

# **REQUEST FOR QUOTATION (RFQ 30/2021)**

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| Project number & title: UN RC Office – SDG Financial Landscape Analysis Process**Subject:** Analysis of SDG Financing Landscape  | Date: 11 May 2021 |

UNDP has extended the deadline from 27 May to 01 June 2021

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP on behalf of UN Resident Coordination Office UN RCO, kindly requests your quotation in MKD, VAT presented separately for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Tanja Trpevska

Title: Procurement Official

Date: 11.05.2021

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Introduction** | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website. |
| **Deadline for the Submission of Quotation****n/a** | **Extended deadline from 27 May 2021 to 01 June 2021 by 11am local time**If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.It shall remain your responsibility to ensure that your quotation will reach UNDP before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.  |
| **Method of Submission** n/a | Quotations must be submitted as follows: [ ]  E-tendering[x]  Dedicated Email Address[ ]  Courier / Hand delivery[ ]  Other Click or tap here to enter text.**Bid submission address**: **offers.mk@undp.org*** File Format: PFD
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission: 30 MB
* Mandatory subject of email: MKDRFQ30-2021 Analysis of SDG Financing Landscape -Bidder’s name
* Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.

It is recommended that the entire Quotation be consolidated into as few attachments as possible. [For eTendering method, click the link <https://etendering.partneragencies.org> and insert Event ID information] * Insert BU Code and Event ID number

Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/ |
| **Cost of preparation of quotation** | UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct, Fraud, Corruption,**  | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti> |
| **Gifts and Hospitality** | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| **Conflict of Interest** | **UNDP requires every prospective Supplier to** avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of ContractSelect the applicable GTC:☐ [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default) ☒[General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20%28Services%20only%29%20-%20Sept%202017.pdf) ☐ [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)  |
| **Special Conditions of Contract** | ☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] ☐ Others [pls. specify] |
| **Eligibility** | A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative . |
| **Currency of Quotation** | Quotations shall be quoted in MKD, VAT excluded |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. *Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:*a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must:[ ]  be inclusive of VAT and other applicable indirect taxes[x]  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation**  | ☒ English[ ]  Including documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:[x]  Annex 2: Quotation Submission Form duly completed and signed[x]  Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1[x]  Company Profile.[x]  Registration certificate;[x]  List of finalised relevant projects with client’s contact details who may be contacted for further information on those contracts;☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;☒ Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;if available[x]  Completed and signed CVs for the proposed key Personnel reflecting the relevant experience required[ ]  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.  |
| **Partial Quotes** | [x]  Not permitted[ ]  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | [x]  Not permitted[ ]  PermittedIf permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | Within 30 days after receipt of goods, works and/or services and submission of payment documentation [x] Other **as indicated in TOR and after submission of invoice**  |
| **Conditions for Release of****Payment** | [ ]  Passing Inspection [specify method, if possible] Complete Installation☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible X Written Acceptance of Services based on full compliance with RFQ requirements [ ]  other |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address **for clarifications only**: **procurement.mk@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. Attention: Quotations shall not be submitted to this address but to the address for quotation submission above (offers.mk@undp.org). Otherwise, offer shall be disqualified.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. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated directly to the Bidder and posted on web site in 2 days from the question raised or by 15 March 2021 |
| **Evaluation method** | [x] The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer[ ]  Other Click or tap here to enter text. |
| **Evaluation criteria** | [x] **Full compliance with all requirements as specified in Annex 1** [x] Full acceptance of the General Conditions of Contract[ ] Comprehensiveness of after-sales services[ ] Earliest Delivery /shortest lead time [ ] Others Click or tap here to enter text.  |
| **Right not to accept any quotation** | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | 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. |
| **Type of Contract to be awarded** | ☐ Purchase Order [x]  [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)☐ [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default) ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | **01 June 2021** |
| **Durration oif the assignment**  | **June to 30 November 2021** |
| **Publication of Contract Award** | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.  |
| **Policies and procedures** | This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  |
| **UNGM registration** | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org). The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature. |

**ANNEX 1: SCHEDULE OF REQUIREMENTS**

**Terms of Reference**

**for**

**Consultancy services for SDG Financial Landscape Analysis**

**United Nations**

**SDG Financial Landscape Analysis**

**North Macedonia**

Project number & title: UN RC Office – SDG Financial Landscape Analysis Process

**Subject:** Analysis of SDG Financing Landscape

**Estimated duration:** 1 June to 30 November 2021

**Location:** Skopje, North Macedonia

**Practice area:** Resident Coordination System -Strategic Planning and Programming

1. **BACKGROUND**

The 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs) call for transformative shifts, integrated approaches, and solutions to structural barriers to sustainable development. Estimates for financial resources needed to implement the SDGs vary from US $2.5 trillion to over $5 trillion a year. Official development assistance (ODA), while remaining important, will not be enough. Progress requires harnessing additional financial flows and capital, as well as finding an adequate resource mix and overcoming market barriers to ensure investments reach those left furthest behind. This can only happen by drawing from all types and sources of finance, public and private, domestic, and international, in all countries.

The concept of financing the SDGs is based on the Addis Ababa Action Agenda’s call for “nationally owned sustainable development strategies, supported by integrated financing frameworks” to achieve the 2030 Agenda. In other words, financing the SDGs is about governments mobilizing and aligning all sources of finance to implement national plans to achieve the SDGs.

To achieve the 2030 Agenda, UN Country Teams (UNCTs) are shifting from “funding to financing." Funding focused on transferring resources from a financial contributor to a recipient. Financing aims to structure different financial flows to achieve a common result.

Shifting from funding to financing is a multi-step process that needs to be founded on accurate and reliable data and analysis of the financial landscape, including all financial flows, instruments and incentives that lead or could lead to greater investment or more alignment of financing flows to SDGs at the country level.

This Terms of Reference relates to contracting consulting services provider (company or CSO) for the financial landscape analysis.

**I.1. Objectives of the SDG Financial Landscape Analysis**

The SDG Financial Landscape Analysis will map all financing flows and analyse the same, with the aim to identify potential approaches and activities that can contribute to efficient use of existing resources for SDG achievement and greater alignment and investment by development partners on sustainable development priorities.

A comprehensive analysis would contribute to UN in North Macedonia and other development partners, enabling them to achieve greater impact by:

1. **Supporting and influencing new sources and existing flows of financing** so they used more efficiently for SDG acceleration.
2. **Strengthening existing and establishing new partnerships** with relevant development actors, including with government ministries related to budget and finance, national development banks, private banks, the private sector, international financial institutions, and others.
3. **Providing recommendations to various key stakeholders** – government, international community and private sector - on entry points for greater alignment of financing with SDGs.
4. In the context of much larger flows, **identifying entry points for United Nations resources**, in particular those linked to the implementation of the 2021-2025 Sustainable Development Cooperation Framework (SDCF), **to enable greater investment in SDGs and/or leveraging and aligning other financing towards SDGs**.
5. **PURPOSE OF THE CONSULTANCY**

**II.1 Objective of the consultancy**

In close cooperation with UN RCO, the selected service provider will support UNCT to produce a report – SDG Financial Landscape Analysis and support partnerships and discussion in its preparation and on its findings. The service provider will work under the overall UNCT strategic guidance and day-to-day management of the UN Resident Coordinator Office (UN RCO).

**II.2. Scope of Work and Applicable Methodology**

The service provider will be expected to perform the following tasks with the applicable methodology:

1. **Map and analyse the different volumes, mixes, lengths, and sequencing of sources of finance, namely international, domestic, private, and public (see graphic below).** Analyse recent trends in each of these four categories of finance flows and their allocation to national priorities.

A detailed methodology is provided on pages 9-16 of the [Development Finance Assessment](https://www.asia-pacific.undp.org/content/rbap/en/home/library/sustainable-development/development-finance-assessment-guidebook.html) (DFA) and the [INFF BB1.2 Financing landsape assessment\_Final\_20 Dec.pdf (un.org)](https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20BB1.2%20Financing%20landsape%20assessment_Final_20%20Dec.pdf). Pages 9-16 of the DFA document and the INFF BB1.2 document set and detail the methodology for conducting this analysis and represent an integral part of this ToR.



*Figure 1: Overview of categories of sources of finance*

In performing this task, the service provider will at minimum draw on the following existing data on financing flows: National accounts and national databases; Country-level research by the private sector or academia; the [Inter-agency Task Force](https://developmentfinance.un.org/about-iatf) on Financing for Development; the International Monetary Fund, the World Bank and regional development banks, which conduct public expenditure reviews and advise governments on financing sources and revenue generation; the Organisation for Economic Co-operation and Development (OECD), which works on [Total Official Support for Sustainable Development](https://www.oecd.org/dac/financing-sustainable-development/tossd.htm); [International Aid Transparency Initiative](https://iatistandard.org/en/) data on public and private sector finance, and sources from external stakeholders, such as not-for-profit private sector initiatives; and United Nations entities, particularly the regional commissions; [Voluntary National Review North Macedonia 2020](https://sustainabledevelopment.un.org/content/documents/26388VNR_2020_Macedonia_Report.pdf); and other relevant international and national information sources (see detailed list of suggested literature on page 9 of the [Development Finance Assessment](https://www.asia-pacific.undp.org/content/rbap/en/home/library/sustainable-development/development-finance-assessment-guidebook.html) (DFA)).

1. **Analyse and compare the various financial flows, financing approaches and trends, identify gaps through comparison with relevant peer countries and vis-à-vis anticipated upcoming changes in context.**

Regional Comparison and Best Practices

* Compare overall volumes of different public, private, international and national financing flows in the country with EU-28 and WB-6 economies. Highlight successful examples of mobilizing new finance flows in countries in similar contexts, including examples of policy changes or financial instruments that have improved the impact of public or private finance on SDG outcomes.

National-level Analysis of Overall Financial Flows

* Highlight the findings of the trend analysis in Section 1 (What are the main findings of the trends analysis in Section 1? Have volumes of financial flows increased or decreased across categories? What are the reasons for these trends?)
* Outline the risks or trends that could significantly affect the availability or need for finance in the next four years.
* Identify and analyse key sectors that have (partially) succeeded in raising financing versus those that have not (have they raised public or private finance; which tools/ mechanisms/ policies have they employed?)
* Based on the comparative regional analysis above (best and worst examples), elaborate on opportunities to mobilize new finance, realign flows, increase efficiency or reduce costs. Highlight key characteristics of potential new or expanded sources of finance and types of investments and services that they could support.

Analysis of Financial Incentives and Instruments

* Map and analyse the available government subsidies programmes against SDGs, outlining subsidy financing available per SDG, including subsidies in the form of tax exemptions. Outline which SDGs/SDG themes are supported by most subsidy incentives and which are least incentivised through subsidies. Highlight any subsidies that are disincentivising SDG achievement.
* Map key existing and pipeline national and regional financial instruments available in the country that support greater investment/ alignment of financing towards the selected theme (blended finance, thematic bonds, guarantees, loans, pooled funding instruments, etc.)
* Provide recommendations how this analysis can be replicated on other instruments used or could be used to incentivise sustainable development.
1. **Provide recommendations including:**
* A set of recommendations for how various actors, institutions and systems (e.g. government, international community, private sector incl. financial institutions) might be influenced to enable large shifts in investment/alignment of financial flows towards achievement of national priorities and the SDGs
* Recommendations how the UNCT could most effectively contribute to and accelerate these shifts, with each group of actors (government, international community, private sector)

The analysis section should in most part draw on key existing documents and information sources, and provide a meta-analysis of the same, except for the analysis of subsidies, which requires new analysis.

Beyond desk analysis of various international and national data sources, interviews with key national stakeholders, including interviews with key government and private sector stakeholders, could be conducted as part of the analysis preparation. Such meetings will be agreed and coordinated with the UN RCO.

1. **EXPECTED OUTPUTS AND DELIVERABLES**

The main outputs of this consultancy are

1. An **SDG Financial Landscape Analysis Report** written in English language (20-25 pages). As a minimum the following chapters should be outlined in the report:
	* Executive summary (2 pages)
	* Chapter 1. Overview of the financial landscape, including trends analysis (8-10 pages)
		1. Domestic Public Finance Flows and their alignment with SDGs
		2. International Public Finance Flows and their alignment with SDGs
		3. Domestic Private Finance Flows and their alignment with SDGs
		4. International Private Finance Flows and their alignment with SDGs
	* Chapter 2. Analysis (8 -10 pages)
		1. Regional Comparison and Best Practices
		2. National-level Analysis of Overall Financial Flows
		3. Analysis of Financial Incentives and Instruments
	* Chapter 3. Recommendations for 2022-2025 period (2-5 pages)
		1. Recommendations for government
		2. Recommendations for international community
		3. Recommendations for private sector
		4. Recommendations for UN Country Team
	* Annexes (statistical / data etc)
2. Datasets and data presentation
	* Well organized and editable data sets in Excel, with source indication
	* Editable versions of infographics featured in the reports
3. Presentations by the consultant of the findings to the UN team and to national stakeholders

The SDG Financial Landscape Analysis Report preparation shall be in line with the following timetable:

|  |  |
| --- | --- |
| Activity/Deliverable | Time Period / Deadline |
| Detailed Workplan | One week after contracting (approx. 7 June 2021) |
| Intro Discussion with UN RCO after desk review of documentation  | Second week after contracting (approx. 10 - 15 June 2021) |
| Draft of Chapter 1 (Mapping)  | by 30 July 2021 |
| Draft Report (all Chapters)  | By 1 October |
| Presentation to UN team  | 3-8 October 2021 |
| Final Report  | 15 October 2021 |
| Potential national stakeholders’ presentation  | Oct – Nov 2021 |

The payment shall be made in three instalments as per the following schedule:

|  |  |
| --- | --- |
| Key Deliverables | Payment schedule/amounts |
| 1. Workplan
 | 30 June 2021 (20%)(upon acceptance and approval of the deliverables) |
| 1. Draft of Chapter 1
 | 31 August 2021 (30%) (upon acceptance and approval of the deliverables) |
| 1. Final Report and Potential national stakeholders’ presentation
 | 15 November 2021 (50%) (upon acceptance and approval of the deliverables) |

1. **INSTITUTIONAL ARRANGEMENTS**

The contractor will work under direct supervision of the UN Resident Coordinator through a designated UN RCO staff, with whom he/she will be in regular contact. Brief regular progress reports will be provided on bi-weekly basis. All communication and reports will be prepared in English and Macedonian.

1. **QUALIFICATIONS AND COMPETENCIES REQUIRED**

The consulting services provider shall have proven experience in undertaking financial and statistical analysis in the economic, financial, and social sectors in the country. Entities registered as company or NGO, or institution may submit offers to this RFQ.

The offeror shall have at *least 5 projects* of comparable nature, themes, and degree of complexity, demonstrating the institutional capacity and focus on economic, financial, and social themes. List of these projects needs to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons).

The scope of work requires that the service providers has a team of at least two researchers with previous relevant experience and complementary expertise in macroeconomic analysis, financial data and statistics analysis, and strong interpersonal and presentation skills.

The service provider should provide a team of at least a Team Leader and a Researcher with the following competencies and qualifications:

**Team Leader Qualifications:**

* Advanced university degree (Masters and equivalent) in economics, finances, development studies or another relevant field; PhD will be considered an asset.
* At least 10 years of relevant professional experience in economics and financial analysis.
* Experience in macroeconomic analysis, fiscal analysis (including tax and state aid analysis), private finance analysis (including FDI, banking sector, and remittances analysis) or similar analysis gained through at least 5 engagements of similar nature.
* Excellent written and spoken English: knowledge of Macedonian and/or Albanian is an asset.

**Researcher Qualifications:**

* Advanced university degree (Masters and equivalent) in economics, finances, development studies or another relevant field; PhD will be considered an asset.
* At least 5 years of relevant professional experience in economics and financial analysis.
* Experience in macroeconomic analysis, fiscal analysis (including tax and state aid analysis), private finance analysis (including FDI, banking sector, and remittances analysis) or similar analysis gained through at least 3 engagements of similar nature.
* Excellent written and spoken English: knowledge of Macedonian and/or Albanian is an asset.
1. **Estimated duration of the contract and Other Terms and Conditions**

The exercise will be undertaken within an estimated period of 6 months, **starting from 1 June to 30 November** 2021. A detailed budget breakdown (budget proposal) shall also be submitted in relation with the scope of work. Amounts and terms of payment are subject to negotiations and will comply with the UN rules and regulations.

1. **Application procedure and documents to be submitted**

The submission should include the following documents:

The offeror will be required to submit profile with expertise and experience and CV that will respond to the requirements in consonance with the objectives and scope outlined above.

1. Company or NGO profile with list of projects and experience in the related area
2. The consultant’ CV mentioning detailed qualifications, experience and skills. References (at least 3) specified in the CV should be available and containing information for reference check.
3. A financial proposal (as lump sum)
4. **Financial Proposal**

**Contracts based on all-inclusive lump sum:**

The financial proposal shall specify a total and **all-inclusive lump sum** amount, and payment terms, around specific and measurable deliverables (qualitative and quantitative).

The Financial offer must include a breakdown of the lump sum amount per deliverables (including number/fees of all anticipated consultants’ working days and all other costs associated).

1. **Evaluation method**

The offers will be evaluated based on a pass and fail method against the qualifications and competencies required in the Terms of Reference.

1. The award of the contract will be made to the service provider whose offer has been evaluated technically responsive upon all technical criteria and has the lowest off2020)

Evaluation criteria:

|  |  |
| --- | --- |
| **Mandatory requirements- Company**  | **Evaluation (yes/no)** |
| The consulting services provider shall have proven experience in undertaking financial and statistical analysis in the economic, financial, and social sectors in the country. Entities registered as company or NGO, or institution may submit offers to this RFQ. The offeror shall have at *least 5 projects* of comparable nature, themes, and degree of complexity, demonstrating the institutional capacity and focus on economic, financial, and social themes. List of these projects needs to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons). |  |
| The scope of work requires that the service providers has a team of at least two researchers with previous relevant experience and complementary expertise in macroeconomic analysis, financial data and statistics analysis, and strong interpersonal and presentation skills. |
| **Team Leader Qualifications:** * Advanced university degree (Masters and equivalent) in economics, finances, development studies or another relevant field; PhD will be considered an asset.
* At least 10 years of relevant professional experience in economics and financial analysis.
* Experience in macroeconomic analysis, fiscal analysis (including tax and state aid analysis), private finance analysis (including FDI, banking sector, and remittances analysis) or similar analysis gained through at least 5 engagements of similar nature.
* Excellent written and spoken English: knowledge of Macedonian and/or Albanian is an asset.
 |  |
| **Researcher Qualifications:*** Advanced university degree (Masters and equivalent) in economics, finances, development studies or another relevant field; PhD will be considered an asset.
* At least 5 years of relevant professional experience in economics and financial analysis.
* Experience in macroeconomic analysis, fiscal analysis (including tax and state aid analysis), private finance analysis (including FDI, banking sector, and remittances analysis) or similar analysis gained through at least 3 engagements of similar nature.
* Excellent written and spoken English: knowledge of Macedonian and/or Albanian is an asset.
 |  |

 **\*failing to meet any of the qualification criteria will lead to disqualification of the offer**

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification, if any (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | [ ]  Yes [ ]  No  |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | [ ]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [ ]  Yes [ ]  No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | [ ]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [ ]  Yes [ ]  No |
| Bank Information | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| **Previous relevant Company experience: (as required in TOR) List of relevant projects least 5 projects of comparable nature, themes, and degree of complexity, demonstrating the institutional capacity and focus on economic, financial, and social themes. List of these projects needs to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons** |
| **Name of previous contracts/at least 5 relevant projects**  | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of activity**  | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ………… |  |  |  |  |
| **List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;** |
| **Name of ongoing Projects** | **Contact Details including e-mail** | **Contract Value** | **Current completion ratio of each ongoing project** |
| …. |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
|  **Relevant Expert (s) experience:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Expert****1/2/3/**  | **University degree** | **Experience (in years)****in line with CV credentials** | **Reflect only the Relevant experience as required in TOR (ex.relevant projects..)** |
|  |  |  |  |
|  |
|  |
| *….* |
| *….* |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|[ ] [ ]  **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|[ ] [ ]  **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

**Technical Offer**

*Provide the requested documents and reflect:*

* *your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *team composition and CVs of key personnel (if/as required)*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer.

**Detailede budget break down per Deliverable shall be presented**.

The lump sum should include all costs of preparing and delivering the Services.

**Currency of Quotation: MKD, VAT excluded**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. |  |  |
| 2…. |  |  |
| **Total Price, VAT excluded** |  |

**Development of technical documentation for anti-erosive arrangement of the watersheds of Skopska Crna Gora**

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text. Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text.Name: Click or tap here to enter text.Functional Title of Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |