

REQUEST FOR PROPOSAL (RFP-BD-2020-045)
(For Low-Valued Services)



NAME & ADDRESS OF FIRM	DATE: November 26, 2020
	REFERENCE: RFP-BD-2020-045

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring Firm for Research on Youth Entrepreneurship – Bangladesh**

Proposals shall be submitted on or before 04.30 pm (local BD Time) on Sunday, December 06, 2020

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

Proposals may be submitted on or before the deadline indicated by UNDP e-Tendering system. Bid must be submitted using online e-Tendering system at the link furnished below:

<https://etendering.partneragencies.org>; by using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

And follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of **90 days**. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted into the system within deadline. e system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents *(with file name less than 60 characters)* in PDF format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, will not be considered for evaluation.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE ‘LINE ITEMS’ IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Krishna Raj Adhikari
Senior Operations Manager
November 26, 2020

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Annex 1

Description of Requirements

Context of the Requirement	Hiring Firm for Research on Youth Entrepreneurship – Bangladesh
Implementing Partner of UNDP	
Brief Description of the Required Services	<p>The United Nations Development Programme (UNDP) and the Islamic Development Bank (IsDB) are determined to build on their existing collaboration and enter into a partnership to support youth empowerment in IsDB member countries in Asia. Under this partnership, UNDP and IsDB will partner up to conduct research into youth entrepreneurship/ youth-led enterprises in Bangladesh.</p> <p>Guided by Youth 2030: the United Nations Strategy on Youth, UNDP strives to realize a world in which the human rights of every young person across the globe is realized; that ensures every young person is empowered to achieve their full potential; and that recognizes young peoples' agency, resilience and their positive contributions as agents of change.</p> <p>IsDB's Youth Development Strategy (YDS) 2020 – 2025 provides the strategic framework for how IsDB's interventions integrate the needs of youth. The YDS has two principal objectives; to support young women and men to be: (i) productive and economically empowered so as to contribute to the development of their societies; and (ii) engaged and responsible, in order to embody and embrace leadership. The YDS has three mutually reinforcing strategic pillars, referred to as the '3Es': Education, Economic Empowerment and Engagement. To support the delivery of the YDS in its member countries, IsDB has determined to partner with UNDP through the Youth Co:Lab initiative.</p> <p>Under this partnership, IsDB will partner with UNDP through Youth Co:Lab to conduct research on youth entrepreneurship / youth-led enterprises in Bangladesh. The objective of this research is to strengthen the evidence base regarding the multi-stakeholder actions needed to make the entrepreneurship ecosystem more inclusive of youth-led enterprises. The evidence generated through this research will help to guide the mainstreaming of IsDB's Youth Development Strategy through strategies and operations at country level. This is highly relevant in the case of Bangladesh, where IsDB's Member Country Partnership Strategy (MCPS) is in development for 2021. The research will be gender-responsive, in accordance with UNDP's Gender Equality Strategy and IsDB's Women's Empowerment Policy.</p> <p>This research will also support IsDB's Global Value Chain (GVC) approach. IsDB focuses on how development can be driven by the competitiveness of industries connected to the global market through global value chains (GVCs). In particular, IsDB is championing five GVCs under its Strategic Priorities 2019-2021: the food and agribusiness industry, the textiles, clothing, leather and footwear industry, the petrochemicals and petroleum industry, the construction industry, and Islamic finance. This research will assess the concentration of youth-led enterprises in key value chains (including but not limited to the priority GVCs listed above) and identify value chains that present opportunities for youth-led enterprises.</p> <p>This research will build on the existing collaboration between UNDP and IsDB. In September 2019, UNDP and IsDB launched a renewed action plan to strengthen collaboration in support of national efforts to achieve the SDGs. Key IsDB-UNDP global partnerships of note include the Global Islamic Finance and Impact Investing Platform (GIFIIP) established by IsDB and UNDP's</p>

	Istanbul International Center for Private Sector in Development in 2016, and the NGOs Empowerment for Poverty Reduction Program launched in 2019.															
List and Description of Expected Outputs to be Delivered	<p>The research is expected to bring a synthesis of diagnostic of youth entrepreneurship ecosystem, Mapping of youth entrepreneurship support ecosystem (actors and types of support provided) and a details report production based on validation by stakeholders and UNDP and IsDB feedback.</p> <table border="1"> <thead> <tr> <th>#</th><th>Deliverables</th><th>Tentative days</th></tr> </thead> <tbody> <tr> <td>1</td><td>Inception Report</td><td>End of 1st Week</td></tr> <tr> <td>2</td><td>Progress report of primary and secondary research</td><td>End of 3rd Week</td></tr> <tr> <td>3</td><td> <ul style="list-style-type: none"> Draft study report Beta version of virtual ecosystem platform </td><td>End of 7th Week</td></tr> <tr> <td>4</td><td> <ul style="list-style-type: none"> Final report and synthesis brief production based on validation by stakeholders Final version of virtual ecosystem platform </td><td>End of 11th Week</td></tr> </tbody> </table>	#	Deliverables	Tentative days	1	Inception Report	End of 1st Week	2	Progress report of primary and secondary research	End of 3rd Week	3	<ul style="list-style-type: none"> Draft study report Beta version of virtual ecosystem platform 	End of 7th Week	4	<ul style="list-style-type: none"> Final report and synthesis brief production based on validation by stakeholders Final version of virtual ecosystem platform 	End of 11th Week
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Person to Supervise the Work/Performance of the Service Provider	The selected firm will work under the overall guidance of Head of Partnership and Business Cluster with close coordination of the UNDP Research Team, Youth Co:Lab Bangladesh and the Bangkok Regional Hub Team.															
Frequency of Reporting	<input checked="" type="checkbox"/> As indicated in the TOR															
Progress Reporting Requirements	<input checked="" type="checkbox"/> As indicated in the TOR															
Location of work	<input checked="" type="checkbox"/> As indicated in the TOR															
Expected duration of work	The duration of this assignment is for 03 months.															
Target start date	December 15, 2020															
Latest completion date	March 14, 2021															
Travels Expected	As indicated in the TOR															
Special Security Requirements	<input checked="" type="checkbox"/> Not Applicable															
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract shall be paid as achievement of milestones as per the ToR.															
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 BDT																								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																								
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Head of Partnership and Business Cluster</p> <p>Payment for services of the contractor will be made upon satisfactory certification by the contract administrator.</p>																								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract																								
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.																								

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Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p><u>Minimum Eligibility Criteria:</u></p> <p><u>The Firm</u></p> <ul style="list-style-type: none"> • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured • Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List • Business Registration Certificate • Tax clearance certificate • VAT clearance certificate • Latest Audited Financial Statement (2018-2019 and 2019- 2020)– income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. • Minimum 5 years of working experience in research consultancy with development and private sector • Minimum two previous research sector /study reports on entrepreneurship and startup ecosystem, share the links to access online. <p><u>Key personnel</u></p> <p>The firm must provide at least 3 members for the assignment: 1 Team Leader as Research Team Lead and 2 Primary Supporting Team Members as Research Associates. Additional team members may be presented in the proposal, however, only members listed as either Research Team Lead or Research Associate Member will be evaluated in the technical evaluation. *Research Associate Team Members will be assessed as a group.</p> <p><u>Team Leader (01)</u></p> <ul style="list-style-type: none"> • Minimum Master’s degree in a relevant field of study (Economics, Business, Development Studies, or other related fields). • Minimum 5 years of experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations. • Working and/or consulting experience with private sector, development partners and non-government organizations. <p><u>Research Associate (02)</u></p> <ul style="list-style-type: none"> • Minimum Bachelor’s degree in a relevant field of study. • Minimum 3 years of experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations <p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel
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	Criteria	Weight	Max. Points
	Technical	70%	
	1. Background experience/ Expertise of organization/Firm		25
	1.1 Working experience in research consultancy with development and private sector		10
	1.2 Previous research and study reports on entrepreneurship and startup ecosystem		15
	2. Adequacy and Comprehensiveness of the proposal (concept, approach, work plan)		30
	2.1 Quality and relevant of proposed approach.		15
	2.2 Quality of proposed analytical framework		15
	3. Management Structure & Skills and experience of Key Personnel		15
	3.1 Team Leader – 1 Person		10
	• Educational qualification		2
	• Experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations		4
	• Working and/or consulting experience with private sector, development partners and non-government organizations		4
	3.2 Research Associate – 2 Person		5
	• Educational Qualification		
	• Experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations		
	Financial		30
	Total		100
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Others [Written Self-Declaration] (Annex 5)		

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<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>UNDP Procurement Cluster, UNDP Bangladesh bd.procurement@undp.org If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID bd.procurement@undp.org within December 01, 2020 by 4.30 pm. <u>"Attn. BD Procurement- Queries on RFP-BD-2020-045-Hiring Firm for Research on Youth Entrepreneurship – Bangladesh"</u> 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.</p>
<p>Other Information [pls. specify]</p>	<p>* For attention: The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>. Financial proposal must be 'password' protected.</p>

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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[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**Minimum eligibility criteria of the consultancy firm:**

The key qualifications of the institution/firm, Team Leader, Research Associate are listed below. Firms are welcome to propose additional team members in order to meet the objectives of the assignment within the allotted time period. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured
- Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List
- Business Registration Certificate
- Tax clearance certificate
- VAT clearance certificate
- Latest Audited Financial Statement– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- Working experience in research consultancy with development and private
- Previous research sector /study reports on entrepreneurship and startup ecosystem, share the links to access online.

Minimum eligibility criteria of key personnel:

Minimum Eligibility Criteria for the Human resource:

The firm must provide at least 3 members for the assignment: 1 Team Leader as Research Team Lead and 2 Primary Supporting Team Members as Research Associates. Additional team members may be presented in the proposal, however, only members listed as either Research Team Lead or Research Associate Member will be evaluated in the technical evaluation. *Research Associate Team Members will be assessed as a group. The firm will be invited to submit a detailed proposal alongside CVs for the team leader, and any associate/assistant staff/s (see below)

Team Leader:

The Team Leader will be a key liaison point between UNDP and the selected organization. It is expected he/she will have overall responsibility for the assignment, oversight of the team and oversee qualitative analysis and reporting.

- Educational Qualification
- Working experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations.
- Working and/or consulting experience with private sector, development partners and non-government organizations.

Research Associate 02]:

- Educational Qualification
- Experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not submit/meet above mentioned eligibility criteria will not be considered for further evaluation.

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 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.*

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D. Cost Breakdown per Deliverable (The file with the “FINANCIAL PROPOSAL” must be encrypted with a password)

SL No.	Outputs and deliverables	Payments (% of total)	Value
1.	1st payment will be paid after submission of inception Report and accepted by the contract administrator	15%	
2.	2nd payment will be paid after submission Progress report of primary and secondary research and accepted by the contract administrator	35%	
3.	3rd payment will be paid after submission of <ul style="list-style-type: none"> Draft study report Beta version of virtual ecosystem platform; and accepted by the contract administrator	30%	
4.	4th payment will be paid after submission of <ul style="list-style-type: none"> Final report and synthesis brief production based on validation by stakeholders Final version of virtual ecosystem platform and accepted by the contract administrator	20%	
	Total	100 %	

E. Cost Breakdown by Cost Component (The file with the “FINANCIAL PROPOSAL” must be encrypted with a password)

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	7
I. Personnel Services						
1	Team Leader	person-day	1			
2	Research Associate	person-day	2			
4	Add more, if required	person-day	1			
Sub Total						
II. Out of Pocket Costs						
1	Travel Costs	Nos.				
2	Daily Allowance	Nos.				
	Communications					
	Web platform for Ecosystem Mapping	Nos.				
	Print & Publication of Report	Nos.				
	Organizing FGD Sessions	Nos.				
	Validation Workshop/Consultation	Nos.				
	Report launching ceremony	Nos.				
Sub Total						
III Other related cost						

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No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	7
1						
Sub Total						
D Total Programme Cost (A+B+C)						
E Overhead/Management Cost						
F VAT & Other Indirect Applicable Tax						
Grand Total Grand Total (D+E+F)						1,158,300

In Word:

Note: Where necessary, please provide detail estimate of some of the line items in separate tables.

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]

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Annex 3***General Terms and Conditions for Services*****1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
 - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
 - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
 - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

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Annex 4

Terms of Reference (TOR)

Hiring a Firm- Research on Youth Entrepreneurship – Bangladesh

A. Project Title

Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab), UNDP Bangladesh

B. Background

The United Nations Development Programme (UNDP) and the Islamic Development Bank (IsDB) are determined to build on their existing collaboration and enter into a partnership to support youth empowerment in IsDB member countries in Asia. Under this partnership, UNDP and IsDB will partner up to conduct research into youth entrepreneurship/ youth-led enterprises in Bangladesh.

Guided by Youth 2030: the United Nations Strategy on Youth, UNDP strives to realize a world in which the human rights of every young person across the globe is realized; that ensures every young person is empowered to achieve their full potential; and that recognizes young peoples' agency, resilience and their positive contributions as agents of change.

IsDB's Youth Development Strategy (YDS) 2020 – 2025 provides the strategic framework for how IsDB's interventions integrate the needs of youth. The YDS has two principal objectives; to support young women and men to be: (i) productive and economically empowered so as to contribute to the development of their societies; and (ii) engaged and responsible, in order to embody and embrace leadership. The YDS has three mutually reinforcing strategic pillars, referred to as the '3Es': Education, Economic Empowerment and Engagement. To support the delivery of the YDS in its member countries, IsDB has determined to partner with UNDP through the Youth Co:Lab initiative.

Under this partnership, IsDB will partner with UNDP through Youth Co:Lab to conduct research on youth entrepreneurship / youth-led enterprises in Bangladesh. The objective of this research is to strengthen the evidence base regarding the multi-stakeholder actions needed to make the entrepreneurship ecosystem more inclusive of youth-led enterprises. The evidence generated through this research will help to guide the mainstreaming of IsDB's Youth Development Strategy through strategies and operations at country level. This is highly relevant in the case of Bangladesh, where IsDB's Member Country Partnership Strategy (MCPS) is in development for 2021. The research will be gender-responsive, in accordance with UNDP's Gender Equality Strategy and IsDB's Women's Empowerment Policy.

This research will also support IsDB's Global Value Chain (GVC) approach. IsDB focuses on how development can be driven by the competitiveness of industries connected to the global market through global value chains (GVCs). In particular, IsDB is championing five GVCs under its Strategic Priorities 2019-2021: the food and agribusiness industry, the textiles, clothing, leather and footwear industry, the petrochemicals and petroleum industry, the construction industry, and Islamic finance. This research will assess the concentration of youth-led enterprises in key value chains (including but not limited to the priority GVCs listed above) and identify value chains that present opportunities for youth-led enterprises.

This research will build on the existing collaboration between UNDP and IsDB. In September 2019, UNDP and IsDB launched a renewed action plan to strengthen collaboration in support of national efforts to achieve the SDGs. Key IsDB-UNDP global partnerships of note include the Global Islamic Finance and Impact Investing Platform (GIFIIP) established by IsDB and UNDP's Istanbul International Center for Private Sector in Development in 2016, and the NGOs Empowerment for Poverty Reduction Program launched in 2019.

C. Project Description

Youth Co:Lab, co-created in 2017 by UNDP and the Citi Foundation, establishes a common agenda for countries in Asia-Pacific to empower and invest in youth, so that they can accelerate the implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship.

To date, Youth Co:Lab has been implemented in 26 countries and territories across the Asia-Pacific region, including in IsDB member countries Bangladesh, Indonesia, Pakistan, Malaysia and Maldives. By enabling young people to develop their skills, generate economic opportunities for themselves and their peers, and lead in developing solutions to the challenges facing their communities, Youth Co:Lab directly supports the three strategic pillars of IsDB's YDS. In particular, Youth Co:Lab supports IsDB's aims under YDS Pillar 2 to create enabling environments that are conducive to youth entrepreneurship and to promote job creation among youth through SME development.

D. Scope of Services

The country study in Bangladesh will cover the following in terms of its scope:

1. Youth entrepreneurship / youth-led enterprise context, including a synthesis of available national data on youth entrepreneurship / youth-led enterprises. This will include:
 - a) National definition of youth and the size (population) of the youth cohort
 - b) Segmentation of youth-led enterprises according to size and type using recognized national and global definitions and available data, including self-employment, micro, small and medium-sized enterprise, start-ups, social enterprises, etc.
 - c) Segmentation of youth-led enterprises according to sector/industry, formal vs. informal, etc. Assessment of concentration of youth-led enterprises in IsDB priority global value chains (including agribusiness, textiles, Islamic Finance, ICT), and other key value chains of national strategic importance.
 - d) Gender-based segmentation and analysis of youth-led enterprises
 - e) Geography-based segmentation and analysis of youth-led enterprises
 - f) Social inclusion lens, e.g. young people with disabilities
 - g) Short summary of available data on impacts of the COVID-19 crisis on young entrepreneurs / youth-led enterprises
 - h) Assessment of data gaps and data limitations related to synthesis of youth entrepreneurship / youth-led enterprises at national level.

2. Synthesis and assessment of key national and sub-national strategies, policies and plans related to youth entrepreneurship / youth-led enterprises, including in relation to national plans and policies, economic development strategies, human development strategies, and youth development strategies. Assessment of key value chains that present opportunities for youth-led enterprises and supporting national priorities e.g. economic diversification.

3. Diagnostic of the youth entrepreneurship ecosystem and mapping of the support ecosystem:
 - a) Diagnostic of the strengths and weaknesses of six key domains of the country's youth entrepreneurship ecosystem: policy and regulatory framework, human capital and entrepreneurship culture, access to finance and incentives, business development support and infrastructure, innovation and technology, and access to market. Assessing domains with a youth-responsive and gender-responsive lens.
 - b) The diagnostic will incorporate literature review as well as primary data collection through surveys, interviews and/or focus group discussions with young people and with key informants. Stakeholder validation of the diagnostic will be required. Sub-national diagnostic of the youth entrepreneurship ecosystem.
 - c) Mapping of key actors supporting youth entrepreneurship at national and sub-national levels – mapping actors and types of support provided (including by stage of business, geographic coverage, gender, etc.)
 - d) Assessment of particular barriers or challenges that young entrepreneurs / youth-led enterprises face, opportunities for their growth, key findings related to differences between youth and adult entrepreneurs (e.g. differences in sectoral concentration, concentration in social entrepreneurship, start-ups, access to finance, digital access and literacy, capabilities, etc.)
 - e) Assessment of key sectors and value chains that present opportunities for youth-led enterprises and supporting national priorities e.g. economic diversification.

4. Recommendations of strategic entry points for promoting the growth and resilience of youth-led enterprises:
 - a) Based on the diagnostic and findings of literature review as well as primary data collection, recommendations for entry points to strengthen the enabling environment for youth entrepreneurship (national and sub-national level recommendations).
 - b) Best practices and local solutions identified through synthesis of mapping of key actors supporting youth entrepreneurship / youth-led enterprises.
 - c) Identification of key value chains that present opportunities for youth-led enterprises and supporting national economic development priorities.
 - d) Entry points for supporting the growth and resilience of youth-led enterprises, including through IsDB's reverse linkage modality, MCPS interventions and existing or planned country-level operations.

E. Expected Outputs

The research is expected to bring a synthesis of diagnostic of youth entrepreneurship ecosystem, Mapping of youth entrepreneurship support ecosystem (actors and types of support provided) and a details report production based on validation by stakeholders and UNDP and IsDB feedback.

#	Deliverables	Tentative days
1	Inception Report	End of 1st Week
2	Progress report of primary and secondary research	End of 3rd Week
3	<ul style="list-style-type: none"> Draft study report Beta version of virtual ecosystem platform 	End of 7th Week
4	<ul style="list-style-type: none"> Final report and synthesis brief production based on validation by stakeholders Final version of virtual ecosystem platform 	End of 11th Week

F. Methodology

The researchers will be responsible for designing a rigorous and ethical research methodology, conducting primary and secondary research, and collating findings into high-quality analysis and recommendations. The research is expected to follow the following four phases:

Phase	Activities
Foundation Phase	<ul style="list-style-type: none"> Kick off and planning meetings Design of research tools and research plan <p>Collation of data and secondary literature Production of inception report to include:</p> <ul style="list-style-type: none"> Research framing, methodology, plan Research tools (survey questionnaire, interview lines of inquiry) Identification of respondent profiles / sampling for primary research (key informant interviews, focus group discussions and surveys) Outline of structure for final report
Discovery Phase	<ul style="list-style-type: none"> Literature review and data analysis on youth-led enterprises Primary research: <ul style="list-style-type: none"> Key informant interviews Focus group discussions Surveys Diagnostic assessment Synthesized insights from primary and secondary research
Synthesis and Validation	<ul style="list-style-type: none"> Synthesis of diagnostic of youth entrepreneurship ecosystem Mapping of youth entrepreneurship support ecosystem (actors and types of support provided) Draft report production Validation of research findings with young entrepreneurs, key stakeholders, UNDP and IsDB
Reporting Phase	<ul style="list-style-type: none"> Final report and synthesis brief production based on validation by stakeholders and UNDP and IsDB feedback. Support to knowledge products and communication of key findings e.g. collation of quotes, data points, key takeaways and recommendations.

G. Institutional Arrangement

The selected firm will work under the overall guidance of Head of Partnership and Business Cluster with close coordination of the UNDP Research Team, Youth Co:Lab Bangladesh and the Bangkok Regional Hub Team.

H. Duration of the Work

The research firm is expected to commit to a period of 03 (three) months. Expected start date 15 December 2020

I. Location of Work

The firm is expected to work from their own offices, attend meetings at UNDP office or online as required, and visit field sites when required for collecting information/data.

J. Qualifications of the Successful Service Provider at Various Levels

The assignment will be contracted to a company/firm, based on a team approach, with experience in the substantive area and knowledge of youth economic empowerment and entrepreneurship ecosystem development. The following eligibility requirements will be adopted for selection of potential firms:

Minimum Eligibility criteria for firm:

- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured
- Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List
- Business Registration Certificate
- Tax clearance certificate
- VAT clearance certificate
- Latest Audited Financial Statement (2018-2019 and 2019- 2020)– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- Minimum 5 years of working experience in research consultancy with development and private sector
- Minimum two previous research sector /study reports on entrepreneurship and startup ecosystem, share the links to access online.

Bidders are requested to submit necessary documentation to prove their eligibility against the eligibility criteria above.

The key personnel quality and minimum eligibility:

The firm must provide at least 3 members for the assignment: 1 Team Leader as Research Team Lead and 2 Primary Supporting Team Members as Research Associates. Additional team members may be presented in the proposal, however, only members listed as either Research Team Lead or Research Associate Member will be evaluated in the technical evaluation. *Research Associate Team Members will be assessed as a group.

Key Personnel	Minimum Requirement
Research Team Lead	<ul style="list-style-type: none"> • Minimum Master's degree in a relevant field of study (Economics, Business, Development Studies, or other related fields). • Minimum 5 years of experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations. • Working and/or consulting experience with private sector, development partners and non-government organizations.
Research Associate (2)	<ul style="list-style-type: none"> • Minimum Bachelor's degree in a relevant field of study. • Minimum 3 years of experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations

K. Criteria of Evaluation

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

Technical (70)

1. Expertise of organization (25)

- Working experience in research consultancy with development and private sector (10)
- Previous research and study reports on entrepreneurship and startup ecosystem (15)

2. Methodology (30)

- Quality and relevant of proposed approach- 15 marks
- Quality of proposed analytical framework- 15 marks

3. Expertise of proposed researcher/team (15)

Team Leader (01)-10 Marks

- Educational qualification -2 marks
- Experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations- 4 marks
- Working and/or consulting experience with private sector, development partners and non-government organizations -4 marks

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Research Associate (2)- 5 Marks

- Educational Qualification
- Experience in leading research activities and working with SMEs, Startups and youth innovators/youth organizations

Financial (30)

Languages

- Excellent English, report writing, presentation and communication skills.

L. Scope of Proposal Price and Schedule of Payments

Payments shall be done based on completion of each deliverable, upon verification of completion of deliverables and approval by the supervisor.

#	Deliverables	Tentative due date	Payment
1	Inception Report	End of 1st Week	15%
2	Progress report of primary and secondary research	End of 3rd Week	35%
3	<ul style="list-style-type: none"> • Draft study report • Beta version of virtual ecosystem platform 	End of 7th Week	30%
4	<ul style="list-style-type: none"> • Final report and synthesis brief production based on validation by stakeholders • Final version of virtual ecosystem platform 	End of 11th Week	20%
	Total		100%

J. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes.

Description of Activity	Remuneration per Unit of time (e.g. day, month, etc.)	Total Period of Engagement (e.g. day, month, etc)	No. of Personnel/Items	Total Rate for the Period
I. Personnel Services				
1. Services from Home Office				
a. Research Team Lead				
b. Research Associate				
c. Research Associate				
II. Out of Pocket Costs				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Web platform for Ecosystem Mapping				
5. Print & Publication of Report				
6. Organizing FGD Sessions				
7. Validation Workshop/Consultation				
8. Report launching ceremony				
III. Other Related Costs				

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Annex 5

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **Hiring a Firm- Research on Youth Entrepreneurship – Bangladesh**

Reference: RFP-BD-2020-045

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List,
UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

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