



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

NAME & ADDRESS OF FIRM	DATE: February 23, 2021
	REFERENCE: C2021-005

Dear Sir / Madam:

We kindly request you to submit your Proposal for **C2021-005 research and consulting service on Child Bond Standards as the Leading Consulting Agency**.

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

Proposals may be submitted on or before **Wednesday, March 10, 2021** and via email:

**United Nations Development Programme**  
**No.2 Liangmahe South Rd. Chaoyang District, Beijing**  
**Han Xu /Operation Assistant, UNDP**  
**Bids.china@undp.org**

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**

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



Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Yunyan Ge  
Operation Manager, UNDP  
2/23/2021



### Description of Requirements

Context of the Requirement	C2021-005 research and consulting service on Child Bond Standards as the Leading Consulting Agency
Implementing Partner of UNDP	Please find detailed information in TOR
Brief Description of the Required Services <sup>1</sup>	<ul style="list-style-type: none"> <li>• Provide concrete technical inputs to the template and substance of Child Bond Standards and impact matrix</li> <li>• Conduct compiling work to consolidating all technical inputs from different Group members to generate a project catalogue of eligible finance projects with a matrix of SDG and impact indicators.</li> <li>• Drive consultation and feedback collection process within the group members and extended group of industry representatives based on actual needs to refine the draft standards</li> <li>• Document the justification of the Standard development, the methodology including the catalogue, impact matrix, and compliance principles, lessons learnt, application and replication mechanism as a project outcome</li> </ul>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Complete Child Bond Standards and a narrative report in either Chinese or English (a15 pages report with necessary annex).</li> <li>• Quality assurance of the translation of the Standards and the report both CN and EN.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	SDG Finance Specialist, UNDP China

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

Frequency of Reporting	Completion of each output
Progress Reporting Requirements	
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From March 2021 to June 2021
Target start date	15 <sup>th</sup> March 2021
Latest completion date	15 <sup>th</sup> June 2021
Travels Expected	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (CNY)
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	

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



	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	Output 1	50%	<ul style="list-style-type: none"> <li>50% of the total consultant fees will be paid upon completion of the second draft of the Standards.</li> </ul>	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Output 2	50%	<ul style="list-style-type: none"> <li>50% of the total consultant fees will be paid upon completion of the final report launched.</li> </ul>	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	SDG Finance Specialist, UNDP China			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i>			

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

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.



	<input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 10% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10% <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>6</sup>	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others <sup>7</sup> <i>[pls. specify]</i>

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

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

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries <b>(Written inquiries only)<sup>8</sup></b></p>	<p><i>Han Xu</i> <i>Operation Assistant/UNDP</i> <i>Bids.china@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	

---

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: UNDP

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; to prove company has plenty experience in SDG finance, international development, CSR and research and drafting of industry/sector standard that meet international standards.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

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

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



C. **Qualifications of Key Personnel**

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

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; personnel should:*
- *owned At least 15 years' consultancy experience for SDG finance, international development, or CSR etc;*
  - *possessed Excellent analytical knowledge and practical experience on of green/social/sustainability bonds as well as business or service sectors of nutrition, health, education, WASH and children rights protection.*
  - *Proven experience in research and drafting of industry/sector standard that meets international standards.*
- b) *CVs demonstrating qualifications must be submitted; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable\***

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

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				



III. Other Related Costs				
--------------------------	--	--	--	--

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

**Terms of Reference**  
**Leading Consulting Agency**  
**Child Bond Standards**

**Background**

Children under 18 years of age represent almost one third of world population. Meeting their needs is highly relevant to the achievement of the SDGs. Although many socially responsible corporations and financial institutions have started aligning their activities with the SDGs, evidence suggests that there is limited integration of the child's rights into the spectrum of business activities and there exists a large financing gap. There are attempts to develop new financing instruments, such as SDG Bonds, to address the gap. But these instruments do not specifically target underfunded geographical areas and/or sectors related to children's needs. Therefore, there is a need to develop financial instruments and commonly accepted methodologies to mobilize financing for children and verify the impacts of such investments on children.

**Project objectives**

The Child Bond Standard will direct financing to the needs of children and youth in areas of education, health, nutrition, water, sanitation and hygiene (WASH), and children safety & protection. It will also serve as a reference for financial markets and bond verifiers to identify eligible finance projects and measure impact performance of bond programme.

**Project Description**

UNICEF and UNDP are joining hands to develop a Child Bond Standard, based on the experience gained from Green Bonds market development in China in the past few years and the on-going SDG Bonds Standard project at UNDP. This collaboration will utilize the combined strength of both agencies: UNDP's expertise on developmental policy and its existing platform for the SDG Bonds Standard; UNICEF's framework for integrating children's rights into impact assessments and its unique technical expertise in areas closely related with children, particularly in education, health, nutrition, water, sanitation and hygiene (WASH).



The vast potential of such a Standard is compelling. Education, health, nutrition, water, sanitation and hygiene have direct links to children, but also benefit all the 17 SDGs. The Child Bond Standard will expand bond issuers' funding sources and, at the same time, feed into investors' appetite for SDG impacts. This will mitigate the reputational and market risks related to "SDG-washing". The positive impact of the Standard also goes beyond children, because it will lead to economies of scale in key sectors that eventually leads to positive externality to the whole society.

The proposed Child Bond Standard will include a catalogue to identify and screen projects, measures to evaluate and rate projects, metrics to assess project impacts, and principles to conduct information disclosure. It intends to be a global standard, which will be tested in China and other developing economies initially and rolled out globally. It will be used ex ante on project design to ensure a child-focused approach will be adopted, and ex post on verification to ensure positive and lasting impacts will happen.

### **Key Functions/Responsibilities**

A Technical Working group will be set up to develop the Child Bond Standard. The Group will be composed of experts who have deep knowledge of green/social/sustainability bonds as well as business or service sectors of nutrition, health, education, WASH, and children rights projection. The consulting agency will undertake research, coordinate, draft and finalize the standards within the Group. The assignment will be specified as the generalization of a framework on standards setting of Child Bonds, verification methodology and reporting, and a summary paper of the standards. This would entail:

- Provide concrete technical inputs to the template and substance of Child Bond Standards and impact matrix
- Conduct compiling work to consolidating all technical inputs from different Group members to generate a project catalogue of eligible finance projects with a matrix of SDG and impact indicators.
- Drive consultation and feedback collection process within the group members and extended group of industry representatives based on actual needs to refine the draft standards



- Document the justification of the Standard development, the methodology including the catalogue, impact matrix, and compliance principles, lessons learnt, application and replication mechanism as a project outcome.

#### **Deliverable:**

- Complete Child Bond Standards and a narrative report in either Chinese or English (a15 pages report with necessary annex).
- Quality assurance of the translation of the Standards and the report in both CN and EN.

#### **Timeline**

Proposed timeline for the standard is:

- Week 1 Recap and Consultation with existing stakeholders
- Week 2-4 Generate the first draft of Standards and consult with representatives from concerned industries
- Week 4-6 Revise the draft of Standards, generate the second draft of the Standards and get clearance from UNDP and UNICEF
- Week 6-9 Generate full narratives and revise draft based on comments given by working groups, UNDP and UNICEF
- Week 10 Finalization of the report
- Week 11-12 Quality Assurance of the translation of the Standards and the report

Final production timeline for the knowledge product may be adjusted based on consultation with UNDP and UNICEF.

#### **Consultancy fee**

The work is expected to take at least 40 full working days (within 12 weeks) during March 2021 and June 2021. The consulting agency will be paid according to UNDP criteria and fee category based on experiences and qualification of the incumbent.

Payment Timetable:

- 50% of the total consultant fees will be paid upon completion of the second draft of the Standards.
- 50% of the total consultant fees will be paid upon completion of the final report launched.



## **Qualifications**

- At least 15 years' consultancy experience for SDG finance, international development, or CSR etc.
- Excellent analytical knowledge and practical experience on of green/social/sustainability bonds as well as business or service sectors of nutrition, health, education, WASH and children rights protection.
- Proven experience in research and drafting of industry/sector standard that meets international standards.
- Outstanding experience in stakeholder's engagement.

