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REQUEST FOR PROPOSAL

Long Term Agreement for “Creating a cadre of mentors (Unnati Sakhis) for entrepreneurship promotion in Karnataka”

RFP No.: RFP/179/IND-2020

Project: Project Code Unnati

Country: INDIA

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SECTION 1. LETTER OF INVITATION

Subject: Long Term Agreement for "Creating a cadre of mentors (Unnati Sakhis) for entrepreneurship promotion in Karnataka"

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to vijay.thapliyal@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: Vijay K. Thapliyal
Title: Procurement Assistant
Date: **October 30, 2020**

Name: Arun Arumughan
Title: Procurement Analyst
Date: **October 30, 2020**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office of audit and investigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than

	<p>what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. <i>Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. <i>Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>

<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<p>20. Alternative Proposals</p>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<p>21. Pre-Bid Conference</p>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<p>C. SUBMISSION AND OPENING OF PROPOSALS</p>	

	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) 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. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. <i>Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. <i>Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an</p>

	automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.

<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;

	<ul style="list-style-type: none"> d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an

	<p>arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total

<i>Advanced Payment</i>	contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
<i>43. Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44. Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45. Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
<i>46. Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Date and Time : November 6, 2020 4:00 PM Venue : ZOOM Meeting.</p> <p>The UNDP focal point for the arrangement is: [Vijay K. Thapliyal] E-mail: [vijay.thapliyal@undp.org]</p> <p>NOTE: Interested bidders are advised to share the details of meeting participants to focal point by November 04, so that meeting link will be shared with them.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Required 10% of the total value of the Call-off Contract, required if value is USD 500,000 OR above.
10	18	Currency of Proposal	Preferred Currency of Bid : Indian Rupees (INR) Bids in other currency also allowed. <i>Reference date for determining UN Operational Exchange Rate : Date of bid submission</i>
11	31	Deadline for submitting requests for clarifications/ questions	05 (Five) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: [Vijay K. Thapliyal] Address: [55. Lodhi Estate, New Delhi-110003] E-mail address: [vijay.thapliyal@undp.org]
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	<u>Date and Time</u> : As indicated in eTendering system. Note that system time zone indicated in the system is EST/EDT (New York) Time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF

			<p>file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the etendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org
16	22	Electronic submission (eTendering ONLY) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided until requested by UNDP
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>December 1, 2020</i>
19		Maximum expected duration of contract	LTA will be for an initial period of 24 months with possibility of extension for additional period of 12 months subject to satisfactory performance of the service provider. The service provider shall be subject to performance evaluation at the end of each year.

			However for each year a separate contract will be issued which will be a Call-off against the LTA.
20	35	UNDP will award the contract to:	<p>One Proposer Only</p> <p>A country-specific Long-Term agreement (LTA) will be awarded to highest ranked bidder according to the combined scores (Technical 70% + Financial 30%).</p>
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</p>
23		Other Information Related to the RFP	<p>Call Off Mechanism: Once the LTA signed, for each specific year a separate contract will be issued with yearly deliverables.</p> <p>- LTA holders guarantees that the prices specified in the LTA, are the maximum price that shall remain firm and shall not be increased during the entire term of the LTA.</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

1. Technical proposal is submitted separate to financial proposal.
2. Financial proposal is password encrypted; further do not disclose price on the technical proposal/eTendering portal. Otherwise proposal will get disqualified..
3. Submission of CVs of proposed key personnel to be engaged.
4. Submission of latest Business Registration Certificate.
5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	<p>The bidder should have minimum of 7 years of experience in entrepreneurship / livelihood promotion / financial inclusion / digital literacy programs for women at the grassroots level and training on women community cadres especially those from socially and economically challenged background.</p> <ul style="list-style-type: none"> • Company Profile which should not exceed ten (10) pages including copy of incorporation/ registration. • A Table demonstrating past contracts executed by the bidder indicating, client name, contract value, planned and actual delivery date. 	Form D: Qualification Form
	<p>The bidder should have at least 5 years of field level working experience in women micro enterprise training, forward-backward linkages, handholding support to women network and partnership with the financial institutions.</p> <ul style="list-style-type: none"> • The bidder must demonstrate the capacity to provide services during the LTA period. The bidder should have sufficient technical personnel. <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 150,000 OR INR 1,00,00,000 for the last 3 years.</p> <p>(For JV/Consortium/Association, Lead Bidder must meet the Financial Turnover requirement.).</p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Financial capacity to implement the contract as evidenced by independently audited financial accounts for the last three financial years in English, including balance sheet and profit and loss account.</p> <p>UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a bidder where investigation leads to a result that this bidder had serious financial problems.</p>	Form D: Qualification Form

Note: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria – otherwise proposal may be disqualified.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise & experience of the bidder, methodology, approach, quality assurance systems	260
2.	Team Proposed for the Long Term Agreement	400
3.	Organizational commitment to Sustainability	40
	Total	700

Section 1. Expertise & experience of the bidder, methodology, approach, quality assurance systems		Points obtainable
1.1	<u>Company Profile</u> : The year of incorporation, organizational chart, company development strategy, segments of business, markets, customers, organizational structure, description of the offerors current activities,. and capacity to provide services during the LTA period having sufficient technical personnel.	30
1.2	Proposed Methodology, Approach and Implementation Plan (50) What Quality Assurance Procedures are put in place? (20) What Risk identification and mitigation plan are put in place? (20)	90
1.3	<u>Contracts</u> : At least five similar assignments in women micro enterprise training, forward-backward linkages, handholding support to women network <u>in last 10 years</u> . A minimum of five (5) contracts = 50 points Additional contracts = 10 points up to a maximum of 30 points. Women micro-enterprise promotion contracts implemeted in Karnataka in partnership with the Government of Karnataka = 40 points <u>Documents required</u> : Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.	120
1.4	Additional Points for working experience in partnership with UN/Government to promote women economic/ micro enterprise and forward-backward linkages projects– 20 points. Atleast 2+ yrs. of experience – 20 points Atleats 1+ yrs. of experience – 10 points <u>Documents required</u> : Bidders are required to submit evidences (details / documents) in support of compliance to above criteria.	20
Total Section 1		260

Section 2. Team Proposed for the Long Term Agreement			Points obtainable
2.1	<p>Team Lead/Enterprunership development expert (1): Overall monitoring and execution of the deliverables mentioned in the technical proposal. Project Management includes creation of project plan and monitoring.</p> <p>Also a Single point of Contact (SPOC) for all UNDP for communication and interaction.</p>		100
		Sub-Score	
	<p><u>Relevant Qualification:</u> Advanced university postgraduate degree in economics/ rural development/social sciences or any other relevant field.</p>	30	
	<p><u>Experience:</u> Minimum of 7 years of experience in implementing entrepreneurship training and mentorship projects with a myriad of stakeholders and partners, including government, private sector, civil society, international organizations, donors, grassroots organizations and interagency committees.</p> <p>Minimum of 7 years of experience: 25 marks, for every additional year of experience: 5 marks each up to a maximum of 15 marks</p>	40	
	<p>Language: Fluency in English is must and Knowledge of regional languages (Kannada) would be a plus.</p> <p>Fluency in English 20 points Fluency in Kannada language 10 points</p>	30	
2.2	<p>Business Development / Market Linkages Expert (1)</p>		80
		Sub-Score	
	<p><u>Relevant Qualification:</u> Bachelor's/Master's degree in Instructional Design, Rural Management, Social Work, or any other related field</p> <p>Master Degree 30 points Bacherlor Degree 15 points</p>	30	
	<p><u>Experience:</u> At least 5 years of experience in providing market linkage to women micro enterprises, must have in-depth knowledge of market research, financial linkages, credit facilitation, funding schemes, Govt. subsidiary schemes and registration procedures.</p>	50	

Section 2. Team Proposed for the Long Term Agreement			Points obtainable
	<p>Minimum of 5 years of experience: 20 marks, for every additional year of experience: 5 marks each up to a maximum of 10 marks</p> <p>Fluency in English 05 points Fluency in Kannada language 15 points</p>		
2.3	Enterprises Master Trainer - 1 : Responsible for conducting training and handholding support to women micro enterprises and documentation.		50
		Sub-Score	
	<p><u>Relevant Qualification</u>: Bachelor's/Master's degree in Education, Rural Management, Social Work, or any other related field</p> <p>Master Degree 10 points Bachelor Degree 5 points</p>	10	
	<p><u>Experience</u>: Minimum 5 years of experience in a micro-enterprises trainer role with a development organization and knowledge of Mobilizing, selecting and empowering potential trainees/ women SHGs through multiple innovative training methodologies to maximize training outputs, facilitate Business Plan Formulation, funding and infra set-up for nano-enterprises.</p> <p>Minimum of 5 years of experience: 20 marks, for every additional year of experience: 5 marks each up to a maximum of 10 marks</p>	30	
	<p>Fluency in English 3 points Fluency in Kannada language 7 points</p>	10	
2.4	Enterprises Master Trainer - 2 : Responsible for conducting training and handholding support to women micro enterprises and documentation.		50
		Sub-Score	
	<p><u>Relevant Qualification</u>: Bachelor's/Master's degree in Education, Rural Management, Social Work, or any other related field</p> <p>Master Degree 10 points Bachelor Degree 5 points</p>	10	

Section 2. Team Proposed for the Long Term Agreement			Points obtainable
	<p><u>Experience:</u> Minimum 5 years of experience in a micro-enterprises trainer role with a development organization and knowledge of Mobilizing, selecting and empowering potential trainees/ women SHGs through multiple innovative training methodologies to maximize training outputs, facilitate Business Plan Formulation, funding and infra set-up for nano-enterprises.</p> <p>Minimum of 5 years of experience: 20 marks, for every additional year of experience: 5 marks each up to a maximum of 10 marks</p>	30	
	<p>Fluency in English 3 points Fluency in Kannada language 7 points</p>	10	
2.5	Enterprises Master Trainer - 3 : Responsible for conducting training and handholding support to women micro enterprises and documentation.		50
		Sub-Score	
	<p><u>Relevant Qualification:</u> Bachelor's/Master's degree in Education, Rural Management, Social Work, or any other related field</p> <p>Master Degree 10 points Bachelor Degree 5 points</p>	10	
	<p><u>Experience:</u> Minimum 5 years of experience in a micro-enterprises trainer role with a development organization and knowledge of Mobilizing, selecting and empowering potential trainees/ women SHGs through multiple innovative training methodologies to maximize training outputs, facilitate Business Plan Formulation, funding and infra set-up for nano-enterprises.</p> <p>Minimum of 5 years of experience: 20 marks, for every additional year of experience: 5 marks each up to a maximum of 10 marks</p>	30	
	<p>Fluency in English 3 points Fluency in Kannada language 7 points</p>	10	
2.6	Communication Associate (1): Responsible to create a knowledge materials, communication collets, Human interest stories, monthly news letters and stakeholders communication		70

Section 2. Team Proposed for the Long Term Agreement			Points obtainable
		Sub-Score	
	<u>Relevant Qualification:</u> Bachelor's/Master's degree in Mass Communication, Journalism and related field Master Degree 20 points Bachelor Degree 10 points	20	
	<ul style="list-style-type: none"> Experience: Minimum 3 years of relevant experience in public relations, management, communications, marketing or advocacy Previous experience with a multilateral or international organization in the social development sector. Experience in social media tools basic design / editing software Minimum of 3 years of experience: 20 marks, for every additional year of experience: 5 marks each up to a maximum of 10 marks	30	
	Fluency in English 05 points Fluency Kannada language 15 points	20	
Total Section 2			400

Section 3. Organizational commitment to Sustainability			Points obtainable
3.1	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points -Organization is a member of the UN Global Compact -15 points -Organization demonstrates significant commitment to sustainability through some other means- 15 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues		40
Total Section 3			40

SECTION 5. TERMS OF REFERENCE

Creating a cadre of mentors (Unnati Sakhis) for entrepreneurship promotion in Karnataka (on long term basis) for 3 years

Background:

Project Code Unnati: Empowering Youth and Women for Future Employability Skills and Entrepreneurship is a three -year partnership project between United Nations Development Programme (UNDP) and United Nations Volunteers (UNV), and through the Corporate Social Responsibility (CSR) support from SAP Labs India Private Limited ("SAP"). The project aims to improve access to entrepreneurship and employment opportunities for 20,000 youth and 5000 women, while also empowering them to make informed decisions. Across the two proposed target groups (youth and women), the interventions would work towards increased awareness, enhancing employability and business skills capacity, facilitation of linkages, mentorship support and nurturing the innovation potential of youth and women of rural and urban areas.

The project activities will be implemented across 3 districts in the state of Karnataka viz. Bangalore Rural, Dakshin Kannada and Raichur. The proposed project builds on UNDP's experiences on youth and women empowerment globally and specifically in India, its deep engagement with the state government of Karnataka and leverages United Nations Volunteers (UNV)'s strong on-the-ground presence present across the country. It also incorporates the essence of SAP's CSR strategies to make a meaningful contribution to communities, emphasising on the following Sustainable Development Goals (SDGs):

- SDG 1, No poverty: End poverty in all its forms everywhere.
- SDG 5, Gender Equality: Achieve gender equality and empower all women and girls
- SDG 8, Decent Work and Economic Growth: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

The key objectives and outcomes of Project Code Unnati are:

- (i) **promotion of rural women-owned microenterprises** by creating a local mentorship and facilitation system through a community-based businesswomen mentors (Unnati Sakhis) who provide awareness, trainings, psychosocial support and handholding support through mentorship in a sustainable manner to the aspiring and budding women entrepreneurs.

(ii) **ensuring that youth, especially girls, are better equipped to make informed career choices and capable to access income generation opportunities** in 50 Government colleges through career guidance, counselling, digital/ employability skills training and entrepreneurship development programs (EDP) to improve their employability and entrepreneurial skills – including enhanced digital and 21st century skills - with improved connectedness with industry for job/internship/apprenticeship and connect/access to Incubation/Accelerator programs for entrepreneurship.

(iii) **improved institutional ecosystem to support** above objectives by ensuring teachers/faculties working in Government colleges have capacity to guide/mentor students and also government stakeholders including policy makers are sensitized through access to mentorship training programs, digital platforms, printed training materials and other communication materials.

In India, women constitute only 14 percent of the total entrepreneurs in the country (Sixth Economic Census, Government of India). It was found that one of the reasons for this lack of uptake is the absence of mentorship and handholding support for women entrepreneurs who wish to start/scaleup enterprises. Other issues include lack of awareness about opportunities, difficulty in market access and access to forward-backward business linkages, lack of management skills etc.

To address the above challenge, the creation of a **community-based cadre of mentors** for entrepreneurship promotion is a well-accepted methodology and has been included under various Government programs as local level women mentors for supporting rural women to start/scale their small businesses have proven to be highly effective. Similarly, Disha Project of UNDP also created '**Biz-Sakhi**' Curriculum and training materials for certifying 'Business Sakhis' as Community Mentors for entrepreneurship promotion. The curriculum has been jointly developed by UNDP, TISS, NIESBUD and NIRDPR. It consists of two components - one, the psycho-social aspects of mentorship, that is very much needed for women to start enterprises, and two, the business support mentorship. NIRDPR under Ministry of Rural Development and NIESBUD under Ministry of Skill Development and Entrepreneurship, Government of India, will certify such community mentors through accredited master trainers. In Karnataka, UNDP has implemented the Biz Sakhi program in partnership with Deshpande Foundation and Internet saathi.

Under the Project Code Unnati, the aim is to create a '**cadre of mentors – Unnati Sakhis**', from the local population in the project locations who could encourage and mentor rural aspiring and budding women microentrepreneurs from their local communities towards entrepreneurial activities and handhold them in terms of business-related technical inputs and psycho-social support. The success of the mentorship model lies in the methodology

and curriculum adapted for imparting continuous training and handholding to these Unnati-Sakhis.

Bizz-Shaki training content Can be downloaded :

https://www.in.undp.org/content/india/en/home/library/poverty/Biz_Sakhi_curriculum.html

Expected volume of services during the LTA period -

Description	UOM	Approx. Numbers for LTA Duration
Master Training Program preferably at NIRD/NIESBUD (Residential Training)	Beneficiaries	10
Unnati Sakhi (women community cadre) training program (Classroom and on-the field training) by Master Trainers.		250
Mobilization and Outreach Program*		8000
Entrepreneurship awareness program (EAP) including basic digital skills by Unnati-Sakhi with the support of Master trainers (on the field training)		5000
Entrepreneurship development program (EDP) (classroom and on-the field)		3000
Development of business plan for EDP trained women		1000
Mentorship and handholding support by Unnati Sakhis to women who have completed EAP and EDP program. (minimum 1500 women should be linked to the financial / marketing support to start or scale up the business)		3000
Creation of women owned micro enterprises from the trained pool with an impact on income increase (25% could be growth support to existing micro entrepreneurs)		600

- * Mobilization (8000) women: The agency is expected to reach out to 8000 women (through community mobilization) to identify 5000 women to undergo the EAP program. Usually, project need to reach-out more women to identify interested/suitable women to undergo intervention/support programs.

This is an estimated volume and not guaranteed volume, and this should not be considered as promise to do the business with selected proposer. The figure is provided to reflect the expected volume of the business and scope of work.

ASPIRATION

Project Code Unnati would like to:

- I) Build the capacity of these community members so they can:
 - Build bridges that will help link aspiring/existing entrepreneurs with the support system that already exist (i.e. government schemes that aim at fostering women entrepreneurship)
 - Provide mentorship guidance so that women entrepreneurs can start and sustain their micro business
 - Create a more conducive environment for small businesses to grow (for example, in case of rural retail, the community mentors could aggregate the demand from several entrepreneurs and help them create a supply chain to source their products not from the market but from the wholesaler, increasing de facto their margins)
- II) Create an online tracking system for Unnati-Sakhi's which provides training and maps the number of women trained and supported in the field.

OBJECTIVE

Main aim of this assignment is to improve local support system in 3 focus districts and enhanced capacity amongst women to start and run micro enterprises on a sustainable basis, leading to increased income. UNDP intends to partner with an experienced and competent agency to achieve the above aim/aspiration through a Long Term Agreement (LTA) over a period of three years with a separate contract for each year encompassing the following objectives:

- Creation of a pool of master trainers, local community mentors and improving the capacity of women and SHGs
- Improving the availability of business advisory services, mentoring and handholding support to women
- Improved access to government support schemes and enterprise development services
- Demonstrating entrepreneurship as an attractive and income generating avenues for women.

APPROACH AND METHODOLOGY

Project Code Unnati proposes to implement a methodology to promote mentorship for grassroots-level entrepreneurship that aims to create a '**cadre of mentors – Unnati Sakhi**', from the local community who could encourage fellow women towards entrepreneurial activities and handhold them in terms of technical inputs, psycho-social support, financial/marketing linkages etc, complemented with professional business advisory and support services.

It is assumed that one Unnati-Sakhi (successful in her business or trained as a mentor for entrepreneurship promotion) will mentor and guide a set of women for starting/scale-up nano/micro enterprises. Since the success of the model is dependent on the efficiency of the Unnati-Sakhis, the capacity building, complementary business advisory services and regular handholding are important.

The Unnati-Sakhis need to be trained to deliver/support the following task,

- **Mobilization and Outreach: To support project's** networking with District administration, state rural livelihood mission, women and child development department, NABARD and any other non-form produce group and to mobilize interested women who would like to start/scale-up nano/micro enterprises.
- **Entrepreneurship awareness program and basic digital skills: Motivate women to undergo** 2 days EAP and digital training program as per Biz-sakhi content and support in training delivery
- **Entrepreneurship development program:** Facilitate the women who completed the EAP program to undergo 7-10 days classroom / 'on job - on field' training conducted by the service provider.
- **Psycho-social support:** provide life-skill, gender, wellbeing and self-care etc. to women at their villages
- **Mentorship and handholding:** Regular support to women incl. linkages with sector expert, local industrial association, women network etc.
- **Backward and forward linkages:** networking skills, access information including but not limited to government schemes, portfolio of possible businesses at the local level, marketing, business development and financial institution linkages etc.

These Unnati-Sakhis may work in two different types of contexts.

- **Honorarium basis:** Placed with the support of community-based organizations (CBOs) and support its members to start /scale enterprises. They receive remuneration against the services they provide from either the individual entrepreneurs or from CBOs or mix of both. The remuneration may be from project fund on a tapering basis, provided such funds have been budgeted by the agency in the proposal. .
- **Voluntary basis:** They provide mentorship and handholding support to their fellow women within their habitat for starting and running entrepreneurship while managing their own enterprises without any fees or charge or is already getting some honorarium from other funded scheme. The number of mentees in this case may varies and it is flexible accordingly the size of the population, business opportunities, etc. KSRLM cadres could be an option for this category.

After the Unnati-Sakhi certification program, each Unnati-Sakhis should be capable enough to take up the above-mentioned roles and responsibilities. Making them capable, they also need continuous training. handholding and mentorship support. This will be provided through the Master Trainers who impart the Unnati-Sakhi training as per the curriculum, guide and handhold the Unnati-Sakhis during field works for the EAP training and facilitation, assess and evaluate their performance. Further, they need to handhold and mentor for three years by providing necessary support services on psycho-social and business aspects.

Possible Challenges:

The following threats as challenges are listed for taking extra measures to address it during the designing and implementation phase. The service provider should take separate effort for addressing it and it should be narrated separately in methodological part of the proposal.

The proposed Unnati-Sakhis may,

- Not being able to mentor the prescribed number of women entrepreneurs in their existing field due to their expertise being in a different field.
- Lose interest in mentoring and do not want to complete the entire program.
- Local budding entrepreneurs (mentees) as their competition.
- Not enough compensation for the mentors to be willing to train the mentees.
- Mapping the entire system to see effective growth and numbers along with the training imparted to mentors and mentees might be tricky.

SCOPE OF WORK

Under the overall supervision of State Project Head, UNDP- Karnataka, the Service Provider is expected to undertake the following activities during the LTA period of three years.

A. Development of Master Trainers Pool

- To create a roster of Master trainers who will provide all required support to develop Community Cadre – Unnati Sakhi as a community mentor for women entrepreneurship promotion in the project location. Pool of master trainers should ideally be a mix of internal and external candidates (geographical representation from all 3 districts)
- Engaging Master Mentors as adjunct faculties for imparting Unnati-Sakhi training with either of the following two options (in discussion with Project Unnati team):
 - Identify and select existing 10 experienced senior trainers/staff to undergo master training program (10 days) conducted by NIESBUD/NIRD/other National or Academic institutions for making them as adjunct faculties.
 - OR
 - Engage the certified master trainers (if available in the three districts) for the purpose in consultation with NIESBUD/other National or Academic institutions and UNDP.
- Engage these Adjunct faculties as master mentors for imparting certificate course for Unnati-Sakhis and handholding support to the trained Unnati-Sakhis to deliver their roles.

B. Expected Training and Capacity Building of selected Unnati Sakhis

- Train and certify women community cadre as Unnati-Sakhis in line with curriculum developed by UNDP with the support of trained adjunct faculties/ master trainers pool. Training will be a combination of classroom training and 'on job – on field' training including online assignments.
- The trained Unnati-Sakhis in their local community with the support of master trainer/ adjunct faculty to deliver the following **(on Honorarium / Voluntary Basis)**,
 - Mobilize women and support 2 days Entrepreneurship Awareness Program (EAP) – to be delivered by the agency
 - Support women to start / scale-up micro enterprises from those who have undergone Entrepreneurship Development Program (EDP) and handhold/mentor them.
 - Network with local industrial associations, Government departments, civil societies, financial institutions etc.

C. Identification, mobilisation and selection of rural women having the potential to become micro entrepreneurs (as per the criteria defined) in selected 3 districts (6-9 focus blocks) of Karnataka.

- Mobilise women for participation in the project with support from Unnati Sakhis, district administration, KSRLM, UNDP
- Deliver 2 Days Entrepreneurship Awareness Program (EAP) closest to the location (block level) keeping the target group in mind
- Identify suitable/interested women to undergo 7 -10 days intensive EDP conducted by the service provider.

D. Expected Entrepreneurship Development Program:

- The service provider responsible to conduct 7-10 days classroom / 'on job- on field' training as per Biz-Sakhi curriculum and additionally
 - 2 days training program to be delivered reg Digital Marketing, state taxes and accounting, state specific Government support schemes for women with necessary linkages etc

E. Expected Business Advisory, Handholding and Linkages

- Preparation of 20-30 Micro Enterprise project profiles (per District) suitable for women entrepreneurship in three targeted districts
- Work closely with atleast 1000 women trained under EDP and develop individual business plan for these women
- Facilitate access to finance to new entrepreneurs by arranging institutional finance and making Unnati-Sakhis intermediaries between potential women entrepreneurs and financial institutions.
- Facilitate access to market and different aspects of value chain development by bringing together common enterprises as collectives.
- Promote and build partnerships along with UNDP for academic training and certification programs with certifying agencies, academic institutions, Industry associations, Community Enterprises Promoting Agencies, business enterprises, social enterprises etc. for sustaining the ecosystem for creating women entrepreneurship promotion.
- Organize corporate volunteering program to assist the women micro entrepreneurs including branding, digital marketing, online mentorship program etc.

F. Expected Learnings and Knowledge Management

- Support creation of online monitoring and tracking system which would act as a Knowledge Management asset for future mentorship plans.
- Prepare the Standard Operating Procedure (SOP) document (including a cost recovery strategy for the services of the mentors) for rolling out of the mentorship module widely across various stakeholders including the Government and non-profits.

EXPECTED DELIVERABLES

The service provider is expected to deliver the following activities through Master trainers and Unnati Sakhi's:

SI No	Expected Deliverables	No of Days	EXPECTED			Remarks
			Year 1	Year 2	Year 3	
1	Minimum 10 experienced team undergo Master Training Program preferably at NIRD/NIESBUD (Residential Training) and refresher training every year	10 days	10			With short 1-2 days refresher training for previous year master trainers
2	250 women - Unnati Sakhi (women community cadre) training program (Classroom and on-the field training) by Master Trainers. Additional 50 women to be trained, may women drop-out during the project period.	25 days in 5 months	100	150		Ex: Banking correspondence, VLEs, SHG leaders, existing women micro entrepreneurs etc. (refresher training should be included)
3	8000 women - Mobilization and outreach – identify interested women to undergo EAP, EDP, mentorship program	On-going activity	3000	3000	2000	Leveraging SRLM SHG network
4	5000 women undergo Entrepreneurship awareness program including basic digital skills by Unnati-Sakhi with the support of Master trainers (on the field training)	2 days as per Biz-Sakhi content	2000	2000	1000	Can be conducted with with-in a week

SI No	Expected Deliverables	No of Days	EXPECTED			Remarks
			Year 1	Year 2	Year 3	
5	3000 women undergo Entrepreneurship development program (classroom and on-the field) conducted by the service provider with the support of Master trainers who have completed EAP Program	7 -10 days as per Biz-Sakhi content	1000	1000	1000	Can be conducted with-in a month
6	Development of business plan for 1000 EDP trained women	On-going activity	300	400	300	
7	Minimum 3000 women provided Mentorship and handholding support by Unnati Sakhis to women who have completed EAP and EDP program. (minimum 1500 women should be linked to the financial / marketing support to start or scale up the business)	On-going activity	1000	1000	1000	Ongoing activity
8	Creation of 600 women owned micro enterprises from the trained pool with an impact on income increase (25% could be growth support to existing micro entrepreneurs)	On-going activity	250	250	100	Income enhancement through support system
9	Quarterly sales data from the micro enterprises (newly created) and regular measurement of income increase	On-going activity				

Expected Indicators of Success:

Indicator 1: 50% or more women (gone through EDP training) confirm at least 1 out of 3 statements

- a) that they receive active support from Unnati Sakhi and are satisfied with it
- b) Business skills have improved
- c) Feel more confident and capable to take decisions (would be carried out by UNDP or a third party M&E agency)

Indicator 2: 100 women owned micro enterprises are running profitably and led to an increase of 50% enhanced annual income for the women entrepreneurs assisted by the project (to be verified based on the project data captured by the agency and contact by UNDP project team)

EXPECTATIONS FROM SERVICE PROVIDER

The assignment requires a Karnataka state level / national firm that has experience in the following:

- Minimum 7 years of experience in entrepreneurship/livelihood promotion/financial inclusion/digital literacy programs for women at the grassroots level and training on women community cadres especially those from socially and economically challenged background.
- Minimum 5 years of experience in women micro enterprise training, forward-backward linkages, handholding support to women network and partnership with the financial institution.

Team composition / qualifications and requirements:

The selected service provider will be responsible for the creation of an implementation team. In order to provide services in the above mentioned areas, UNDP foresee involvement of the following expertise:

S.No.	Role	Profile
1.	Team Lead/ Entrepreneurship Development Expert	<ul style="list-style-type: none"> • Advanced university postgraduate degree in economics/ rural development/social sciences or any other relevant field with a minimum of 7 years of experience working in the social sector. government programs, UN Projects etc, • Experience in implementing entrepreneurship training and mentorship projects with a myriad of stakeholders and partners, including government, private sector, civil society, international organizations, donors, grassroots organizations and interagency committees. • Demonstrated experience and expertise in designing and implementing multi-sectoral initiatives in partnership with a wide range of stakeholders including government and communities.

S.No.	Role	Profile
		<ul style="list-style-type: none"> Fluency in English a must and knowledge of regional language (Kannada) would be a plus .
2.	Business Development / Market Linkages Expert	<ul style="list-style-type: none"> Bachelor's/Master's degree in economics, Rural Management, Social Work, or any other related field At least 5 years of experience in providing Business Development Services and/or in the domain of entrepreneursip development Must have in-depth knowledge of bank linkages, market linkages, credit facilitation, funding schemes, Govt. subsidiary schemes and registration procedures. Post training follow up and handholding, motivating, capacity building of the entrepreneurs to set up sustainable enterprises. Conducting market research and identifying potential markets. Identify new business opportunities and partners. Ability to manage multiple enterprises concurrently and meet deadlines as per the project plan. Understanding the right ideas and best practices and technological solutions for business Facilitate Business Plan Formulation, funding and infra set-up for enterprises Provide guidance, mentoring, training & delegate responsibilities to entrepreneurs enabling their economic growth & development. Fluency in English a must and knowledge of regional language (Kannada) would be a plus .
3.	Communication Associate	<ul style="list-style-type: none"> Bachelor's/Master's degree in Mass Communication, Jornalisam and related field At least 3 years of relevant experience in public relations, management, communications, marketing or advocacy Previous experience with a multilateral or international organization in the social development sector.

S.No.	Role	Profile
		<ul style="list-style-type: none"> • Experience in social media tools basic design / editing software • Experience in creating knowledge materials, communication collaterals, Human interest stories, monthly news letters and stakeholders communication • Fluency in English a must and knowledge of regional language (Kannada) would be a plus .
4,	Enterprises Master Trainers	<ul style="list-style-type: none"> • Bachelor's/Master's degree in Education, Rural Management, Social Work, or any other related field • At least 5 years of experience in a trainer role with a development organization preferably in the in the domain of entrepreneurship development • Mobilizing, selecting and empowering potential trainees, women SHGs in project locations • Deliver training by following the Training Schedule with quality standard as per the project norms. • Engage trainees actively in training through multiple innovative training methodologies to maximize training outputs. • Identify business opportunities in target area and provide beneficiaries with guidance on the choice of start-up businesses as per the project plan. • Conduct Skill Development activities- Production Technology and entrepreneurial value chain • Facilitate Business Plan Formulation, funding and infra set-up for enterprises • Ensure Post programme follow up and hand holding through trainings and mentoring • Fluency in English a must and knowledge of regional language (Kannada) would be a plus .

Submission of proposal:

Document to be submitted by the service provider:

The full proposal covering the following aspects:

A detailed Technical Proposal should include

- Context (organization introduction, understanding of the need for SOP)
- Methodology, Key Activities with Timelines and Deliverables
- Detailed methodology explaining the approach in achieving the objective by explaining state/districts/blocks wise awareness, mobilization, number of training days and field works, training methodologies, certification mechanisms, mentorship support mechanisms including suggesting appropriate mentor - mentee ratio, assessment and monitoring plan, partnership details with roles and responsibilities and key deliverables of each partners (with a narrative on numbers, strategy and a chart of activities) with time line and mitigation strategies for challenges arise.
- CV of project team leader and project team
- Short description of the organizations/agency's capability and work, proof of its capacity and experience in the relevant field

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted as a separate password protected file)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel proposed for LTA

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password protected as separate files.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an separate password protected file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3 & 4)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees*

#	Position	Name	Currency	Fee Rate/ per day	Fee Rate/per month**
1	Team Lead/ Entrepreneurship Development Expert				
2	Business Development / Market Linkages Expert				
3	Communication Associate				
4	Enterprises Master Trainer - 1				
5	Enterprises Master Trainer – 2				
6	Enterprises Master Trainer - 3				
	Any other personnel.....				
Subtotal Professional Fees:					

* quoted rates should be valid for three years, that is the duration of the Long-term agreement.

** One month consist of 22 working days.

Table 3: Breakdown of Other Lump sum Costs***

Description	UOM	Amount
Master Training Program preferably at NIRD/NIESBUD (Residential Training)	Batch of minimum 10 Women	
Unnati Sakhi (women community cadre) training program (Classroom and on-the field training) by Master Trainers.	Batch of 10 (10 women)	
	Batch of 15 (15 women)	
Entrepreneurship awareness program (EAP) including basic digital skills by Unnati-Sakhi with the support of Master trainers (on the field training)	Batch of 125 (20 women)	
	Batch of 250 (40 women)	
Entrepreneurship development program (EDP) (classroom and on-the field)	Batch of 100 (20 women)	
	Batch of 200 (30 women)	
	Any other Lump sum cost (Provide details)	
Subtotal Other Lump sum Costs:		

Table 4: Breakdown of Other Unit Costs***

Description	UOM	Amount
Development of business plan for EDP trained women	Per trained women	
Mentorship and handholding support by Unnati Sakhis to women who have completed EAP and EDP program. (minimum 1500 women should be linked to the financial / marketing support to start or scale up the business)	Per trained women	
Creation of women owned micro enterprises from the trained pool with an impact on income increase (25% could be growth support to existing micro entrepreneurs)	Per micro entrepreneur	
	Any other Unit cost, (Provide details)	
Subtotal Other Costs:		

*** Costing proposed by the bidder is in accordance to the details provided in the Terms of Reference (ToR)