



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

NAME & ADDRESS OF FIRM	DATE: December 2, 2020
	REFERENCE: 2020/UNDP-MMR/PN/137

Dear Sir / Madam:

We kindly request you to submit your Proposal for MSME Capacity Building Trainings for Yangon, Mandalay, Tanintharyi, Kachin, Mon through Virtual Platform.

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

Proposals may be submitted on or before Tuesday, December 08, 2020 and via email, courier mail to the address below:

United Nations Development Programme (Myanmar)
No. 6, Natmauk Road, Tamwe Township, Yangon
Programme Support Team Leader
bids.mm@undp.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 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/protestandsanctions/>

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:
http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Programme Support Team Leader
11/30/2020

Description of Requirements

Context of the Requirement	<p>COVID-19 has spread rapidly to almost every corner of the world. According to the WHO, globally, the number of confirmed cases has exceeded 8.9 million with 44, 888,869 fatalities as of 30 Oct 2020¹. Myanmar currently has a confirmed case load of 337 patients but is at continued risk of spread particularly in densely populated urban areas and on account of the continuing return of migrant workers from abroad.</p> <p>Even as the COVID-19 pandemic is a public health crisis, preliminary analysis has highlighted the sudden, unprecedented and prolonged negative and differentiated socio-economic impacts across sectors, vulnerable groups including elderly, women, Internally Displaced Persons, rural and urban poor, states and regions in Myanmar. Sharp and rapid declines in household incomes, widespread livelihood disruptions are occurring due to stalling of economic activities and halting of trade and vital supply chains.</p> <p>Overall GDP projections are widely anticipated to indicate a slow down with a gradual recovery in 2021 depending on how Myanmar effectively succeeds in controlling the rate of increase of COVID-19 infections. The significant socio-economic impacts are being transmitted through several channels on both the supply and demand supply side concurrently and include declines in aggregate demand and consumption, trade and supply chain disruptions in manufacturing, garments, investments, remittances and on tourism, hospitality, retail and the services sector. As a response to these impacts, and to additional restrictions imposed by the Government of Myanmar to control the spread of the pandemic, Myanmar is experiencing a change in consumer spending habits and an acceleration of digital transformation incentivizing businesswomen and -men to make outstanding investments and customers to update their consumer behaviors.</p> <p>The rise of digital payment systems, online sales and collaboration platforms (e.g. Zoom) have demonstrated that the digital transformation creates opportunities to adapt and further diversify/develop new business operating models for MSMEs including through innovative financing, new ways of reaching a much wider consumer base and connecting supply and value chains while pivoting to new geographies when required as a way of responding to the COVID-19 shock. With the 'lock-down' measures fading out, Myanmar is entering a 'new normal' in which consuming, working and producing digitally is an integral part of the economy and society. This digitally transformed, 'new normal' will yield gains for efficiency, innovation, use of data, and fostering business resilience. The GoM's COVID-19 Economic Relief Plan (CERP) explicitly recognizes the needs, and opportunities, for digital transformation in Action Plan 5.1.</p> <p>Myanmar has significant untapped potential to diversify and rebuild businesses, restore flexibly disrupted supply chains, enhance customer experiences, operational efficiencies and firm level competitiveness domestically, regionally and globally. The anticipated acceleration of digital innovation and transformation in Myanmar will require additional investments by MSMEs and companies and supportive and complementary public and private efforts to strengthen digital literacy and virtual learning. The economic crisis in Myanmar, triggered by the pandemic and respective quarantines, hit hardest the people that were employed in less resilient businesses. Micro-, small- and medium-sized enterprises (MSMEs) tend to be more vulnerable to economic shocks because they have limited savings, low credit ratings and limited resources to adapt their business model. At the same time, non-formal micro, small and medium-sized enterprises employ 83 percent of the population in Myanmar.</p>
----------------------------	---

¹ <https://www.who.int/publications/m/item/weekly-operational-update---30-october-2020>

	<p>UNDP in partnership with the Directorate of Industrial Supervision and Inspection (DISI) conducted a series of capacity building trainings with focus on women and youth enterprises for start-ups and ongoing businesses from February to October 2020 in Yangon, Mandalay, Shan and Rakhine to support adaptation including digitization needs of businesses to help cushion and mitigate the impact of COVID-19 and shift from offline to online businesses. .</p> <p>Building on the positive feedback received from both trainers and trainees on the virtual trainings and the demand for similar trainings to continue and expand it cover other states and regions, and informed by the lessons learned, UNDP and DISI seeks the services of a firm to conduct the virtual capacity building trainings for MSMEs in Yangon Region, Mandalay Region, Taninthari Region, Mon State and Kachin State. The capacity building programme is expected to enable MSMEs to adapt to the 'new normal' and facilitate and speed up their return to business and operations.</p>
Brief Description of the Required Services	<p>The objective of the assignment is to provide capacity building trainings targeting for 1) Start-ups and 2) Ongoing businesses with a focus on women owned and led MSMEs and youth from the targeted states and regions. It has been observed that in many parts of Myanmar, women businesses including informal businesses face significant constraints in breaking out of small businesses and make their businesses grow.</p> <p>These are to be achieved through the following:</p> <ol style="list-style-type: none"> 1. Building on the finding of previous MSME capacity building programme, development, preparation and delivery of entrepreneurial and managerial skills training courses to selected candidates from MSMEs in the locations; 2. Provision of coordinated delivery of customized business advisory and mentorship services based on a quick survey and interaction with business associations <p>The training will be provided virtually to at least 200 (with preference to women and young entrepreneurs) participants to improve their entrepreneurial skills to better assess the business environment, acquire basic knowledge for developing and using business/marketing plans, develop skills for better business plan including to support cushioning the impact of COVID-19 and strengthen response and recovery planning in line with emerging digitalization demands.</p> <p>Each training session should include not more than 25 participants and each session should provide at least 40 hours of class. Trainings shall be organized in a way that each theoretical session is followed with practical exercises, which shall help the participants to develop and complete their business plan. In addition, the sessions should to be complemented by knowledge sharing sessions from local entrepreneurs, MSMEs, banks and relevant government departments. At the end of the trainings, participants shall be invited to 'pitch' their ideas with incentives to be provided for the winning pitches. These costs should be included in the package. The training methodology should take into consideration the need to adapt/customize training approaches and content with the evolving pandemic situation and to different categories of trainees,</p>

	entrepreneurial background, local context and knowledge on business and entrepreneurship development.
List and Description of Expected Outputs to be Delivered	(Please see in attached TOR)
Person to Supervise the Work/Performance of the Service Provider	<i>(Please see in attached TOR)</i>
Frequency of Reporting	<i>[Please see in attached TOR]</i>
Progress Reporting Requirements	Please see in attached TOR
Location of work	Yangon with travel to 4 State/Regions
Expected duration of work	
Target start date	December 2020
Latest completion date	31 March 2021
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not provided
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

completing the services																		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for International Firm <input checked="" type="checkbox"/> Local Currency (Kyats) for Local Firm																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 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	<table border="1"> <thead> <tr> <th></th> <th>Expected outputs</th> <th>Target timeline</th> </tr> </thead> <tbody> <tr> <td>1. Inception Report</td> <td>Inception Report with detailed methodological notes along with dissemination channel and roadmap of the involvement of private sector</td> <td>No later than 15 days from Contract Start date</td> </tr> <tr> <td>2. Training Reports for 3 States/Regions</td> <td> <ul style="list-style-type: none"> Training Completion Reports for 3 State/Regions with recommendation for next step </td> <td>45 Days from Contract start date</td> </tr> <tr> <td>3. Training Reports for 2 States/Regions</td> <td> <ul style="list-style-type: none"> Training Completion Reports for 2 State/Regions with recommendation for next step </td> <td>60 Days from contract start date</td> </tr> <tr> <td>4. Final Report</td> <td> <ul style="list-style-type: none"> Final Report with findings from the trainings and monitoring the progress of the participant after the training At least 2 impact stories from the trainings </td> <td>80 Days from contract start date</td> </tr> </tbody> </table>				Expected outputs	Target timeline	1. Inception Report	Inception Report with detailed methodological notes along with dissemination channel and roadmap of the involvement of private sector	No later than 15 days from Contract Start date	2. Training Reports for 3 States/Regions	<ul style="list-style-type: none"> Training Completion Reports for 3 State/Regions with recommendation for next step 	45 Days from Contract start date	3. Training Reports for 2 States/Regions	<ul style="list-style-type: none"> Training Completion Reports for 2 State/Regions with recommendation for next step 	60 Days from contract start date	4. Final Report	<ul style="list-style-type: none"> Final Report with findings from the trainings and monitoring the progress of the participant after the training At least 2 impact stories from the trainings 	80 Days from contract start date
	Expected outputs	Target timeline																
1. Inception Report	Inception Report with detailed methodological notes along with dissemination channel and roadmap of the involvement of private sector	No later than 15 days from Contract Start date																
2. Training Reports for 3 States/Regions	<ul style="list-style-type: none"> Training Completion Reports for 3 State/Regions with recommendation for next step 	45 Days from Contract start date																
3. Training Reports for 2 States/Regions	<ul style="list-style-type: none"> Training Completion Reports for 2 State/Regions with recommendation for next step 	60 Days from contract start date																
4. Final Report	<ul style="list-style-type: none"> Final Report with findings from the trainings and monitoring the progress of the participant after the training At least 2 impact stories from the trainings 	80 Days from contract start date																
Person(s) to review/inspect/ approve outputs/completed services and authorize the	Project Manager, Economic Empowerment of Women and Youth in Myanmar Project.																	

disbursement of payment																					
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)																				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Demonstrated expertise of Firm / Organization to deliver online content primarily in Myanmar language</td> <td>35%</td> <td>350</td> </tr> <tr> <td>2</td> <td>Proposed Methodology, Approach and Implementation Plan including proposing practical private sector linkages</td> <td>35%</td> <td>350</td> </tr> <tr> <td>3</td> <td>Management Structure and appropriately trained and skilled Personnel to deliver the contents</td> <td>30%</td> <td>300</td> </tr> <tr> <td colspan="3">Total</td> <td>1000</td> </tr> </tbody> </table> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Demonstrated expertise of Firm / Organization to deliver online content primarily in Myanmar language	35%	350	2	Proposed Methodology, Approach and Implementation Plan including proposing practical private sector linkages	35%	350	3	Management Structure and appropriately trained and skilled Personnel to deliver the contents	30%	300	Total			1000
Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable																		
1	Demonstrated expertise of Firm / Organization to deliver online content primarily in Myanmar language	35%	350																		
2	Proposed Methodology, Approach and Implementation Plan including proposing practical private sector linkages	35%	350																		
3	Management Structure and appropriately trained and skilled Personnel to deliver the contents	30%	300																		
Total			1000																		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																				
Contract General Terms and Conditions	<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 <u><i>Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process</i></u>																				
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Detailed TOR [Annex 3] <input type="checkbox"/> Others [pls. specify]																				
Contact Person for Inquiries (Written inquiries only)	Moun Kee Aung Procurement Analyst moung.kee.aung@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]	N/A																				

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- 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*

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

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

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
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]*

TERMS OF REFERENCE

Title of Project	Economic Empowerment of Women and Youth in Myanmar
Title of Task	MSME Capacity Building Trainings for Yangon, Mandalay, Tanintharyi, Kachin, Mon through Virtual Platform
Type of Contract	Professional Contract for Services
Expected Start/End Dates	10 December 2020- 31 March 2021
Supervisor	Project Manager, Economic Empowerment of Women and Youth in Myanmar Project.
Locations	Virtual Trainings for Yangon Region, Mandalay Region, Tanintharyi Region, Mon State and Kachin State

A. Background

COVID-19 has spread rapidly to almost every corner of the world. According to the WHO, globally, the number of confirmed cases has exceeded 8.9 million with 44, 888,869 fatalities as of 30 Oct 2020⁴. Myanmar currently has a confirmed case load of 337 patients but is at continued risk of spread particularly in densely populated urban areas and on account of the continuing return of migrant workers from abroad.

Even as the COVID-19 pandemic is a public health crisis, preliminary analysis has highlighted the sudden, unprecedented and prolonged negative and differentiated socio-economic impacts across sectors, vulnerable groups including elderly, women, Internally Displaced Persons, rural and urban poor, states and regions in Myanmar. Sharp and rapid declines in household incomes, widespread livelihood disruptions are occurring due to stalling of economic activities and halting of trade and vital supply chains.

Overall GDP projections are widely anticipated to indicate a slow down with a gradual recovery in 2021 depending on how Myanmar effectively succeeds in controlling the rate of increase of COVID-19 infections. The significant socio-economic impacts are being transmitted through several channels on both the supply and demand supply side concurrently and include declines in aggregate demand and consumption, trade and supply chain disruptions in manufacturing, garments, investments, remittances and on tourism, hospitality, retail and the services sector. As a response to these impacts, and to additional restrictions imposed by the Government of Myanmar to control the spread of the pandemic, Myanmar is experiencing a change in consumer spending habits and an acceleration of digital transformation incentivizing businesswomen and -men to make outstanding investments and customers to update their consumer behaviors.

The rise of digital payment systems, online sales and collaboration platforms (e.g. Zoom) have demonstrated that the digital transformation creates opportunities to adapt and further diversify/develop new business operating models for MSMEs including through innovative financing, new ways of reaching a much wider consumer base and connecting supply and value chains while pivoting to new geographies when required as a way of

⁴ <https://www.who.int/publications/m/item/weekly-operational-update---30-october-2020>

responding to the COVID-19 shock. With the ‘lock-down’ measures fading out, Myanmar is entering a ‘new normal’ in which consuming, working and producing digitally is an integral part of the economy and society. This digitally transformed, ‘new normal’ will yield gains for efficiency, innovation, use of data, and fostering business resilience. The GoM’s COVID-19 Economic Relief Plan (CERP) explicitly recognizes the needs, and opportunities, for digital transformation in Action Plan 5.1.

Myanmar has significant untapped potential to diversify and rebuild businesses, restore flexibly disrupted supply chains, enhance customer experiences, operational efficiencies and firm level competitiveness domestically, regionally and globally. The anticipated acceleration of digital innovation and transformation in Myanmar will require additional investments by MSMEs and companies and supportive and complementary public and private efforts to strengthen digital literacy and virtual learning. The economic crisis in Myanmar, triggered by the pandemic and respective quarantines, hit hardest the people that were employed in less resilient businesses. Micro-, small- and medium-sized enterprises (MSMEs) tend to be more vulnerable to economic shocks because they have limited savings, low credit ratings and limited resources to adapt their business model. At the same time, non-formal micro, small and medium-sized enterprises employ 83 percent of the population in Myanmar.

UNDP in partnership with the Directorate of Industrial Supervision and Inspection (DISI) conducted a series of capacity building trainings with focus on women and youth enterprises for start-ups and ongoing businesses from February to October 2020 in Yangon, Mandalay, Shan and Rakhine to support adaptation including digitization needs of businesses to help cushion and mitigate the impact of COVID-19 and shift from offline to online businesses. .

Building on the positive feedback received from both trainers and trainees on the virtual trainings and the demand for similar trainings to continue and expand it cover other states and regions, and informed by the lessons learned, UNDP and DISI seeks the services of a firm to conduct the virtual capacity building trainings for MSMEs in Yangon Region, Mandalay Region, Taninthari Region, Mon State and Kachin State. The capacity building programme is expected to enable MSMEs to adapt to the ‘new normal’ and facilitate and speed up their return to business and operations.

B. Objectives and Scope of Work

The objective of the assignment is to provide capacity building trainings targeting for 1) Start-ups and 2) Ongoing businesses with a focus on women owned and led MSMEs and youth from the targeted states and regions. It has been observed that in many parts of Myanmar, women businesses including informal businesses face significant constraints in breaking out of small businesses and make their businesses grow.

These are to be achieved through the following:

3. Building on the finding of previous MSME capacity building programme, development, preparation and delivery of entrepreneurial and managerial skills training courses to selected candidates from MSMEs in the locations;
4. Provision of coordinated delivery of customized business advisory and mentorship services based on a quick survey and interaction with business associations

The training will be provided virtually to at least 200 (with preference to women and young entrepreneurs) participants to improve their entrepreneurial skills to better assess the business environment, acquire basic knowledge for developing and using business/marketing plans, develop skills for better business plan including to support cushioning the impact of COVID-19 and strengthen response and recovery planning in line with emerging digitalization demands.

Each training session should include not more than 25 participants and each session should provide at least 40 hours of class. Trainings shall be organized in a way that each theoretical session is followed with practical exercises, which shall help the participants to develop and complete their business plan. In addition, the sessions should to be complemented by knowledge sharing sessions from local entrepreneurs, MSMEs, banks and relevant government departments. At the end of the trainings, participants shall be invited to 'pitch' their ideas with incentives to be provided for the winning pitches. These costs should be included in the package. The training methodology should take into consideration the need to adapt/customize training approaches and content with the evolving pandemic situation and to different categories of trainees, entrepreneurial background, local context and knowledge on business and entrepreneurship development.

C. Scope of Work

Summary of expected outputs, target timeline and schedule of payments

	Expected outputs	Target timeline	Payment schedule (unless proposed differently by the company/firm)
5. Inception Report	Inception Report with detailed methodological notes along with dissemination channel and roadmap of the involvement of private sector	No later than 15 days from Contract Start date	10%
6. Training Reports for 3 States/Regions	<ul style="list-style-type: none"> Training Completion Reports for 3 State/Regions with recommendation for next step 	45 Days from Contract start date	40%
7. Training Reports for 2 States/Regions	<ul style="list-style-type: none"> Training Completion Reports for 2 State/Regions with recommendation for next step 	60 Days from contract start date	30%
8. Final Report	<ul style="list-style-type: none"> Final Report with findings from the trainings and monitoring the progress of the participant after the training 	80 Days from contract start date	20%

	<ul style="list-style-type: none"> At least 2 impact stories from the trainings 		
--	--	--	--

D. Institutional Arrangement

- 1) The company/firm will directly report to the Director General, DISI and Chief of Unit, Sustainable and Inclusive Growth Unit, and day to day management by Project Manager, Economic Empowerment of Women and Youth Project,
- 2) The company/firm is required to provide progress summary on the work including any risks foreseen based on agreed timeline, unless specified otherwise.
- 3) The company/firm will work closely with the UNDP Project Manager, Economic Empowerment of Women and Youth in Myanmar (EEWYM).
- 4) For in-country missions, the company/firm will arrange all logistical and administrative matters for its resource persons.

E. Duration of the Work

15 November 2020- 31 March 2021

For all deliverables, the company/firm shall provide first draft to UNDP at least 5 working days before the due date of the deliverables.

F. LOCATION OF WORK

Virtual Training

G. QUALIFICATIONS REQUIRED

See selection criteria below:

Criteria for Selecting the Best Offer

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Demonstrated expertise of Firm / Organization to deliver online content primarily in Myanmar language	35%	350
2.	Proposed Methodology, Approach and Implementation Plan including proposing practical private sector linkages	35%	350
3.	Management Structure and appropriately trained and skilled Personnel to deliver the contents	30%	300
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation	80

	<ul style="list-style-type: none"> - financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls 	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	20
1.4	Quality assurance procedures, warranty	30
1.5	Relevance of:	180
	<ul style="list-style-type: none"> - Specialised Knowledge on capacity building of MSMEs 	80
	<ul style="list-style-type: none"> - Experience in design and implementation of Similar Programme / Projects with the Government and Private Sector of Myanmar <i>Minimum 1 designed project – 30 points: 10 points for additional projects; maximum up to 80</i> 	80
	<ul style="list-style-type: none"> - Experience in delivering contracts with UN agencies <i>Minimum 1 designed project – 10 points: 5 points for additional projects; maximum up to 20</i> 	20
Total Part 1		350

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Context:	80
	<ul style="list-style-type: none"> - To what degree does the Proposer understand the task and objectives? 	40
	<ul style="list-style-type: none"> - Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal? 	40
2.2	Methodology:	170
	<ul style="list-style-type: none"> - To what degree does the Proposer's approach to delivery of the project meet requirements? 	70
	<ul style="list-style-type: none"> - To what degree is the Proposer's approach to delivery of the project strategic and effective? 	100
2.3	Planning and Delivery	100
	<ul style="list-style-type: none"> - Is the scope of task well defined and does it correspond to the TOR? 	50
	<ul style="list-style-type: none"> - Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? 	50
Total Part 2		350

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Does the management structure support effective and efficient delivery?	50

3.2	Qualifications of Team Leader (1 person only)	Sub-Score	100
	Professional Experience in the area of specialization, including international experience and complex work	30	
	Sound knowledge in the area of specialisation	30	
	Team leading and project management experience	20	
	Language qualifications, including English and Myanmar language abilities	20	
3.2	Qualifications of Team Members	Sub-Score	200
	Professional Experience in the area of conducting the Capacity Building Trainings	40	
	Demonstrated experience on on delivery of the trainings virtually	30	
	Demonstrated Knowledge in the area of MSME capacity building programme	40	
	Successful performance record, and familiarity with virtual trainings programme	40	
	Familiarity on working with local context and understanding the specific State/Region context	30	
	Language qualifications, including English and Myanmar language abilities	20	
Total Part 3			350