



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

NAME & ADDRESS OF FIRM	DATE: March 17, 2021
	REFERENCE: Data Collection on Bank Pricing and Fees for Making Access Possible (MAP)

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Data Collection on Bank Pricing and Fees for Making Access Possible (MAP)**

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

Proposals may be submitted on or before **Wednesday, March 31, 2021** via email by **Midnight New York, USA / 6AM South African** time to the address below:

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit  
UNDP South Africa  
3/17/2021*

## **Description of Requirements**

Context of the Requirement	<p>The UN Capital Development Fund (UNCDF) is the UN's capital investment agency for the world's 47 least developed countries. It creates new opportunities for poor people and their small businesses by increasing access to microfinance and investment capital. UNCDF provides seed capital – grants and loans – and technical support to help financial service providers reach more poor households and small businesses, and local governments finance the capital investments – water systems, feeder roads, schools, irrigation schemes – that will improve poor peoples' lives. UNCDF programmes help to empower women, and are designed to catalyse larger capital flows from the private sector, national governments and development partners, for maximum impact toward the Sustainable Development Goals.</p> <p>Making Access Possible (MAP) is a multi-country diagnostic and programmatic framework to support expanding access to financial services for individuals and micro and small businesses. MAP has been initiated by UNCDF as one of its main programmes to enhance financial inclusion in LDCs. Through a dialogue and evidence-based process, MAP aligns a broad range of stakeholders from within government, private sector and the donor community to create a set of practical actions aimed at extending financial inclusion tailored to that country. Importantly, financial inclusion is pursued not as an objective in and of itself, but for its role in achieving the core public policy objective of enhancing household welfare, supporting livelihoods and contributing to economic growth and employment.</p> <p>The MAP Programme has collected data on bank pricing/fees by financial institutions for 2017 and 2018 in 16 countries in Africa and Asia (Africa – Botswana, DRC, Lesotho, Madagascar, Malawi, South Africa, Swaziland, Zimbabwe, Togo, Burkina Faso, Mozambique; Asia – Cambodia, Laos, Myanmar, Nepal, Thailand), using the existing UNCDF pricing database framework and product template (see Annex A) and update where necessary. This data is assembled in a database (excel). UNCDF wishes to update this data base for 2019, 2020 and 2021 data, and going forward to add data every year for 2022 to 2023. The country footprint will also be expanded from the current 16 countries, to all countries in three regions (SADC, ASEAN, WAEMU) as well as Nepal.</p> <p>This assignment is part of the broader MAP data strategy and market development agenda. Pricing is an important component of market development and industry competition. The aim of this assignment is to be able to collect data on an annual basis in an easy cost-effective way so that all pricing data on the MAP (and comparable) countries form an integral part of the long-term data strategy around the country roadmap and implementation approach. Thus, cost is a significant driver of this assignment</p>
Implementing Partner of UNDP	UN Capital Development Fund

Brief Description of the Required Services <sup>1</sup>	The service provider will be required to collect bank pricing data for the countries specified for 2019, 2020, and 2021 and going forward, update the database for 2022, and 2023. Pricing data will be collected for the 5 to 6 largest retail commercial banks (market share base on number of customers) per country.
List and Description of Expected Outputs to be Delivered	<p><b>Expected Outputs for 2019, 2020 and 2021:</b></p> <ul style="list-style-type: none"> <li>• Interactive session with the MAP team and MAP partners to present and agree the framework and the data collection methodology, including detailed descriptions/definitions of series to be collected, and timelines;</li> <li>• Methodology note with detailed descriptions/definitions of series as well as metadata which also documents any deviation from the methodology/definitions and data anomalies encountered;</li> <li>• Technical report outlining the analytical framework and commercial banking market structure for each country. This should include a detailed description of an affordability analysis and a description of the price changes for each country as well as a comparative description for each region as a whole (comparing prices, basis for price setting etc;</li> <li>• The analytical framework and commercial banking market structure for each country.</li> <li>• Interactive session with the MAP team to review and discuss the completed database and findings;</li> <li>• Update existing MS Excel files with bank prices.</li> <li>• Allow for at least three rounds of review of the documentation and excel sheet after submission of final drafts, and responding to/addressing feedback and comments.</li> </ul> <p><b>Expected Outputs for 2022 and 2023:</b></p> <ul style="list-style-type: none"> <li>• Interactive session with the MAP team and MAP partners to present and agree the framework and the data collection methodology, including detailed descriptions/definitions of series to be collected, and timelines;</li> <li>• Methodology note with detailed descriptions/definitions of series as well as metadata which also documents any deviation from the standard methodology and data anomalies encountered;</li> <li>• Technical report outlining the analytical framework and commercial banking market structure for each country. This should include a detailed description of an affordability analysis and a description of the price changes for each country as well as a comparative description for each region as a whole (comparing prices, basis for price setting etc;</li> <li>• Interactive session with the MAP team to review and discuss the completed database and findings;</li> <li>• Update existing MS Excel files with bank prices.</li> </ul>

<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.

	<ul style="list-style-type: none"> <li>Allow for at least three rounds of review of the documentation and excel sheet after submission of final drafts, and responding to/addressing feedback and comments.</li> </ul> <p><b>Schedules and timing:</b></p> <ul style="list-style-type: none"> <li>Initial response to ToR, including quotation and overall design concept to be submitted by 12 February 2021 (Midnight New York, USA).</li> <li>Work is expected to start by 1 March 2021.</li> <li>Once started, work will proceed for 3 – 4 months in field, with 3 years of prices tracked over 2019 to 2021</li> <li>Latest completion date will be within 6 months after contract execution by both parties</li> <li>For repeat years (2022 to 2023), a kickoff meeting will be held with MAP and partners in February each year, and collection will start in March and proceed for 3 – 4 months in field. Latest completion date will be within 6 months after kickoff meeting each year.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<p>The Contractor will report to the MAP Programme manager as per the detailed project plan.</p> <p>Frequency of Reporting will follow a format of fortnightly updates provided through a joint team call or via email (to be indicated by the Programme manager)</p>
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	Meetings and reports as and when required
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Intermittently over 3 years
Target start date	April 19 <sup>th</sup> 2021
Latest completion date	Intermittently over 3 years
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)

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 (South African Rands)														
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 checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted														
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Allocated time</th> </tr> </thead> <tbody> <tr> <td>Project Commissioning: project management, Secondary research, database set-up. Preliminary database structure and write up of methodology.</td> <td>20%</td> <td>2 weeks</td> </tr> <tr> <td>Data collation &amp; analysis. Interactive session to review and discuss findings; Methodology report accepted by UNCDF, and draft technical report submitted</td> <td>40%</td> <td>12 weeks</td> </tr> <tr> <td>Final technical report and updated database in excel format</td> <td>40%</td> <td>4 weeks</td> </tr> </tbody> </table>			Outputs	Percentage	Allocated time	Project Commissioning: project management, Secondary research, database set-up. Preliminary database structure and write up of methodology.	20%	2 weeks	Data collation & analysis. Interactive session to review and discuss findings; Methodology report accepted by UNCDF, and draft technical report submitted	40%	12 weeks	Final technical report and updated database in excel format	40%	4 weeks
Outputs	Percentage	Allocated time													
Project Commissioning: project management, Secondary research, database set-up. Preliminary database structure and write up of methodology.	20%	2 weeks													
Data collation & analysis. Interactive session to review and discuss findings; Methodology report accepted by UNCDF, and draft technical report submitted	40%	12 weeks													
Final technical report and updated database in excel format	40%	4 weeks													

<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.

<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.

	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNCDF	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Specialist – MAP	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract	
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.	
Criteria for the Assessment of Proposal	<b>Technical Proposal (70% of the overall proposal - 140 points)</b>	
	<b>Evaluation Criteria</b>	<b>Points obtainable</b>
	Expertise of Firm/ Organization	15
	Relevancy of previously undertaken activities in relation to the Terms of Reference	8
	5 years of experience in undertaking pricing analysis in Africa and/or Asia.	3
	Demonstrated experience of and capacity for collecting tracking data and developing databases	4
	Proposed Methodology and Approach	35
	Does the Offeror clearly demonstrate ability and deep knowledge to provide Data collection and analytics of Bank Pricing and Fees services as per required tasks in the TOR	30
	Quality Assurance procedures in place	5
	Technical team experience and expertise	20

<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 \$100,000.00.

	Bachelor / Master's degree	3
	At least 5 Years of experience in Conducting data research and collection services.	10
	Relevant experience in economic analysis, cost benefit analysis, feasibility studies and diagnostic study of financial and or economic sector.	7
<p><i>(minimum qualifying score – 70 points)</i></p> <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:	
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>7</sup> [pls. specify]	
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Procurement Unit  <a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a>            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>	
Other Information [pls. specify]		

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

<sup>6</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>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<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.