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REQUEST FOR PROPOSAL

MONGOLIA-CHINA SUSTAINABLE FIBRES FUND (MCSFF)

RFP No.: RFP-2021-22

Project: Mongolia-China Sustainable Fibres Fund (MCSFF)

Country: Mongolia

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ANNEX 1: CONCEPT PAPER (provided separately)

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
- Annex 1: Mongolia-China Sustainable Fibres Fund Concept Paper

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedures as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please utilize the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Tzuhwei Ng
Title: Procurement Specialist
Date: 30 June 2021

Approved by:



Name: Keshini Wijesundera
Title: Manager, Transactional Services Team, BRH
Date: 30 June 2021

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>

<p>8. Documents Comprising the Proposal</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in</p>

	<p>the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or</p>

	<p>those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part</p>

	of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19.Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed</p>

<p>Email Submission</p> <p>eTendering submission</p>	<p>individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) 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. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. 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. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<p>23. Deadline for Submission of</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and</p>

<p>Proposals and Late Proposals</p>	<p>time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Cancelling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>25. Proposal Opening</p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<p>D. EVALUATION OF PROPOSALS</p>	
<p>26. Confidentiality</p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p>27. Evaluation of Proposals</p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p>28. Preliminary Examination</p>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject</p>

	any Proposal at this stage.
<p>29. Evaluation of Eligibility and Qualification</p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> $\text{TP Rating} = \frac{\text{Total Score Obtained by the Offer}}{100} \times \text{Max. Obtainable Score for TP}$ </div>

	<p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or</p>

	<p>documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
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E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-

Conditions	buy.html
41. Performance Security	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar

11	31	Deadline for submitting requests for clarifications/questions	6 calendar days before the submission deadline, i.e. 8 July 2021
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Nicole Ng E-mail address: Tzuhwei.Ng@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering UNDP will be providing supplemental information and clarifications to bidders only via the e-tendering portal, all interested bidders are advised to register in e-tendering.
14	23	Deadline for Submission	14 July 2021 4PM Bangkok time For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	Submission by e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org BU Code BRC10, and Event ID RFP- 2021-22
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 50MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>September 1, 2021</i>

19		Maximum expected duration of contract	12 months, may be extended for another 6 months at UNDP's discretion.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered private equity fund management company.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<p>Previous Experience</p>	<p>Minimum 10 years of relevant experience in private equity fund management. For the avoidance of doubt, this means that senior team members (defined as the Fund Manager and Managing Partner(s)) of the proposed management team have at least ten years of experience in private equity fund management, and that the entity, or at least one of the entities in a JV/Consortium/Association has been in operation for minimum 10 years.</p> <p><i>(For JV/Consortium/Association, the Parties cumulatively should meet requirement).</i></p> <p>Minimum 2 funds managed of similar value, nature and complexity over the last 10 years.</p> <p><i>(For JV/Consortium/Association, the Parties cumulatively should meet requirement).</i></p> <p>Minimum average annual assets managed of USD100 million in last 3 years.</p> <p><i>(For JV/Consortium/Association, the Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p>
<p>Financial Standing</p>	<p>Minimum average annual turnover of USD 500,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, the Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, the Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p>
<p>Key Personnel</p>	<p>Bidder must provide CVs for the following key personnel:</p> <ul style="list-style-type: none"> • Leadership team (managing partners) • Deal making team (partner-level and below) 	<p>Form E: Format of Technical Proposal</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Firm's qualification, capacity and experience	300
2.	Team's qualification, capacity and experience	500
3.	Proposed methodology, approach and implementation plan	200
	Total	1000

Section 1. Firm's qualifications, capacity and experience		Points obtainable
1.1	<p>The Firm's - defined as either one entity or, if a JV/Consortium/Association, the aggregate entities' - track record of:</p> <ul style="list-style-type: none"> • Making private equity (PE) investments in the Small and Medium Enterprises (SME) sector in developing North Asia, including at least one of China and Mongolia, or if not, comparable markets in developing Asia – maximum 140 points • Local presence in one or both of China and Mongolia – maximum 40 points • Executing at least US\$50 million of investments or more (by aggregate value, not individual transaction size) in one or both of China and Mongolia; - maximum 40 points • Previous track record of creation, training and management of investment teams and development of investment professionals - maximum 20 points • Experience in executing the full fund cycle, in other words, designing, raising and deploying private equity funds, then exiting investments and returning capital to investors; maximum 20 points 	260
1.2	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> • Organization is a member of the UN Global Compact – 5 points • Organization demonstrates significant commitment to sustainability through some other means, for example transaction track record in related sectors/strategies, internal company policy documents on women's empowerment, renewable energies or membership of trade institutions promoting such issues. – maximum 35 points 	40
Total Section 1		300

Section 2. Team’s qualifications, capacity and experience		Points obtainable
2.1	<p>Leadership team:</p> <ul style="list-style-type: none"> At least 3 senior management team members, with 15 years’ experience or more in PE, investment banking or other related fields with proven track record of leading professionals investing in SMEs in China, Mongolia and/or comparable markets in East/North Asia. Senior management team members are defined as the senior-most team member, the Fund Manager, Managing Partner(s) and Senior Partner(s)/Managing Director(s) level. – maximum 170 points Prior experience in deal making in SMEs, in at least one of China and Mongolia, or, at a minimum, other parts of developing Asia, specifically, in agriculture, livestock, fibre ‘verticals’ and support service to the foregoing – maximum 100 points Experience in designing investment strategies in markets with little or no history of private-equity, so-called ‘frontier markets’ - maximum 65 points Track record in deal sourcing, screening, due diligence, execution, management and exit - maximum 40 points 	375
2.2	<p>Deal making team:</p> <ul style="list-style-type: none"> Partner(s), Director(s) and/or Principal(s) with 7 years of experience or more in PE, investment bank or other related fields with solid understanding of PE transaction, business acumen and people skills to conduct negotiations on different levels in frontier markets’ SME sector – maximum 85 points Associate(s) and/or Analyst(s) with 3 years of experience or more in PE, investment bank or other related spaces with MBAs or other related advanced business degrees – maximum 40 points 	125
Total Section 2		500

Section 3. Proposed Methodology, Approach and Implementation Plan		Points obtainable
3.1	<ul style="list-style-type: none"> Proposed methodology and strategy for delivering the objectives of the Fund, including but not limited to sectors, transaction types, deal structures, risk profile and risk management, innovation and application of technology. Critically, proposed strategy for sourcing, executing, managing and divesting transactions in Mongolia. – maximum 90 points Proposed strategy for either incorporating an existing team, or building a new team in Mongolia, to work as an integral part of the Manager’s overall investment team in sourcing, executing, managing and divesting the Fund’s transactions in Mongolia. - maximum 30 points 	120
3.2	<ul style="list-style-type: none"> Strategy to incorporate the work and experience developed to date by UNDP (See Concept Note in Appendix 1). – maximum 25 points 	40

	<ul style="list-style-type: none"> • Opportunities for innovation and application of technology to Fund investments and in pursuit of the Fund’s environmental and social objectives. – maximum 15 points 	
3.3	<ul style="list-style-type: none"> • Approach to addressing UNDP’s objectives on climate-change adaptation and resilience, and environmental and social sustainability more broadly, through investment selection and management. – maximum 10 points • Contribution of the proposed approach to restoring the ecological integrity of pastureland and farmland. - maximum 5 points • Contribution of the portfolio of investee companies to embedding sustainability into relevant agricultural value chains and raising awareness of the same. - maximum 5 points 	20
3.4	<ul style="list-style-type: none"> • Perspectives on application of technical assistance funding to MCSFF² investments, and to addressing working capital shortages and indebtedness at the herder/farmer level, taking into consideration gender dimensions, with a proposed US\$2 million Access to Finance Facility (A2FF) bottlenecks.³ – maximum 20 points 	20
Total Section 3		200

² UNDP will use its best efforts successfully to raise an independent technical assistance (TA) facility from donors to be used in support of Fund portfolio companies. Administered by UNDP, the TA facility will help to cover some of the costs of value addition to investee companies. The bidders’ perspectives on application of the TA facility in adding value to the companies are solicited.

³ UNDP will use its best efforts successfully to raise an independent access to finance facility (A2FF) from donors to be used to address working-capital shortages and indebtedness issues at the herder/farmer level and among other relevant suppliers. The bidders’ perspectives on how funds from the A2FF may be used to strengthen suppliers’ relationships within MCSFF value chains, whilst also improving their livelihood security, are solicited.

Section 5. Terms of Reference

I. Purpose of assignment

The purpose of this Request for a Proposal (**RFP**) is to identify a fund manager (the **Manager**) for the Mongolia-China Sustainable Fibres Fund (**MCSFF**, or the **Fund**). The MCSFF is a pioneering fund initiative sponsored by United Nations Development Program (**UNDP**) to invest in a portfolio of companies that will address harmful practices in the herder/farmer economies of China and Mongolia related to particular fibre value chains.⁴ These include, most prominently, cashmere, but also yak down, camel hair, and possibly adjacent fibres that entail large-scale grazing such as sheep wool. The Fund will invest in companies with the potential to contribute to *sustainable* value-chain development and to repair, preserve and enhance the viability and climate-resilience of the fibre-focused value chains of the rural economies of China and Mongolia. In this context, the Fund will also invest in new materials and fibres for blending with the above. The documentation in this Terms of Reference (**TOR**) outlines for interested fund managers:

- **Background and Objectives:** The objectives of UNDP in facilitating establishment of the Fund.
- **Manager-UNDP Relationship:** The nature of the relationship between UNDP and the Manager with respect to the Fund.
- **Scope of Work:** Expected deliverables and outputs, anticipated responsibilities and obligations of the Manager.
- **Process and Timing:** UNDP's process for selecting the Manager and the intended timeline for the design, structuring, raising and close of the Fund; and
- **Submission Content and Evaluation Criteria:** The content required in responses to the RFP and criteria against which submissions will be judged.

It is recognised that the success of MCSFF will require alignment of interests between UNDP and the Manager, and a highly collaborative approach to finalising the design and structuring of the Fund. Extensive interaction will be required between the two parties. As such, once the preferred Manager has been identified, UNDP and the Manager will work together to finalise the investment strategy and parameters of the Fund.

II. Background

a) *UNDP and the Private Sector*

UNDP works in over 170 countries and territories around the world to eradicate poverty whilst protecting the planet. It helps governments and local institutions to develop policies, skills, partnerships, and institutions so that progress can be sustained. Adoption of the Sustainable Development Goals (**SDGs**) in mid-2015 put in place an ambitious framework for realising these objectives and measuring progress against them, not only for UNDP but for all countries that committed to the implementation of this ambitious framework, including China and Mongolia. As part of the efforts of China and Mongolia to achieve the SDGs, UNDP has begun to work more closely with the private sector to achieve its twin objectives of poverty reduction and environmental and social sustainability. Indeed, UNDP recognises that limited public

⁴ Additional background information is available in Annex 1, an accompanying Concept Paper outlining in detail the challenges that UNDP is seeking to address by catalyzing the establishment of the Fund.

resources must be complemented with private-sector capital, dynamism and know-how in order to address social and environmental challenges with lasting, commercially viable solutions.

Private equity is one of the many strategies that UNDP is promoting in this regard. Private equity funds are particularly relevant because they can pool capital from numerous investors, they involve deep engagement with and value addition to portfolio companies alongside capital, and they concentrate investors and investee companies on sustainability, as investments are exited towards the end of fund lives. Further, fund designs allow for focus on specific sectors and themes relevant to the SDGs.

Since early 2017, UNDP has pioneered the design of a bespoke private equity fund to address specific climate-related challenges in the livestock economy and fibres value chains of East Asia, specifically, China and Mongolia. The proposed MCSFF is the result of extensive analysis and engagement in country with herders, farmers, co-operatives, communities, private companies, public sector entities, development finance institutions (**DFIs**), donors, banks, and many other stakeholders. As such, the Fund is an additional tool to support the respective governments of China and Mongolia to support sustainable economic development, reduce poverty and redress damage to fragile eco-systems in their rural economies.

b) MCSFF in the Context of UNDP's Strategy for Climate Change Adaptation and Resilience in China and Mongolia

The effects of climate change in the vast pasturelands and farmlands and northwest, central and north-eastern China and Mongolia are intensifying. They highlight the inter-relatedness of the economic, social, and environmental challenges in these regions. Strategies to promote climate-resilient livelihoods are urgently needed as the relationship between climate, pastureland-integrity and livelihood viability comes under further stress. Unless livestock and pastureland management are modified, over-grazing will irreversibly compromise the ecosystem that supports herder and farmer livelihoods. Recalibrating the cashmere value chain from 'animal coat to shelf' will be critical in this regard, along with sustainable development of other fibres such as yak down and camel hair, and development of new fibres and materials either for blending with the foregoing, or as substitutes for them.

UNDP sees a role for private capital to shape commercial, sustainable strategies to these challenges. The Fund will seek to invest in and engage deeply with companies so that their relationships with key suppliers (herders/farmers) can be made sustainable. UNDP considers that impact investment—i.e., combining financial returns via positive social/environmental outcomes with a commitment to rigorous measurement—can help recalibrate supply chains in climate-adaptive and -resilient ways. This is because the many projects focused on access to finance (**A2F**) and co-operative and small -enterprise development, have not addressed the demand-side of the equation (larger companies, off-takers, buyers). In other words, they have not taken account of the operating modalities and positioning of herders/farmers as suppliers *within value chains*. MCSFF will seek to repair this disjunction through targeted investment and deep engagement with investee companies to preserve and fortify the herder/farmer economy.

c) Addressing Entrenched Challenges as Part of a Holistic, Value Chain-Focused Approach

UNDP believes that several entrenched issues must be addressed for a value chain-focused investment strategy to succeed. Indeed, the value addition that UNDP brings to the Fund initiative lies in its ability to support the Manager by addressing the following key problems in the rural economies of China and Mongolia:

- **Herder/farmer, co-operative, and SME productive capacity**
 - Building productive capacity of herders/farmers, co-operatives and small and medium-sized enterprises (SMEs)⁵ by improving productive practices, quality controls, product consistency/standardisation, business skills and financial literacy.
 - Developing business competency through improved financial management and controls, cash flow-management, forward planning, and inventory management; and
 - As part of the above, achieving meaningful reductions in herd sizes in favour of improvements in fibre quality and hence, higher earnings per animal.

- **Access to finance**
 - Making risk capital available to SMEs that explicitly seeks to help them develop the supply chain and establish sustainable, mutually reinforcing relationships with suppliers; and
 - Primarily in the Mongolian context, supporting herders/farmers with *targeted* access to finance, calibrated with the development of the MCSFF portfolio so that finance is made available to herders/farmers in response to tangible, reliable demand for product.⁶

- **Sustainable supporting infrastructure**
 - Promoting investment in clean and renewable energy, water, irrigation, waste-water management, transportation, distribution, and logistics in support of the relevant value chains.

- **Building enabling infrastructure and sector-specific capacity:**
 - Many weaknesses in Chinese and Mongolian SMEs are beyond the financial/institutional capacity of lenders and investors to fix. Thus, UNDP will undergird portfolio companies in the Fund by addressing environmental, social and governance (ESG) standards, phytosanitary standards, disease control, veterinary services, quality controls, certification and product standardisation, among other issues.

III. Scope of Work

The terms of reference (TORs) for the selected Manager are divided into two phases: Phase 1, pre-establishment; and Phase 2, management of the fund. These TORs correspond to the requirements of Phase 1 and the information regarding Phase 2 is provided solely for informational purposes. The information about Phase 2 is indicative at this stage and is subject to modifications or certain changes based on Phase 1 implementation. Final details about Phase 2 will be shared with the Manager upon completion of Phase 1.

Phase 1: Pre-Establishment

The Manager will undertake the activities below to design, structure and raise the Fund. It should be noted that UNDP is seeking a manager that approaches Phase 1 as a collaborative partnership with UNDP. The

⁵ For the purpose of this document, the term small and medium-sized enterprise (SME) refers to formal businesses that can absorb equity or loans of approximately US\$500,000 to US\$5 million or more. The term does not refer to micro-enterprises such as kiosks or so-called 'mom and pop shops'.

⁶ There are two objectives here: (i) to break the vicious circle of livestock mismanagement, over-grazing and constrained herder/farmer cash flows; and (ii) to decouple A2F from collateral based on herd sizes rather than animal quality. These challenges are not as pervasive in China; however, A2FF resources will be available to supporter herders/farmers in China should such cases arise.

objective is to optimise the final Fund design by drawing on the investment acumen and track record of the Manager, and the sectoral expertise, deep local relationships and convening power of UNDP. This will significantly increase the chances of achieving the target capitalisation of the Fund. Thus, the core responsibilities of the Manager during Phase 1 will include:

- 1. Finalisation of Fund strategy:** Working closely with UNDP, outlining, refining and/or modifying the investment strategy of the Fund based on the expertise and fund management track record of the Manager and prospective investments on the ground.
- 2. Optimisation of Fund structure:** Subject to legal advice, determination of the optimal structure for the Fund and its relationship with all relevant parties, notably between the Manager and UNDP as manager of the Technical Assistance Facility (**TAF**) and promoter of the MCSFF initiative. As stated above, UNDP is open to adapt an existing vehicle or structure, or establishing a new vehicle or structure, whichever is the most efficient, transparent and investor-friendly;
- 3. Development of investment pipeline:** Drawing on the networks of the Manager and UNDP, development of a pipeline of concrete investment opportunities for the Fund. The investment pipeline will be critical in determining a realistic target IRR and in securing investor commitments for the Fund.
- 4. Preparation of Fund documentation:** In close collaboration with UNDP and with the advice of legal counsel approved by UNDP, development of Fund documentation (investment memorandum (**IM**) or private placement memorandum (**PPM**), as appropriate), and documentation governing the relationship between the Manager and UNDP;⁷
- 5. Fundraising:** UNDP would, on a best effort basis, provide support to the Manager in raising the Fund, mobilising DFIs, donors, public and private-sector investors in its network. UNDP may choose to accompany the Manager in its fundraising activities where it is deemed necessary (except in cases where the Manager sees fit to approach investors in its network independently). The emphasis on collaborative fundraising reflects UNDP's view that it is the combination of the Manager's investment track record and UNDP's sector knowledge, sustainable development focus and local relationships which makes the partnership and hence the Fund attractive to investors. However, it must be understood that the Manager of the Fund will have to direct and co-ordinate fundraising, and to determine the participants in the same; and
- 6. Negotiation, Documentation and Fund Close:** The Manager will negotiate and finalise investors' commitments to the Fund. The Manager will contract their/a legal counsel to prepare all relevant Fund documentation and negotiate the close(s) of the Fund, keeping UNDP informed throughout the process. The target first close of the Fund will be within 12 months from the date of selection of the Manager. The target final close of the Fund will be 18 months from the date of selection of the Manager.

Success factors to trigger Phase 2 :

⁷ To the extent that such documentation includes reference to a Technical Assistance Facility and/or an Access to Finance Facility, UNDP will contribute such content.

Phase 2 is subject to the successful Fund Close at the end of Phase 1. The success indicators to trigger Phase 2 will be based on:

- 1) Legal tenability of Fund structure and Fund strategy established in Phase I including but not limited to Fund structure, Fund documentation, Fund strategy execution, investment pipeline development, fundraising and negotiation, and Fund close; and
- 2) At least US\$50 million raised in the form of Capital Commitments.⁸

Phase 2: Fund Management (not in the scope of this RFP)

Upon establishment of the Fund, the Manager will undertake the usual duties expected of a traditional private-equity fund manager including, but not limited to:

- **Investment Policy Execution:** In accordance with the Investment Policy of the Fund (the **Investment Policy**), sourcing, screening, undertaking due diligence on, managing, and adding value to, and exiting Fund portfolio companies.
- **Financial Reporting:** Preparation of timely reports for investors and for UNDP on the financial performance of portfolio companies and the financial position of the Fund management entity, including audited accounts where required.
- **Fund Reporting:** Reporting to investors in the Fund, as agreed in Fund documentation, to provide detailed and accurate reports on portfolio company performance. Additionally, liaising with and supporting UNDP as necessary in the preparation of M&E and development impact reports for investors; and
- **Dissemination of Lessons Learned and Best Practices:** Though mindful that the Manager's primary focus must be on establishing and managing to the best of its ability the investment portfolio, dissemination of lessons-learned and best practices is an important objective of UNDP. Where possible, the Manager will be expected to support UNDP in demonstrating how investment focused on environmental and social sustainability can help to achieve climate-change adaptability and livelihood resilience.

⁸ The second success factor to trigger Phase 2 (at least US\$50 million raised as Capital Commitment) *does not* constitute a deliverables/outputs criterion with which UNDP determines the Manager's eligibility for availing payments during and upon completion of Phase 1. The deliverables/outputs criteria and the Manager's eligibility to request payment during and upon completion of Phase 1 will be determined *solely* by those specified in Section IV of TOR "Expected Outputs and Deliverables". The payment schedule during and upon completion of Phase 1 will be determined upon finalising the methodology and strategy for delivering the objectives of the Fund (see Section VII of TOR "Selection Criteria"), before the Manager and UNDP enter into the contract.

Pre-Establishment Costs and Management Fee

UNDP seeks to contract a Manager to design a vehicle to certain specifications that UNDP has determined. As such, UNDP will contribute to the pre-establishment costs of the Fund by way of a contract to be signed with Manager to produce the deliverables outlined in the table in Section IV below. Upon establishment of the Fund, the Manager will use the annual management fee payable by investors in the Fund to cover routine expenses as outlined in the Shareholders Agreement (the **Shareholders Agreement**) of the Fund.

IV. Expected Outputs and Deliverables*

The table below outlines the outputs and deliverables that the Manager will be required to produce during Phase I. Bidders should be reassured that UNDP recognises that flexibility regarding deadlines may be required because of the challenges presented by COVID-19 and the global pandemic. For this reason, it will be critical for there to be clear and regular communication between the Manager and UNDP as to how the pandemic and, specifically, travel restrictions may affect the timetable. Both parties will use their best efforts to accommodate the need for flexibility given the unprecedented disruption caused by the global pandemic.

Deliverables/ Outputs	Estimated Duration (months)**	Estimated Target Due Dates
1. Fund Strategy finalised	2	End-October2021
2. Fund Structure finalised	3	End November 2021
3. Deal pipeline in place (on-going)	Throughout, but substantive pipeline in place at the latest within 6 months	End-January 2022
4. Fund documentation drafted	5 months, but will be tweaked intermittently	End-March 2022
5. Technical Assistance Facility designed	6	End April -2022
6. Access to Finance Facility designed	9	End-June 2022
7. First closing of the Fund	12 months from date of contract signing	On or before 31 August 2022

* Assumes selection and contracting of the Manager on or before 1 September 2021.

** Duration does not indicate a requirement for consistent activity over a period to produce a deliverable; rather, that the preparation of the deliverable will transpire over a certain period, calibrated with other deliverables, by a target deadline. For example, the first full proposed fund structure may be prepared by the Manager by the end of September but, as conversations advance with investors later in the year, it may need to be revisited to accommodate unforeseen requirements in the third quarter.

V. Institutional Arrangements

The assignment is to be awarded to a private equity firm with a proven track record in making private-equity investments in the SME sector in China and/or Mongolia and, ideally, other frontier markets in Asia. The Manager is expected to work closely, as needed, with the UNDP Country Offices in China and Mongolia, Regional Bureau for Asia and the Pacific teams based in Bangkok and New York.

VI. Duration of the Work

The assignment is planned to start on 1 September 2021 and be completed by 31 August, 2022⁹.

⁹ UNDP recognizes the extenuating circumstances associated with the COVID-19 pandemic mean that flexibility may be required on timing. As such, it is possible that the contract may be extended an additional 6 months if required.

VII. Scope of Price Proposal

Bidder shall submit a price proposal (using Form G) indicating the estimated costs required to provide the services described in this TOR.

VIII. List of Documents to be provided in the submission:

1. Bidder's profile, which should not exceed fifteen (15) pages, including printed brochures and relevant to the services being procured;
2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.
3. 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.
4. Latest Audited Financial Statements including Auditor's Report for the past 3 years.
5. All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
6. Written Self-Declaration that the bidder is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4? This includes but not limited to:	
• Bidder's profile	<input type="checkbox"/>
• Certificate of Registration of the business, including Articles of Incorporation or equivalent	<input type="checkbox"/>
• Tax Registration/Payment Certificate issued by the Internal Revenue Authority or Certificate of Tax Exemption	<input type="checkbox"/>
• Audited Financial Statements including Auditor's Report for the last 3 years	<input type="checkbox"/>
• All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved	<input type="checkbox"/>
• Written Self-Declaration that the bidder is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List	<input type="checkbox"/>
• Power of Attorney	<input type="checkbox"/>
If JV/Consortium/Association, each partner must submit the above document.	

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for the **Mongolia-China Sustainable Fibres Fund (MCSFF)** in accordance with your Request for Proposal No. **RFP-2021-22** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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) have no conflict of interest in accordance with Instruction to Bidders Clause 4.
- d) 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).
- e) 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.
- f) 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. Our Proposal shall be valid and remain binding upon us for the period specified in the Bid Data Sheet. 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: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Contacts for Reference Check in case of recommendation for contract award	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1 <i>Details</i> Reference 2 <i>Details</i>
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including brochures relevant to the services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable

- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfilment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list the relevant assignments completed in last 10 years, including minimum two (2) funds managed of similar value, nature, and complexity.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual assets managed for the last 3 years	Year	USD
	Year	USD
	Year	USD
Annual turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			

Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified public accountant.
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 If proposal is submitted as JV/Consortium/Association, explain the roles of each JV/Consortium/Association member.
- 1.4 Relevance of specialized knowledge and experience on similar engagements done in China, Mongolia, or other parts of the developing Asia.
- 1.5 Quality assurance procedures and risk mitigation measures.
- 1.6 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach, and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, including delivering the objectives of the fund, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled, and delivered. Bidder shall ensure that all aspects listed in Section 2 of the Technical Evaluation Criteria are adequately covered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Relevant Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for **Mongolia-China Sustainable Fibres Fund (MCSFF)** in accordance with your Request for Proposal No. **RFP-2021-22** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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 specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. 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.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	
Amount to be Paid by UNDP	

Table 2: Breakdown of Professional Fees

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

Table 3: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Fund Strategy finalised				
Fund Structure finalised				
Fund documentation drafted				
Deal Pipeline Submitted				
Technical assistance facility designed				
Access to finance facility designed				
First closing of the Fund completed				

**Please briefly elaborate the scope of costs covered under "Other Costs".*