



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

NAME & ADDRESS OF FIRM	DATE: 29 th April 2021.
	REFERENCE: 2021/MWI10/003

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy services to formulate the SDG Investor Map for Malawi**

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

Proposals may be submitted on or before 16th May 2021 and via email:
etenderbox.mw@undp.org, with the **Mandatory email subject: Consultancy services to formulate the SDG Investor Map for Malawi (proposals will not be considered, if failed to adhere to this instruction).**

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Rugare Mukanganise
Operations Manager
29th April 2021.

Description of Requirements

Context of the Requirement	Development Impact Advisory Team (DIAT)
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	Consultancy services to formulate the SDG Investor Map for Malawi.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • an inception report which details the methodology or approach to the assignment and a related detailed work plan including timelines for deliverables; • Summaries of research after steps 2, 4, 6, and 8 of the 8-step-methodology in the SDG investor map handbook Supporting materials for UNDP Malawi, such as list of interviewees (incl. contact details), interview guides, presentation materials, policy briefs, Sector-specific one-pagers of Investment Opportunity Areas for investors; • Data Set or Excel Template with validated IOAs and data points Narrative Report on the results of the SDG investor map process outcome.
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Economics Adviser in DIAT in consultation with the Director of Debt and Aid in the Ministry of Finance</i>
Frequency of Reporting	<i>Monthly</i>
Progress Reporting Requirements	Regular written progress report submitted through emails
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	70 working days

¹ 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.

Target start date	1 st June 2021																	
Latest completion date	15 th October 2021																	
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> </tr> </thead> <tbody> <tr> <td>Blantyre, and Zomba</td> <td>10days</td> <td>Stakeholder Consultative meetings</td> </tr> <tr> <td>, Mzuzu</td> <td>5 days</td> <td>Stakeholder Consultative meetings</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Blantyre, and Zomba	10days	Stakeholder Consultative meetings	, Mzuzu	5 days	Stakeholder Consultative meetings						
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Comprehensive Travel Insurance																	
No facilities to be Provided by UNDP ()																		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency (MWK) <small>(Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at http://treasury.un.org/operationalrates/OperationalRates.aspx)</small>																	
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (Only applicable to Malawi based firms) <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days																	

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

(Counting for the last day of submission of quotes)	<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 ³	Outputs	Percentage	Tentative Due Date	Approval By:	
	<ul style="list-style-type: none"> Payment upon submission and acceptance of an inception report which details the methodology or approach to the assignment and a related detailed work plan including timelines for deliverables 	20	08/06/2021	Wilmot Reeves, Economics Adviser	
	<ul style="list-style-type: none"> Payment upon submission and acceptances of Summaries of research after steps 2, 4, 6, and 8 of the 8-step-methodology in the SDG investor map handbook; 	20	28/06/2021	Wilmot Reeves, Economics Adviser	
	<ul style="list-style-type: none"> Payment upon submission and acceptance of supporting materials for UNDP Malawi, such as list of interviewees (incl. contact details), interview guides, presentation materials, policy briefs, etc. 	10	14/07/2021	Wilmot Reeves, Economics Adviser	

³ 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.

	<ul style="list-style-type: none">Payment upon submission and acceptance of Sector-specific one-pagers of Investment Opportunity Areas for investors	10	24/08/2021	Wilmot Reeves, Economics Adviser	
	<ul style="list-style-type: none">Payment upon submission and acceptance of the Data Set or Excel Template t with validated IOAs and data points.	25	24/09/2021	Wilmot Reeves, Economics Adviser	
	<ul style="list-style-type: none">Payment upon submission and acceptance of Final Narrative Report on the results of the SDG investor map outcome	15	15/10/2021	Wilmot Reeves, Economics Adviser	
Person(s) to review/inspect/ approve outputs/comple ted services and authorize the disbursement of payment	The consultant will work under the overall oversight by Core Oversight Team in Government led by the Ministry of Finance and with technical support from UNDP Malawi, SDG Finance and UNDP Africa Finance Sector Hub.				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract				
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 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.				
	Technical Proposal (70%)				

⁴ 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 \$150,000.00.

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm - 30 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30 Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁵	<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) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	Mavuto Nkhoma procurement.mw@undp.org cc Mavuto.nkhoma@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

⁵ 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.

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

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

⁸ 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.

Other Information	1. Required documentation to be submitted with Proposal:
	Company Profile, which should not exceed fifteen (15) pages, including printed brochures and catalogues relevant to the goods/services being procured
	Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege enjoyed by the Bidder
	Vendor is a legally registered entity. Certificate of Registration of the business, including Article Incorporation, or equivalent document if Bidder is not a corporation
	Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and received by the Bidder, if any
	Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's the past [2 years]
	Statement of Satisfactory Performance from the Top [3] Clients or more
	CV's of all key personnel proposed for this tender
	All information regarding any past and current litigation during the last five (5) years, in which is involved, indicating the parties concerned, the subject of the litigation, the amounts involved final resolution if already concluded.
	<i>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</i>
	<i>Written confirmation from each personnel that they are available for the entire duration of the</i>
	<p>2. Note: Financial Proposal should be password protected and submitted as a separate file. Password for financial proposal should not be shared unless requested by UNDP in writing. Only technically competent bidder will be requested to share financial proposal password. No financial proposal information should be reflected anywhere in technical proposal. Failure to abide by this instruction will lead to disqualification of bids.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

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

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1 <ul style="list-style-type: none"> • Payment upon submission and acceptance of an inception report which details the methodology or approach to the assignment and a related detailed work plan including timelines for deliverables; 	20%	
2	Deliverable 2 <ul style="list-style-type: none"> ○ Payment upon submission and acceptances of Summaries of research after steps 2, 4, 6, and 8 of the 8-step-methodology in the SDG investor map handbook; 	20%	
3	Deliverable 3 <ul style="list-style-type: none"> ○ Payment upon submission and acceptance of supporting materials for UNDP Malawi, such as list of interviewees (incl. contact details), interview guides, presentation materials, policy briefs, etc. 	10%	
4	Deliverable 4 <ul style="list-style-type: none"> ○ Payment upon submission and acceptance of Sector-specific one-pagers of Investment Opportunity Areas for investors 	10%	
5	Deliverable 5 <ul style="list-style-type: none"> ○ Payment upon submission and acceptance of the Data Set or Excel Template t with validated IOAs and data points; 	25%	
6	Deliverable 6 <ul style="list-style-type: none"> ○ A satisfactory submission and acceptance of Final Narrative Report on the results of the SDG investor map outcome; 	15%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team Leader				
Project Analyst				
(please specify other team members if any)				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Note: Financial Proposal should be password protected and submitted as a separate file. Password for financial proposal should not be shared unless requested by UNDP in writing. Only technically competent bidder will be requested to share financial proposal password. No financial proposal information should be reflected anywhere in technical proposal. Failure to abide by this instruction will lead to disqualification of bids.

TERMS OF REFERENCE

Consultancy services to formulate the SDG Investor Map for Malawi

Project name: SDG Fund Program

Country: Malawi

Place of assignment: Lilongwe (with possibility of travel)

Period of assignment/services: 70 working days

1.0 BACKGROUND

At a time of unprecedented global challenges, sustainable finance is a driving force for social and economic resilience. Public and private finance are essential for recovery from the COVID-19 pandemic and for the achievement of Sustainable Development Goals (SDGs). Rallying private sector participation and strengthening private and public sector networks for achieving sustainable and inclusive economic growth has taken new urgency. National resource mobilization and increased commitments from private investors and enterprises will be needed for recovery from the impact of the pandemic, while maintaining progress towards the achievement of the SDGs by 2030. In this connection, UNDP Malawi in collaboration with the Government of Malawi seeks the services of a national consultancy firm to undertake research, analysis, synthesis, and conduct consultations with public and private stakeholders to produce an SDG Investor Map for Malawi.

1.1 SDG INVESTOR MAP

An SDG Investor Map is a tool that provides market intelligence (**data, analysis, and evidence**) designed to assist private investors (Funds, Financiers, Corporations) identify investment opportunities and business models that advance the SDGs in line with Malawi Growth and Development Strategy 2017-2022 (MGDSIII). It provides insight and mechanisms needed by the private sector to increase their investments towards the SDGs and makes significant contribution to filling the financing gap by mobilizing private capital for the SDGs, as per the identified national priorities. The Map further provides investors with insights into local market conditions, local SDG investment opportunities, highlighting the business opportunity as well as the expected development impact of such investments. The market intelligence also strengthens COVID-19 recovery efforts at national level through the Investment Opportunity Areas (IOA) identified that shed light on actionable, profitable business models where the private sector can work with the Government to make a real difference in the lives of the people most impacted by the effects of COVID-19.

1.2 RATIONALE

The Government of Malawi in collaboration with UNDP is updating 2018 Development Finance Assessment (DFA) while simultaneously undertaking local level finance assessment (LLFA). This aims to update the country's financing landscape and full typology of types of finance at national level and assess the finance and institutional

landscape, and relevant policy, at local government levels in selected districts to inform an all-inclusive and comprehensive Integrated national Financing Framework (INFF) for Malawi. The SDG investor map for Malawi is timely as it strengthens the INFF and DFA process by among other things provide evidence, data and concrete recommendations on viable business models that enhance DFA. The Investor map also fills market intelligence gaps to inform National SDG Financing Strategies.

Prospects for achieving the SDGs have recently suffered serious setback due to the outbreak of COVID-19 which has contracted economic growth, reduced revenue flows, and worsened public debt thus threatening prospects for recovery. Achieving the SDGs and jumpstarting the economy to generate growth and sustainable development in Malawi requires, among other key partners, the private sector to generate significant investment opportunities to compliment Government efforts on financing for development. The situation is critical and underscored by the diminished level of global financial flows. In 2017, only 2.0 percent of global Foreign Direct Investment flows – or around US \$26 billion - went to the world's 47 Least Developed Countries. Building a critical mass of private investment flows in Malawi is more important than ever to achieve the SDGs by 2030, hence the need for market intelligence on investment opportunities through the SDG Investor Map.

1.3 SDG IMPACT – ORGANIZATIONAL CONTEXT

The process of developing an SDG Investor Map will be guided by the SDG Investor Map Handbook for which an introduction can be accessed [here](#) or electronic copy requested from UNDP Malawi (Thokozire Gausi at Thokozire.gausi@undp.org phone number 0884207599) . The Handbook was developed by SDG Impact, a UNDP entity and flagship global initiative – launched in September 2018 – that focuses on leveraging private sector capital in delivering the SDGs. It is a methodology that combines data/research on existing development needs, policy priorities, and market opportunities with interviews/consultations with public and private sector stakeholder. It offers a step-by-step approach to create the SDG Investor Map. The SDG Impact team is expected to provide technical support throughout the process of developing the SDG Investor Map. As a tool of SDG Impact, it makes it easier for investors to direct capital to the achievement of the SDGs. SDG Map has successfully been developed in 15 countries, including Nigeria, South Africa, Uganda, Kenya, Rwanda, and Ghana.

2.0 SCOPE OF WORK

The SDG Investor Map process entails undertaking secondary data research (on existing development needs, policy priorities, and market opportunities) and conducting in-depth consultations with public and private sector stakeholders to verify findings and contribute new insights in line with steps defined in the SDG Investor Map Handbook. The process follows an 8-step process outlined in the Handbook, which filters down from national priorities based on sectors, subsectors, and regions. Prospective bidders are encouraged to download the SDG Investor Map introductory presentation to appreciate the methodology, approach, and process prior to submitting the

application. The data will then be analyzed to distill Investment Opportunity Areas (IOAs) and data-backed business models. The findings of the Investor Maps will then be synthesized in an Excel template and uploaded into a dynamic online platform where investors can search for the market intelligence on investment opportunities by a variety of functionalities spanning business and impact considerations, including sectors, regions, market size and timeframes of investments that most interest them. The selected consultancy firm will be expected to undergo training together with other stakeholders with oversight responsibilities prior to commencement of work. The successful consultancy team will work under the close and joint technical supervision from SDG Impact, UNDP Malawi country office and the core technical committee led by the Ministry of Finance.

2.1 PURPOSE OF THE ASSIGNMENT

To establish actionable data points for the SDG Investor Map for Malawi to help domestic or external private investors to identify investment opportunities and business models that will accelerate the achievement of SDGs and support recovery from COVID-19 pandemic, as aligned to national development priorities.

2.2 METHODOLOGY

The firm will be expected to engage a Team Leader/Investor Interviews Consultant (lead) and two Project Analysts (one with data analyst profile to conduct data analysis and one with private sector/investment background to support private sector interviews). They will be expected to carry out the following functions:

Investor-Interviews Consultant/Team Leader

- Undertake desk research (e.g. document review) and analysis across multiple steps of the Country Office Handbook methodology (sector analysis; subsector analysis; subregion analysis; investment opportunity area analysis),
- Lead structured interviews with local investors to deepen learnings from desk research and source additional insights on the ‘investability’ of long-listed opportunity areas,
- Shape and guide the research agenda of the Project Analysts on the project team (e.g. defining key questions to address through data-driven research; prioritizing data sources to be explored)
- Lead the collation of insights from multiple research sources into a master document, ensuring that data collected is of comparable breadth and depth (testing for the mutual exclusiveness of datapoints)
- Undertake broader lead and coordination of data collection and analysis,
- Coordinate with UNDP in the whole SDG investor map process to conclusion

Project Analysts

- Undertake in-depth analysis of public and donor development statistics (e.g. human development databases, ease-of-doing-business data, private investment flows) at subsector and subregion level,
- Support lead Consultant in key desk research activities (e.g. reviewing national, subnational, and ministerial development plans; and assessing investment promotion strategies),
- Support lead Consultant and Project Leader of UNDP Malawi in preparing investor interviews (e.g. shaping interviewee longlist and performing background research on interviewees),
- Support the lead consultant in undertaking structured interviews with local and international investors to deepen learnings from desk research and collect relevant data,
- Support the collation of insights from multiple research sources into a master document, ensuring that data collected is of comparable breadth and depth (testing for the mutual exclusiveness of datapoints).

Overall Key Responsibilities of The Consultancy Firm

- Conduct the research and synthesis of the SDG Investor Map according to the 8-step methodology in the SDG Investor Map Handbook,
- Contribute to identify key documents and data sources,
- Organize and conduct interviews with private sector to verify findings,
- Support UNDP Malawi in conducting interviews and consultations with public sector stakeholders,
- Support UNDP Malawi in identifying Investment Opportunity Areas (IOAs) through co-organizing and co-leading the workshops required in steps 7-8 of the SDG Investor Map Handbook,
- Facilitate the production of the Completed Excel Investor Map Findings Template that will eventually be uploaded online,
- Produce the final report on the SDG Investor Map.

3.0 DELIVERABLES

The consultancy firm will be expected to deliver on the following:

Deliverables/Milestone	Due date	Percentage of Payment
Payment upon satisfactory submission and acceptance of an	08/06/2021	20%

inception report		
Payment upon satisfactory submission and acceptances of Summaries of research after steps 2, 4, 6, and 8 of the 8-step-methodology in the SDG investor map handbook	28/06/2021	20%
Payment upon satisfactory submission and acceptance of supporting materials for UNDP Malawi, such as list of interviewees (incl. contact details), interview guides, presentation materials, policy briefs, etc.	14/07/2021	10%
Payment upon satisfactory submission and acceptance of Sector-specific one-pagers of Investment Opportunity Areas for investors	24/08/2021	10%
Payment upon satisfactory submission and acceptance of the Data Set or Excel Template t with validated IOAs and data points.	24/09/2021	25%
Payment upon satisfactory submission and acceptance of Final Narrative Report on the results of the SDG investor map outcome	15/10/2021	15%

Note: Consultant shall submit 2 bound copies of good quality and already formatted PDF and word versions.

4.0 TIME FRAME

The development of the SDG Investor Map will span for a period of approximately 5 months. That notwithstanding the consultancy services will be required for a duration of 70 person-days spanning the period starting from 1st June 2021 and expected to be completed by 15th October 2021.

5.0 QUALIFICATIONS

The assignment requires a reputable local consultancy firm which should have the following:

- At least 5 years of experience in carrying similar work related to investment mapping.
- At least 10 years of experience in mixed methods research, particularly stakeholder interviews and the navigation of statistical databases.
- At least 5 years of experience in Sustainable Development Goals and of different approaches driven by the United Nations Development System (UNDS) to accelerate private sector participation in the 2030 Agenda.
- Ability to facilitate multi-stakeholder sessions

The firm shall be expected to mobilize key personnel for the delivery of the assignment. The firm will provide an Investor-Interviews Consultant who will also be Team Leader to coordinate SDG investor map development. The consultancy firm's team leader and Project Analysts should have the following qualifications:

Team Leader

- At least Master's degree in the field of Finance, Economics, Business development studies or other relevant fields (PhD will be added advantage).
- Knowledge of the Sustainable Development Goals and of different approaches driven by the United Nations Development System (UNDS) to accelerate private sector participation in the 2030 Agenda.
- Familiarity and knowledge with SDG Impact of their other activities undertaken in parallel to SDG Investor Maps (e.g. Impact Management, Impact Intelligence, and Impact Facilitation).
- Strong knowledge of market context, of national development needs, and economic/ political priorities.
- Deep knowledge of the local, regional, and international investment landscape, and close familiarity with needs of global investors.
- Ability to undertake mixed methods research, particularly stakeholder interviews and the navigation of statistical databases.
- Ability to facilitate multi-stakeholder sessions.
- Fluency in local language and English.
- At least 10 years of experience in strategy consulting and/or economic research, with a focus on developing country contexts and the private sector.

Project Analysts

- At least Master's degree in the field of Statistics, Finance, Economics, Business studies or other relevant fields.
- Knowledge of the Sustainable Development Goals and of different approaches driven by the UNDS to accelerate private sector participation in the 2030 Agenda.
- Familiarity with SDG Impact and with other activities undertaken in parallel to SDG Investor Maps (e.g. Impact Management, Impact Facilitation).
- Knowledge of market context, business developments, national development needs, and economic and political priorities.
- Familiarity with mixed methods research, particularly the navigation of statistical databases.
- Fluency in local language and English.

- At least 3 years of experience in strategy consulting and/or economic research, with a focus on developing country contexts

8.0 REPORTING

The consultant will work under the overall oversight by Core Oversight Team in Government led by the Ministry of Finance and with technical support from UNDP Malawi, SDG Finance and UNDP Africa Finance Sector Hub.

9.0 LOCATION

The assignment shall be undertaken in Lilongwe with possibility of traveling to the target districts.

10.0 CRITERIA FOR SELECTION OF THE BEST OFFER

Offers received will be evaluated using a Combined Scoring method, where technical proposal will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria:

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise & reputation of Firm / Organization in mobile applications and networked devices	300
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm / Reputation of Organization and Staff / Credibility / Industry Standing		50
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	80
	- Number of personnel and available facilities including Management structure	20	
	- project management controls,	20	
	- Financial stability and project financing capacity	20	
	- Types of undertaken activities	20	

1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		10
1.4	Quality assurance procedures and risk mitigation measures		60
1.5	Experience:	Sub-score	70
	<ul style="list-style-type: none"> At least 5years of experience in carrying similar work related to investment mapping. 	20	
	<ul style="list-style-type: none"> At least 10years of experience in mixed methods research, particularly stakeholder interviews and the navigation of statistical databases. 	15	
	<ul style="list-style-type: none"> At least 5years of experience in Sustainable Development Goals and of different approaches driven by the United Nations Development System (UNDS) to accelerate private sector participation in the 2030 Agenda. 	15	
	<ul style="list-style-type: none"> Ability to facilitate multi-stakeholder sessions 	20	
1.6	Organizational Commitment to Sustainability (mandatory weight)		30
	<ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent 	20	
	<ul style="list-style-type: none"> Organization is a member of the UN Global Compact 	5	
	<ul style="list-style-type: none"> Organization demonstrates significant commitment to sustainability through some other means - 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	5	
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 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.	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

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?		70
3.2	Team Members:		Sub-Score
	3.2.1. Team Leader		140
	<ul style="list-style-type: none">Master’s degree in the field of Finance, Economics, Business development studies or other relevant fields (PhD will be added advantage).	10	
	<ul style="list-style-type: none">Knowledge of the Sustainable Development Goals and of different approaches driven by the United Nations Development System (UNDS) to accelerate private sector participation in the 2030 Agenda.	15	
	<ul style="list-style-type: none">Familiarity and knowledge with SDG Impact of their other activities undertaken in parallel to SDG Investor Maps (e.g. Impact Management, Impact Intelligence, and Impact Facilitation).	15	
	<ul style="list-style-type: none">Strong knowledge of market context, of national development needs, and economic/ political priorities.	15	230

<ul style="list-style-type: none">• Deep knowledge of the local, regional, and international investment landscape, and close familiarity with needs of global investors.	15		
<ul style="list-style-type: none">• Ability to undertake mixed methods research, particularly stakeholder interviews and the navigation of statistical databases.	15		
<ul style="list-style-type: none">• Ability to facilitate multi-stakeholder sessions.	15		
<ul style="list-style-type: none">• Fluency in local language and English.	15		
<ul style="list-style-type: none">• At least 5 years of experience in strategy consulting and/or economic research, with a focus on developing country contexts and the private sector.	25		
3.2.2 Project Analysts		Sub-Score	
<ul style="list-style-type: none">• Master’s degree in the field of Statistics, Finance, Economics, Business studies or other relevant fields.	10	90	
<ul style="list-style-type: none">• Knowledge of the Sustainable Development Goals and of different approaches driven by the UNDS to accelerate private sector participation in the 2030 Agenda.	10		
<ul style="list-style-type: none">• Familiarity with SDG Impact and with other activities undertaken in parallel to SDG Investor Maps (e.g. Impact Management, Impact Facilitation).	15		
<ul style="list-style-type: none">• Knowledge of market context, business developments, national development needs, and economic and political priorities.	10		
<ul style="list-style-type: none">• Familiarity with mixed methods research, particularly the navigation of statistical databases	10		
<ul style="list-style-type: none">• Fluency in local language and English.	10		
<ul style="list-style-type: none">• At least 3 years of experience in strategy consulting and/or economic research, with a focus on developing country contexts	25		
			300