

## REQUEST FOR PROPOSAL (RFP)

	DATE: October 13, 2020
	RFP REFERENCE: <b>71408</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **FINAL EVALUATION OF SIERRA LEONE NATIONAL FINANCIAL INCLUSION STRATEGY**

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

Proposals may be submitted on or before **Monday, October 26, 2020** and via email to the address below:

**United Nations Capital Development Fund**

**Procurement Office Brussels**

**Carlos Escriva Gil**

digital.procurement.bru@uncdf.org

cc: uncdf.procurement@uncdf.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 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 71408 - Final Evaluation Of Sierra Leone National Financial Inclusion Strategy.**

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 : [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNCDF Procurement Team*

10/13/2020

## Description of Requirements

Context of the Requirement	<p>In 2016, the Bank of Sierra Leone (BSL) launched the National Strategy for Financial Inclusion (NFIS) 2017-2020. The Strategy is a four-year plan that was developed through a consultative process in order to ensure that key stakeholders work together in driving financial inclusion.</p> <p>The Strategy is made up of six (6) strategic intervention areas:</p> <ul style="list-style-type: none"> <li>- Responsive Policy Regulations and Coordinated Actions;</li> <li>- Client-centric Products and Services;</li> <li>- Digital Financial Services;</li> <li>- Access to Finance for MSMEs in Growth Sectors;</li> <li>- Financial Literacy, Financial Education and Consumer Protection;</li> <li>- Data and Measurement.</li> </ul> <p>Working groups were formed for each of these thematic areas comprising key stakeholders in the financial sector where BSL acts as the Secretariat. The main objective of the working groups is to provide technical support in the implementation of the Strategy.</p> <p>The implementation of the Strategy is being spearheaded by the Financial Inclusion Secretariat in BSL. The UNCDF has been supporting its implementation since 2017.</p> <p>The Strategy vision is to <b>make financial services available, accessible and affordable to all Sierra Leoneans and MSMEs, and support inclusive and resilient private-sector led growth.</b></p> <p>For further details on the Strategy, refer to the Terms of Reference herein enclosed and the Strategy document, available at this link.  <a href="http://www.bsl.gov.sl/SL%20FI%20Strategy%202017%20-%202020.pdf">http://www.bsl.gov.sl/SL%20FI%20Strategy%202017%20-%202020.pdf</a></p>
Implementing Partner of UNCDF	NA
Brief Description of the Required Services <sup>1</sup>	<ol style="list-style-type: none"> <li>1) UNCDF is seeking the support from a firm to conduct an evaluation of the National Strategy for Financial Inclusion 2017-2020. More specifically, the objectives of the assignment are to</li> <li>2) Take stock of the implementation status of the Strategy;</li> <li>3) Assess the contribution of the undertaken initiatives to the Strategy objectives and targets; and</li> <li>4) Capture lessons learnt and formulate recommendations for the</li> </ol>

<sup>1</sup> 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.

	drafting of the new NFIS.			
List and Description of Expected Outputs to be Delivered		<b>Activities</b>	<b>Deliverables</b>	<b>Number of days</b>
	Phase 1:	Kick-off meetings with BSL and UNCDF;  Finalize evaluation design and workplan.	Inception report incl. final evaluation matrix and detailed workplan (10-15 pages)	5
	Phase 2:	Desk review of key documents; Review and analysis of secondary data available from all stakeholders; Key information interviews with public and private sector stakeholders; Workshop with BSL and UNCDF to discuss findings.	Data analysis files; Transcripts from interviews; Draft Evaluation report. Workshop minutes	40
	Phase 3:	Final report writing	Final Evaluation Report including lessons learnt and recommendations for the next NFIS	5
				Total: 50 days
Person to Supervise the Work/Performance of the Service Provider	UNCDF Country Digital Lead for Sierra Leone and UNCDF Result Measurement Specialist			
Frequency of Reporting	As needed, based planning of the assignment			
Progress Reporting Requirements	Monthly based			
Location of work	<input checked="" type="checkbox"/> Exact Address/es Free Town initially , or the assignment Country Office in case of LTA used by other Country Office <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal			

Expected duration of work	50 days up to four months
Target start date	1 December 2020
Latest completion	28 February 2021
Travels Expected	In accordance with the methodology, the proposal shall include a timeline for the expected travels planned to perform the assignment.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation
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 in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
	<input checked="" type="checkbox"/> 90 days

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	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 <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Payment terms</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Kick-off meetings with BSL and UNCDF; Inception report including the final evaluation matrix and detailed workplan (10-15 pages)</td> <td>30%</td> <td>December 2020</td> <td>Inception report including the final evaluation matrix and detailed workplan (10-15 pages) Kick-off meeting minutes</td> </tr> <tr> <td>Desk review of key documents; Review and analysis of secondary data available from all stakeholders; Key information interviews with public and private sector stakeholders; Workshop with BSL and UNCDF to discuss findings.</td> <td>40%</td> <td>January 2021</td> <td>Data analysis files; Transcripts from interviews; Draft Evaluation report. Workshop minutes</td> </tr> <tr> <td>Final Evaluation Report including lessons learnt and recommendations for the next NFIS</td> <td>30%</td> <td>February 2021</td> <td>Final Evaluation Report including lessons learnt and recommendations for the next NFIS</td> </tr> </tbody> </table>				Outputs	Payment terms	Timing	Condition for Payment Release	Kick-off meetings with BSL and UNCDF; Inception report including the final evaluation matrix and detailed workplan (10-15 pages)	30%	December 2020	Inception report including the final evaluation matrix and detailed workplan (10-15 pages) Kick-off meeting minutes	Desk review of key documents; Review and analysis of secondary data available from all stakeholders; Key information interviews with public and private sector stakeholders; Workshop with BSL and UNCDF to discuss findings.	40%	January 2021	Data analysis files; Transcripts from interviews; Draft Evaluation report. Workshop minutes	Final Evaluation Report including lessons learnt and recommendations for the next NFIS	30%	February 2021	Final Evaluation Report including lessons learnt and recommendations for the next NFIS
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Person(s) to review/inspect / approve	UNCDF Country Digital Lead for Sierra Leone and UNCDF Result Measurement Specialist																			

<sup>3</sup> 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.

outputs/completed services and authorize the disbursement of payment	
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 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	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 35% <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 35% <i>For further details refer to the Terms of Reference</i> <p><b><u>Financial Proposal (30%)</u></b></p> <p>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
Contract General Terms and Conditions <sup>4</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> </p>

<sup>4</sup> 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.

Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 1, Annex 2 and Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>6</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>UNCDF Procurement Office Brussels  digital.procurement.bru@uncdf.org</p> <p>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.</p>
Other Information <i>[pls. specify]</i>	<p>The proposals shall be submitted by email to <a href="mailto:digital.procurement.bru@uncdf.org">digital.procurement.bru@uncdf.org</a> cc: <a href="mailto:uncdf.procurement@uncdf.org">uncdf.procurement@uncdf.org</a> by the Monday, October 26, 2020 23:59 pm (New York Time).</p>

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> 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.