



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

NAME & ADDRESS OF FIRM	DATE: May 5, 2021
	REFERENCE: SLE/RFP/2021/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development and management of a crowdfunding platform**.

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

Proposals may be submitted on or before Monday, May 17, 2021 at 4:00pm. Please ensure that your proposals (Technical and Financial) in separate envelopes but both sealed in one big enveloped reached UNDP Reception Area on or before the deadline. Register your submission, indicating among other things, the name of the organization submitting proposals, the name and telephone number the person submitted proposal at Receptionist Desk and further ensure you deposits the envelop into the Tender Box located at the Reception Area.

**United Nations Development Programme**  
***Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown, Sierra Leone.***

**Yona Samo**

Yonah.samo@undp.org

[Procure.sle@undp.org](mailto:Procure.sle@undp.org)

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days, from the deadline date of bid submission. Submission submitted in other language than English must be accompanied with English translation.

While 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, to other locations than stated 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](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,

*Yonah Samo*  
Yona Samo

Procurement Specialist

5/5/2021

## Annex 1

## Description of Requirements

Context of the Requirement	Development and management of a crowdfunding platform											
Implementing Partner of UNDP	Government counterparts particularly the Ministry of Youth, National Youth Commission, National Youth Service and Directorate of Science, Technology and Innovation (DSTI), other development partners, UN Agencies including UNCDF, private sector, Youth networks.											
Brief Description of the Required Services <sup>1</sup>	The main objective of this assignment is to further support the development and management of a locally built crowdfunding platform for mobilizing resources for commercially viable youth and women innovative businesses. The crowdfunding platform will enable young women and men entrepreneurs to seek financing for their innovative solutions through donations from the public, development partners, businessmen and businesswomen nationally and internationally as well as people from the diaspora.											
List and Description of Expected Outputs to be Delivered	<p>Scope of Services, Expected Outputs and Target Completion:</p> <p>The assignment broadly focuses on prototype presentation, incorporate customization requests for development, management and promotion of the crowdfunding platform for mobilizing resources for commercially viable youth and women innovative businesses.</p> <p>Specifically, the successful firm is expected to deliver the following services:</p> <ul style="list-style-type: none"><li>a) Phase I: Preparatory Phase</li><li>b) Phase II: Development Phase</li><li>c) Phase III: Deployment Phase</li><li>d) Phase IV: Post Deployment and Support</li></ul> <p>Expected Outputs</p> <table><tr><td>Deliverables/Outputs</td><td>Estimated Duration to Complete</td><td>Target Due Dates</td><td>Review and Approvals required</td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals required				
Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals required									

<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.

	<p>Phase I Preparatory Phase</p> <ul style="list-style-type: none"> <li>• Inception Meeting and Report <ul style="list-style-type: none"> <li>○ Presentation of crowdfunding prototype</li> <li>○ Business sustainability plan for the crowdfunding platform</li> <li>○ Define onboarding process and criteria</li> <li>○ Customization requirement gathering</li> </ul> </li> </ul>	10 days	10 days after signing contract	UNDP
	<p>Phase II Development Phase</p> <ul style="list-style-type: none"> <li>• Product Development <ul style="list-style-type: none"> <li>○ Incorporate customization requests</li> <li>○ Linking of crowdfunding platform to the National Youth App</li> </ul> </li> </ul>	30 days	40 days after signing contract	UNDP
	<p>Phase III Deployment Phase</p> <ul style="list-style-type: none"> <li>• Pilot-test review and evaluation report. <ul style="list-style-type: none"> <li>○ Successful System Integration Test</li> <li>○ User Acceptance Tests (UAT report).</li> <li>○ License to operate in the Sandbox (an added advantage-not compulsory to be completed</li> </ul> </li> </ul>	20 days	60 days after signing contract	UNDP

	<p>within the specified period but process should have been initiated)</p> <ul style="list-style-type: none"> <li>○ Launch and deploy the crowdfunding platform</li> </ul>											
	<p>Phase IV Post Deployment &amp; Support</p> <ul style="list-style-type: none"> <li>• Onboarding of a minimum of 250 campaigns (innovative businesses)</li> <li>• System Management, Maintenance and Support</li> <li>• Final Report &amp; proposed roadmap to scale-up including marketing strategy</li> </ul>	12 months	12 months after signing the contract	UNDP								
Person to Supervise the Work/Performance of the Service Provider	The successful firm will be directly supervised on a day to day basis by the UNDP Accelerator lab team and the Youth Technical Specialist.											
Frequency of Reporting	The successful firm will be directly supervised on a day to day basis by the UNDP Accelerator lab team and the Youth Technical Specialist.											
Progress Reporting Requirements	The firm will report to UNDP on a regular basis on the progress of the assignment in line with the set deliverables of the assignment.											
Location of work	<input checked="" type="checkbox"/> Exact Address/es All regions of Sierra Leone <input checked="" type="checkbox"/> At Contractor's Location											
Expected duration of work	60 days for development, 12 months for management of the crowd funding platform.											
Target start date	Immediately.											
Latest completion date	60 days for development, 12 months for management of the crowd funding platform											
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>To Be Determine</td><td></td><td></td><td></td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	To Be Determine			
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s									
To Be Determine												

Special Security Requirements	<input checked="" 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 type="checkbox"/> Others [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
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 (SIERRA LEONE LEONES, WITH EQUIVALENT IN UNITED STATES DOLLARS)
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]

<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.

Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	Upon the completion of Phase I: Preparatory Phase requirements	20% payment	10 days after signing contract	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.
	Upon the completion of Phase II: Development Phase requirements	40% payment	40 days after signing contract	
	Upon the completion of Phase III: Deployment phase requirements	30% payment	60 days after signing contract	
	For Phase IV: Post Deployment & Support requirements	10% payment	12 months after signing the contract	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The successful firm will be directly supervised on a day to day basis by the UNDP Accelerator lab team and the Youth Technical Specialist.			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <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 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			

<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.

	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> <p><input type="checkbox"/> Expertise of the Firm</p> <ul style="list-style-type: none"> <li>- Legality of the firm (registered and possess valid registration documents) – 5%</li> <li>- At least 12 months in operations – 5%</li> <li>- A local firm with demonstrable experience in developing and running crowdfunding platforms particularly in a development context and for development organisations- 15%</li> </ul> <p><input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</p> <ul style="list-style-type: none"> <li>– Appropriate methodology and approach suitable to the TORs - 30%</li> </ul> <p><input type="checkbox"/> Management Structure and Qualification of Key Personnel</p> <ul style="list-style-type: none"> <li>- The team lead should possess a minimum 5 years' experience in leading innovative teams – 5%</li> <li>- Demonstrate experience in conducting similar assignments – 5%</li> <li>- Possession of specialized skills in developing platforms of the same nature and scope – 5%.</li> </ul> <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:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions <sup>5</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <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>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input type="checkbox"/> Others<sup>7</sup> [pls. specify]</p>

<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 (Written inquiries only)<sup>8</sup></p>	<p><i>Yona Samo</i> <i>Procurement Specialist</i> <i>yonah.samo@undp.org</i> 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>	

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

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

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

<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;*
- 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\***

	<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	....		
	Total	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				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

Terms of Reference (TOR)

Development and management of a crowdfunding platform

Location:	All regions of Sierra Leone
Type of Contract:	Professional Services Contract
Starting date:	Upon signature of contract
Duration:	60 days for development, 12 months for management of the crowd funding platform

A. Background

Sierra Leone has a large youth population, out of the total estimated population of 7.9 Million by mid-2020 (UN Data), youth aged 15-35 years account for 34%, leading to high unemployment especially amongst youth and women. Approximately 67% of youth population are unemployed (Statistics Sierra Leone, 2019). These young men and women are also disappointedly faced with challenges such as limited livelihoods options and opportunities, limited access to productive resources (land, capital, and infrastructure for growth), and are inadequately prepared for the labor market. The most viable options for employment creation for young men and women is entrepreneurship. However, such opportunities are not readily available due to inhibiting factors such as entrepreneurship sector being largely informal; limited access to finance; limited entrepreneurship capacity; lack of competitiveness; and inadequate support systems to generate and promote innovative business ideas.

To respond and contribute to addressing these challenges young women and men entrepreneurs face in Sierra Leone, UNDP in consultation with partners have developed a Youth Empowerment and Employment Project which among others includes an intervention to enhance innovative enterprises and diversify livelihoods for youth and women. In collaboration with the UNDP Accelerator Lab mapped out grassroots innovative solutions across the country for young women and men in sectors including Agriculture, Energy, Food and Nutrition, and ICT (digital economy, financial inclusion, e-commerce). Building on this grassroots mapping, selected innovators have been identified as part of the initiative to support them and scale their innovations. The preliminary activities for the initiative entail, conducting a Gap Analysis and needs assessment for each targeted innovator to tailor each support that can address their priority needs. This will be followed by the adoption an experimental approach to encourage public fundraising that can further contribute to their business growth.

In that vein, UNDP seeks to scan the local digital landscape to identify a private sector partner who is interested in and is working on rolling out a crowdfunding platform in Sierra Leone. The prospective private sector entity should have is at an advanced level of developing a crowdfunding platform which can be further developed to be used as a pilot.

B. Objective of the assignment

The main objective of this assignment is to further support the development and management of a locally built crowdfunding platform for mobilizing resources for commercially viable youth and women innovative businesses. The crowdfunding platform will enable young women and men entrepreneurs to seek financing

for their innovative solutions through donations from the public, development partners, businessmen and businesswomen nationally and internationally as well as people from the diaspora.

### ***C. Scope of Services, Expected Outputs and Target Completion***

The assignment broadly focuses on prototype presentation, incorporate customization requests for development, management, and promotion of the crowdfunding platform for mobilizing resources for commercially viable youth and women innovative businesses.

Specifically, the successful firm is expected to deliver the following services:

- e) Phase I: Preparatory Phase
- f) Phase II: Development Phase
- g) Phase III: Deployment Phase
- h) Phase IV: Post Deployment and Support

### ***D. Expected Outputs***

<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals required</b>
Phase I Preparatory Phase <ul style="list-style-type: none"> <li>i) Inception Meeting and Report</li> <li>j) Presentation of crowdfunding prototype</li> <li>k) Business sustainability plan for the crowdfunding platform</li> <li>l) Define onboarding process and criteria</li> <li>m) Customization requirement gathering</li> </ul>	10 days	10 days after signing contract	UNDP
Phase II Development Phase <ul style="list-style-type: none"> <li>• Product Development               <ul style="list-style-type: none"> <li>○ Incorporate customization requests</li> <li>○ Linking of crowdfunding platform to the National Youth App</li> </ul> </li> </ul>	30 days	40 days after signing contract	UNDP
Phase III Deployment Phase <ul style="list-style-type: none"> <li>• Pilot-test review and evaluation report.               <ul style="list-style-type: none"> <li>○ Successful System Integration Test</li> <li>○ User Acceptance Tests (UAT report).</li> <li>○ License to operate in the Sandbox (an added advantage-not compulsory to be completed within the specified</li> </ul> </li> </ul>	20 days	60 days after signing contract	UNDP

period but process should have been initiated) ○ Launch and deploy the crowdfunding platform			
<b>Phase IV Post Deployment &amp; Support</b> <ul style="list-style-type: none"> <li>Onboarding of a minimum of 250 campaigns (innovative businesses)</li> <li>System Management, Maintenance and Support</li> <li>Final Report &amp; proposed roadmap to scale-up including marketing strategy</li> </ul>	12 months	12 months after signing the contract	UNDP

#### ***E. Institutional Arrangement***

- The successful firm will be directly supervised on a day to day basis by the UNDP Accelerator lab team and the Youth Technical Specialist.
- The firm will report to UNDP on a regular basis on the progress of the assignment in line with the set deliverables of the assignment.
- The successful organization is expected to liaise/interact/collaborate/meet with key stakeholders while performing the work. These will include but not limited to, Government counterparts particularly the Ministry of Youth, National Youth Commission, National Youth Service and Directorate of Science, Technology and Innovation (DSTI), other development partners, UN Agencies including UNCDF, private sector, Youth networks.
- The extent of participation of these collaborative entities during implementation will be solely for ensuring effective delivery of intended services and avoidance of duplication of efforts and to ensure complementarity.
- UNDP will not provide any facility, support personnel, support service, or logistics to the successful firm during implementation. It's expected that the successful firm will use its personnel, services and logistics to deliver on the deliverables as outlined in the outputs.

#### ***F. Duration of the Work***

- The assignment will be executed in a period of 60 days for the preparatory, development, preparation for deployment and actual development. The post deployment and support will be executed in a period of 12 months. It's anticipated that the crowdfunding platform will attract financing from private sector and development partners for sustainability beyond the initial contract period.

#### ***G. Location of Work***

Freetown – Sierra Leone. There will be travels to the provinces during the assignment as may be needed.

#### ***H. Qualifications of the Successful Service Provider at Various Levels***

The following are the required qualifications of the prospective firm:

- f) Any type of organization (commercial for-profit firms, educational institutions, and non-profit organizations)
- g) At least 12 months in operations
- h) A local firm with demonstrable experience in developing and running crowdfunding platforms particularly in a development context and for development organisations
- i) Have a team of at least 3 technical experts and 2 support staff dedicated to cover all planned/required activities of the assignment.
- j) Technical experts (one of which shall be a team leader) should possess the following:
- k) At least 5 years of relevant professional experience at the national or international level
- l) Demonstrate experience in conducting similar assignments
- m) Possession of specialized skills in developing platforms of the same nature and scope
- n) Support staff should possess at least one year working experience in supporting assignments of similar nature and magnitude.

***I. Scope of Proposal Price and Schedule of Payments***

- a) The contract price will be a fixed output-based price regardless of extension of duration.
- b) The potential firm should submit an all-inclusive bid with detailed costing for professional fees, operational costs, support personnel to be deployed, and travel costs anticipated.
- c) Payment will be made by UNDP upon achievement of the corresponding milestones identified and outlined in the Financial Proposal Form. The payment schedule shall as be as follows:
  - 20% payment upon the completion of Phase I: Preparatory Phase requirements
  - 40% payment upon the completion of Phase II: Development Phase requirements
  - 30% payment upon the completion of Phase III: Deployment phase requirements
  - 10% payment for Phase IV: Post Deployment & Support requirements