

**REVISED ON NOVEMBER 12, 2020**  
**To extend the deadline to November 23, 2020**

**REQUEST FOR PROPOSAL (RFP)**

<b>United Nations Capital Development Fund</b>	<b>DATE: October 30, 2020</b>
	<b>REFERENCE: 72100</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting firms to support implementation of Agri Innovations In Nepal.**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals may be submitted on or **November 23, 2020** and via email to the address below:

**United Nations Capital Development Fund**  
**Procurement Office**  
**Carlos Escriva Gil**  
digital.procurement.bru@uncdf.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNCDF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNCDF<sup>1</sup> requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNCDF, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNCDF's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNCDF is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNCDF's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNCDF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNCDF if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

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<sup>1</sup> UNCDF is an associated agency of UNDP for the purposes of this notice references to UNDP apply to UNCDF.



Unlocking Public and Private  
Finance for the Poor

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*UNCDF Procurement Team*

10/30/2020

## Description of Requirements

Context of the Requirement	<p>UNCDF launched its Digital Finance interventions in Nepal in 2013 and focused on creating an inclusive environment for inception and scale up of digital financial services. UNCDF has been supporting the digital financial service providers, banks and other stakeholders in the country to develop the eco-system.</p> <p>In 2017, Nepal Rastra Bank issued the Payment Service Provider (PSP) license to the first set of non-bank companies. This led to a growing number of registered customers using mobile wallets for a range of payment services. UNCDF worked with its partners IME Digital and Prabhu Pay to implement and scale last mile adoption of digital financial services.</p> <p>Considering Nepal is an agro based economy with more than 60% of population engaged in agriculture, UNCDF with its partners Prabhu Management, SunFarmer and Swift/IME Digital developed use cases around dairy value chain digitization, Pay-as-you-go for solar irrigation pumps, farm operations digitization and digital credit market place. These pilots provided in-depth learning on linking digital with agriculture to drive adoption of digital services at the last mile. In 2018, Nepal Rasta Bank launched the Nepal Financial Inclusion Portal with technical support from UNCDF. NFIP is a data reporting and management tool that allows NRB to map level of financial inclusion in the country.</p> <p>UNCDF's support in introducing innovative models to bring process efficiencies and access to finance in the sector have aided in driving adoption of digital financial services by smallholder farmers. In just the agriculture sector, more than 150,000 smallholder farmers now have access to digital wallets, whereas the combined impact of UNCDF's interventions in Nepal have resulted in the registration of 700,000 digital wallet customers nationwide, of which approximately 30% are women customers.</p>
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	<p>UNCDF also implemented a agritech challenge in 2019 where two winners were selected. This year also Nepal is part of the larger South-South innovation platform and will conduct a innovation challenge for agritech start-ups. The challenge will be implemented on a virtual platform and would have components of marketing and communications, mentorship, managing south- south interaction etc.</p>																						
Implementing Partner of UNCDF	NA																						
Brief Description of the Required Services	<p>UNCDF plans to hire services of a consulting firm to support in challenge implementation, mentoring and communications in Nepal and also drive knowledge management between Nepali agritech and other markets.</p>																						
List and Description of Expected Outputs to be Delivered	<table border="1"> <thead> <tr> <th></th><th>Activities</th><th>Deliverables</th><th># of days</th></tr> </thead> <tbody> <tr> <td><b>Phase 1</b></td><td>Manage end to end virtual implementation of the project including marketing, orientation of potential applicants, reaching out and partnering with enablers, provide list of possible judges, ensure communication/coverage in local media and organize virtual events,</td><td> <ul style="list-style-type: none"> <li>Detailed workplan</li> <li>Marketing and communications plan</li> <li>Orientation plan for potential applicants</li> <li>List of potential partners as enablers and challenge judges</li> <li># 02 official virtual events organized</li> <li># 03 press releases</li> </ul> </td><td>35 days</td></tr> <tr> <td><b>Phase 2</b></td><td>Provide mentoring support/technical assistance to current winners of Agritech challenge 2019 and winners of 2020 challenge</td><td> <ul style="list-style-type: none"> <li>Mentoring plan</li> <li>Mentoring activity reports with at least 4 participants</li> </ul> </td><td>30 days</td></tr> <tr> <td><b>Phase 3</b></td><td>Drive discussion and knowledge exchange between Nepali and other markets ina-gritech and facilitate possible partnerships</td><td> <ul style="list-style-type: none"> <li>Plans for learning exchange</li> <li>Report on: # of events organized; # of participants; # of publications (blog post, videos, infographics...) and other relevant information</li> </ul> </td><td>25 days</td></tr> <tr> <td><b>Total</b></td><td colspan="2"></td><td>90 days</td></tr> </tbody> </table>				Activities	Deliverables	# of days	<b>Phase 1</b>	Manage end to end virtual implementation of the project including marketing, orientation of potential applicants, reaching out and partnering with enablers, provide list of possible judges, ensure communication/coverage in local media and organize virtual events,	<ul style="list-style-type: none"> <li>Detailed workplan</li> <li>Marketing and communications plan</li> <li>Orientation plan for potential applicants</li> <li>List of potential partners as enablers and challenge judges</li> <li># 02 official virtual events organized</li> <li># 03 press releases</li> </ul>	35 days	<b>Phase 2</b>	Provide mentoring support/technical assistance to current winners of Agritech challenge 2019 and winners of 2020 challenge	<ul style="list-style-type: none"> <li>Mentoring plan</li> <li>Mentoring activity reports with at least 4 participants</li> </ul>	30 days	<b>Phase 3</b>	Drive discussion and knowledge exchange between Nepali and other markets ina-gritech and facilitate possible partnerships	<ul style="list-style-type: none"> <li>Plans for learning exchange</li> <li>Report on: # of events organized; # of participants; # of publications (blog post, videos, infographics...) and other relevant information</li> </ul>	25 days	<b>Total</b>			90 days
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Person to Supervise the Work/Performanc	<p><i>UNCDF Country Digital Lead for Nepal</i></p>																						

e of the Service Provider	
Frequency of Reporting	<i>As needed, based planning of the assignment</i>
Progress Reporting Requirements	Monthly basis
Location of work	<input checked="" type="checkbox"/> Exact Address/ Nepal <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	90 days
Target start date	<b>December 10, 2020</b>
Latest completion date	30 November 2021
Travels Expected	In accordance with the methodology, the proposal shall include a timeline for the expected travels planned to perform the assignment.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Local Currency

Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																											
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																											
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

				National news papers
	Mentoring plan	10%	May 2021	Mentoring plan submitted
	Mentoring activity reports with at least 2 participants	10%	May- Dec 2021	Monthly report on mentoring activity against the plan
	Plans for learning exchange	10%	May-June 2021	Plan for learning exchange between Nepali and Indian start-ups
	Report on: # of events organized; # of participants; # of publications (blog post, videos, infographics...) and other relevant information	10%	July -Oct 2021	Monthly Reports on learning exchange as per plan
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNCDF Country Digital Lead for Nepal			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Service Contract <sup>4</sup>			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input type="checkbox"/> Expertise of the Firm 35% <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input type="checkbox"/> Management Structure and Qualification of Key Personnel 35%  <b>Financial Proposal (30%)</b>			

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 1, 2 and 3)
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<i>UNCDF Procurement Office Brussels</i> <a href="mailto:procurement.digital@uncdf.org">procurement.digital@uncdf.org</a> Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	The proposals shall be submitted by email to <a href="mailto:digital.procurement.bru@uncdf.org">digital.procurement.bru@uncdf.org</a> by <b>November 23, 2020</b> 23:59 pm (New York Time).

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.