**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-3))***

[insert: *Location]*.

[insert: *Date]*

To: Resident Representative

UNDP Malaysia, Singapore and Brunei Darussalam

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 :

1. **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 (if applicable):*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation*
6. *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.*
7. *Nomination of minimum one (1) Partner Entity(ies) for disbursement activity with summary of related past/existing cash assistance programme to communities*
8. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe:*   1. *propose the TBI intervention i.e. top-ups to existing average incomes or/and uniform lump sum etc. while taking into account the basic needs’ expenditure level, and it must be based on scientifically recommended international/regional practice and make reference of the adopted TBI approaches for Malaysian context;* 2. *provide a detailed description of technical proposal on the recommended methodologies including where and how the proposed locations are selected, sampling process and how potential bias are addressed; detailed elaboration criteria and cost of the estimated amount of TBI to be disbursed to the selected households;* 3. *provide detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place while demonstrating that the methodological approaches (above) will be appropriate to the local conditions and context of the work;* 4. *nominate any established registered entity(ies) for TBI disbursement, the strategy for TBI be disbursed by cash and digital be carried out, monitoring and evaluation mechanism of the disbursement or should there be any other arrangements the Service Provider see fit to carry out the activities on the ground should the partnership is seen not required;* 5. *demonstrate plan how to leverage existing cash assistance programmes by the established entity(ies) to align to the objectives of the TBI pilot;* 6. *identify the potential social and economic risk and propose mitigation action; and* 7. *include the implementation schedule indicating the breakdown and timing of activities/ sub-activities, partners and stakeholders mapping, communication strategies and other relevant matters to ensure the smooth-running of the project.* |

1. **Qualifications of Key Personnel**

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| *The Service Provider must provide:*   1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;* 2. *CVs demonstrating qualifications must be submitted as required by the RFP; and* 3. *Written confirmation from each personnel that they are available for the entire duration of the contract.* |

1. **Cost Breakdown per Deliverable\***

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| --- | --- | --- |
| **Outputs** | **Percentage** | **Price**  **(Lump Sum, All Inclusive)** |
| Submission of an inception report outlining:   * Workplan for the consultancy; * The vision of the overall project and its two components (pilot and policy research); * Structure of project components and key elements such as site location, delivery partners, method of engagement, strategies to conduct the pilot and data collection (including frequency) to capture impacts on wellbeing, including gender empowerment, disbursement by cash and digital options strategies and monitoring mechanism etc.; * Methodologies (qualitative and quantitative) and timeline to develop and operationalize the project; * Set the measurable indicators for the project and determine parameters of cash assistance RCTs for each site inclusive of the following (but not limited to) Annex 3. * Establish, engage and provide clear partnership with any established registered entity(ies) for TBI disbursement by providing the following supporting documents:  1. Registration of entity/ROC/ROS; 2. Related existing/past cash assistance programme to communities; 3. Details of key personnel(s) who potentially be involved in this project; and 4. Written confirmation for participation from organisation  * Provide monitoring and evaluation mechanism of the disbursement or detailed plan should there be any other arrangements the Service Provider see fit to carry out the activities on the ground should the partnership is not established; * Submission and satisfactory acceptance of draft questionnaires design to capture impacts on wellbeing, including gender empowerment, expenditure, and multidimensional poverty elements etc. | 20% |  |
| Progress Report 1 consist of:  1) Presentation of a short analysis of baseline study and measurable indicators for the project:   * Conduct survey to collect baseline indicators data to achieve the project’s objectives (average basic needs expenditure, breakdown of expenditure, household characteristics etc.)   2) TBI Pilot Period: 1 out of 2 reports on data collection activities   * Monitoring of cumulative evidence of disbursement by cash and digital for the first three months   *The Service Provider must maintain adequate record and must be able to provide proof/evidence/receipt of expenditure/disbursement as Annex in the Progress Report. And if further documentation is required, the Service Provider must be able to produce at any time as requested by UNDP.* | 20% |  |
| Progress Report 2 consist of:  1) TBI Pilot Period: 2 out of 2 reports on data collection activities for the last three months   * Monitoring of cumulative evidence of disbursement by cash and digital   *The Service Provider must maintain adequate record and must be able to provide proof/evidence/receipt of expenditure/disbursement as Annex in the Progress Report. And if further documentation is required, the Service Provider must be able to produce at any time as requested by UNDP*  2) TBI Draft Final Report that consist of:   * key findings and conduct results validation workshop – including economic and sociological analysis component; and * A report that synthesizes changes made by TBI in each community (at various levels) in the pilot project. | 20% |  |
| Presentation to stakeholders a satisfactory Final Report that consists at least the following:   * Executive Summary. * Introduction * Description of the project * Methodology – context of project evaluation, method of pilot execution, team, limitations, etc.) * Analysis * Findings, Conclusions and Recommendations including replication of project to other area. * Lessons Learned * An implementation guideline based on TBI into strengthening government social protection policy especially during crises * Appendices (if necessary) * References | 40% |  |
| **Total** | **100%** |  |
| **Optional:** Domestic travel costs for:  Two 3-day missions to Putrajaya and proposed location may be required for 4 consultation workshops with key stakeholders for the development of the draft standards and final draft standards (if needed).  Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual consultation sessions will be arranged in lieu of in-person missions. Payment to the Service Provider will only be effected if in-person missions are carried, and payment will be made upon completion of the two travel missions. | Upon completion of the 2 missions (if any) |  |

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

1. **Cost Breakdown by Cost Component**

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| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Project Team Leader |  |  |  |  |
| b. Project Team Member |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Domestic Travel |  |  |  |  |
| 1. Daily Allowance |  |  |  |  |
| 1. Communications |  |  |  |  |
| 1. Reproduction |  |  |  |  |
| 1. Equipment Lease |  |  |  |  |
| 1. Others |  |  |  |  |
| **III. TBI Disbursement Arrangement**  **(if any)** |  |  |  |  |
| **IV. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.*  [↑](#footnote-ref-3)