



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: November 13, 2020
	REFERENCE: MyRFP_2020_028

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Integrated National Financing Framework: Developing Financing Partnerships to Accelerate SDG achievements in Malaysia**

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

Proposals may be submitted on or before Monday, November 30, 2020 via email to the address below:

United Nations Development Programme
Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.
procurement.my@undp.org

Your Proposal must be expressed in the English language, 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 UNDP 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 UNDP requirements.

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions 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 3.

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative
11/12/2020

Description of Requirements

Context of the Requirement	Integrated National Financing Framework: Developing Financing Partnerships to Accelerate SDG achievements in Malaysia
Implementing Partner of UNDP	Economic Planning Unit, Prime Minister's Department
Brief Description of the Required Services ¹	UNDP would like to engage a company to formulate the second phase of SDG Roadmap for Malaysia. The Roadmap is envisioned to be the country's blueprint describing projects/programs that contribute towards Malaysia's SDG realization. The Roadmap will advance the country's SDG agenda by identifying linkages across 'priority areas' and 'critical enablers' that can create synergistic benefits and provide savings to Government of Malaysia from executing multiple stand-alone interventions for each SDGs; and more importantly, setting specific targets to be achieved.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Function as a member of the technical working group on behalf of UNDP, giving sound technical input for the development of SDG Roadmap output; • Support organization of and participate in activities e.g. meetings, consultations, focus group discussions, at project and organizational levels with the participating UN Agencies and key stakeholders from government agencies, state governments and regional authorities, community organizations and private sectors; • Compile and analyse data and policy literature to build an understanding of the SDG Roadmap guidelines of UN to frame the narratives and discussion pertaining to the report; • Develop scenarios to analyse potential future trajectories of development, considering implications for short- and medium-term policy; • Work closely and in consultation with the UN Country Team and EPU focal points. • Participate and follow-up on requests for clarification and additional information about the contents of the report. • Ensure that the format of the text of the reports, tables, footnotes and presentation of data are of expected standards and follow necessary guidelines. • Direct any questions or clarifications to focal points of the UN and EPU. • Work closely with the UN Communications Group on presentations and awareness building materials. • Work closely with the editors, peer reviewers, publishers who may be employed for this project. • Assist in facilitating and operationalising of the SDG Roadmap national consultation(s)

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>for the phase II (2021-2025)</p> <ul style="list-style-type: none"> Perform any other tasks as requested by supervisor and UNDP Malaysia's Management Team
Person to Supervise the Work/ Performance of the Service Provider	Deputy Resident Representative and Senior Development Economist
Frequency of Reporting	Weekly check-in with the Deputy Resident Representative and Senior Development Economist
Progress Reporting Requirements	<ol style="list-style-type: none"> Output-based deliverables as agreed with Deputy Resident Representative and Senior Development Economist. Written report of activities conducted, to be submitted at the end of each month.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, Malaysia.
Expected duration of work	10 months with maximum of 120 working days
Target start date	1 December 2020
Latest completion date	1 September 2021
Travels Expected	Regional consultations – East Malaysia, North Peninsula
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
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"/> Local Currency_ Malaysia Ringgit
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes

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

Validity Period of Proposals (Counting for the last day of submission of quotes)	<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																				
Payment Terms ³	<table><tr><th>Activity</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Deliverable #1 – Satisfactory Submission of the workplan and inception report</td><td>10%</td><td>December 2020</td><td rowspan="4">Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Deliverable #2 – Satisfactory Submission of the Interim Report (Draft 1 SDG Roadmap)</td><td>30%</td><td>February 2021</td></tr><tr><td>Deliverable #3 – Satisfactory Submission of the Final Report (SDG Roadmap) and Acceptance of the Report by the UN Country Team</td><td>30%</td><td>May 2021</td></tr><tr><td>Deliverable #4 – Presentation, publication and Other Activities related to the SDG Roadmap</td><td>20%</td><td>July 2021</td></tr></table>				Activity	%	Timing	Condition for Payment Release	Deliverable #1 – Satisfactory Submission of the workplan and inception report	10%	December 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Deliverable #2 – Satisfactory Submission of the Interim Report (Draft 1 SDG Roadmap)	30%	February 2021	Deliverable #3 – Satisfactory Submission of the Final Report (SDG Roadmap) and Acceptance of the Report by the UN Country Team	30%	May 2021	Deliverable #4 – Presentation, publication and Other Activities related to the SDG Roadmap	20%	July 2021
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National-level Steering Committee made up of representatives from EPU, UNDP and other agencies/ministries.																				

³ 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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods & Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (35%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%) Financial Proposal (30%) 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 ⁴	<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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Page 7-9) Note: Please separate the Financial Proposal (Section D & E) and ensure that is password protected.
Contact Person for Inquiries (Written inquiries only) ⁶	procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

⁴ 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.

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Terms of Reference

Context

As Sustainable Development Goals (SDGs) integrator, the UNDP is spearheading the initiative of Integrated National Financing Framework: Developing Financing Partnerships to Accelerate SDG achievements in Malaysia (INFF project). The project aims to strengthen the national SDG financing architecture as an enabler for achieving the 2030 Agenda and the SDGs. The INFF is planned as a coherent piece of financing and budgeting policy across the whole of government, in that it is anchored essentially on the country's own aspirations and needs-based priorities. Hence the key starting points of the project will be the SDG target setting exercises which goes hand in hand with a data diagnostics and monitoring structure for tracking achievements. At the same time, a complete assessment of financial resources available to support SDG objectives will be undertaken, followed by a framework for greater private and public sector engagement towards the SDGs. Various output areas under the umbrella of INFF are an SDG Roadmap for Malaysia (Phase 2), Monitoring & Evaluation Framework for SDGs, a Development Finance Assessment (DFA), SDG Budgeting & Costing and an SDG Financing Strategy.

Objectives

Objective of Assignment:

The contracted organisation will be responsible for the satisfactory development of the SDG Roadmap for Malaysia (Phase 2). The Roadmap is envisioned to be the country's blueprint describing projects/programs that contribute towards Malaysia's SDG realization. The Roadmap will advance the country's SDG agenda by identifying linkages across 'priority areas' and 'critical enablers' that can create synergistic benefits and provide savings to GoM from executing multiple stand-alone interventions for each SDGs; and more importantly, setting specific targets to be achieved.

The Roadmap report will approximately be a 100-page report, executive summary and presentation materials. The Roadmap will be co-prepared with EPU which will be based on inputs from multiple-stakeholders, the SDG Cluster Working Committees (CWCs) and the detailed mapping that has been done by EPU of the SDG goals, targets and indicators against the Twelfth Malaysia Plan (12 MP) strategic thrusts, strategies and outcomes. The deliverable will be a document of the National Roadmap for Sustainable Development Goals for Malaysia with suitable and attractive infographics and pictures targeting a broad audience including policy-makers, the general public, media and experts that will be made available in print as well as electronically.

The contracted organisation will work under the supervision of the UNDP Resident Representative, the UN Resident Coordinator Office with close collaboration with Economic

Planning Unit. The contracted organization will work closely with UNDP Malaysia Senior Development Economist, UN Resident Coordinator Office's Economist, the National Steering Committee Secretariat, EPU, UN Country Team (UNCT), UN SDG Results Group and UN Communications Group.

Scope of Work

Under the direct supervision of UNDP Malaysia Deputy Resident Representative, with close collaboration and overall guidance from UNDP Malaysia Senior Development Economist, the contracted organisation will drive the process and activities throughout the various phases of the SDG Roadmap process:

- Function as a member of the technical working group on behalf of UNDP, giving sound technical input for the development of SDG Roadmap output;
- Support organization of and participate in activities e.g. meetings, consultations, focus group discussions, at project and organizational levels with the participating UN Agencies and key stakeholders from government agencies, state governments and regional authorities, community organizations and private sectors;
- Compile and analyse data and policy literature to build an understanding of the SDG Roadmap guidelines of UN to frame the narratives and discussion pertaining to the report;
- Develop scenarios to analyse potential future trajectories of development, considering implications for short- and medium-term policy;
- Work closely and in consultation with the UN Country Team and EPU focal points.
- Participate and follow-up on requests for clarification and additional information about the contents of the report.
- Ensure that the format of the text of the reports, tables, footnotes and presentation of data are of expected standards and follow necessary guidelines.
- Direct any questions or clarifications to focal points of the UN and EPU.
- Work closely with the UN Communications Group on presentations and awareness building materials.
- Work closely with the editors, peer reviewers, publishers who may be employed for this project.
- Assist in facilitating and operationalising of the SDG Roadmap national consultation(s) for the phase II (2021-2025)
- Perform any other tasks as requested by supervisor and UNDP Malaysia's Management Team

Deliverables, Schedule and Terms of Payments

The contract and payments will be performance-based and assessed by UNDP Malaysia. For payment in instalments, certification of satisfactory performance at each phase of key deliverable is required. Timing of specific activities will be discussed and agreed between UNDP and the consultant.

Education, Experience and Competencies

Composition Of Team

The contractor team shall have a maximum number of 3 key personnel. Additional members beyond the team composition and scope of work indicated in the terms of reference will not be considered and evaluated in the technical and financial evaluation. CVs of key personnel should be included in the technical proposal. Eligibility criteria for the personnel are as follows:

Qualification for the Team Leader:

- The person in charge / team leader will need to have a Master's Degree in Economics, Finance, Investment, Public Policy, Accounting, Development Studies or other relevant fields
- At least 5 years of relevant working experience or in lieu of a master's degree, minimum 7 years of experience with bachelor's degree at the national and/or international level;
- Extensive knowledge and proven working experience in the area of economics, accounting, banking, private equity, capital market, impact investing, corporate financing, public finance, budget review and public expenditure review or related fields
- Extensive knowledge of the UN Sustainable Development Goals is desirable;
- Excellent writing skills required, as demonstrated by previous research/analytical reports on relevant topics.
- Ability to lead consultations with senior government officials required.
- Sound grasp of substantive policy issues in the public finance field.
- Excellent knowledge of data collection, analysis and statistics tool are essential.
- Demonstrated ability to engage in strategic analysis, and sectoral analysis.

Qualification for the Core Team Members:

- Core Team members will have to have a Master's Degree in Economics, Finance, Investment, Public Policy, Accounting, Development Studies or other relevant fields
- At least 4 years of relevant working experience or in lieu of a master's degree, minimum 6 years of experience with bachelor's degree at the national and/or international level;
- Extensive knowledge and proven working experience in the area of economics, accounting, banking, private equity, capital market, impact investing, corporate

financing, public finance, budget review and public expenditure review or related fields

- Extensive knowledge of the UN Sustainable Development Goals is desirable;
- Excellent writing skills required, as demonstrated by previous research/analytical reports on relevant topics.
- Experience in facilitating consultations with senior government officials
- Sound grasp of substantive policy issues in the public finance field.
- Good knowledge of data collection, analysis and statistics tool are essential.
- Demonstrated ability to support strategic analysis, and sectoral analysis.

Overall Qualification Requirement of the Organization

- Proven track record of experience in designing and implementing impact assessment methodologies, rapid impact assessment and participation;
- Proven experience in successfully negotiating and engaging with strategic partners (national and subnational government, parliament, public finance institutions, UN Agencies, IFIs, bilateral and multilateral donors, the private sector, civil society, media);
- Proven experience of producing high quality reports, making impactful presentations as well as designing and delivering audience-focused trainings, etc;
- Proven experience in data collection, analysis and statistics tool;
- Proven experience in engaging in strategic analysis, and sectoral analysis;

Language Requirement:

- Proficient in English and Bahasa Malaysia (both spoken and written).

Competencies

- Corporate
- Demonstrates commitment to UNDP's vision, mission, and values;
- Displays cultural, gender, religion, race, nationality, age sensitivity, and adaptability;
- Demonstrates/safeguards ethics and integrity; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical

- Capable of working efficiently, dependable, and strong attention to detail;
- Familiarity with economics and development terminology and concepts, is an advantage;
- Demonstrated commitment to the timely delivery of projects; and
- Ability to maintain high-quality of work while meeting tight deadlines and short turn-around times

Functional

- Strong listening and communication skills;
- Capable of working in a high-pressure environment with short deadlines, managing many tasks simultaneously;
- Exercise the highest level of responsibility and be able to handle confidentiality

Financial Proposal

Financial proposal based on required expertise and capacity for quality deliverables.

Fee includes 6% SST

Annex 2

(To be complete and submit with proposal)

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable* (To be separated with password protected)

<u>Activity</u>	<u>Percentage</u>	<u>Delivery time</u> <u>(Actual timeline to be discussed with UNDP during Inception Phase)</u>	<u>Lump Sum (MYR)</u>
Deliverable #1 – Satisfactory Submission of the workplan and inception report	10%	December 2020	
Deliverable #2 – Satisfactory Submission of the Interim Report (Draft 1 SDG Roadmap)	30%	February 2021	
Deliverable #3 – Satisfactory Submission of the Final Report (SDG Roadmap) and Acceptance of the Report by the UN Resident Representative	30%	May 2021	
Deliverable #4 – Presentation, publication and Other Activities related to the SDG Roadmap	20%	July 2021	
Total	100%	10 months	

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

E. Cost Breakdown by Cost Component [This is only an Example]: (To be separated with password protected)

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team leader				
2. Team member				
3. Team member				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]