



REQUEST FOR PROPOSAL

Support to inclusive employment through training courses for entrepreneurship and micro and small and medium-enterprises (MSME) promotion in Iran

RFP No.: RFP/21/01

Project: Addressing Socio-economic impact of COVID-19 pandemic and enhancing the resilience of the most vulnerable affected groups

Country: IRAN

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United Nations Development Programme



SECTION 1. LETTER OF INVITATION

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

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

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

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

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

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

Issued by:

Nazli Alavi

Name: Nazli Alavi

Title: Head of Procurement/Admin Unit

Date: February 7, 2021

Approved by:

Mazen Gharzeddine

Name: Mazen Gharzeddine

Title: Deputy Resident Representative

Date: February 7, 2021



SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS

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

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>



	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1	The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1	The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	10.2	The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	10.3	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	10.4	When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1	The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
	11.2	Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.



	11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p>



	<p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or



	<p>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal</p>

	<p>offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p>



<p>Email Submission</p>	<p>iii. Bear a warning that states "Not to be opened before the time and date for proposal opening" as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>eTendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<p>23. Deadline for</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than</p>

Submission of Proposals and Late Proposals	<p>the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <p>a) Preliminary Examination</p>



	<ul style="list-style-type: none"> b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals</p>

	<p>of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p>



	<p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>



E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance_Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at



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



SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English National offerors: UNDP forms shall be filled in English, however, the national offerors can submit the detailed proposal, if required, in Farsi.
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<u>Not Allowed</u>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be conducted. The purpose of a pre-proposal conference is to provide an open exchange between UNDP and the offerors, answer questions about the RFP and ultimately ensure that prospective bidders have a clear understanding of requirements. This will be conducted with the interested offeror over conference call. Offerors who accept invitation on e-tendering system will be receive an invitation link to virtual pre-proposal conference through email. Date: Monday, 15 February 2021 Time: 12:00 p.m. Tehran Local Time Contact Person: Mahsa Hajighahremanzadeh Email: mahsa.ghahremanzadeh@undp.org
5	10	Proposal Validity Period	90 days



6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	<p>Allowed up to a maximum of %20 of contract value.</p> <p>If the requested advance payment exceeds USD 30,000, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at</p> <p>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: %0.5</p> <p>Max. number of days of delay 30, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p><u>Iranian Rial</u></p> <p>Note: For the local suppliers the purchase order will be issued, and the payment(s) will be made in local currency (Iranian Rial).</p>
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Ms. Mahsa Hajighahremanzadeh</p> <p>Address: No.8, Shahrzad Boulevard, Darrous, Tehran – Iran</p> <p>Telephone: 0098 21 22860691 – 4 (Ext: 330)</p> <p>Fax: 0098 21 22869547</p> <p>E-mail address: mahsa.ghahremanzadeh@undp.org</p>



13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to e-Tendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Business Unit Code: IRN10 Event ID: 0000008460
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Mid-March
19		Maximum expected duration of contract	end-September



20	35	UNDP will award the contract to:	<u>One Proposer Only</u>
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Vendor must be officially registered with relevant governmental organization(s) as required by Iran national regulations or have an authorization from the national government to operate in Iran. In case of Joint Venture between an International and National entities, the Leading company shall be an officially registered or authorized by the national Government for operating in Iran and possess all eligibility criteria, defined hereby.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Management system	Having a well-established financial and management system	Form A: Technical Proposal Submission Form



Mission and Vision	Have a mission and vision relevant to the objectives of this assignment;	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> Have an overall experience of at least 8 years in sustainable development, job generation, MSME creation and development, micro finance, marketing, local economic development, rural development, agriculture development, woman and youth empowerment, or relevant fields. Have previous experience of working/collaboration with national and/or provincial Iranian entities and/or authorities. 	Form D: Qualification Form
Minimum required key staffs	<ul style="list-style-type: none"> <u>One Team Leader with below minimum qualifications:</u> Master's degree in economics, social science, sustainable development, business administration, marketing, rural development or any other relevant field. Have previous work experience in job generation and livelihoods, SME creation and development, micro finance, marketing, local economic development, rural development, agriculture development, woman and youth empowerment, Sound experience in team and project management Good knowledge of written and spoken English. <u>Eleven team members with below minimum qualifications:</u> Out of 11, eight should have university Degree in social and economics science, business development/management, marketing, finance, economics, rural development, 	Form D: Qualification Form

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

	<p>agriculture, tourism, and another relevant field.</p> <ul style="list-style-type: none"> - Out of 11, six should have previous working experience in training development and facilitation, including on-line training. - Out of 11, eight should have previous working experience on woman and youth empowerment; job generation and livelihoods; SME creation/ development and business management; micro finance, marketing; local economic development; rural development; agriculture development; woman and youth empowerment; project management. - At least two team members with sound experience in logistics and workshops organization. - At least one team member with sound IT experience. - At least one team member with experience in financial management. - At least five team members with working experience in Iran - At least eight out of 11 team members should have good knowledge of written and spoken Persian. - At least three out of 11 team members should have good knowledge of written and spoken English. 	
Financial Standing	<p>Having financial stability and sound financial capacity.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability through submitting audited financial statements, or Tax registration certificates.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form



Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	350
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Have previous experience of working in job generation, MSME creation and development, micro finance, marketing, local economic development, rural development, woman and youth empowerment, or relevant fields.	50
1.2	Have previous experience of working/ collaboration with Vice Presidency of Family and Woman Affairs, Ministry of Agriculture Jihad, Ministry of Labor, cooperative and social welfare and/or Technical and Vocational Training Organization, or, or any other relevant Iranian authority	60
1.3	Have a previous work/ collaboration experience with UN agencies, particularly UNDP (considered an advantage);	60
1.4	Possess in-depth experience in training development, training facilitation and social mobilization;	100
1.5	Demonstrated track record in delivering quality online learning;	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	30
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	40



2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		350

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
3.2 a	One Team Leader		80
	- Have previous working experience in job generation and livelihoods, SME creation and development, micro finance, marketing, local economic development, rural development, agriculture development, woman and youth empowerment	10	
	- Have previous working experience in team management	10	
	- Skilled in training development and facilitation;	20	
	- Experienced in managing complex projects	10	
	- Experienced in producing high-quality reports;	10	
	- Have previous working experience with UN agencies as advantage	10	
	- Have previous working experience in Iran	10	
3.2 b	Eleven team members		250
	- Six team members having previous working experience in training development and facilitation, including on-line training	80	
	- Eight team members having previous working experience on woman and youth empowerment; job generation and livelihoods; SME creation/ development and business management; micro finance, marketing; local economic development; rural development; agriculture development; woman and youth empowerment; project management	80	
	- Three team members with strong monitoring and Reporting experience	30	
	- Working experience of team members in Iran	60	
Total Section 3			350



SECTION 5. TERMS OF REFERENCE

“Support to inclusive employment through training courses for entrepreneurship and micro and small and medium-enterprises (MSME) promotion in Iran”

GENERAL INFORMATION

Services/Work Description: Support inclusive employment through the design and delivery of training courses for entrepreneurship and micro, small and medium-enterprises (MSME) promotion in Iran, in line with UNDP’s strategic approach for the promotion of MSME and cooperatives, in particular the UNDP Iran’s EMRIN Model (Engage- Map- Remove Barriers- Invest- and Network).

Duration: Mid-March 2021 to 30 September 2021

I. BACKGROUND / PROJECT DESCRIPTION

UNDP helps countries to achieve sustainable development by eradicating poverty in all its forms and dimensions and accelerate structural transformations for sustainable development and building resilience to crises and shocks. In Iran, UNDP supports the Government in promoting a resilient economy through sustainable and inclusive employment and social protection, with a specific focus on initiatives that address the needs of more vulnerable populations, including urban and rural poor, young people and women-particularly female heads of households.

Micro, Small and Medium Enterprises (MSMEs) play a major role in the Iranian economy and contribute significantly to job generation. However, more vulnerable groups face a number of barriers in accessing the labour market and developing viable MSMEs such as difficult access to finance; insufficient skills; incomplete awareness of market opportunities, available tools or services. The impacts of the COVID 19 and economic sanctions have exacerbated these challenges and jeopardize the viability of a number of MSMEs in the country.

Through the provision of comprehensive training courses to micro, small and medium entrepreneurs on business creation and management and vocational skills, the service contractor will support several integrated UNDP initiatives in Iran which aim to contribute to economic empowerment and inclusive job generation for the most vulnerable. The support will be provided in collaboration with the Vice presidency of Family and Woman Affairs; the Ministry of Cooperatives, Labour and Social Welfare; the Ministry of Agriculture Jihad; the Vice Presidency for Rural and Deprived Areas; and the Technical and Vocational Training Organization. In addition, the service contractor will develop and deliver the training in close collaboration with UNFPA, which will provide complementary life-skill training support to a number of beneficiaries, through joint UNDP-UNFPA interventions.



II. Consultancy objectives

The following objective shall be attained under this contact:

Overall objective: Promoting inclusive job generation and MSME promotion through entrepreneurship and vocational training courses.

Output 1: Online and face-to-face comprehensive trainings packages developed to catalyze income-generating opportunities and MSME promotion, based on UNDP's strategic approach for the promotion of MSME and cooperatives, in particular the UNDP Iran's EMRIN Model (Engage- Map- Remove Barriers- Invest- and Network);

Output 2: Tailored **face-to face and online trainings** delivered to promote job generation through business literacy and technical/vocational capacity-building to **3850 target beneficiaries**-including youth, rural and urban poor, female heads of households.

Output 3: Roster of at least 40 technical and vocational trainers, training service providers and professional mentors developed and up to date.

Note: The targeting of beneficiaries will be informed by comprehensive situational analyses, currently undertaken across the country through various UNDP projects. Similarly, the content of the trainings developed and provided will differ based on the results of detailed market research and capacity and needs assessment currently ongoing. All activities will benefit from close guidance and supervision of the UNDP technical team at every stage of the process.

III. SCOPE OF THE WORK

Geography: Online, Lorestan, Hormozgan, Tehran

Activity 1. Develop a training methodology and design standardized comprehensive training materials on MSME creation/development and business management.

The training course shall be organized in a comprehensive modular structure. It shall be entrepreneurial and business management oriented, with a specific focus on micro and small enterprises headed by women, young people and cooperatives. UNDP will guide the service contractor to ensure the content of the training course is in line with the results of market research and capacity and needs assessment currently undertaken across the country through various projects.

At least, five progressive thematic modules should be developed in Farsi and English by the contractor, adapted to three levels i.e. beginner, middle and advanced learner profiles (or a total of 15 modules). The modules should cover the following themes:

- MSME creation and development (inc. business opportunity/comparative advantage identification; business model/business plan development; access to finance and services; legal requirements; production standards and quality control; etc.).
- Financial management (including budget management; E-banking);



- Marketing/ digital marketing, online platform promotion, product placement, social networking and branding strategies.
- Technology/IT management (including digital content production and required software and hardware)

The contractor will first screen and map existing relevant training materials in Iran and abroad, including TVTO and other national institutions training packages, ILO, UNIDO and other relevant UN agencies' training packages such as the Nepal Microenterprise Development for Poverty Alleviation programme (MEDPA). These training packages shall be capitalized upon and adapted to training objectives and needs in Iran. In consultation with UNDP, the Ministry of Cooperatives, Labour and Social Welfare, the Vice presidency of Family and Woman Affair, Ministry of Agriculture Jihad, the Vice Presidency of Rural Affairs and Deprived Areas and UNFPA, the contractor will develop a standard training package, which can be subsequently rolled out at scale by various institutions across a range of contexts for MSME development support in Iran.

Activity 2. Support the development of a roster of at least 40 potential individual trainers, professional business mentors and training providers/institutes relevant to the needs of target beneficiaries.

The service contractor will identify and carefully select training institutes, individual training experts and professional mentors that can be relied on to support UNDP's programme on job generation. It will develop a roster comprising all relevant and updated information on the individuals and institutes.

Activity 3. Provide entrepreneurial and vocational skills training support to at least 3850 micro, small and medium entrepreneurs.

The service contractor will organize and deliver face-to-face and online interactive training programmes to at least 3850 MSMEs, with a specific focus on women heads of households, youth, and cooperatives in increasingly marketable sectors. The comprehensive training programme will be organized around two main components:

- Entrepreneurship and business management skills training (roll out of training packages developed under activity 1), delivered face to face (for one-third of the participants) and online (for two-thirds of the participants);
- Vocational and technical skills trainings (delivered face-to face for all participants): These trainings will meet additional skill development needs of entrepreneurs. The type of training provided will differ based on the results of market research and capacity and needs assessment currently undertaken across the country through various UNDP projects. UNDP and national partners will provide the service contractor with guidance on training fields and needs which, depending on comparative advantages and value chain analysis could range across the following areas : climate-smart agriculture, aquaculture and livestock industry, eco/agro-tourism, handicraft production (weaving, pottery, ceramics etc.), carpentry, sewing, food processing, cosmetics etc. If the service contractor does not possess all the required skills internally, it may subcontract specialized individuals or entities, vetted through the roster to support vocational and technical trainings, under its close supervision and that of UNDP.

Training sessions shall be broken down as follows:



- **86 three-day entrepreneurship/business management face to face training** sessions for 1280 participants, across 9 different locations.²

- **86 three-day entrepreneurship/business management online** training sessions for 2570 participants.

- **259 two-day vocational face-to-face training** sessions for 3850 participants across 9 different locations.

Prior to launching the training phase, the contractor shall submit a detailed Training Road Map for UNDP's approval, providing relevant details on training modalities and format, timeline, venue, tailored training plan per group of target beneficiaries. In consultation with UNDP, the service contractor shall be in charge of coordinating and organizing training logistics and fully procuring required goods and services to deliver the trainings. For face-to-face trainings, this will imply providing the catering (including one lunch and two coffee breaks), the venue, IT equipment, stationary (one set per participant) etc.). Responsibilities of the service contractor will also include tailoring the training methodology and material to the specific training needs of beneficiaries; identifying and hiring trainers; delivering and facilitating online and face-to-face trainings; and issuing training certificates. UNDP and national and sub-national shall support the contractor in the definition of an outreach strategy and the identification of training beneficiaries.

Activity 4. Document lessons learned, share best practices and develop a roadmap for the institutionalization of the training package.

Upon completion of the training, the firm will document lessons learned, compile best practices, compile surveys result of trainees to gauge whether training objectives have been met and make recommendations for next steps. To promote the sustainability of results, the contractor will develop a roadmap/ action plan for the integration of the trainings into the curricula of relevant national entities.

IV. EXPECTED OUTPUTS AND DELIVERABLES

Based on the scope of work outlined above, the Consulting Institute will be expected to deliver the following outputs within the timeline below. All deliverables should be fully aligned with the technical and methodological guidance provided by UNDP. The expected structure and content of deliverables will be clarified by UNDP beforehand; each deliverable will go through at least two rounds of reviews prior to receiving final approval by UNDP. Deliverables should be provided in English and Farsi versions.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Action Plan describing the roadmap and methodology to conduct the assignment. Action plan & road map needs to be confirmed by UNDP and key government partners	Two weeks after signing contract	Yes (UNDP)

² Pol Dokhtar, Borujerd, Khorram Abad, Delfan (Lorestan); Bandar Abbas, Haji Abad, Roodan (Hormozgan); Pishva and Varamin (Tehran)

2	Standardized training package on business literacy finalized comprising PPT presentations, case studies, practical/interactive/group exercises, videos, quizzes, end-of module assessments– As per description of activity 1 (At least five progressive thematic modules, adapted to three levels ie. beginner, middle and advanced learner profiles or a total of 15 modules) English and Farsi versions	Two months after signing contract	Yes (UNDP)
3	One updated roster of at least 40 potential individual trainers, professional business mentors and training providers/institutes relevant to the needs of target beneficiaries.	Two months after signing the contract	Yes (UNDP)
4	Detailed Training Road map, providing relevant details on training modalities and format, timeline, face to face training venues, tailored plan per group of targets beneficiaries. English and Farsi versions	Two months after signing the contract	Yes (UNDP)
5	86 three-day entrepreneurship/business management face to face training sessions organized and delivered to 1280 participants, across 9 different locations. ³	5.5 months after signing the contract	Yes (UNDP)
6	86 three-day entrepreneurship/business management online training sessions organized and delivered to 2570 participants.	5.5 months after signing the contract	Yes (UNDP)
7	259 two-day vocational face-to-face training sessions organized and delivered to 3850 participants across 9 different locations.	5.5 months after signing the contract	Yes (UNDP)

³ Pol Dokhtar, Borujerd, Khorram Abad, Delfan (Lorestan); Bandar Abbas, Haji Abad, Roodan (Hormozgan); Pishva and Varamin (Tehran)

8	<p>At least three consolidated training reports upon the completion of all on-line and face to face training programmes (one per target area ie. Lorestan, Hormozgan, Tehran), tailored to specific training objectives and needs of target groups in each area.</p> <p>The reports should comprise the following information:</p> <ul style="list-style-type: none"> - Training agendas - Training and capacity -building objectives - Description of tailored training packages delivered to each target group: Type, content and adjustments made to the training programme for each target group - Course evaluation (by trainees) - Results achieved - Training needs of beneficiaries for next phase - Link to a data base of training participants <p><i>English and Farsi versions</i></p>	6 months after signing contract	Yes (UNDP)
9	<p>Final Report including:</p> <ul style="list-style-type: none"> - Data on number and categories of people trained. - Number of training sessions (face to face and online); - Data on number of MSMEs created and jobs generated. - Data on change in target group awareness and knowledge on business literacy and digital tools and usage, - Data on household income change - Data on the share of MSMEs on value added, job and production in the target area. - Documented lesson learned and best practices. - Case studies - Roadmap for the institutionalization of the training package into the curricula of relevant authorities <p><i>English and Farsi versions</i></p>	6 months after signing the contract	Yes (UNDP)

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will work under the supervision of the UNDP Deputy Resident Representative or whomever he/she may delegate to, and in close collaboration with the Ministry of Cooperatives, Labor and Social Welfare, the Vice presidency of Family and Woman affair, the Ministry of Agriculture Jihad, the Department of Environment, academic institutions, vocational training centers, sub-national actors, UNFPA and other UNDP service contractors involved in the implementation of these projects. A project technical team will provide technical guidance to the service contract to ensure effective implementation. The consultant is expected to submit the periodic reports (in English/ Farsi) as indicated in the deliverables to UNDP Iran office.



VI. DURATION OF THE WORK

The Contractor is expected to finalize the tasks from Mid-March 2021 to 30 September 2021.

VII. QUALIFICATIONS REQUIRED

Organizational:

The contractor/firm should:

- Must be officially registered with relevant governmental organization(s) as required by Iran national regulations or have an authorization from the national Government to operate in Iran.
- Have a mission and vision relevant to the objectives of this assignment.
- Possess a well-established management system and staffing.
- Have an overall experience of at least 8 years in sustainable development, job generation, MSME creation and development, micro finance, marketing, local economic development, rural development, agriculture development, woman and youth empowerment, or relevant fields.
- Have previous experience of working/collaboration with national and/or provincial Iranian entities and/or authorities.
- Have previous experience of working/ collaboration with Vice Presidency of Family and Woman Affair, Ministry of Agriculture Jihad and Ministry of Labor, cooperative and social welfare and/or Technical and Vocational Training Organization or any other relevant Iranian authority.
- Have a previous work/ collaboration experience with UN agencies, particularly UNDP (considered an advantage);
- Possess in-depth experience in training development, training facilitation and social mobilization.
- Demonstrated track record in delivering quality online learning.

Technical Team:

A senior team leader should be assigned to coordinate the project throughout its entire course, with the following qualifications and background:

- Master's degree in economics, social science, sustainable development, business administration and marketing, rural development or any other relevant field.
- Work experience in job generation and livelihoods, SME creation and development, micro finance, marketing, local economic development, rural development, agriculture development, woman and youth empowerment,
- Sound experience in team and project management
- Skilled in training development and facilitation.
- Experienced in managing complex projects.
- Experienced in managing teams.
- Experienced in producing high-quality reports.
- Team leader should have good knowledge of written and spoken English.
- Having experience in Iran is considered as an advantage.
- Having experience with UN Agencies as an advantage.

The Contractor should assign a technical team to undertake this activity. The minimum number of team members should be twelve including the team leader. Technical team members should collectively meet the below requirements and qualifications:

- Out of 11, eight should have university Degree in social and economics science, business development/management, marketing, finance, economics, rural development, agriculture, tourism, and another relevant field.
- Out of 11, six should have previous working experience in training development and facilitation, including on-line training.
- Out of 11 eight should have previous working experience on woman and youth empowerment; job generation and livelihoods; SME creation/ development and business management; micro finance, marketing; local economic development; rural development; agriculture development; woman and youth empowerment; project management.
- Out of 11, two should have Sound experience in logistics and workshops organization.
- Out of 11, one should have Sound IT experience.
- Out of 11, one should have Experience in financial management.
- Three should have strong monitoring and Reporting experience.
- Eight out of 11 team members should have good knowledge of written and spoken Persian.
- Three out of 11 team members should have good knowledge of written and spoken English.
- Five team members should have work experience in Iran. More than five team members having working experience in Iran considered as strong advantage.

Language Requirements:

Fluency in oral and written English is required for at least three of the team members.

VIII. PAYMENT MILESTONES AND AUTHORITY

In full consideration for the services performed by the Contractor under the terms of this agreement the United Nation Development Program shall pay the contractor the total offered and approved amount upon verification by the relevant authorities that the services have been satisfactorily performed and according to the instalments stipulated in table below:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Expected delivery date	Percentage of Payment
1 st Installment	Deliverables 1	Two weeks after signing the contract	20%
2 nd Installment	Deliverables 2, 3 and 4 Share of Deliverables 2 is 20%, Deliverables 3 is 10% and deliverables 4 is 10%	two months after signing the contract	40%
3 rd Installment	Deliverables 5,6,7 Share of Deliverables 5 is 10%, Deliverables 6 is 5% and deliverables 7 is 5%	5.5 months after signing the contract	20%
4 th installment	Deliverables 8 and 9 Share of each deliverable is 10%	6 months after signing the contract	20%



- a) The contract's total payment is expected to cover communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant administration and logistic – preparation costs regarding this activity.
- b) The Contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any costs in excess of the total contract amount.
- c) Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the contractor introduced through an official letter indicating SHEBA (شبا) identification number.
- d) Each payment will be made within 30 days from receiving verification and request by UNDP.
- e) Payments will be made according to UNDP regulations as explained in the contract documents.
- f) NPD's final approval is a pre-requisite for UNDP's verification for releasing the payment.



SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

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



FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

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

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

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

Name: _____



Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]



FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Audited financial statements and/or tax certificates. ▪ CVs of personnel



FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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



Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 15 years.

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

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

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

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



Financial Standing

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

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

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

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

If the company has not been audited during the last five years, Tax Registration/Payment Certificate issued by the Internal Revenue Authority for at least three years during the last five years shall be submitted as an evidence for sound financial stability and capacity



FORM E: FORMAT OF TECHNICAL PROPOSAL

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

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Experience in sustainable development, job generation, MSME creation and development, micro finance, marketing, local economic development, rural development, agriculture development, woman and youth empowerment, or relevant fields.
- 1.3 Previous experience of working/ collaboration with Vice Presidency of Family and Woman Affair, Ministry of Agriculture Jihad and Ministry of Labor, cooperative and social welfare and/or Technical and Vocational Training Organization or any other relevant Iranian authority.
- 1.4 Previous work/ collaboration experience with UN agencies, particularly UNDP.
- 1.5 In-depth experience in training development, training facilitation and social mobilization
- 1.6 Track record in developing quality online learning.



SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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



- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

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



Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)



FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s) – IRR
Professional Fees (from Table 2)	
Other Costs (from Table (3a-1) +(3a-2) +(3a-3) +3b	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Minimum required staff member	Fee Rate	No. of Days/month s/ hours	Total Amount (IRR)
Technical Team	Team leader	1			
	Team member	11			
	Subtotal Professional Fees:				

Table 3a: Training session

3a-1) 86 three-day entrepreneurship/business management face to face training sessions organized and delivered to 1280 participants, across 9 different locations.

Locations	Total offered cost (IRR)
Pole dokhtar	
Borujerd	
Khorram Abad	
Delfan	
Bandar abbas	
Haji Abad	
Roodan	
Pishva	
Varamin	
Total Amount for all locations (IRR)	

Please add the detail of cost components, using Excel File No. 1

3a-2) 86 three-day entrepreneurship/business management online training sessions organized and delivered to 2570 participants.

Locations	Total offered cost (IRR)
Pole dokhtar	
Borujerd	
Khorram Abad	
Delfan	
Bandar abbas	
Haji Abad	
Roodan	
Pishva	
Varamin	
Total Amount for all locations (IRR)	

Please add the detail of cost components, using Excel File No. 2

3a-3) 259 two-day vocational face-to-face training sessions organized and delivered to 3850 participants across 9 different locations.

Locations	Total offered cost (IRR)
Pole dokhtar	
Borujerd	
Khorram Abad	
Delfan	
Bandar abbas	
Haji Abad	
Roodan	
Pishva	
Varamin	
Total Amount for all locations (IRR)	

Please add the detail of cost components, using Excel File No. 3

Table 3 b: Breakdown of Other Costs

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
Transportation			
Transportation of Personnel			
Accommodation			
Accommodation of personnel during training sessions			
Reporting			
file/Zoonkan of project technical documents + DVD			
Out-of-Pocket Expenses			
Communication			
Overhead			
Insurance			
Other Costs: (please specify)			
Value added tax (VAT)			
Subtotal Other Costs:			

Table 4: Breakdown of Price per Deliverable/Activity

Deliverables	Description	Unit price (IRR)	Total Amount (IRR)
Deliverables 1			
Deliverables 2			
Deliverables 3			
Deliverables 4			
Deliverables 5			
Deliverables 6			
Deliverables 7			
Deliverables 8			
Deliverables 9			
Total Amount (IRR)			