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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| NAME & ADDRESS OF FIRM | DATE: September 28, 2020 |
| REFERENCE: 2020/UNDP-MMR/PN/101 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical and organizational support to UNDP Myanmar (Go Digital! Challenge).**

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

Proposals may be submitted on or before **Monday, October 12, 2020, 5:00 pm** and via email to bids.mm@undp.org the address below:

**United Nations Development Programme**

***Team Leader, Programme Support Unit***

 ***Payal Suri***

**bids.mm@undp.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 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,**

*Alka Aneja*

*Procurement Specialist*

9/28/2020

**Annex 1**

**Description of Requirements**

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| Context of the Requirement | To take forward the grant support to MSMEs for their digital transformation, UNDP in partnership with DISI will support the design and operationalize the “Go Digital! Challenge” |
| Implementing Partner of UNDP | Directorate for Industrial Supervision and Inspection (DISI),  |
| Brief Description of the Required Services | The COVID-19 pandemic is a global crisis that continues to challenge established health systems and economies. To slow down infections, the Government of Myanmar (GoM) imposed ‘lock-down’ measures to limit the movement of people, goods and services, ultimately containing the spread of the virus. The collapse of supply chains, production and aggregate demand have evidenced the need for a more resilient economy with businesses that are able to adapt to the new reality by leveraging digital technologies. Allowing business continuity, digital technologies have also proven to help mitigating the risk of spreading COVID-19 (e.g. mobile payments reducing transmissions via paper money).The COVID-19 crisis has accelerated Myanmar’s digital transformation incentivizing businesswomen and -men to make outstanding investments and customers to update their consumer behaviors. The rise of digital payment systems, online sales and collaboration platforms (e.g. Zoom) have demonstrated that digital transformation creates opportunities to develop new business models through innovative financing, new ways of reaching consumers and connecting value chains. With the ‘lock-down’ measures fading out, Myanmar is entering a ‘new normal’ in which consuming, working and producing digitally will become an integral part of the economy and society. This digitally transformed, ‘new normal’ yields gains for efficiency, innovation, use of data, and business resilience. The GoM’s COVID-19 Economic Relief Plan (CERP) explicitly recognizes the needs, and opportunities, for digital transformation in Action Plan 5.1. The anticipated acceleration of digital transformation in Myanmar will require additional investments by companies and broad efforts to strengthen digital literacy, infrastructure and human rights. The economic crisis in Myanmar, triggered by the pandemic and respective quarantines, hit hardest the people that were employed in less resilient businesses. Micro-, small-and medium-sized enterprises (MSMEs) tend to be more vulnerable to economic shocks because they have few savings, low credit ratings and limited resources to adapt their business model. At the same time, non-formal micro, small and medium-sized enterprises employ 83 percent of the population in Myanmar. Providing these businesses with the platform, seed funding and expertise to adapt their business model to the digitally transformed, ‘new normal’ in Myanmar will ensure vital support for the MSME sector to return to growth patterns. Aligned to the CERP and the UN Framework for immediate socio-economic response to COVID-19 in Myanmar, UNDP in partnership with Government of Myanmar, is working on developing a package of customized E-training services for MSEMs across Myanmar as well as promoting innovative ideas to accelerate the development of e-commerce. Also, UNDP in partnership with Ooredoo, Myanmar has launched an Innovation Hub for Sustainable Development Goals to promote digital entrepreneurs with a focus on women and youth. Complementing the ongoing initiatives and building on the partnership with the GoM further to strengthen COVID-19 related recovery response, UNDP is now proposingto launch a “Go Digital! Challenge” to support the digital transformation of MSMEs in Myanmar. It is a call for MSMEs to submit innovative ideas to transform their business models into tech-enabled platforms that leverage digital technologies. The ideal implementation timeframe will be a period of 4 months. **A UNDP and Government -led panel will review proposals and select five winners that will be granted seed funding and advisory support for the transformation. We scout for proposals from:*** From micro-, small-and medium-sized enterprises (<300 employees) legally registered in Myanmar.
* That intend to fully or partially incorporate digitization into the business model (such as, move to web-based platform for merchandizing, marketing etc., or developing an app to help stabilize and grow business) in **financially sustainable, potentially scalable and** **innovative** ways; The ideas should realistically be implementable over a period of 4 months
* Includes at least 15-20% own investment. The grant (currently envisaged around USD 10,000 per grantee) will cover the remaining 80-85% investment needed for the digital transformation
* That fall into one of four sectors/ categories defined by UNDP and The Directorate of Industrial Supervision and Inspection (DISI)

Candidates will be requested to submit a narrative, budget and business implementation plan using the application guidelines. Eligible entrepreneurs will go through shortlisting and then will be given the opportunity to present their proposal to a panel which will recommend five grantees to UNDP. UNDP will approve financial resources and deliver technical advice through an implementation partner, depending on need and impact. The winners will be linked with ongoing initiatives with DISI and the Department of Trade as well as with the Innovation Hub for SDGs including on capacity building to enhance investibility and access to financial resources to scale up the businesses.DISI is a key authority facilitating the growth of Small-and Medium-sized Enterprises (SMEs) in Myanmar and is part of the Ministry of Planning, Finance and Industry. It provides crucial services for Myanmar SMEs to get technologies, markets and financial support, and registration for private industrial enterprises. DISI is has been investing in spurring local entrepreneurship in Myanmar and is increasingly engaged in stimulating SME innovation. With its 15 State/Regional offices, DISI is well connected with regional business ecosystems and ideally placed to help facilitating digital transformation, innovation and MSME growth in Myanmar.To take forward the grant support to MSMEs for their digital transformation, UNDP in partnership with DISI will support the design and operationalize the “Go Digital! Challenge”. As such, UNDP seeks the services of a service provider to serve as the Implementing Partner (IP) of the challenge. Amongst others this will include 1. Set-up, launch and outreach of the challenge;
2. Manage application and selection process. UNDP will make the final selection from a shortlist derived from all applications
3. Provide technical support to MSME to implement digital transformation plans over a period of 4 months;
4. Grant management of selected grantees including M&E;
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| List and Description of Expected Outputs to be Delivered | Please see attached TOR<https://procurement-notices.undp.org/view_notice.cfm?notice_id=70723>  |
| Person to Supervise the Work/Performance of the Service Provider  | Under the direct supervision of the Head of Unit, UNDP Strategic Management Unit (SMU), and guidance of the Director General, Directorate for Industrial Supervision and Inspection (DISI), the Implementing Partner (IP) will set up and implement the challenge including technical support to accompany grants.  |
| Frequency of Reporting | Please see attached TOR<https://procurement-notices.undp.org/view_notice.cfm?notice_id=70723>  |
| Progress Reporting Requirements | Please see attached TOR<https://procurement-notices.undp.org/view_notice.cfm?notice_id=70723>  |
| Location of work | **Yangon and Nay Pyi Taw** |
| Expected duration of work  | **1 November 2020 to 31 March 2021** |
| Target start date  | **1 November 2020** |
| Latest completion date | **31 March 2021** |
| Travels Expected  | Proposers are required to include a detail travel plan and schedule in the proposer methodology |
| Special Security Requirements  | [x]  **Security Clearance from UN prior to travelling**[x]  **Completion of UN’s Basic and Advanced Security Training** [x]  **Comprehensive Travel Insurance**[ ]  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | [ ]  Office space and facilities[ ]  Land Transportation [x]  Others **Not provided** |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  **Required**[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  **Required**[ ]  Not Required |
| Currency of Proposal | [x]  **United States Dollars for overseas IP**[x]  **Local Currency for local IP** |
| Value Added Tax on Price Proposal | [ ]  must be inclusive of VAT and other applicable indirect taxes[x]  **must be exclusive of VAT and other applicable indirect taxes** |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [ ]  90 days [x]  **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 | [x]  **Not permitted**  |
| Payment Terms |

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| **Description of deliverables** | **Timeline**  | **Payment** |
| **Workplan and communication strategy shared with UNDP and Challenge** launched * + Workplan, communication strategy and all communication materials produced;
	+ Application materials (including guidelines and templates) updated;

Challenge and communication campaign launched (campaign needs to be on for 21 days) | 5 October2020 | 10% |
| **Application process managed and longlist shared with UNDP*** + All queries by applicants answered, one online Q&A session conducted, daily update on application process shared with UNDP;
	+ At minimum 50 applications screened for eligibility and exclusionary criteria, and rated using longlisting criteria.

Longlist of 15 application finalized | 31 October2020 | 10% |
| **Work of selection panel coordinated and grantees finalized** * + Coordinate convening of selection panel and coordinate assessments of 15 panel interviews completed, and ratings compiled

Rapid Due diligence on 5 shortlisted MSME’s conducted  | 14 November 2020 | 15% |
| **Digital transformation for all 5 grantees completed** Provide technical advice to create complete digital transformation plan for each grantee defining needs and how those will be met. * + In line with the digital transformation plan, meet with each grantee at least 4 times for the duration of the challenge to provide technical advisory and assistance as needed to complete the transformation
	+ Disburse funds as agreed in disbursement schedule and upon completion of milestones
	+ Ensure monitoring and reporting in full compliance with UNDP policies, rules and regulations including short monthly progress reports

Convene 2 Community of Digital transformation Entrepreneurs meetings (for the 5 grantees) and facilitate knowledge exchange | 15 March 2020 | 50% |
| **Final report for the assignment** that updates all section from the progress reports and with lessons learned, gaps and recommendations for future Challenges for UNDP and DISI. | 30 March2021 | 15% |

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| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Head of Unit, UNDP Strategic Management Unit (SMU), and guidance of the Director General, Directorate for Industrial Supervision and Inspection (DISI), |
| Type of Contract to be Signed | [x]  Contract for Professional Services |
| Criteria for Contract Award | [x]  **Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)** [x]  **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  | **Technical Proposal (70%)**

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| Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable |
| Expertise of Firm / Organization and Key Personnel | 35% | 350 |
| Management, Approach and Implementation Plan | 35% | 350 |

**Financial Proposal (30%)** The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer’s fees |
| UNDP will award the contract to: | [x]  **One and only one Service Provider** |
| Contract General Terms and Conditions | [x]  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 | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR (Annex 3)[x]  GENERAL CONDITIONS OF CONTRACT FOR SERVICES (Annex 4) |
| Contact Person for Inquiries(Written inquiries only) | Min Min TheinProcurement Analystmin.min.thein@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]* | N/A |