



REQUEST FOR PROPOSAL (RFP)

RFP for the Services of Organizing YOUTH CO:LAB HONG KONG SAR PROGRAMME	DATE: June 16, 2021
	REFERENCE: RFP-2021-017

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Organizing YOUTH CO:LAB HONG KONG SAR PROGRAMME**.

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

16 June 2021

Description of Requirements	
Context of the Requirement	<p>a.1) Brief context: Youth, Global Goals and UNDP in Asia and the Pacific</p> <p>The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs or Global Goals) and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of the day with innovative approaches, contributing fresh ideas, creating the world they want, and driving human development for themselves, their communities and their societies. But at the same time, approximately 300 million young people are either unemployed or underemployed^[1]. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of the decision-making process, which further contributes to their marginalization and exclusion.</p> <p>a.2) Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab)</p> <p>The Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) is UNDP's multidimensional and multi-level response to tackle the challenges of young people, including the most marginalized, face today in the Asia-Pacific region. Its main objective is to "establish a common agenda for Asia-Pacific countries to invest and empower youth to accelerate implementation of the Global Goals through social innovation and entrepreneurship". Specifically, the project focuses on establishing a network to foster youth-led social entrepreneurship, supporting youth leadership initiatives, and providing grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the SDGs.</p> <p>a.3) Youth Co:Lab Hong Kong SAR Programme</p> <p>Since 2019, Hong Kong has experienced a succession of prolonged and resurging population stressors, including social unrest and COVID-19. Substantial mental health distress has already been observed in the early days of the unrest (Ni et al., 2020). Then, a survey conducted from Feb to July 2020 by Department of Psychiatry, The University of Hong Kong, found that 41% of around 11,500 respondents had reported high levels of PTSD symptoms and 74% reported moderate to severe levels of depression. What's more, traumatic events, PTSD and depressive symptom levels are significantly higher in young people under the age of 25.¹ With continuing social distancing measures and disruption to daily life under COVID-19, impact on youths' well-being has also gained much public concern.</p>

¹ "Cumulative impact of protracted social conflicts and COVID-19 pandemic adds up to aggravate PTSD and Depressive symptoms in Hong Kong." *Department of Psychiatry, The University of Hong Kong*, 6 Aug. 2020, www.psychiatry.hku.hk/flow_press.html. Accessed 10 Mar. 2021.

	<p>Good Health and Well-being is one of the 17 Sustainable Development Goals adopted by the United Nations. Considering the context above, it is proposed that Youth Co:Lab Hong Kong SAR programme will take place from July 2021 to January 2022 culminating in a dialogue event on the theme of youth health and wellbeing in December 2021. This is with a view to examining the needs of young people and identifying solutions to enhance health and well-being for them. Young people, service providers (NGOs and social enterprises), businesses, policy makers, academics, and representatives from charitable foundations will be engaged to participate in the mentioned dialogue event which will comprise two sessions of plenary sharing sessions and two sessions of experiential workshops for 300 attendances in total.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<ul style="list-style-type: none"> ▪ Identifying the issues, barriers and needs for supporting youth's health and well-being and opportunities for addressing such issues through the social innovation and entrepreneurship ecosystem in Hong Kong SAR; ▪ Based on existing successful models, develop concept, work plan and activities to support the engagement of youth and other key stakeholders in Hong Kong SAR; ▪ Convene activities with various key stakeholders to foster dialogue and discuss how youth can use innovative solutions to address the global goals <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Partners and stakeholders engagement for Youth Co:Lab Hong Kong Dialogue. 2. Convening sessions on youth health and well-being, with a focus on social entrepreneurship and innovation. 3. Programme implementation for Youth Co:Lab Hong Kong SAR Dialogue. <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
Person to Supervise the Work/Performance of the Service Provider	Youth Project Coordinator, UNDP Bangkok Regional Hub
Frequency of Reporting	<p>Completion of each output</p> <p>As indicated in the ToR attached as Annex 2</p>
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	8 months
Target start date	15 July 2021
Latest completion date	14 March 2022
Travels Expected	With expected travel at least 1 trip to Hong Kong SAR for the dialogue event, 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	Outputs	Percentage	Timing	Condition for Payment Release
	Output 1	30%	Partners and stakeholders engagement for Youth Co:Lab Hong Kong Dialogue.	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Output 2	40%	Convening sessions on youth health and well-being, with a focus on social entrepreneurship and innovation.	
	Output 3	30%	Programme implementation for Youth Co:Lab Hong Kong SAR Dialogue.	

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Regional Youth Project Manager , UNDP Bangkok Regional Hub
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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i> Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. 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.
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	Mostaq Ahmed Procurement Consultant; Email: mostaq.ahmed@undp.org

(Written inquiries only)	<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 eTendering 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>	<p><input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3;</p> <p><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</p> <p><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</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><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;</p> <p><input checked="" type="checkbox"/> List of successfully completed similar projects with indicative contracts values and duration to prove the bidder has: "At least 10 years of relevant experience in the areas of youth service development, policy advocacy or social entrepreneurship, as well as multi-sector engagement and capacity development for fostering youth empowerment";</p> <p><input checked="" type="checkbox"/> List of current ongoing project (if any) with duration and contract value;</p> <p><input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates</u>) as below:</p> <ul style="list-style-type: none"> • At least 10 years of relevant experience in the areas of youth service development, policy advocacy or social entrepreneurship, as well as multi-sector engagement and capacity development for fostering youth empowerment; • Proven (minimum 5 years) specialized knowledge and experience with similar engagements done in the region, preferably in Hong Kong SAR <p><input checked="" type="checkbox"/> Proposed composition of team structure with completed and signed CVs for the proposed key personnel;</p> <p><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
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 <u>MUST BE COMPLETELY SEPARATE</u> 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

	<p>be opened nor viewed until the password is provided.</p> <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>
--	---

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;
- Minimum qualification experience requirement:
 - At least 10 years of relevant experience in the areas of youth service development, policy advocacy or social entrepreneurship, as well as multi-sector engagement and capacity development for fostering youth empowerment;
 - Proven (minimum 5 years) specialized knowledge and experience with similar engagements done in the region, preferably in Hong Kong SAR

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 (30%)	300
2.	Proposed Methodology, Approach and Implementation Plan (40%)	400
3.	Management Structure and Key Personnel (30%)	300
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 10 years of relevant experience in the areas of youth service development, policy advocacy or social entrepreneurship, as well as multi-sector engagement and capacity development for fostering youth empowerment	100
1.2	Proven (minimum 5 years) specialized knowledge and experience with similar engagements done in the region, preferably in Hong Kong SAR	100
1.3	Strong connection with NGOs, social entrepreneurs, academics from tertiary education institutions, relevant professionals, business community in the local context for outreaching to young people, including those from marginalized backgrounds	100
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	System Mapping of youth health and well-being, including stakeholders, policies and programmes	150
2.2	Explore social entrepreneurship for youth health and well-being and engage young social entrepreneurs and social innovator through partnership and communication	100
2.3	Facilitate dialogue across sectors to raise awareness on youth development issues and build engagement to promote youth-led social entrepreneurship and innovation solutions	100
2.4	Conduct experiential learning workshop to further deepen the one's understanding and knowledge on youth health and wellbeing	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Proposed composition and team structure, with clear information of job division between management role and implementation role	50	50
3.2	Team Leader		150
3.2a	Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study	50	
3.2 b	At least 3-5 years of relevant experience in the areas of youth development, social entrepreneurship, social innovation, education, vocational development, social inclusion and development	50	
3.2 c	Knowledge of social innovation and its stakeholders in Hong Kong SAR	50	
3.3	Project Coordinator		100
3.3 a	Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study	50	
3.3 b	At least 2-3 years of relevant experience in the areas of youth development, social entrepreneurship, education, vocational development, social inclusion and development	30	
3.3 c	Extensive experience in project and programme coordination	20	
Total Section 3			300

Terms of Reference

Organizing YOUTH CO:LAB HONG KONG SAR PROGRAMME

a. Background Information and Rationale, Project Description

a.1) Brief context: Youth, Global Goals and UNDP in Asia and the Pacific

The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs or Global Goals) and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of the day with innovative approaches, contributing fresh ideas, creating the world they want, and driving human development for themselves, their communities and their societies. But at the same time, approximately 300 million young people are either unemployed or underemployed^[1]. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of the decision-making process, which further contributes to their marginalization and exclusion.

a.2) Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab)

The Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) is UNDP's multidimensional and multi-level response to tackle the challenges of young people, including the most marginalized, face today in the Asia-Pacific region. Its main objective is to "establish a common agenda for Asia-Pacific countries to invest and empower youth to accelerate implementation of the Global Goals through social innovation and entrepreneurship". Specifically, the project focuses on establishing a network to foster youth-led social entrepreneurship, supporting youth leadership initiatives, and providing grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the SDGs.

a.3) Youth Co:Lab Hong Kong SAR Programme

Since 2019, Hong Kong has experienced a succession of prolonged and resurging population stressors, including social unrest and COVID-19. Substantial mental health distress has already been observed in the early days of the unrest (Ni et al., 2020). Then, a survey conducted from Feb to July 2020 by Department of Psychiatry, The University of Hong Kong, found that 41% of around 11,500 respondents had reported high levels of PTSD symptoms and 74% reported moderate to severe levels of depression. What's more, traumatic events, PTSD and depressive symptom levels are significantly higher in young people under the age of 25.² With continuing social distancing measures and disruption to daily life under COVID-19, impact on youths' well-being has also gained much public concern.

Good Health and Well-being is one of the 17 Sustainable Development Goals adopted by the United Nations. Considering the context above, it is proposed that Youth Co:Lab Hong Kong SAR programme will take place from July 2021 to January 2022 culminating in a dialogue event on the theme of youth health and wellbeing in December 2021. This is with a view to examining the needs of young people and identifying

² "Cumulative impact of protracted social conflicts and COVID-19 pandemic adds up to aggravate PTSD and Depressive symptoms in Hong Kong." *Department of Psychiatry, The University of Hong Kong*, 6

Aug. 2020, www.psychiatry.hku.hk/flow_press.html. Accessed 10 Mar. 2021.

solutions to enhance health and well-being for them. Young people, service providers (NGOs and social enterprises), businesses, policy makers, academics, and representatives from charitable foundations will be engaged to participate in the mentioned dialogue event which will comprise two sessions of plenary sharing sessions and two sessions of experiential workshops for 300 attendances in total.

b. Specific Objectives

The objectives of the programme are:

1. Recognize young people as active agents for social change, economic development and technological innovation;
2. Engage young people as experts on matters affecting their lives to share their lived experiences; and
3. Create a platform for a true dialogue between youth and non-youth stakeholders to generate solutions to foster youth's health and well-being.

c. Scope of Work

The proposed activities will focus on awareness-raising on issues and barriers for youth to attain health and well-being, as well as building engagement to address such issues with a focus on exploring the use of Social Innovation and Entrepreneurship. Partners to be engaged will include the public sector, academics from tertiary education institutes, private sector, youth organizations and other relevant stakeholders. The proposed activities will include:

- Identifying the issues, barriers and needs for supporting youth's health and well-being and opportunities for addressing such issues through the social innovation and entrepreneurship ecosystem in Hong Kong SAR;
- Based on existing successful models, develop concept, work plan and activities to support the engagement of youth and other key stakeholders in Hong Kong SAR;
- Convene activities with various key stakeholders to foster dialogue and discuss how youth can use innovative solutions to address the global goals

The aim of these activities will ultimately be to raise awareness and engagement for youth's health and well-being, foster a dialogue between stakeholders, and enhance the youth social innovation and entrepreneurship agenda in Hong Kong SAR.

The contractor is expected to work towards the work plan, and timelines mentioned in section E, to achieve the stated outputs.

d. Approach and Methodology

- **System Mapping of youth health and well-being, including stakeholders, policies and programmes**

The contractor's team is expected to have the knowledge of the process of mapping through engaging key stakeholders, and understanding of the overall scope and objectives of the mapping.

- **Explore social entrepreneurship for youth health and well-being and engage young social entrepreneurs and social innovator through partnership and communication.**

The contractor's team is expected to have a strong network of organizations and stakeholders working with and for youth, and have connections with young social entrepreneurs and social innovators. The team is also expected to engage other stakeholders, such as academics from tertiary education institutes, for informing relevant context and issue analysis and also for any overseas references as appropriate.

- **Facilitate dialogue across sectors to raise awareness on youth development issues and build engagement to promote youth-led social entrepreneurship and innovation solutions**

The contractor's team is expected to have the knowledge and capacity to create space for dialogue among minimum 10 stakeholders from different public and private sectors.

- **Conduct experiential learning workshop to further deepen the one's understanding and knowledge on youth health and wellbeing.**

The contractor's team is expected to design and implement experiential and interactive workshop, to further enhance and deepen the participant's understanding on youth health and wellbeing issue.

e. Deliverables and Schedules/Expected Outputs

The contractor is expected to work towards the following work plan, and timelines to achieve the stated outputs.

OUTPUTS	DELIVERABLES	DELIVERY DATE
a) Partners and stakeholders engagement for Youth Co:Lab Hong Kong Dialogue.	<ul style="list-style-type: none"> - List of guest speakers and workshop partners; and - List of invitees. - Youth intern recruitment. - Details to be provided in due course. - Regular and ongoing updates (verbal or written). 	14 October 2021
b) Convening sessions on youth health and well-being, with a focus on social entrepreneurship and innovation.	<ul style="list-style-type: none"> - Mapping of challenges and opportunities for youth health and well-being and practical solutions; - Engagement of youth and other stakeholders including social entrepreneurs, social innovators, youth workers and other related parties to prepare for the delivery of HK Dialogue. Details to be provided in due course; and - List of programme and logistic arrangement - Monitoring and evaluation reports, as appropriate. - Regular and ongoing updates (verbal or written). 	14 December 2021
c) Programme implementation for Youth Co:Lab Hong Kong SAR Dialogue.	<ul style="list-style-type: none"> - Detailed agenda prepared for the Youth Co:Lab Hong Kong SAR Dialogue; - Organize Youth Co:Lab Hong Kong SAR Dialogue (2 plenary sessions, 2 experiential workshops, for 300 attendance in total); - Implement a comprehensive media promotion strategy, including the use of social media; - Engage a minimum of 2 academics from different tertiary education institutions in Hong Kong SAR; and - Monitoring and evaluation reports, as appropriate. - Details to be provided in due course. - Regular and ongoing updates (verbal or written). 	28 February 2022

The arrangement and organization of the dialogue event will include the services for event preparation, programme materials, presentation, expert fees, venue cost, organization costs, promotion and other related costs.

f. Key Performance Indicators and Service Level

- **Engagement of 2 academics from different tertiary education institutions from Hong Kong SAR**

The contractor is requested to engage at least two academics from different tertiary education institutes in Hong Kong SAR for the Youth Co:Lab Hong Kong SAR Dialogue.

- **Smooth local logistics coordination**

The contractor is required to make sure the logistics support, which includes appropriate venue and equipment, refreshments and meals, etc., for the Youth Co:Lab Hong Kong SAR Dialogue, is well-coordinated.

- **Deliver 2 sessions of plenary sharing sessions and 2 sessions of experiential workshops for 300 attendances**

The accumulated attendance of 4 sessions of dialogue event (plenary sharing session and workshop) provided by the contractor should be 300.

g. Governance and Accountability

The contractor will report to the Youth and Civil Society Advisor at UNDP Bangkok Regional Hub and work in close collaboration with other parties. The success of the project depends on the timely delivery of each component. The contractor should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Bangkok Regional Hub.

The present ToR may be subject to modification, without changing the overall objectives and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

h. Facilities to be provided by UNDP

During the assignment, based on the necessity, UNDP will provide support to promote the activities via social media channels of Youth Co:Lab (3-5 days prior to the event).

During the preparation stage and programme implementation stage, UNDP will provide necessary virtual and physical support based on the necessity.

UNDP is not able to assist with legal clearances that are necessary to conduct activities in Hong Kong SAR; the contractor is expected to adhere to all the governing regulations to organize events and activities in Hong Kong SAR.

i. Expected duration of the contract/assignment

The overall duration of work should be no less than 8 months (**15 July 2021 – 14 March 2022**). The expected date of completion of the programme is mid March 2022,

The contractor is expected to provide an update of progress to UNDP teams every month.

j. Duty Station

The contract is “home based”, with expected travel at least 1 trip to Hong Kong SAR for the dialogue event. In the case the Bidder is not based in Hong Kong SAR, the full cost of travel to Hong Kong SAR for the four-

session dialogue event shall be included in the proposal and adequate time in Hong Kong SAR must be allocated to effectively arrange and organize the four-session event.

The contractor will be managed by the UNDP Bangkok Regional Hub. Representatives of the partner institution are not required to be present at UNDP Bangkok Regional Hub premises.

k. Professional Qualifications of the Successful Contractor and its key personnel

The assignment will be contracted to a company/firm/organization with experience in the substantive area and knowledge of youth empowerment and social entrepreneurship.

The contracted organization should have minimum:

Experience

- At least 10 years of relevant experience in the areas of youth service development, policy advocacy or social entrepreneurship, as well as multi-sector engagement and capacity development for fostering youth empowerment;
- Proven (minimum 5 years) specialized knowledge and experience with similar engagements done in the region, preferably in Hong Kong SAR;
- Adequate resources and operational capacity to carry out the proposed activities is preferred; and
- An ongoing programme related to the development of the Social Innovation and Entrepreneurship capacity among the youth in Hong Kong SAR is ideal is preferred;

Existing Network of Partners

- Strong connection with NGOs, social entrepreneurs, academics from tertiary education institutions, relevant professionals, business community in the local context for outreaching to young people, including those from marginalized backgrounds; and
- A wide range of connections with experts from different industries, to provide insights and contribute to possible solutions is preferred.

The contracted organization needs to engage team personnel, equivalent to the following minimum manpower and qualifications:

Team Structure

- Proposed composition and team structure, with clear information of job division between management role and implementation role

Team Leader (1 post)

Education

- Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.

Experience

- At least 3-5 years of relevant experience in the areas of youth development, social entrepreneurship, social innovation, education, vocational development, social inclusion and development;
- Extensive experience of service development and policy advocacy is an advantage;
- Knowledge of social innovation initiatives in Hong Kong SAR;
- Experience in convening various stakeholders, such as the public sector, businesses, youth organizations, civil society and social enterprises is desirable; and
- Expertise and knowledge of the Asia-Pacific region is preferred.

Language requirement

- Excellent English, report writing, presentation and communication skills.

Project Coordinator (2 post)

Education

- Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.

Experience

- At least 2-3 years of relevant experience in the areas of youth development, social entrepreneurship, education, vocational development, social inclusion and development; and
- Extensive experience in project and programme coordination.

Language requirement

- Excellent English, report writing, presentation and communication skills.

I. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the computation of the proposed contract price, the proposal must include cost components relating to professional fees, any related travel costs (e.g. flight, living allowances, taxes, entry, and visas), organizing meetings and any other anticipated costs not listed below as separately covered by the assignment.

Payments shall be done on the basis of completion of each deliverable, upon verification of the completion of deliverables and approval by the supervisor.

Deliverables/ Outputs	Breakdown with details	Percentage of Total Price
a) Partners and stakeholders engagement for Youth Co:Lab Hong Kong Dialogue.	<ul style="list-style-type: none"> - List of guest speakers and workshop partners; and - List of invitees. - Youth intern recruitment. - Details to be provided in due course. - Regular and ongoing updates (verbal or written). 	30%
b) Convening sessions on youth health and well-being, with a focus on social entrepreneurship and innovation.	<ul style="list-style-type: none"> - Mapping of challenges and opportunities for youth health and well-being and practical solutions; - Engagement of youth and other stakeholders including social entrepreneurs, social innovators, youth workers and other related parties to prepare for the delivery of HK Dialogue. Details to be provided in due course; and - List of programme and logistic arrangement - Monitoring and evaluation reports, as appropriate. - Regular and ongoing updates (verbal or written). 	40%

c) Programme implementation for Youth Co:Lab Hong Kong SAR Dialogue.	<ul style="list-style-type: none"> - Detailed agenda prepared for the Youth Co:Lab Hong Kong SAR Dialogue; - Organize Youth Co:Lab Hong Kong SAR Dialogue (2 plenary sessions, 2 experiential workshops, for 300 attendance in total); - Implement a comprehensive media promotion strategy, including the use of social media; - Engage a minimum of 2 academics from different tertiary education institutions in Hong Kong SAR; and - Monitoring and evaluation reports, as appropriate. - Details to be provided in due course. - Regular and ongoing updates (verbal or written). 	30%
Total		100%

m. Additional References or Resources

1. Youth Co:Lab brief project factsheet
2. Youth Co:Lab Annual Report – 2020 version
3. Youth Co:Lab National Dialogue Short report format

^[1] United Nations “Asia-Pacific Regional Coordination Mechanism, Thematic Working Group on Youth” (2015). *Switched On: Youth at the Heart of Sustainable Development in Asia and the Pacific*, p.51. Available from: <http://www.unescap.org/sites/default/files/Switched%20On.pdf>

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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 **Organizing YOUTH CO:LAB HONG KONG SAR PROGRAMME** in accordance with your Request for Proposal No. **RFP-2021-017** dated 16 June 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

³ 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 PROPOSAL⁴

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]

⁴ This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL⁵

(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 **Organizing YOUTH CO:LAB HONG KONG SAR PROGRAMME** in accordance with your Request for Proposal No. **RFP-2021-017** dated **16 June 2021**. 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	Partners and stakeholders engagement for Youth Co:Lab Hong Kong Dialogue.	30%	
2	Convening sessions on youth health and well-being, with a focus on social entrepreneurship and innovation.	40%	
3	Programme implementation for Youth Co:Lab Hong Kong SAR Dialogue.	30%	
	Total	100%	

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

⁵ 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: _____