



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

	DATE: June 17, 2021
	REFERENCE: Model for Regulation as a Stimulus (RaaS) in Africa

Dear Sir / Madam:

We kindly request you to submit your Proposal:

To develop a Model for Regulation as a Stimulus (RaaS) in Africa for post-Covid19 recovery that will be embodied in the elaboration of a Model Trade Facilitation Accelerated Implementation Plan (MTFAIP).

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than 16h00 **Monday, July 05, 2021** South African time.

UNDP e-tendering user guide can be found on this link:

Your Proposal must be expressed in the **ENGLISH**, 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/unscsconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscsconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Lerato Maimela*  
Procurement Associate  
6/17/2021

## Description of Requirements

Context of the Requirement	<p>The AfCFTA is widely seen as a crucial driver for African economies to recover from the Covid-19 pandemic, and to set the continent on a path of resilience, of inclusive and sustainable growth and industrialization, and economic integration. There is a consensus regarding the fact that in the long-run, trade liberalization will lower trade costs, allow consumers to access a greater variety of products at better prices, and that lower costs of imported raw materials and intermediate inputs will increase competitiveness of downstream producers thereby promoting the generation of regional value chains. Trade liberalization will also allow firms to access a large continental market and gain from economies of scale, and increased competitive pressure will on average improve average firm efficiency. However, in the short-term, significant adjustment costs will need to be borne to attain the full long-term benefits of the AfCFTA: value chain reorganization and stiffer competition will lead to market consolidation and other important structural changes through the relocation of labor, capital and other factors of production. Furthermore, tariff revenue losses are to be expected, which will in turn limit an already eroded ability for Governments to adopt relief measures and undertake support interventions to the benefit of a productive fabric unevenly prepared for progressive tariff liberalization and transitioning towards the new reality of a single continental market.</p> <p>Despite facing a depressed fiscal space limiting their ability for financial support measures, Governments, through their strategic role as regulators, hold in their hand a key lever that can be actioned to help African firms absorb the short-term shock many of them will have to bear as markets open-up. Through a series of regulatory measures aimed aimed at accelerating trade facilitation and trade promotion, Governments can critically offset some of the short-term adjustment costs associated with increased openness. Significant efforts have been realized at various national and REC levels to increase trade flows. However, a firm's pathway to exporting can still be complex and cumbersome:</p> <ul style="list-style-type: none"> <li>i) Access to trade information as it pertains to destination markets (demand, competition and data informing route to market options) can be scarce,</li> <li>ii) Administrative costs are often comparatively high, in particular in terms of the time and resources required for the preparation, submission and obtention of documentary compliance, including <i>inter alia</i> rules of origin, sanitary and phytosanitary and other “technical “certification related to product standards and labelling, this being the case in origin, transit and destination economies;</li> <li>iii) Efficiency in terms of trade facilitation procedures and controls at origin, transit and destination can be improved ,</li> <li>iv) Trade financing is underdeveloped in general, and all the more so for SMEs and,</li> <li>v) Capacity to source inputs and integrate them into production processes can be fraught with difficulty given relatively weaker productive capacities.</li> </ul> <p>Therefore, targeted, impactful government intervention to lighten the burden associated with a still cumbersome export pathway, in spite of tariff liberalization and trade facilitation measures already adopted, can play a key role in stimulating trade and as a corollary, mobilize investments. Effectively, such interventions, by relieving firms from high exportation costs, can act as a form of stimulus that will provide impetus to the post pandemic efforts towards recovery, resilience and sustainable growth and development.</p>
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Implementing Partner of UNDP	n/a
Brief Description of the Required Services <sup>1</sup>	To develop a Model for Regulation as a Stimulus (RaaS) in Africa for post-Covid19 recovery that will be embodied in the elaboration of a Model Trade Facilitation Accelerated Implementation Plan (MTFAIP). The MTFAIP will be based on the development of empirical case studies that will map a set of exports pathways under the AfCFTA's early implementation phases. Under the assignment, the case studies will aim at carrying out analytical mappings of standard pathways in terms of the processes an exporter must contend with in taking goods out of one African country to another. Exports pathways originating from representative geographies in the Northern, Southern, Central, Eastern and Western African regions with destination in selected four major continental markets, and informed by leading sectors for trade in the selected countries will be considered.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>▪ <b>Deliverable 1:</b> A brief <b>inception report</b> including the implementation plan to be submitted to UNDP RBA/FSH &amp; Ai, listing inter-alia the strategy that will be adopted for data and documentation gathering and stakeholders' consultations.</li> </ul> <p>1. <i>Four (4) weeks after the beginning of the assignment</i></p> <ul style="list-style-type: none"> <li>▪ <b>Deliverable 2:</b> A <b>finalized draft report</b> mapping the required pathways to exports (originating in 8 RECs, with destinations in 4 target markets, and covering 8 key sectors), with costing of exportation process steps, identifying key regulatory bottlenecks and recommendations on actionable strategies and measures.</li> </ul> <p>3. <i>Five (5) weeks after the beginning of the assignment:</i></p> <ul style="list-style-type: none"> <li>▪ <b>Deliverable 3:</b> A Model Trade Facilitation Accelerated Implementation Plan (MTFAIP) document based on the findings and insights from the case studies and report, capturing precise objectives, timelines and key milestones to be achieved over a period of 18 months for the accelerated implementation of trade facilitation key measures and RaaS.</li> <li>▪ <b>Deliverable 4:</b> Infographic-rich communication materials for advocacy and dissemination of the key messages of the report. These will include in particular five (5) country profile brochures based on the case studies, one (1) one-pager infographic brochure capturing the purpose of RaaS and key general findings from the report, and one (2) infographic-rich PowerPoint presentation capturing the content of the report and the MTFAIP.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	The Consultancy Firm will report to a UNDP coordination team composed of RBA and AFSH experts.
Frequency of Reporting	As agreed in the inception meeting with focal person leading this project
Progress Reporting Requirements	The Consultancy Firm will report to a UNDP coordination team composed of RBA and AFSH experts and will submit report as indicated in the terms of references

<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.

Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 weeks
Estimated Target start date	08 <sup>th</sup> July 2021
Latest completion date	15 <sup>th</sup> September 2021
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

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

submission of quotes)	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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>								
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th><th>%</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Inception report including the implementation plan</td><td>40%</td><td rowspan="2">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.</td></tr> <tr> <td> <ul style="list-style-type: none"> <li>Final draft of mapping report and MTFaip</li> <li>Communication materials for advocacy and dissemination</li> </ul> </td><td>60%</td></tr> </tbody> </table>	Outputs	%	Condition for Payment Release	Inception report including the implementation plan	40%	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.	<ul style="list-style-type: none"> <li>Final draft of mapping report and MTFaip</li> <li>Communication materials for advocacy and dissemination</li> </ul>	60%
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNDP coordination team composed of RBA and AFSH experts will review and approve deliverables indicated in the terms of references and payment will only disbursed upon approval of each deliverable as indicated in the payment schedule.								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>								
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers								

<sup>3</sup> 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.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%) = 70 points</u></b></p> <p><b><u>Financial Proposal (30%)</u></b>  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 and only one Service Provider <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>
Contract General Terms and Conditions <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <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>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input checked="" type="checkbox"/> Others <sup>7</sup> E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>Procurement Unit</i>  <i><a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a></i></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 [pls. specify]	

<sup>5</sup> 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.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</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.