



## REQUEST FOR PROPOSAL (RFP)

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| <b>DESCRIPTION:</b><br><b><u>Re-advertisement</u> of Consultancy Services for Development a Credit Risk Protection Mechanism for Micro-Small-Medium Enterprises (MsMEs) in Aden and Sana'a Governorates, Yemen.</b> | <b>DATE:</b> June 6, 2021<br><br><b>REFERENCE:</b><br>RFP-YEM-0032-2021 |
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Dear Sir / Madam:

We kindly request you to submit your proposal for **Re-advertisement of Consultancy Services for Development a Credit Risk Protection Mechanism for Micro-Small-Medium Enterprises (MsMEs) in Aden and Sana'a Governorates, Yemen.**

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.

- Web address Link: <https://etendering.partneragencies.org>
- Business Unit (BU Code): YEM10
- Event ID number: **0000009449**

Those companies who are not registered in the e-tendering portal yet are requested to use the following temporary username and password for registration:

Username: event.guest

Password: why2change

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 reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATED** 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Name: Samira Alfarah

Title: Procurement Analyst

*Samira Alfarah*

## Annex 1

## Description of Requirements

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| <b>Context of the Requirement</b>                             | <p>Business in Yemen has taken a severe blow from the protracted conflict. The national economy has collapsed and with it the purchasing power of consumers. Import and export have been reduced to just a trickle of earlier volumes. Both physical and institutional infrastructure have been destroyed. And distribution of goods has been impeded by transportation cost and expensive fees. But despite these ordeals, most businesses have survived, occasionally even thrived, showing an extraordinary capacity of Yemenis to adapt to hardship and bounce back from setbacks. Due to the ongoing conflict, the financial sector is struggling with liquidity and many bank branches are non-functional. Interest rates are high due to high operational costs, inflation and de facto devaluation of the Yemeni currency. Banks prefer to keep their money in United States Dollars (USD) rather than having outstanding loans in Yemeni Riyals. The private sector lacks access to financial services to trade. And importers are suffering as the Central Bank of Yemen no longer supports letters of credit, requiring all imports to be cash based.</p> <p>Microfinance Institutions (MFIs) are still operating, but their reach is limited and the risk and cost have significantly increased. Yemen's MFIs are more into savings than loans – globally recognized as a best MFI practice while considering what is good for both clients and the MFI industry – with over 660,000 savers and a little over 100,000 borrowers. According to a 2015 UNDP commissioned Small and Micro Enterprise Promotion Service (SMEPS) study, banks and MFIs accounted for only 20% of all micro and small enterprise loans, leaving the informal sector to cover the remaining 80%. It comes as no surprise that the weakest link in starting or expanding a business in all seven sectors studied (textile, solar, beekeeping, meat and poultry, food processing, fisheries, and pottery) appears to be obstacles in availing financial loans. MFIs are by and large unengaged and the primary funding sources appear to be personal savings and informal family loans. Lack of loan opportunities are unilaterally stated as a main reason for inhibiting business expansion and crippling the ability to compete.</p> |
| <b>Implementing Partner of UNDP</b>                           | NA   |
| <b>Brief Description of the Required Services<sup>1</sup></b> | UNDP Yemen is seeking a professional assessment contractor, hereafter called 'contractor' to survey and develop a credit risk protection mechanism for MSMEs under the BRISCC project and pilot with 100 enterprises. The mechanism should elaborate on risk parameters for MSMEs and how they can become risk averse for business expansion in fragile context like Yemen. The assignment includes conducting the research study with the established MSMEs to gather the primary and secondary data requires build the credit risk protection. The mechanism should also engage all relevant stakeholders including banks, MFIs, private sector, chamber of commerce, and like-minded agencies.  |
| <b>List and Description of</b>                                | <ul style="list-style-type: none"> <li>• Develop study and pilot framework for credit risk protection mechanism.</li> <li>• Identify 200 MSMEs for the research work and they can be existing ones.</li> <li>• Conduct the feasibility research work to develop the protection mechanism to pilot with</li> </ul>  |

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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| <b>Expected Outputs to be Delivered</b>                                 | <p>100 MSMEs.</p> <ul style="list-style-type: none"> <li>• Present the research findings for credit risk protection to relevant stakeholders and validate with the feedback.</li> <li>• Initiate the pilot mechanism for 100 MSMEs.</li> <li>• Evaluate the overall impact of risk protection mechanism for 100 MSMEs.</li> <li>• Hire enumerators and training on data collection and field visits.</li> <li>• Data collection and storage at online platform for the access of UNDP management.</li> <li>• Organization of final workshop to present the “Credit Risk Protection Mechanism for MSMEs”.</li> <li>• Submission of final report and dataset.</li> </ul>  |
| <b>Person to Supervise the Work/Performance of the Service Provider</b> | BRISCC project team and Project manager, UNDP Yemen   |
| <b>Deadline for Submission</b>  | <p>Date and Time: <b>As specified in the eTendering event (note that time zone indicated in the system is New York Time zone).</b></p> <p>PLEASE NOTE: -</p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>  |
| <b>Bid Submission Address</b>   | <ul style="list-style-type: none"> <li>- Web address Link: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></li> <li>- Business Unit (BU Code): YEM10</li> <li>- <b>Event ID number: 0000009449</b></li> </ul>   |
| <b>Electronic submission (eTendering) requirements</b>                  | <ul style="list-style-type: none"> <li>- Format: PDF files only</li> <li>- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>- All files must be free of viruses and not corrupted.</li> <li>- Max. File Size per transmission: <i>10 MB</i></li> </ul> <p>Bidders may consider the option to zip multiple files and attach the zip file instead uploading the documents one by one.</p> <p>Please note that <b>DO NOT</b> indicate any price for this RFP case. Your technical and financial proposals must be uploaded in two separate PDF files and financial proposal should be password protected. Please ensure the password is kept safe and the bidder can recover (and remember) it when UNDP requests you to submit the password. Do not provide the Financial proposal encryption password unless UNDP requests the bidder to do so through an email from a UNDP Yemen dedicated email address.</p> |

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|   | <div data-bbox="435 201 1349 636"> <p><b>Enter Comments</b> Find   View All First <b>1 of 1</b> Last</p> <p><b>Comments:</b></p> <div data-bbox="467 279 1243 453"> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THIS LINE. INSTEAD PUT 1 USD.</p> <p>DETAILED FINANCIAL PROPOSAL MUST BE PROVIDED SEPARATELY AS AN PASSWORD PROTECTED FILE AS INSTRUCTED.</p> </div> <p> <input checked="" type="checkbox"/> Send To Bidder         <input type="checkbox"/> Include On Award         <a href="#">Fetch Item Specs</a> <a href="#">Standard Comments</a> </p> <p><a href="#">Add Attachment</a></p> <p>OK Cancel Refresh</p> </div> <p><b>IMPORTANT NOTE:</b> 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> |
| <b>Frequency of Reporting</b>   | As indicted in the Terms of Reference   |
| <b>Progress Reporting Requirements</b>  | As indicted in the Terms of Reference   |
| <b>Location of work</b>   | Aden and Sana'a governorates, Yemen   |
| <b>Expected duration of work</b>  | The assignment is expected to start in May estimated duration of 10 months and will end no later than 30 March 2022. This will include desk reviews, field work - interviews, and report writing and workshops.   |
| <b>Target start date</b>  | 15.July.2021  |
| <b>Latest completion date</b>   | 10 months from starting date  |
| <b>Travels Expected</b>   | As indicted in the Terms of Reference   |
| <b>Special Security Requirements</b>  | As indicted in the Terms of Reference.<br>The firm/institution will take full responsibility over the safety and security of the people involved in contract implementation.  |
| <b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>       | As indicted in the Terms of Reference (TOR).  |
| <b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b> | <input checked="" type="checkbox"/> Required<br>Offeror must provide work implementation timeline as per the requirement.   |
| <b>Names and curriculum vitae of individuals who</b>  | <input checked="" type="checkbox"/> Required<br>Provide evidence that the proposed personnel possess necessary expertise, skills and certifications.  |

| <b>will be involved in completing the services</b>   |  |                             |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
|--|--|-----------------------------|--|--------|-------------------------------|---|-----|-----------------------|--|--|-----|-----------------------------|--|-----|-----------------------------|
| <b>Currency of Proposal</b>  | <input checked="" type="checkbox"/> United States Dollars<br><input type="checkbox"/> Euro<br><input type="checkbox"/> Local Currency  |                             |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| <b>Value Added Tax on Price Proposal</b>   | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes<br><input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes  |                             |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| <b>Validity Period of Proposals<br/>(Counting for the last day of submission of quotes)</b>  | <input type="checkbox"/> 60 days<br><input checked="" type="checkbox"/> 90 days<br><input type="checkbox"/> 120 days<br><br><p>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.</p>   |                             |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| <b>Partial Quotes</b>  | <input checked="" type="checkbox"/> Not permitted<br><input type="checkbox"/> Permitted  |                             |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| <b>Payment Terms</b>   | <table border="1"> <thead> <tr> <th>Deliverables</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>1.Inception Report<br/>2.Develop study and pilot framework for credit risk protection mechanism.</td><td>20%</td><td>At contract signature</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions:<br/>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br/>b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>3.Identify 200 MSMEs for the research work and they can be existing ones.<br/>4.Conduct the feasibility research work to develop the protection mechanism to pilot with 100 MSMEs.<br/>5.Present the research findings for credit risk protection to relevant stakeholders and validate with the feedback.</td><td>20%</td><td>3 months from deliverable 1</td></tr> <tr> <td>6.Initiate the pilot mechanism for 100 MSMEs.<br/>7.Evaluate the overall impact of risk protection mechanism for 100 MSMEs.<br/>8.Hire enumerators and training on data collection and field visits.</td><td>30%</td><td>4 months from deliverable 2</td></tr> </tbody> </table> | Deliverables                | Percentage   | Timing | Condition for Payment Release | 1.Inception Report<br>2.Develop study and pilot framework for credit risk protection mechanism. | 20% | At contract signature | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider. | 3.Identify 200 MSMEs for the research work and they can be existing ones.<br>4.Conduct the feasibility research work to develop the protection mechanism to pilot with 100 MSMEs.<br>5.Present the research findings for credit risk protection to relevant stakeholders and validate with the feedback. | 20% | 3 months from deliverable 1 | 6.Initiate the pilot mechanism for 100 MSMEs.<br>7.Evaluate the overall impact of risk protection mechanism for 100 MSMEs.<br>8.Hire enumerators and training on data collection and field visits. | 30% | 4 months from deliverable 2 |
| Deliverables   | Percentage   | Timing                      | Condition for Payment Release  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| 1.Inception Report<br>2.Develop study and pilot framework for credit risk protection mechanism.  | 20%  | At contract signature       | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider. |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| 3.Identify 200 MSMEs for the research work and they can be existing ones.<br>4.Conduct the feasibility research work to develop the protection mechanism to pilot with 100 MSMEs.<br>5.Present the research findings for credit risk protection to relevant stakeholders and validate with the feedback. | 20%  | 3 months from deliverable 1 |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |
| 6.Initiate the pilot mechanism for 100 MSMEs.<br>7.Evaluate the overall impact of risk protection mechanism for 100 MSMEs.<br>8.Hire enumerators and training on data collection and field visits.   | 30%  | 4 months from deliverable 2 |  |        |                               |   |     |                       |  |  |     |                             |  |     |                             |

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|  | 9.Data collection and storage at online platform for the access of UNDP management   |     |                             |  |
|  | 10.Organization of final workshop to present the “Credit Risk Protection Mechanism for MSMEs”.<br>11.Submission of final report and dataset.   | 30% | 3 months from deliverable 3 |  |
| <b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b> | Project Manager, UNDP Yemen  |     |                             |  |
| <b>Type of Contract to be Signed</b>   | <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Institutional Contract<br><input checked="" type="checkbox"/> Contract for Professional Services<br><input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i><br><input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>  |     |                             |  |
| <b>Criteria for Contract Award</b>   | <input type="checkbox"/> Lowest Price Quote among technically responsive offers<br><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)<br><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.  |     |                             |  |
| <b>Criteria for the Assessment of Proposal</b>   | <p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 30%<br><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%<br><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%<br><p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p> <p><b><u>Please refer to the detailed TOR which contain the screening and evaluation scoring system.</u></b></p> |     |                             |  |



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| <b>UNDP will award the contract to:</b>                                  | <input checked="" type="checkbox"/> One and only one Service Provider<br><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>  |
| <b>Contract General Terms and Conditions</b>                             | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)<br><br>Applicable Terms and Conditions are available at:<br><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  |
| <b>Annexes to this RFP</b>   | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)<br><input checked="" type="checkbox"/> Detailed TOR <i>(Annex 1)</i><br><input checked="" type="checkbox"/> UNDP GTC (Annex 3)  |
| <b>Contact Person for Inquiries (Written inquiries only)<sup>2</sup></b> | Focal person in UNDP: Aden procurement team<br>Email: <a href="mailto:procurement.yemen@undp.org">procurement.yemen@undp.org</a><br><br>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 officially received.<br><br>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. |

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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| <p><b>Required Documents that must be submitted to Establish Eligibility of Proposers</b></p> | <p><b>a) Company Profile</b> must not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</p> <p><b>b) Certificate of Registration of the business</b>, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.</p> <p>International Bidders must provide a proof of its ability to work in Yemen Governorates specifically in Aden and Sana'a or registration of Yemeni partner organization/company with whom the implementation of the contract will be carried out. <b>International bidder must provide a letter/statement indicating its ability to work in Yemen Governorates specifically in Aden and Sana'a.</b></p> <p>If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium and detailed distribution of activities/tasks must be provided.</p> <p><b>c) Past relevant contracts</b> indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the offeror.</p> <p><b>d) Copies of contracts:</b> Three similar contracts successfully implemented in similar services of this RFP in the past ten years.</p> <p><b>e) At least two references letters</b> from the top clients (in terms of contract value) which was executed within the past ten years.</p> <p><b>f)</b> All information regarding any past and current litigation during the last five (5) years, in which the offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><b>g)</b> Structure of the proposed team; Names and relevant positions of the key personnel that will perform the services.</p> <p><b>h)</b> Written confirmation from each personnel that they are available for the entire duration of the contract.</p> <p><b>i)</b> Detailed breakdown of proposed implementation timeline as per Terms of Reference.</p> <p><b>j)</b> Bank Statements for the past three years, and/or audited statements.</p> |
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

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

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

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

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

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

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

**Financial Proposal**  
**(Must be password protected)**

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. 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.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**D. Cost Breakdown per Deliverable\***

| <b>Deliverables</b><br><i>[list them as referred to in the RFP]</i>  | <b>Percentage</b> | <b>Percentage of Total Price</b><br><b>(Weight for payment)</b> | <b>Price</b><br><b>(Lump Sum, All Inclusive)</b> |
|--|-------------------|---|--|
| 1.Inception Report<br>2.Develop study and pilot framework for credit risk protection mechanism.  | 20%               |   |  |
| 3.Identify 200 MSMEs for the research work and they can be existing ones.<br>4.Conduct the feasibility research work to develop the protection mechanism to pilot with 100 MSMEs.<br>5.Present the research findings for credit risk protection to relevant stakeholders and validate with the feedback. | 20%               |   |  |
| 6.Initiate the pilot mechanism for 100 MSMEs.<br>7.Evaluate the overall impact of risk protection mechanism for 100 MSMEs.<br>8.Hire enumerators and training on data collection and field visits.<br>9.Data collection and storage at online platform for the access of UNDP management                 | 30%               |   |  |
| 10.Organization of final workshop to present the "Credit Risk Protection Mechanism for MSMEs".<br>11.Submission of final report and dataset.   | 30%               |   |  |

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

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

| Description of Activity           | Remuneration<br>per Unit of Time | Total Period of<br>Engagement | No. of<br>Personnel | Total Rate |
|-----------------------------------|----------------------------------|-------------------------------|---------------------|------------|
| <b>I. Personnel Services</b>      |                                  |                               |                     |            |
| 1. Services from Home Office      |                                  |                               |                     |            |
| a. Expertise 1                    |                                  |                               |                     |            |
| b. Expertise 2                    |                                  |                               |                     |            |
| 2. Services from Field Offices    |                                  |                               |                     |            |
| a. Expertise 1                    |                                  |                               |                     |            |
| b. Expertise 2                    |                                  |                               |                     |            |
| 3. Services from Overseas         |                                  |                               |                     |            |
| a. Expertise 1                    |                                  |                               |                     |            |
| b. Expertise 2                    |                                  |                               |                     |            |
| <b>II. Out of Pocket Expenses</b> |                                  |                               |                     |            |
| 1. Travel Costs                   |                                  |                               |                     |            |
| 2. Daily Allowance                |                                  |                               |                     |            |
| 3. Communications                 |                                  |                               |                     |            |
| 4. Reproduction                   |                                  |                               |                     |            |
| 5. Equipment Lease                |                                  |                               |                     |            |
| 6. Others                         |                                  |                               |                     |            |
| <b>III. Other Related Costs</b>   |                                  |                               |                     |            |

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