



REQUEST FOR PROPOSAL (RFP)

Support Indigenous Youth Empowerment Grant Programme in Asia	DATE: October 12, 2020
	REFERENCE: RFP-2020-22

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services to **Support Indigenous Youth Empowerment Grant Programme in Asia**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system (**04:00PM, Bangkok Time, 22 October 2020**). Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

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

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

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. In 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 the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", 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. UNDP 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 e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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: <https://www.undp.org/content/undp/en/home/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/unscconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera
Manager, Transactional Services Team, BRH
12 October 2020

Description of Requirements

Context of the Requirement	<p>Background Information and Rationale, Project Description</p> <p>a) Brief context: Youth, Global Goals and UNDP in Asia and the Pacific The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs or Global Goals) and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of the day with innovative approaches, contributing fresh ideas, creating the world they want, and driving human development for themselves, their communities and their societies. But at the same time, approximately 300 million young people are either unemployed or underemployed [1]. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of the decision-making process, which further contributes to their marginalization and exclusion.</p> <p>b) Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) The Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) is UNDP's multidimensional and multi-level response to tackle the challenges of young people, including the most marginalized, face today in the Asia-Pacific region. Its main objective is to "establish a common agenda for Asia-Pacific countries to invest and empower youth to accelerate implementation of the Global Goals through social innovation and entrepreneurship". Specifically, the project focuses on establishing a network to foster youth-led social entrepreneurship, supporting youth leadership initiatives, and providing grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the SDGs.</p> <p>c) Business and Human Rights Indigenous communities across Asia-Pacific are often adversely impacted by business activities. Indigenous youth are particularly vulnerable to human rights violations, because of their age and the intersectional nature of discrimination experienced by indigenous peoples. Because of land grabbing by development projects, and frequent migration to urban areas to seek out employment and educational opportunities, indigenous youth find themselves between their traditional values and those of wider community. B+HR Unit wants to build capacity on the UN Guiding Principles on Business and Human Rights among young indigenous entrepreneurs to enable them to better promote and protect the rights of their communities. They will be able to better understand their rights as well as their unique role in UNGPs implementation.</p> <p>The UNGPs represent the main reference framework on BHR and consist of three pillars, outlining (1) the State duty to protect individuals and communities against adverse human rights impacts by business enterprises; (2) the responsibility of business enterprises to respect human rights; and (3) how States must and non-State actors should provide access to effective remedies.</p>
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	<p>d) Indigenous Youth Platform in Asia – Regional Dialogue on Indigenous Youth Social Entrepreneurship and Innovation</p> <p>The Regional Dialogue, organized by UNESCO, UNDP and AIPP, will serve as one of the key activities for the Asia Indigenous Youth Platform to understand social entrepreneurship. It will bring together stakeholders from the social entrepreneurship ecosystem and indigenous communities, to identifying the best indigenous youth-led innovative and entrepreneurial solutions for preserving traditional knowledge in their communities, strengthen the regional coalition between partners in the space of indigenous community development and youth social entrepreneurship and build capacity about UN Guiding Principles on Business and Human Rights among indigenous communities in the region.</p> <p>Participants were provided with a general overview of the business and human rights frameworks and the international standards that relate to the rights of IPs.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	As indicated in the ToR attached as Annex 2
List and Description of Expected Outputs to be Delivered	As indicated in the ToR attached as Annex 2
Person to Supervise the Work/ Performance of the Service Provider	Crisis Prevention and Rule of Law Specialist, UNDP BRH
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	10.5 months
Target start date	15 November 2020
Latest completion date	30 September 2021
Travels Expected	As indicated in the ToR attached as Annex 2
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved	<input checked="" type="checkbox"/> Required

in completing the services	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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 checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	As indicated in the ToR attached as Annex 2
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Crisis Prevention and Rule of Law Specialist at UNDP Bangkok Regional Hub
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm - 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 40% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ =price of the lowest priced proposal; z = price of the proposal being evaluated.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at:

	<p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><i>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.</i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Consultant Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Required Documents that must be Submitted to Establish Qualification of Proposers	<p><input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3;</p> <p><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2017, 2018 & 2019);</p> <p><input checked="" type="checkbox"/> Document Stablishing Eligibility & Qualification of the Bidder as below:</p> <ul style="list-style-type: none"> • At least 5 years of relevant experience in the areas of supporting indigenous communities with special focus on youth; • Proven (minimum 5 years) specialized knowledge and experience on similar engagements in Asia-Pacific region; • Adequate resources and operational capacity to carry out proposed activities; • An ongoing programme related to supporting indigenous youth social entrepreneurship and innovation is ideal. <p><input checked="" type="checkbox"/> Completed and signed CVs for the Proposed Key personnel;</p> <p><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>

	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>
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DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Business Licenses – Registration papers;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- At least 5 years of relevant experience in the areas of supporting indigenous communities with special focus on youth;
- Proven (minimum 5 years) specialized knowledge and experience on similar engagements in Asia-Pacific region;
- An ongoing programme related to supporting indigenous youth social entrepreneurship and innovation is ideal;
- Submission of completed and Signed CV for the proposed key personnel as per ToR requirement

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 5 years of relevant experience in the areas of supporting indigenous communities with special focus on youth	70
1.2	Proven (minimum 5 years) specialized knowledge and experience on similar engagements in Asia-Pacific region	70
1.3	Adequate resources and operational capacity to carry out proposed activities	50
1.4	An ongoing programme related to supporting indigenous youth social entrepreneurship and innovation	60
1.5	Strong connection with government agencies, development agencies, civil society, academics, donors, relevant professionals, business community in the local context for outreach and supporting young people from indigenous backgrounds ;	50
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	75

2.2	Description of the offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference	75
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.5	Quality assurance procedures and risk mitigation measures	50
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
	<i>Qualifications of key personnel proposed</i>		
3.2	Team Leader		150
3.2.1	Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.	20	
3.2.2	At least 5 years of relevant experience in the areas of strengthening indigenous communities, youth development, education, vocational development, social inclusion and development;	40	
3.2.3	Experience in convening various stakeholders such as state sector, businesses, youth organizations, civil society and social enterprises;	40	
3.2.4	Expertise and knowledge of the Asia-Pacific region	40	
3.2.5	Excellent English, report writing, presentation and communication skills	10	
3.3	Project Coordinator		150
3.3.1	Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.	20	
3.3.2	At least 2 years of relevant experience in the areas of strengthening indigenous communities, youth development, education, vocational development, social inclusion and development;	40	
3.3.3	Extensive experience of project and program coordination including fund distribution, impact measurement and reporting	50	
3.3.4	Excellent English, report writing, presentation and communication skills	40	
Total Section 3			400

TERM OF REFERENCE

Support Indigenous Youth Empowerment Grant Programme in Asia

a. Background Information and Rationale, Project Description

a.1) Brief context: Youth, Global Goals and UNDP in Asia and the Pacific

The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs or Global Goals) and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of the day with innovative approaches, contributing fresh ideas, creating the world they want, and driving human development for themselves, their communities and their societies. But at the same time, approximately 300 million young people are either unemployed or underemployed^[1]. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of the decision-making process, which further contributes to their marginalization and exclusion.

a.2) Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab)

The Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) is UNDP's multidimensional and multi-level response to tackle the challenges of young people, including the most marginalized, face today in the Asia-Pacific region. Its main objective is to "establish a common agenda for Asia-Pacific countries to invest and empower youth to accelerate implementation of the Global Goals through social innovation and entrepreneurship". Specifically, the project focuses on establishing a network to foster youth-led social entrepreneurship, supporting youth leadership initiatives, and providing grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the SDGs.

a.3) Business and Human Rights

Indigenous communities across Asia-Pacific are often adversely impacted by business activities. Indigenous youth are particularly vulnerable to human rights violations, because of their age and the intersectional nature of discrimination experienced by indigenous peoples. Because of land grabbing by development projects, and frequent migration to urban areas to seek out employment and educational opportunities, indigenous youth find themselves between their traditional values and those of wider community. B+HR Unit wants to build capacity on the UN Guiding Principles on Business and Human Rights among young indigenous entrepreneurs to enable them to better promote and protect the rights of their communities. They will be able to better understand their rights as well as their unique role in UNGPs implementation.

The UNGPs represent the main reference framework on BHR and consist of three pillars, outlining (1) the State duty to protect individuals and communities against adverse human rights impacts by business enterprises; (2) the responsibility of business enterprises to respect human rights; and (3) how States must and non-State actors should provide access to effective remedies.

a.4) Indigenous Youth Platform in Asia – Regional Dialogue on Indigenous Youth Social Entrepreneurship and Innovation

The Regional Dialogue, organized by UNESCO, UNDP and AIPP, will serve as one of the key activities for the Asia Indigenous Youth Platform to understand social entrepreneurship. It will bring together stakeholders

from the social entrepreneurship ecosystem and indigenous communities, to identifying the best indigenous youth-led innovative and entrepreneurial solutions for preserving traditional knowledge in their communities, strengthen the regional coalition between partners in the space of indigenous community development and youth social entrepreneurship and build capacity about UN Guiding Principles on Business and Human Rights among indigenous communities in the region.

Participants were provided with a general overview of the business and human rights frameworks and the international standards that relate to the rights of IPs.

b. Specific Objectives

The objectives of the programme are:

1. Recognize indigenous young people as active agents for social change, economic development and technological innovation;
2. Engage indigenous young people as experts and innovators on matters affecting their lives to curate novel ideas and prototypes addressing them; and
3. Create a platform for supporting young indigenous innovators to receive resources to improve their impact on human rights, especially in the context of business operations.

c. Scope

The proposed activities will focus on strengthening bottom up solutions on issues and barriers regarding indigenous community development, especially for young indigenous people in Asia, as well as building engagement to address such issues with a focus on exploring the use of Social Innovation and Entrepreneurship. Specific focus will be given to how indigenous entrepreneurs can actively contribute to the protection and promotion of the human rights of IPs in the context of business operations. Partners to be engaged will include in particular the public sector, academics, private sector, youth organizations and other stakeholders relevant to the identified indigenous communities. The activities will include:

- Call for application to receive innovative youth led ideas and solutions to business and human rights issues in Asia, and to empower indigenous communities in the region;
- Based on the application received, provide financial resources and access to various networks in order to prototype some of the ideas and solutions across the region; and
- Monitor and evaluate the impacts of these investments and interventions to further strengthen the young indigenous youth entrepreneurship ecosystem in Asia, and ultimately contribute to indigenous' human rights protection and promotion.

The aim of these activities will ultimately be to strengthen youth initiatives addressing rights-based challenges faced by indigenous communities, foster networking between stakeholders, and enhance youth social innovation and entrepreneurship agenda among indigenous communities across Asia.

The contractor is expected to work towards the work plan, and timelines mentioned in section E, to achieve the stated outputs.

d. Approach and Methodology

- **Call for application to receive innovative youth led ideas and solutions to business and human rights issues in Asia, and to empower indigenous communities in the region.**

The experts are expected to have the capacity to reach out to indigenous youth communities across the region to engage them with the call for application process;

- **Provide financial resources and access to networks support to most promising solutions;**

The experts are expected to have a strong network of organizations and stakeholders working with and for indigenous youths.

- **Monitor and evaluate impacts of the resources and networks provided to further strengthen future initiatives;**

The experts are expected to have the capacity to monitor and evaluate the progress of these youth led social innovation prototypes in order to develop future programming support to indigenous youth communities across Asia

e. Deliverables and Schedules/Expected Outputs

The contracted Organization is expected to work towards the following work plan, and timelines to achieve the stated outputs.

OUTPUTS	DELIVERABLES	DELIVERY DATE
a) Finalized workplan on indigenous youth empowerment grant programme	- Detailed workplan including call for application, grant disbursement, technical support and M&E plan	30 November 2020
b) Call for application and selection of grant recipients	<ul style="list-style-type: none"> - Finalized call for application - Outreach to indigenous youth groups from minimum of 10 countries in Asia - Finalized criterion for selecting the grant recipients - Finalized capacity development programme for grant recipients in collaboration with UNDP and other partners 	20 December 2020
c) Final report on the grants program	<ul style="list-style-type: none"> - Finalize fund disbursement to selected grant recipients - 2-3 capacity development activities (webinars, mentoring etc.) conducted for the grant recipients - Final report approved by UNDP 	30 September 2021

f. Key Performance Indicators and Service Level

Smooth coordination of fund distribution

The contractor is required to make sure that all the selected grant recipients will receive the grants in a timely manner (within 1 month of announcing the winner). In case of complexities with fund transfer, contractor is required to update UNDP and seek further guidance on the next steps.

Engagement of minimum 2 ecosystem partners to add value to the grant programme

The contractor is requested to engage at least two ecosystem partners (ideally based in Asia) to support the grant program. These partners can support the selected grant recipients to further improve their solutions increasing community impact. Partners can include but not limited to government agencies, incubators, accelerators, donors, private sector, development organizations, civil society, academics etc.

Deliver minimum 2 capacity development activities for minimum of 80% of the grant recipients

Capacity development activities can vary between webinars, mentoring sessions, technical courses etc.

g. Governance and Accountability

The contracted organization will report to the Crisis Prevention and Rule of Law Specialist at UNDP Bangkok Regional Hub and work in close collaboration with other parties. The success of the project depends on the timely delivery of each component. The contractor should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Bangkok Regional Hub.

The present ToR may be subject to modification, without changing the overall objectives and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

h. Facilities to be provided by UNDP

During the assignment, based on the necessity, UNDP will provide support to promote the activities (call for application of grants etc.) via social media channels of Youth Co:Lab and Business and Human Rights.

During the preparation stage and programme implementation stage, UNDP will provide necessary virtual and physical support based on the necessity.

UNDP is not able to assist with any financial instruments (setup of bank accounts etc.) that are necessary to transfer fund to youth led indigenous networks, the contractor is expected to adhere to all the governing regulations in relation to transfer of funds in selected countries.

i. Expected duration of the contract/assignment

The assignment is expected to begin on 15 November 2020 and the final deliverable should be completed by 30 September 2021.

The contractor is expected to provide an update of progress to UNDP teams every month

j. Duty Station

The contract is “home based”, with no travels required. The institutional partnership will be managed by the UNDP Bangkok Regional Hub. Representatives of the partner institution are not required to be present at UNDP Bangkok Regional Hub premises.

k. Professional Qualifications of the Successful Contractor and its key personnel

The assignment will be contracted to an organization with experience in the substantive area and knowledge of indigenous youth empowerment.

The contracted organization should have:

Experience

- At least 5 years of relevant experience in the areas of supporting indigenous communities with special focus on youth;
- Proven (minimum 5 years) specialized knowledge and experience on similar engagements in Asia-Pacific region;
- Adequate resources and operational capacity to carry out proposed activities;
- An ongoing programme related to supporting indigenous youth social entrepreneurship and innovation is ideal.

Existing Network of Partners

- Strong connection with government agencies, development agencies, civil society, academics, donors, relevant professionals, business community in the local context for outreaching and supporting **young people from indigenous backgrounds**;

The contracted organization needs to engage team personnel, equivalent to the following minimum manpower and qualifications:

Team Leader (1 post)

Education

- Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.

Experience

- At least 5 years of relevant experience in the areas of strengthening indigenous communities, youth development, education, vocational development, social inclusion and development;
- Extensive experience of service development and policy advocacy;
- Experience in convening various stakeholders such as state sector, businesses, youth organizations, civil society and social enterprises;
- Expertise and knowledge of the Asia-Pacific region

Language requirement

- Excellent English, report writing, presentation and communication skills

Project Coordinator (1 post)

Education

- Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.

Experience

- At least 2-3 years of relevant experience in the areas of strengthening indigenous communities, youth development, education, vocational development, social inclusion and development;
- Extensive experience of project and program coordination including fund distribution, impact measurement and reporting

Language requirement

- Excellent English, report writing, presentation and communication skills

I. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the computation of the proposed contract price, the proposal must include cost components relating to grants programme, transfer of funds, professional fees, and any other anticipated costs not listed below as separately covered by the assignment.

Payments shall be done on the basis of completion of each deliverable, upon verification of completion of deliverables and approval by the supervisor.

Deliverables/Outputs	Breakdown with details	Percentage of Total Price (Weight for payment)

Deliverable 1 - Finalized workplan on indigenous youth empowerment grant programme	<ul style="list-style-type: none"> - Detailed workplan including call for application, grant disbursement, technical support and M&E plan 	20%
Deliverable 2 - Call for application and selection of grant recipients	<ul style="list-style-type: none"> - Finalized call for application - Outreach to indigenous youth groups from minimum of 10 countries in Asia - Finalized criterion for selecting the grant recipients - Finalized capacity development programme for grant recipients in collaboration with UNDP and other partners 	60%
Deliverable 3 - Final report on the grants program	<ul style="list-style-type: none"> - Finalize fund disbursement to selected grant recipients - 2-3 capacity development activities (webinars, mentoring etc.) conducted for the grant recipients - Final report approved by UNDP 	20%
Total		100%

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL³

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

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1.			
2.			
3.			
	Total	100%	

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

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

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. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				

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

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

5. Equipment Lease				
6. Others				
III. Other Related Costs				

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