **training report and recommendations** for RECF to take this type of technical assistance/ training forward for other energy companies in Uganda and outside Uganda. |
| Person to Supervise the Work/Performance of the Service Provider | Uganda Energy Access Coordinator and Portfolio Management officer. |
| Frequency of Reporting | 1. At least once in two weeks or as requested by UNCDF. Communication via Skype or Email to update UNCDF on the progress of activities, or as needed, in order to resolve concerns/issues in a timely manner.  2. Upon completion of each milestone activity and output tasks |
| Progress Reporting Requirements | The service provider shall be required to submit the following:  1. Deliverables as indicated in sections under ‘List and Description of  Expected Outputs to be Delivered’ and ‘Payment Terms’  2. Regular updates (email, calls, meetings) on progress of activities; |
| Location of work/ Platform to be used | Exact Address/es *[pls. specify]*  At Contractor’s Location and in Kampala, Uganda |
| Expected duration of work | Between October 2020 – December 2020 |
| Target start date | October 19, 2020 |
| Latest completion date | December 31, 2020 |
| Travels Expected | None – The company or its implementing partner should be based in Uganda. |
| Special Security Requirements | Security Clearance from UN prior to travelling  Completion of UN’s Basic and Advanced Security Training  Comprehensive Travel Insurance  Others *[pls. specify]* |
| Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal) | Office Space and facilities  Land Transportation  Others \*   * Case studies if requested by the firm.   \* UNCDF will provide a sample and description of of the dummy money (training materials for role playing) **and will require the firm to procure those materials** in accordance with the sample, along side other materials such as; writing pads, flash disks / thumb drives >$4GB, for each participant to carry the training materials, pencals and /or pens, ledger paper / ledger books, sticky notes, markers, flip charts, white tape etc. The training materials will be for 50 participants. |
| 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  Euro  Local Currency -UGX |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | must be inclusive of VAT and/ or withholding tax and other applicable indirect taxes  must be exclusive of VAT / or withholding tax and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  120 days  In exceptional circumstances, UNCDF 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 **[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]** |
| Payment Terms[[3]](#footnote-3) | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage | Timing | Condition for Payment Release | | Workplan and Training Agenda | 20% | By 31 October 2020 | Within thirty (30) days from the date of meeting the following conditions:   1. UNCDF’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | - Completion of the training and mentorship | 60% | By 4 December 2020 | | -Training Report with recommendations | 20% | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Uganda Energy Access Coordinator and Portfolio Management officer |
| Type of Contract to be Signed | Purchase Order  Institutional Contract  Contract for Professional Services  Long-Term Agreement[[4]](#footnote-4) *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%  Full acceptance of the UNCDF 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 | **Technical Proposal 100 points (70%)**  Expertise of the Firm 40 points  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30 points  Management Structure and Qualification of 3 Key Personnel 30 points  **Financial Proposal (30%)**  In the second stage, the financial proposal of all bidders, who have  attained the minimum 70% score in the technical evaluation, will be  evaluated. The following formula will be used to evaluate financial  proposal:  Lowest priced proposal/price of the proposal being evaluated x 30%.  The contract will be awarded based on the Cumulative analysis weightedscoring  method. The award of the contract will be made to the tenderer  whose offer has been evaluated and determined as:  a) Responsive/ compliant/ acceptable with reference to this RFP,  and;  b) Having received the highest score out of a pre-determined set of  weighted technical and financial criteria specific to the solicitation, with  the ratio set at 70:30 respectively in technical and financial offer (this is  to reflect the high-level skills mix required). |
| UNCDF will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors : |
| Annexes to this RFP[[5]](#footnote-5) | Form for Submission of Proposal (Annex 2)  General Terms and Conditions / Special Conditions provided in link below: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  Detailed TOR *[optional if this form has been accomplished comprehensively]*  Others *[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[6]](#footnote-6) | *Uncdf.procurement@uncdf.org and CC to benjaporn.yenseranee@uncdf.org*    Written inquiries must be submitted mentioning **RFP 70261 -** **Capacity building and training of SMEs** on or before 5:00PM, September 25, 2020. UNCDF shall respond to the inquiries  through email with the bidders.  Inquiries received after the above date and time shall not be  entertained.  Any delay in UNCDF’s response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | **Criteria for Evaluation**   1. **Expertise of the firm (40 points)**  * A reputable firm with a track record, either directly or through a reputable partner, of assessing and advising private sector (10 points), * A firm and/ or its key partner(s) having been in operations for not less than 2 years (10 points), * A firm and/ or its key partner(s) having at least 1 year experience in assessing and training clean energy SMEs on financial management. Having experience in structuring a receivables financing transaction will be an added advantage (10 points), * A firm and/ or its key partner(s) with Energy SMEs in sub-Saharan Africa included in its portfolio of companies supported to date (5 points), * A firm and/ or its key partner(s) with documented evidence of previous assignments working with UN or donor agencies (5 points).   **2. Methodology: Proposal to include methodology (30 points**)   * A clear approach/methodology for performing intended tasks (15 points) * An activity plan for achieving objectives, with clear budget and timelines (15 points)   3**. Management structure and qualifications (30 points)**   * Detailed CVs and / or short bios of at least 3 of the key staff to be involved in the assignment, including the authorized representative submitting the proposal. Key information for inclusion in the CV may include: the current roles of the individual, the number of years worked, Training experience, Experience in Solar, and in Finance, tertiary and professional qualifications, experience. Where some of the staff are going to be outsourced please provide a short bio for each of them indicating their name, current designation, qualification, working experience (number of years), and training experience (number of years). Also indicate if they have had experience in receivables financing transactions or training in this field. Qualifications will be scored as follows:   1. Possession of relevant experience (>3 years) in:      1. Business development and training (10 points)      2. Finance, (5 points)      3. Renewable Energy, Offgrid Solar and Pay-go.(15 points).   **The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (70 points) of the obtainable score of 100 points in the evaluation of the technical proposals.**    **The Technical Proposal and the Financial Proposal MUST BE COMPLETELY SEPARATE and each of them must be submitted individually and clearly marked as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL” or as appropriate. Each document shall include the Proposer’s name and address. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNCDF shall request via email the proposer to submit the password to open the Financial Proposal. The proposers shall assume the responsibility for not encrypting financial proposal.**    **IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the email, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer** |

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**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[7]](#footnote-7)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[8]](#footnote-8))***

[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 UNCDF in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNCDF 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 UNCDF 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. *Track Record – list of clients for similar services as those required by UNCDF, indicating description of contract scope, contract duration, contract value, contact references;*
4. *Any Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
5. *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.*
6. **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**

*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 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.*
4. **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 | Workplan and Training Agenda | 20% |  |
| 2 | - Completion of the training and mentorship | 60% |  |
| 3 | -Training Report with recommendations | 20% |  |
|  | 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 |  |  |  |  |
| c . Expertise 3 |  |  |  |  |
| d. Expertise 4 |  |  |  |  |
| e. Expertise 5 |  |  |  |  |
| f. Expertise 6 |  |  |  |  |
| g. Expertise 7 |  |  |  |  |
| h. Expertise 8 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| 1. Expense 1 |  |  |  |  |
| 2. Expense 2 |  |  |  |  |
| **Total** |  |  |  |  |

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

*[Designation]*

*[Date]*

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.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNCDF CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *UNCDF 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, UNCDF shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNCDF, in the same amount as the payment advanced by UNCDF to the Service Provider.* [↑](#footnote-ref-3)
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 $100,000.00.* [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *This contact person and address is officially designated by UNCDF. If inquiries are sent to other person/s or address/es, even if they are UNCDF staff, UNCDF shall have no obligation to respond nor can UNCDF confirm that the query was received.* [↑](#footnote-ref-6)
7. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-7)
8. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-8)