



REQUEST FOR PROPOSAL (RFP)

RFP for the Services of - Partnership Development and Fundraising	DATE: May 31, 2021
	REFERENCE: RFP-2021-015

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Partnerships Development and Fundraising**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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 (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>). The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team, BRH

31 May 2021

Description of Requirements

Context of the Requirement	<p>UNDP is operating in more than 170 countries, providing global perspective and local insight to help empower lives and build resilient nations. Across Asia and the Pacific, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the people of UNDP and our wide range of regional and global partners. It implements the UNDP Strategic Plan in Asia and the Pacific and delivers on UNDP’s partnerships within the region and with development actors in the region while strengthening its own internal capacity in required substantive and managerial areas.</p> <p>In the region through the Regional Bureau for Asia and the Pacific (RBAP), we support 24 Country Offices covering work in 36 countries across the region for the localization and achievement of the Sustainable Development Goals (SDGs). Together with our partners in the governments, donors, international financial institutions and the private sector, UNDP provides intellectual acumen and practical experience cutting across the diverse development issues and settings.</p> <p>Two concurrent global crises—a health crisis and an economic crisis have engulfed the world regressing the progress we have made on the Sustainable Development Goals (SDGs) and significantly reducing the financing available to achieve these goals. Now more than ever, cultivating impactful and strategic alliances are essential to ensure these needs are met, especially as countries recover and mitigate from the health and socioeconomic impact of COVID-19 pandemic with limited fiscal space. Unlocking private business and finance is one of the greatest challenges to achieving sustainable development and reinvigorate the economy following the impact of the COVID-19 crisis.</p> <p>UNDP’s partnership with private sector; philanthropies and foundation; and high net-worth individuals (HNWIs) are aimed at increasing the flow of private capital, influencing business practices to sustainable strategies and operations and invest in programme for post COVID-19 recovery, poverty, inequality and social protection, future of work, climate emergency and disaster preparedness, digitalisation, gender equality, peace, conflict resolution and inclusive governance. These partnerships provide financial and technical support to accelerate the work on the ground level with national and sub-governments, civil society and partnership.</p> <p>With its increasing engagement with the private sector and foundations, it is important that the efforts of our colleagues are capitalized in the highest impact and return-on-investment partnerships. This will require we maximize our design capacities, develop investable project portfolios and proactively attract new partnerships. The continuum of these efforts will be visible in Regional programmes and partnership framework for transformative and agile alliances for scale.</p> <p>For this, we are seeking proposals to procure the services of a firm that helps to strengthen the cooperation with Private Sector partners though strategic</p>
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	partnership support in form of designing new strategic direction and access to new fundraising avenues		
Implementing Partner of UNDP	N/A		
Brief Description of the Required Services	<p>The main objective of this firm is to support UNDP Asia Pacific’s engagements with businesses, corporate foundations, philanthropies and high-net-worth individuals (HNWIs) to develop partnerships which can generate a shared value and mobilize resources to provide the largest impact on ground. Specifically, these will include partnerships which are geared to climate action to increase green recovery through long term investments and widespread clean energy adoption by the private sector. These will include set of enabling strategies to position UNDP as a Partner of Choice for Climate Action, other regional programmes and find the right fit of partners.</p> <p>Scope of Works</p> <ul style="list-style-type: none"> • Identify and develop a mapping of key partners that include businesses, corporate foundations, philanthropies, and HNWIs with strong interest to support UNDP’s climate and financing work, SDGs, align and keen to work with UNDP on its programme and keen to work in the Asia Pacific region; • Develop the case for support for regional partnerships and targeted fund-raising strategies for selected country offices; • Through specialized services and access to the business leadership, position UNDP at pledging events and global regional events; • Increase Resource Mobilization through establishing new partnerships with private sector and foundations to generate shared value and commitments for addressing climate action; • Identify new ways to accelerate partnerships for climate action such as renewable energy, blue economy and others <p>The entity should also be able to proactively collaborate with other fundraising or partnership agencies, research firms to meet the demands of this assignment and ensure the entity is fully geared.</p> <p><i>(Detail TOR attached as Annex 2)</i></p>		
List and Description of Expected Outputs to be Delivered	Item	Deliverables	Due Date
	1	Inception Phase - Mapping of the potential partners	August 2021
	2	Engaging with top 20 potential partners and development of targeted proposals geared to meet the need of the donor	October 2021
	3	Finalization of five key partners keen to support UNDP and related partnership modalities	December 2021
	4	Submission of final report and result review	February 2022
Person to Supervise the Work/Performance of the Service Provider	Under the overall supervision of the Regional Private Sector Partnership Specialist in consultation with SDG Finance and Policy Advisor, progress update calls will be organized on monthly basis for progress monitoring and quality assurance, as well as for ensuring the timely delivery of the specific deliverables. Regional Private Sector Partnership Specialist will provide overall guidance and supervision for the completion of the assignment.		

	To assess the performance, the awarded firm should be able to identify a clear pipeline under private sector, foundations and philanthropies and HNWI's.		
Frequency of Reporting	As indicated in the ToR attached as Annex 2		
Progress Reporting Requirements	Consultancy Report concluding on the findings and recommendations		
Location of work	<input checked="" type="checkbox"/> At Contractor's Location		
Expected duration of work	8 months		
Target start date	25 June 2021		
Latest completion date	28 February 2022		
Travels Expected	As indicated in the ToR attached as Annex 2		
Special Security Requirements	N/A		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2		
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		
Value Added Tax on Price Proposal	<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 <i>(Counting for the last day of submission of quotes)</i>	<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		
Payment Terms	#	Deliverables	Percentage of Total Price
	1	Inception Phase - Mapping of the potential partners	30%

	2	Engaging with top 20 potential partners and development of targeted proposals geared to meet the need of the donor	30%
	3	Finalization of five key partners keen to support UNDP and related partnership modalities	40%
	4	Submission of final report and result review	
		Total	100%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<ol style="list-style-type: none"> 1. UNDP BRH – SDG Finance and policy Advisor 2. UNDP BRH – Regional Private Sector Partnership Specialist 3. UNDP BRH – Program Specialist Civil Society & Youth 		
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy		
Criteria for Contract Award	<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.		
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ=price of the lowest priced proposal; z = price of the proposal being evaluated.</p>		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <i>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.</i>		

Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Consultant; Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>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.</p> <p>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>Required Documents that must be Submitted to Establish minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> List of similar projects with indicative contracts values that were completed successfully within last 5 Year; <input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (Reference documents such as: copy of contracts /completion certificates) as below: <ul style="list-style-type: none"> • Minimum 5 years of experience internationally providing specialized partnership development and fundraising support services as business case and pitching strategies for resource mobilization. • At least 2 years of Asia Pacific experience of providing fundraising and partnership services, technical support, and capacity building for development of new partners • Reference project to be shared to demonstrate the at least 3 years of working experience for fund raising and partnership services with development partners / UN agencies / iNGO and have mobilized commitments at the minimum of USD 10 millions. <input checked="" type="checkbox"/> Proposed composition of team structure with completed and signed CVs for the proposed key personnel; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;

Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none">• Electronic files that form part of the proposal must be in PDF format;• The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled;• The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>
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DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	400
2.	Proposed Methodology, Approach and Implementation Plan	500
3.	Management Structure and Key Personnel	100
Total		1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Organizational network and access to key corporates, foundations and select networks of High Networth Individuals (HNWIs) committed to sustainability and SDGs and is able to represent large clients for their allocation of resources	150
1.2	Minimum 5 years of experience internationally providing specialized partnership development and fundraising support services as business case and pitching strategies for resource mobilization.	20
1.3	At least 2 years of Asia Pacific experience of providing fundraising and partnership services, technical support, and capacity building for development of new partners	30
1.4	At least 3 years of working experience for fund raising and partnership services with development partners / UN agencies / iNGO and have mobilized commitments at the minimum of USD 10 millions.	150
1.5	Quality assurance procedures and risk mitigation measures	50
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirements: (overall presentation of the technical proposal) the bidder can explain clearly the approach and methodology for engaging with partners, clients	100
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference: the bidder can explain clearly the approach / methodology and have a clear pipeline action plan of the technical proposal that meets or exceeds the requirements of the Terms of Reference and can confirm to deliver a high target	200
2.3	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract: Details on how the different services and techniques will be organized in the workplan, how the clients and partners are targeted and results are delivered.	200
Total Section 2		500

Section 3. Management Structure and Key Personnel		Points obtainable
3a	Composition and structure of the team proposed.	20
	Proposed composition and team structure i.e. the organization organogram, showing how the proposed team is linked / positioned in the organization. Provide clear CVs with clear explanation on how the management role and implementation role are divided among team members or as fit with the services provided.	20
3b	Qualifications of key personnel proposed: Project Coordinator	80
	A Bachelor's degree in Business Administration / Economics. Five years experiences in marketing / partnership and resource mobilization may be considered in lieu of Bachelor's degree.	10
	A minimum of five years of experience of working directly in partnership development for UN, iNGOs or development organizations on private sector fundraising, philanthropy and corporate social responsibility/sustainability.	30
	At least two years experience working in partnerships in Asia, including private sector engagement on sustainable development issues and in building and brokering partnerships across the region.	20
	Experience in donor management, communications, and stakeholder engagement will be added advantage.	20
Total Section 3		100

Terms of Reference

PROJECT TITLE

Partnership Development and Fundraising

1. GENERAL BACKGROUND

UNDP on ground in more than 170 countries provides global perspective and local insight to help empower lives and build resilient nations. Across Asia and the Pacific, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the people of UNDP and our wide range of regional and global partners. It implements the UNDP Strategic Plan in Asia and the Pacific and delivers on UNDP's partnerships within the region and with development actors in the region while strengthening its own internal capacity in required substantive and managerial areas.

In the region through the Regional Bureau for Asia and the Pacific (RBAP), we support 24 Country Offices covering work in 36 countries across the region for the localization and achievement of the Sustainable Development Goals (SDGs). Together with our partners in the governments, donors, international financial institutions and the private sector, UNDP provides intellectual acumen and practical experience cutting across the diverse development issues and settings.

Two concurrent global crises—a health crisis and an economic crisis have engulfed the world regressing the progress we have made on the Sustainable Development Goals (SDGs) and significantly reducing the financing available to achieve these goals. Now more than ever, cultivating impactful and strategic alliances are essential to ensure these needs are met, especially as countries recover and mitigate from the health and socioeconomic impact of COVID-19 pandemic with limited fiscal space. Unlocking private business and finance is one of the greatest challenges to achieving sustainable development and reinvigorating the economy following the impact of the COVID-19 crisis.

UNDP's partnership with private sector; philanthropies and foundation; and high network individuals are aimed at increasing the flow of private capital, influencing business practices to sustainable strategies and operations and invest in programme for resilient recovery and building back better. These partnerships provide financial and technical support to accelerate the work on the ground level with national and sub-governments, civil society and partnership.

However, with increasing engagement with the private sector and foundations, it is important that the efforts of our colleagues are capitalized in the highest impact and return-on-investment partnerships. This will require we maximize our design capacities, develop investable project portfolios and proactively attract new partnerships. The continuum of these efforts will be visible in 2021 partnership strategy and framework for transformative and agile alliances also complementing the development of the regional programme.

For this, we are seeking proposals to procure the services of a firm that helps to strengthen the cooperation with Private Sector partners through strategic partnership support, capacity development, mapping of high-level opportunities and targeted pitching for new alliances

2. SCOPE OF WORK

The main objective of this firm is to support BRHs strategic engagements with corporate philanthropies and HNWI and contribute to BRH's Private Sector Partnership and Engagement Strategy to unlock private finance for the SDGs, and resources to support UNDP's role in enabling more capital flow for the SDGs through programming and beyond. These will include set of enabling strategies to position UNDP as a Partner of Choice and find the right fit of partners.

Approach and Methodology

- Identify and develop a mapping of key partners that include businesses, corporate philanthropies, foundations and HNWI with strong interest to support SDGs, align and keen to work with UNDP on its programme
- Develop the case for support for regional partnerships and targeted fund-raising strategies for country offices
- Pitch development and specialized services for fundraising like campaigns and events at the global and regional level
- Increase Resource Mobilization through establishing new partnerships with private sector and foundations
- Assist in outreach and coordination with the strategic partners

To ensure that a continuous and progressive engagement throughout the year that taps into emerging commitments from potential partners, the intervention will be undertaken in three main phases comprising of pipeline development, case for support and actual pitching for engagement. The entity should also be able to proactively collaborate with other fundraising or partnership agencies, research firms to ensure that the entity is fully geared to meet the demands of this assignment.

3. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/Outputs	Target Due Dates	Review and Approvals Required
1. Inception Phase - Mapping of the potential partners	31 August 2021	Regional Private Sector Partnership Specialist
2. Engaging with top 20 potential partners and development of targeted proposals geared to meet the need of the donor	31 October 2021	
3. Finalization of five key partners keen to support UNDP and related partnership modalities	31 December 2021	
4. Submission of final report and result review	28 February 2022	

4. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

The performance of service will be evaluated based on the actual quality deliverables, the relevance to areas of scoping described, applicability of insights and resource mobilization strategy advised during the interventions.

If the service provider does not meet the require service level, UNDP will not certify payments for the deliverable i.e. no payment will be made until UNDP certifies and accepts the deliverables. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

5. INSTITUTIONAL ARRANGEMENT

The service provider is required to work closely with Regional Private Sector Specialist. The overall assignment will be supervised and oversight by UNDP's Regional Private Sector Specialist and SDG Finance Advisor of UNDP Bangkok Regional Hub.

6. FACILITIES TO BE PROVIDED BY UNDP

UNDP will support the service provider in gaining access to relevant and needed information. If requires, the service provider will identify the need for the meetings and will conduct the consultation meetings in collaboration with UNDP.

The service provider will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:

- The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
- Arrangements for logistics across all aspects of the assignment including in-country transportation for its operations, accommodation, and any visa requirements.
- Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- Ensure adequate communication with UNDP.

The service provider should identify any additional technical support cost that will deployed during the missions must be included in the financial proposal.

7. DURATION OF ASSIGNMENT, DUTY STATION

Total estimate time for contract duration is for 8 months. The period of the assignment will start from the date of the contract signed, tentatively in end of June until the end of February 2022. The contractor will be homebased with possible trips to Bangkok if the situation is permitted.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

Under the overall supervision of the Regional Private Sector Partnership Specialist in consultation with SDG Finance and Policy Advisor, progress update calls will be organized on monthly basis for progress monitoring and quality assurance, as well as for ensuring the timely delivery of the specific deliverables. Regional Private Sector Partnership Specialist will provide overall guidance and supervision for the completion of the assignment.

To assess the performance, the awarded firm should be able to identify a clear pipeline under private sector, foundations and philanthropies and HNWI's.

9. DEGREE OF EXPERTISE AND QUALIFICATIONS

Following requirements apply with respect to qualifications and working experiences of the service providers and the proposed team members. As a minimum the proposed team must have a team leader and two (senior and junior) partnership and resource mobilization experts.

A. Qualification of the Firm/Organization

Essential

- Minimum 5 years of experience internationally providing specialized partnership development and fundraising support services as business case and pitching strategies for resource mobilization.
- At least 2 years of Asia Pacific experience of providing fundraising and partnership services, technical support, and capacity building for development of new partners.
- At least 3 years of working experience for fund raising and partnership services with development partners / UN agencies / INGO and have mobilized commitments at the minimum of USD 10 millions. (Reference project to be shared - *copy of contract/completion certificate*)
- The entity has been legally registered for minimum 5 years.
- Proven experience in development portfolio for Asia with a wide organizational network and access to corporates, foundations and UHNIs committed to sustainability. (*reference document such: as Copy of contract/completion certificate to be submitted to demonstrate the proven experience*)

Desirable

- Excellent network of companies and investors;
- Ability to reach selected partners proactively identified by UNDP as a partner of choice;
- Reference project to be shared / company profile is to be shared to show proven experience in capacity building and technical support for staff
- Reference project to be shared / company profile is to be shared to show fundraising experience in Climate partnerships, SDGs and financing are an added asset.

B. Required Team Structure to be proposed by the proposers

The service provider can propose the team as appropriate. A minimum requirement is a **Project Coordinator** assigned for this partnership with following qualifications as minimum standard.

- A Bachelor's degree in Business Administration / Economics. Five years experiences in marketing / partnership and resource mobilization may be considered in lieu of Bachelor's degree.
- A minimum of five years of experience of working directly in partnership development for UN, INGOs or development organizations on private sector fundraising, philanthropy and corporate social responsibility/sustainability.
- At least two years experience working in partnerships in Asia, including private sector engagement on sustainable development issues and in building and brokering partnerships across the region.
- Experience in donor management, communications, and stakeholder engagement will be added advantage

10. SCOPE OF PRICE PROPOSAL AND PAYMENT SCHEDULES

#	Deliverables	Percentage of Total Price (Weight for payment)
1	Inception Phase - Mapping of the potential partners	30%
2	Engaging with top 20 potential partners and development of targeted proposals geared to meet the need of the donor	30%
3	Finalization of five key partners keen to support UNDP and related partnership modalities	40%
4	Submission of final report and result review	
	Total	100%

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, offer to provide the services for [Partnership Development and Fundraising] in accordance with your Request for Proposal No. **RFP-2021-015** dated 31 May 2021 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- d) 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;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL²

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 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.*

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

[Designation]

[Date]

² This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL³**(Must be Password Protected)*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **[Partnership Development and Fundraising]** in accordance with your Request for Proposal No. **RFP-2021-015** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

We understand you are not bound to accept any Proposal you receive.

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Inception Phase - Mapping of the potential partners	30%	
2	Engaging with top 20 potential partners and development of targeted proposals geared to meet the need of the donor	30%	
3	Finalization of five key partners keen to support UNDP and related partnership modalities	40%	
4	Submission of final report and result review		
	Total	100%	

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

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____