



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 22, 2021
	REFERENCE: MyRFP_2021_013

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Partnership for SDG Finance - Undertaking Development Finance Assessment and SDG Budgeting & Costing**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Wednesday, July 07, 2021 and via email to the address below:

United Nations Development Programme
Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.
procurement.my@undp.org

Your Proposal must be expressed in the English language, and valid for a minimum period of **90 days**.

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.

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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident Representative
6/22/2021

Description of Requirements

Context of the Requirement	Partnership for SDG Finance - Undertaking Development Finance Assessment and SDG Budgeting & Costing
Implementing Partner of UNDP	Ministry of Finance, Malaysia
Brief Description of the Required Services ¹	<p>Under the global Integrated National Financing Framework (INFF) initiative, a group of UN agencies, coordinated by UNDP, are to deliver the ‘Developing Financing Partnerships to Accelerate SDG Achievements in Malaysia’ (the INFF project).</p> <p>As such, UNDP Malaysia is seeking to procure the services of an organisation or consortium of agencies (Service Provider) to undertake a Development Finance Assessment (DFA), SDG Budgeting & Costing (SBC) framework which incorporates Gender Responsive Budgeting (GRB) principles for Malaysia. The Service Provider will work together with an international organisation as part of a larger Consultant Team.</p>
List and Description of Expected Outputs to be Delivered	<p>The Service Provider will work as part of a larger Consultant Team implementing the programmatic workplan of the Development Finance Assessment and SDG Budgeting and Costing, driving research, accessing data and policy analysis, as well as facilitating consultations and dialogue with government and other stakeholders.</p> <p>The Service Provider will render its services as part of an international Consultant Team made up of firms based abroad and locally. The Consultant Team will work with the respective Technical Working Groups under the guidance of the Project Steering Committee, with the support and quality assurance from the UN and government experts.</p> <p>The Service Provider will:</p> <ul style="list-style-type: none"> • Function as a member of the project Consultant Team, giving sound technical input for the development of the output workplans, stakeholder engagement plan, gender mainstreaming etc. • Bring themselves fully up to speed with the international approach conducting Development Finance Assessments (DFAs), SDG Budgeting and Costing which must include GRB Framework • Undertake and facilitate activities e.g., meetings, consultations, focus group discussions, at project and organizational levels with the participating UN Agencies and key stakeholders including domestic, international, public and private organizations.

¹ 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.

	<ul style="list-style-type: none"> • Undertake a literature review identifying key financial policies, instruments and modalities (i.e, Public-Private Partnerships, thematic bonds, crowdfunding etc.) widely used to support sustainable development priorities. • Propose and apply a methodology together with the international consultant for assessing financing trends, tracking and projecting flows, gender-based analysis of the flows and developing an updateable development finance database. • Compile and analyze data, stakeholders and policy linkages to build an understanding of the development finance policy and institutional landscape. • Maintain a list of key informants. • Facilitate and organize meetings or focused group regular internal and external project meetings. • Support the drafting of the DFA and the drafting and demonstration cases of SBC guidelines as required. <p>Expected Deliverables:</p> <ul style="list-style-type: none"> • Output-based deliverables as agreed with UNDP Malaysia Deputy Resident Representative, Senior Development Economist. (Please refer to Schedule of payments for details).
Person to Supervise the Work/ Performance of the Service Provider	UNDP Malaysia Deputy Resident Representative
Frequency of Reporting	The Service Provider will maintain direct communication with Senior Development Economist, the international consultant and/or all other relevant staff on UNDP Malaysia, in order to ensure delivery of high-quality services tailored for specific audiences.
Progress Reporting Requirements	The Service Provider may be requested to present reports on activities to the Country Office and/or Management Team.
Location of work	<input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	9 months upon signing of contract
Target start date	15 July 2021
Latest completion date	30 April 2022
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required

breakdown and timing of activities/sub-activities	
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"/> Local Currency_Malaysia Ringgit
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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 ³	Payments will be made based on successful achievement of deliveries on specific services as dictated in the schedule of payments
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	(1) Deputy Resident Representative, and (2) Senior Development Economist (3) International Consultant leading DFA and SBC Technical Working Groups
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<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 10% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: Only one (1) Service Provider will be selected with the highest combined cumulative score.
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$150,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Procurement Team procurement.my@undp.org</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>
Other Information	N/A

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

TERMS OF REFERENCE

Partnership for SDG Finance - Undertaking Development Finance Assessment and SDG Budgeting & Costing.

A. BACKGROUND

Under the global Integrated National Financing Framework (INFF) initiative, a group of UN agencies, coordinated by UNDP, are to deliver the 'Developing Financing Partnerships to Accelerate SDG Achievements in Malaysia' (the INFF project). The project, under the oversight of the Office of the UN Resident Coordinator and on behalf of the United Nations Country Team (UNCT) aims to further strengthen the national financing architecture as an enabler for achieving the SDGs. The INFF offers a coherent approach to financing and budgeting that is anchored in a country's SDG-based aspirations and needs-based priorities. Specifically, the INFF concept offers a holistic approach to development finance, taking all forms of financing into account – public, private, national and international – and marshalling these to deliver policy objectives.

The INFF project aims to deliver these aims by: (i) supporting further development of a national SDG Roadmap 2021-2025 and associated monitoring framework and evaluation (M&E) strategy; (ii) undertaking a development finance landscape analysis (the Malaysia Development Finance Assessment); (iii) developing SDG costing and for budget tracking tools for Malaysia; and (iv) developing a national SDG Financing Strategy. The SDG budgeting and costing efforts will also need to respond to the needs of women in Malaysia who represent almost half of the population. In meeting the target of SDG 5 ensuring Gender Equality and Women's Empowerment, the SDG budgeting and costing framework and guidelines will need to be gender mainstreamed through the use of Gender Responsive Budgeting (GRB) principles.

The end result of the INFF will be a more adaptive and robust financing approach that allows the Government of Malaysia (GOM) to maximize development finance, improve alignment between all forms of finance and the SDGs, while ensuring future risks of pandemics and other exogenous shocks are better mitigated. The INFF project will maintain flexibility to ensure that priorities for financing the SDGs take into account the implications of COVID-19 as they become more fully understood. It is recognized that Malaysia as an upper middle-income country with an advanced budgeting and financing framework and supporting institutions is an atypical recipient of INFF support. As such, the project will aim to use INFF tools and facility to support the SDG financing in a robust, flexible but also ambitious way.

In this context, UNDP is seeking to procure the services of an organisation or consortium of agencies (Service Provider) to undertake a Development Finance Assessment (DFA), a gender-responsive SDG Budgeting & Costing (SBC) as part of a larger team of consultants working on the project. The Consultant Team will be made up of one international organization and one Malaysian organization (for which this RFP is relevant).

B. OBJECTIVES

The overall objective of the DFA and SBC is to help diagnose the challenges and opportunities for financing the investments needed and to strengthen the governance of public finance for national sustainable development. Both outputs have several key activities which will be undertaken by the consultant team, of which the Service Provider will be a part of:

Development Finance Assessment (DFA)

As the first component of this project, the expert consultant will be responsible for the progress and completion of the Development Finance Assessment (DFA) which is a tool to help diagnose the challenges and opportunities for financing the investments needed to achieve the SDGs. The specific objectives of the DFA exercise is to:

Develop a clear, accessible and comprehensive assessment of the public and private financing outlook, financing policy and institutional structures, and opportunities to build a more integrated approach to financing in support of financing SDG-aligned national development priorities , the 12th Malaysia Plan, national COVID-19 socio-economic recovery plans and the UN Framework for Socio-Economic Response.

The substantive analysis that will be carried out throughout the process and used to facilitate discussion through the Financing Dialogues will follow the approach detailed in the DFA Guidebook (version 3.0). Subject to discussion with partners in the Consultant Team, the Service Provider is expected to focus on the following:

Development Finance Assessment:

a) Assessment And Diagnostics

- a. Collating existing estimates of financing needs and costs associated with realizing national development priorities.
- b. Gathering a comprehensive data set, drawing on this to undertake an analysis of historic trends, the current context and outlook across the financing envelope considering public, private, domestic, and international financing resources, flows and instruments. Analysis should include both recurrent and capital flows – These should be separately disclosed and where possible, further disaggregated – for example by sector, locality etc.
- c. Identifying priorities for recovery and building back better from covid-19, and longer-term national sustainable development objectives
- d. Ensure that financing flows are analyzed (based on available data) to capture gender dimensions
- e. Mapping and analyzing a variety of risks⁷ that can affect financing needs, trends, and availability of financing for the sustainable development priorities, drawing from available literature and analysis.

b) Financing Strategy

- a. Reviewing existing policies and ongoing reforms for governance of public and private financing considering alignment with national sustainable development priorities, coherence across financing policies and impact in terms of mobilizing and promoting investments that advance national priorities.⁸
- b. Analyzing opportunities for mobilizing new sources of finance and strengthening the alignment of public and private financing with national priorities and Leave no one

⁷ Including economic, political, fiscal, financial, climate, environmental, disaster, pandemic or other risks.

⁸ Policies to be analysed include those governing public finance (e.g. revenue strategy, annual and medium term budget, public debt strategy, public entity management and development cooperation policy) and private financing (e.g. private investment policies and investment promotion strategy, financial sector development and financial inclusion policies, PPP policy, diaspora engagement).

Behind, environmental sustainability, gender equality objectives.

Selected References:

- Development Finance Assessment Guidebook
- Integrated national financing frameworks: Inception phase
- Integrated national financing frameworks: Assessment and Diagnostics
- Integrated national financing frameworks: Financing strategy
- Technical Guidance Note: Mainstreaming Gender Equality in Integrated National Financing Frameworks

Together with partners in the Consultant Team: SDG Budgeting and Costing (SBC)*

c) Budgeting for SDGs (B4SDG) including Gender Responsive Budgeting

- a. Integrating SDGs into medium term and/or annual budget policies
- b. Strengthening SDG budget expenditure monitoring and reporting systems
- c. Strengthening accountability including linking to budget process
- d. Analyses of impact of budgets on SDG target
- e. Using GRB principles, create gender-aware public expenditure reviews, gender-aware revenue assessments and/or gender beneficiary needs assessments on the experience of men and women users of public services and how these meet (or fail to meet) their needs.

References:

- Budgeting for SDGs Guidance Note
- Knowing What You Spend | A Guidance Note For Governments To Track Climate Finance In Their Budgets
- Guidance Note on Integrating Environment linked Poverty Concerns into Planning, Budgeting, and Monitoring Processes
- COVID-19 and fiscal policy: Applying gender-responsive budgeting in support and recovery
- Gender responsive budgeting in practice: A training manual

d) SDG Costing

- a. Defining the scope for costing, including level of ambition for results, strategies, and action
- b. Desktop review of programmes, historical costs and consideration of new areas of assessment of the availability of data to define approach and budgeting for the costing
- c. Review of appropriate methodologies and production of preliminary cost estimates and refinement based on inputs from the GoM and experts
- d. Analysis of costing results to identify synergies, overlaps and scope for joined up actions and to inform modelling
- e. Integration of SDG costed interventions in national planning and financing: advocacy on costed programmes, preparation of estimates in appropriate formats; coordination across policy, planning and financing

References:

- SDG Costing Guidance Note
- Handbook on costing gender equality

The Service Provider will be closely working with officers from Ministry of Finance and line Ministries to develop guidelines and capacity building for GoM to adopt SDG budgeting and costing methods agreed.

C. SCOPE OF WORK

Under the direct supervision of the UNDP Malaysia Deputy Resident Representative and with close collaboration and overall guidance from UNDP Senior Development Economist, UN Senior Economist, the international consultant and relevant government stakeholders, the Service Provider will:

- Function as a member of the project Consultant Team, giving sound technical input for the development of the output workplans, stakeholder engagement plan, gender mainstreaming etc.
- Bring themselves fully up to speed with the international approach conducting Development Finance Assessments (DFAs), SDG Budgeting and Costing which must include GRB Framework
- Undertake and facilitate activities e.g., meetings, consultations, focus group discussions, at project and organizational levels with the participating UN Agencies and key stakeholders from with domestic and international public and private organizations.
- Undertake a literature review identifying key financial policies, instruments and modalities (i.e, PPPs, thematic bonds, crowdfunding etc.) widely used to support sustainable development priorities.
- Propose and apply a methodology together with the international consultant for assessing financing trends, tracking and projecting flows, gender-based analysis of the flows and developing an updateable development finance database.
- Compile and analyze data, stakeholders and policy linkages to build an understanding of the development finance policy and institutional landscape.
- Maintain a list of key informants.
- Facilitate and organize meetings or focused group regular internal and external project meetings.
- Support the drafting of the DFA and the drafting and demonstration cases of SBC guidelines (which includes the GRB Framework in it), as required by the international consultants.
- Drafting comprehensive assessment of budget programme(s), developing recommendations based on assessment and to designing GRB course outline for Ministry of Finance and State Budget Officers compulsory in-service training
- Develop content of the GRB online discussion sessions, training modules and short courses for budget officials

D. EXPECTED OUTPUT AND DELIVERABLES

FINAL PRODUCTS

Payments will be made based on successful achievement of the Consultant Team’s delivery of specific services according to the Implementation Schedule indicating breakdown activities/sub-activities during the reporting period and submission with written acceptance by UNDP.

Deliverable	Payment Tranche
Deliverable #1 –	20%

<p>Workplans and inception report including:</p> <ul style="list-style-type: none"> - DFA: Proposed methodology and an annotated outline for the DFA - SDG Budgeting: Scoping paper setting out options - SDG Costing: Scoping paper setting out options/approaches 	
<p>Deliverable # 2 – Submission of the Interim Report (Draft 1 DFA) to UNDP (and UNCT) Complete analysis of all financial flows (public, private, domestic, and international, capital, and recurrent sources) including tracking of trends n projections for the coming five-year planning cycle. And deliver within a useable and updateable database. After which a submission and presentation to government stakeholders</p>	20%
<p>Deliverable #3 – Submission of the Final Report (DFA) to Government Stakeholders taking into account feedback from all stakeholders, preparation of communication materials and publications relevant to the report</p>	10%
<p>Deliverable #4 – Upon Satisfactory Submission and Acceptance of SDG budget analysis, guidelines and COA proposals, including the required trainings, online courses and sensitization associated with the roadmap</p>	25%
<p>Deliverable #5 – Upon Satisfactory completion of agreed costing exercise, based on GOM ‘s preferred approach</p>	25%

E. GOVERNANCE AND ACCOUNTABILITY

The Service Provider may be requested to present report on activities to the Country Office and/or UN Joint Programme Committee and Management Team. The Service Provider will be under supervision of UNDP Malaysia Deputy Resident Representative and will maintain direct communication with Senior Development Economist, the international consultant and/or all other relevant staff on UNDP Malaysia, in order to ensure delivery of high-quality services tailored for specific audiences.

The implementation of this activity does not foresee support personnel or logistic support to be provided by UNDP at any stage of implementation.

F. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

In order to ensure delivery of high quality public relations services, successful contractor is expected to have strong and proven experience in delivering research and advisory services in the country and/or around the region. Skills and proven track record in delivering high quality and impactful knowledge and policy inputs and working experience with government entities are of primary importance.

Experience in conducting a Development Finance Assessment/SDG Budgeting & Costing/ Gender Responsive Budgeting or similar exercise is highly desirable.

The successful contractor is expected to establish a team with the following professional experience of key staff. This is to **serve as a guide** however experiences and number of persons are not limited to the following.:

Position	Required Competencies and Conditions
Team Leader / Lead account Manager	<ul style="list-style-type: none"> • Minimum Masters Degree or equivalent research experience in related fields in Economics, Finance, Investment, Public Finance or Policy, Accounting, or other Social Sciences fields. PhD is preferred. • Minimum seven (7) years of relevant working experience. • Demonstrated negotiation skills and experience in engaging with strategic partners. (national and subnational government, parliament, public finance institutions, UN Agencies, IFIs, bilateral and multilateral donors, the private sector, civil society, media). • Fluency in written and spoken English and Bahasa Malaysia is essential. • Ability to write high quality reports, make impactful presentations, design, and deliver audience-focused trainings, etc.) • Excellent knowledge of data collection, analysis and statistics tool are essential. • Demonstrated ability to engage in strategic analysis, and sectoral analysis.
Consultant	<ul style="list-style-type: none"> • Minimum Masters Degree or equivalent research experience in related fields in Economics, Finance, Investment, Public Finance or Policy, Accounting, or other Social Sciences fields. • Minimum five (5) years of relevant experience as a researcher, consultant or resource person in a relevant field of expertise. • Demonstrated publication record in the field of expertise, including policy documents, analytical reports, and peer-reviewed publications. • Having working experience in a policy analysis or policy development role or in the private sector in a junior or mid-level capacity is an added advantage • Comprehensive understanding of the developmental challenges and landscape of Malaysia
Research Associate	<ul style="list-style-type: none"> • Minimum Masters Degree or equivalent research experience in related fields in Economics, Finance, Investment, Public Finance or Policy, Accounting, or other Social Sciences fields. • Minimum three (3) years of relevant experience as a research associate in a relevant field of expertise.

	<ul style="list-style-type: none"> • Having working experience in a policy analysis or policy development role or in the private sector in a junior capacity is an added advantage • Understanding of the developmental challenges and landscape of Malaysia
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Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations
- Strong communication, team building, interpersonal, analysis, and planning skills

Professionalism

- Demonstrates professional competence and mastery of the subject matter
- Demonstrated ability to negotiate and apply good judgment
- Shows pride in work and in achievements
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with staff, partners and beneficiaries to achieve the planned results

G. PRICE AND SCHEDULE OF PAYMENT

The bidder is requested to provide cost estimate for a deliverables as sum of units or a lump sum.

- a) The contract price is an output-based price regardless of extension or decrease of the herein specific implementation duration. The number of performed tasks will determine the amount of the payment. UNDP reserves the right to reject the implementation of some assignment tasks.
- b) The computation of the contract price shall include professional fees, travel expenses, taxes, logistics costs and all applicable other costs related to the implementation of the required tasks. The project will cover no additional cost, not listed in the bidder’s proposal, that falls under the implementation of the tasks listed in deliverables and schedules / expected outputs.

Payments will be made based on successful achievement delivery of specific services according to the Implementation Schedule indicating breakdown and timing of activities/sub-activities during the reporting period and submission with written acceptance by UNDP.

Remark: UNDP holds the right to reject development or implementation of some of assignment tasks or to reduce the scope of assignment tasks. In that case, the price of the rejected or reduced tasks would be subtracted from the total price.

H. EVALUATION CRITERIA

Evaluation Criteria

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology

Technical evaluation criteria (total 70 points)

Expertise of the Firm: 40 marks

Proposed methodology: 10 marks

Management structure and qualification of key personnel: 20 marks

Only firms/candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p \cdot y / (z)$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal price of the lowest priced proposal
- z = price of the proposal being evaluated

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)**

[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, 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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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.

D. Cost Breakdown per Deliverable* (To be separated with password protected)

	Deliverables	%	Price (MYR)
1	Upon completion and acceptance of workplans and inception report including:- <ul style="list-style-type: none"> • DFA: Proposed methodology and an annotated outline for the DFA • SDG Budgeting: Scoping paper setting out options • SDG Costing: Scoping paper setting out options/approaches 	20%	
2	Upon completion and acceptance of the Interim Report (Draft 1 DFA) to UNDP (and UNCT) Complete analysis of all financial flows (public, private, domestic, and international, capital, and recurrent sources) including tracking of trends n projections for the coming five-year planning cycle. And deliver within a useable and updateable database. After which a submission and presentation to government stakeholders	20%	
3	Upon completion and acceptance of the Final Report (DFA) to Government Stakeholders taking into account feedback from all stakeholders, preparation of communication materials and publications relevant to the report	10%	
4	Upon Satisfactory Submission and Acceptance of SDG budget analysis, guidelines and COA proposals, including the required trainings, online courses and sensitization associated with the roadmap	25%	
5	Upon Satisfactory completion of agreed costing exercise, based on GOM 's preferred approach	25%	
	Total	100%	

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

E. Cost Breakdown by Cost Component [This is only an Example]: (To be separated with password protected)

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team leader				

2. Team member				
3. Team member				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]