



## REQUEST FOR PROPOSAL (RFP)

	DATE: October 21, 2020
	RFP REFERENCE: <b>71693</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Landscape study of the (Digital) Finance, Agriculture, Health and Education sectors in Northern Uganda**.

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

Proposals may be submitted on or before Wednesday, November 04, 2020 and via email to the address below:

**United Nations Capital Development Fund**

[digital.procurement.bru@uncdf.org](mailto:digital.procurement.bru@uncdf.org)

[cc: uncdf.procurement@uncdf.org](mailto: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 71693 - Landscape study of the (Digital) Finance, Agriculture, Health and Education sectors in Northern Uganda**

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 UNDP<sup>1</sup>,

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.

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>

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 UNDP, 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)

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<sup>1</sup> UNCDF is an associate agency of UNDP. All UNDP references shall be considered UNCDF references for the purpose of this process.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

UNCDF Procurement Team

### Description of Requirements

Context of the Requirement	UNCDF's Uganda programme
Implementing Partner of UNCDF	NA
Brief Description of the Required Services <sup>2</sup>	Landscape study of the (Digital) Finance, Agriculture, Health and Education sectors in Northern Uganda
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Summary deck of key findings from desk review</li> <li>• Research methodology including data collection plan, timeline, and sampling plan</li> <li>• Research tools (questionnaire, interview guides, etc.), including translation to local language if required.</li> <li>• Raw and cleaned data sets</li> <li>• Transcripts from interviews and Focus Group Discussions</li> <li>• Data analysis files</li> <li>• A preliminary summary report with key findings</li> <li>• Research brief on study findings and recommendations (~20 pages)</li> <li>• Summary deck of key findings</li> <li>• Webinar to present the study findings</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	UNCDF Technical Specialist
Frequency of Reporting	<i>As needed, based planning of the assignment at least twice per phase</i>
Progress Reporting Requirements	<ul style="list-style-type: none"> <li>• Update on the current milestones and detailed plans for the upcoming</li> </ul>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location and the regions specifically indicated in the TOR
Expected duration of work	5 months
Target start date	30 November 2020

<sup>2</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.

Latest completion date	30 April 2021		
Travels Expected	Shall be quoted in the financial proposals.		
Special Security Requirements	NA		
Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)	NA		
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		
Value Added Tax on Price Proposal <sup>3</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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		
	<b>Milestone</b>	<b>Deliverables</b>	<b>Timeline</b>
			<b>% Payment</b>

<sup>3</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>4</sup>					<b>Payment Release</b>
	1	<ul style="list-style-type: none"> <li>Kick off meeting held</li> <li>Work plan approved</li> </ul>	Week 2	20	Approval of deliverables
	2	<ul style="list-style-type: none"> <li>Summary deck of key findings from desk review</li> <li>Research methodology including data collection plan, timeline, and sampling plan</li> <li>Research tools (questionnaire, interview guides, etc.), including translation to local language if required.</li> </ul>	Month 2	20	Approval of deliverables
	3	<ul style="list-style-type: none"> <li>Raw and cleaned data sets</li> <li>Transcripts from interviews and Focus Group Discussions</li> <li>Data analysis files</li> <li>A preliminary summary report with key findings</li> </ul>	Month 4	20	Approval of deliverables
	4	<ul style="list-style-type: none"> <li>Research brief on study findings and recommendations (~20 pages)</li> <li>Summary deck of key findings</li> <li>Webinar to present the study findings</li> </ul>	Month 5	20	Approval of deliverables
	5	<ul style="list-style-type: none"> <li>Final project report approved by UNCDF</li> </ul>	Month 5	20	Approval of deliverables
Person(s) to review/inspect / approve outputs/completed services and authorize the disbursement of payment	UNCDF Result Measurement Analyst				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Standard UNDP Contract for 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.				

<sup>4</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.

Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <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>
UNCDF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>5</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <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>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	To the attention of the procurement team Digital Procurement BRU <digital.procurement.bru@uncdf.org>
Other Information [pls. specify]	Please refer to the TOR for further details.

<sup>5</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.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<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.

## **TERMS OF REFERENCE**

### **Landscape study of the (Digital) Finance, Agriculture, Health and Education sectors in Northern Uganda**

#### **a. Background Information and Rationale, Project Description**

##### **About UNCDF**

The United Nations Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF's financing models work through two channels: financial inclusion that expands the opportunities for individuals, households and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. By strengthening how finance works for poor people at the household, small enterprise and local infrastructure levels, UNCDF contributes to the Sustainable Development Goals (SDGs), particularly Goal 1 on eradicating poverty and Goal 17 on the means of implementation. UNCDF also contributes to other SDGs by identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access. To achieve these goals, UNCDF is providing financial support and technical expertise to the public and the private sector. It provides capital financing – in the form of grants, soft loans and credit enhancement products – and the technical expertise to unleash sustainable financing at the local level.

##### **UNCDF in Uganda**

With the support of the Sweden Development Agency (SIDA) UNCDF launched the "Leaving No One Behind in the Digital Era" programme in Uganda. The Programme aims at empowering rural community members in Uganda to lead productive and healthy lives, by expanding access and usage of digital services. The programme has a specific focus on the regions Northern Uganda and West Nile. The main expected outcomes are:

- Rural community members in Uganda (women, migrants, smallholder farmers, agribusinesses & refugees) have the knowledge, skills and behaviors needed to access and use digital services. They have better access to training and education through digital channels.
- New business models and technologies for delivering services are scaled for rural communities in the finance, agriculture, energy, education and health sectors.
- Rural community members have improved access to and increasingly use digital payment accounts.

The Government of Uganda implements policies that enable access and usage of digital services.

#### **b. Specific Objectives**

The objective is to capture baseline information that (1) profiles UNCDF's target beneficiaries (2) identifies challenges faced by different actors across the respective sectors, and (3) estimate the market size.

#### **c. Scope**

UNCDF is seeking the support from a research firm to design and conduct a landscape study. This study is conducted across the (Digital) Finance, Agriculture, Health and Education sectors in the Northern and West Nile part of Uganda. The objective is to capture baseline information that



profiles UNCDF's target beneficiaries (e.g. household size, expenditures, PPI, current usage of digital and financial services, business activities, etc.), identifies challenges faced by different actors across the respective sectors, and estimate the market size. The study findings will inform the design and targeting of UNCDF interventions and provide benchmarks for programme performance monitoring.

#### **d. Approach and Methodology**

The study will apply mixed methods of quantitative and qualitative data and draw from both existing data sources and primary data to be collected through a survey. Key elements of the design include:

- A desk review of existing literature and data, and current policies, regulations and interventions that are relevant to the UNCDF program;
- Key informant interviews with key stakeholders in the (Digital) Finance, Agriculture, Health and Education sectors (E.g. agro cooperatives, health facilities, schools);
- Focus Group Discussions with key actors in the (Digital) Finance, Agriculture, Health and Education sectors. This may include Farmers, Community Health Workers, Agents, Teachers, and agro retailers and traders (to be defined in the technical proposal);
- A large scale survey (n ≈ 2500) conducted among farmers, community health workers, agents, teachers, agro retailers and traders and other relevant actors (to be defined in the technical proposal). The evaluation design, tools and sampling strategy will be developed by actor type.

The technical proposal must provide details on the proposed sampling framework. The sample must be representative for the regions West Nile and Northern Uganda and, at minimum, include the region's core districts. The core districts of the West Nile region are Koboko, Moyo and Yumbe. The core districts of Northern Uganda are Adjumani, Apac, Kitgum, Lira and Moroto. Findings must be disaggregated by women, youth and refugees.

The technical proposal must include the following:

- Research methodology and approach to achieve the objectives of the study, including clearly defined hypotheses and assumptions
- Proposed sampling framework
- Detailed work plan with timeline of major activities
- Overview of past examples of research with similar scope and objectives (quantitative and/or qualitative methods), including references
- Proposed team (with CVs)

#### **e. Deliverables and Schedules/Expected Outputs**

The table below outlines the key activities, deliverables and estimated timeline.

<b>Activity</b>	<b>Deliverables</b>	<b>Timeline</b>
<b>Phase 1: Desk review and finalization of the study methodology</b>	<ul style="list-style-type: none"> <li>• Summary deck of key findings from desk review</li> <li>• Research methodology including data collection plan, timeline, and sampling plan</li> <li>• Research tools (questionnaire, interview guides, etc.), including translation to local language if required.</li> </ul>	Month 1 - 2

<b>Phase 2: Data collection and analysis</b>	<ul style="list-style-type: none"> <li>• Raw and cleaned data sets</li> <li>• Transcripts from interviews and Focus Group Discussions</li> <li>• Data analysis files</li> <li>• A preliminary summary report with key findings</li> </ul>	Month 3 - 4
<b>Phase 3: Report writing &amp; Dissemination</b>	<ul style="list-style-type: none"> <li>• Research brief on study findings and recommendations (~20 pages)</li> <li>• Summary deck of key findings</li> <li>• Webinar to present the study findings</li> </ul>	Month 5

**f. Key Performance Indicators and Service Level**

- A kick-off meeting will be conducted at the beginning of the project to agree on the minimum standard of services acceptable. Changes to the deliverables must be reported to UNCDF in writing and accepted in writing.
- At least two progress meetings will be required per phase. The first meeting will be to discuss the planning and the second meeting will be to approve the deliverables.
- Monitoring of progress shall be measured both per the activities of the contractor as well as the performance of the UNCDF partners involved in the project.
- The contractor will be asked to organize progress calls with UNCDF bi-weekly.
- Payments will be linked to the approval of deliverables. Should a deliverable not meet the standard agreed, UNCDF will withhold payment and discuss remedial actions with the contractor.

**g. Governance and Accountability**

- The contractor will be supervised by UNCDF's technical specialist in Uganda.
- Approval and acceptance of deliverables will require the agreement of UNCDF Result Measurement Analyst.
- Bi-weekly progress call will be held.

**h. Facilities to be provided by UNCDF**

No facilities will be provided by UNCDF

**i. Expected duration of the contract/assignment**

- The duration of the study is 5 months.
- The target date of commencement is 30 November 2020 and the expected completion date is 30 April 2021.
- The average turn around for output revision by UNCDF will be one week.

**j. Duty Station**

- At Contractor's Location with travel to the regions West Nile and Northern Uganda.

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

**Minimum qualification criteria of the supplier:**

- Successfully conducted similar study assignments in Uganda with proven excellent results.
- Experience in developing relevant program recommendations from research findings.

- Extensive work experience in Uganda.
- Ability to mobilize a team of experts in various disciplines relevant to the scope of the study.

**Minimum qualification criteria team members:**

Team leader

- 15 years of experience in designing and implementing quantitative and qualitative research in areas of economic development, market systems development, and/or (digital) financial inclusion
- 10 years of experience in conducting research in Uganda
- (co-) Authored and published socioeconomic research findings in peer-reviewed academic journals
- Oral and written proficiency in English; proficiency in Uganda Local Languages spoken in Northern Uganda is desirable especially for data collectors

Team members

- Experience in designing and implementing quantitative and qualitative research in areas of economic development, market systems development, and/or (digital) financial inclusion
- Good knowledge of the Finance, Agriculture, Health, and Education sectors in Uganda
- Oral and written proficiency in English; proficiency in Uganda Local Languages spoken in Northern Uganda is desirable especially for data collectors.

**I. Price and Schedule of Payments**

The contract price is a fixed output-based price regardless of extension of the herein specific duration of the assignment.

The financial proposal must include:

- Budget quotation for the entire project, with detailed line items
- Planning and foreseen timings
- A detailed price breakdown for each functional grouping or category.

The payment schedule will be based on the outputs and will be structured as follows:

<b>Milestone</b>	<b>Deliverables</b>	<b>Timeline</b>	<b>% Payment</b>	<b>Condition for Payment Release</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Kick off meeting held</li> <li>• Work plan approved</li> </ul>	Week 2	20	Approval of deliverables
<b>2</b>	<ul style="list-style-type: none"> <li>• Summary deck of key findings from desk review</li> <li>• Research methodology including data collection plan, timeline, and sampling plan</li> <li>• Research tools (questionnaire, interview guides, etc.), including translation to local language if required.</li> </ul>	Month 2	20	Approval of deliverables

<b>3</b>	<ul style="list-style-type: none"> <li>• Raw and cleaned data sets</li> <li>• Transcripts from interviews and Focus Group Discussions</li> <li>• Data analysis files</li> <li>• A preliminary summary report with key findings</li> </ul>	Month 4	20	Approval of deliverables
<b>4</b>	<ul style="list-style-type: none"> <li>• Research brief on study findings and recommendations (~20 pages)</li> <li>• Summary deck of key findings</li> <li>• Webinar to present the study findings</li> </ul>	Month 5	20	Approval of deliverables
<b>5</b>	<ul style="list-style-type: none"> <li>• Final project report approved by UNCDF</li> </ul>	Month 5	20	Approval of deliverables

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[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 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*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*appropriate to the local conditions and context of the work.*

**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.*

**D. Financial proposal**

**Total Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	All-inclusive Daily Rate for the Contract Duration (USD)
<b>I. Personnel Costs</b>			
Professional Fees			
Others (pls. specify)			
.....			
<b>II. Travel</b>			
Land Transportation (per trip)			
Living Allowance			
Others (pls. specify)			
.....			

For professional fees please note that the all-inclusive Daily Rate must include all expenses to be incurred by the respective team member in their daily work schedule when not travelling. This will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery etc.

**Personnel costs:**

Description of Costs	No. of Personnel	All-inclusive Daily Rate for the Contract Duration (USD)
1. Team Leader (A)	1	
2. Team Leader (B)	1	
3. Team member (A)	1	
4. Team member (B)	1	

**Total Breakdown by deliverables:**

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	20%	
2	Deliverable 2	20%	
3	....	20%	
4	...	20%	
5	...	20%	
	Total	100%	