



REQUEST FOR PROPOSAL

NAME & ADDRESS OF FIRM	DATE: July 22, 2021
	REFERENCE: MyRFP2021-016

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Partnership for SDG Data- Undertaking Development of the TogetherforSDGs Platform – to UNDP Office in Malaysia on a Long-Term Agreement.**

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

Proposals may be submitted on or before **6 August 2021, Friday, 11:59PM (GMT 8+)** and via email to the address below:

United Nations Development Programme
Procurement
procurement.my@undp.org

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

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

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident
Representative (O)
22/07/2021

Description of Requirements - Long Term Agreement (in two phases)

Context of the Requirement	<u>Partnership for SDG Data- Undertaking Development of the TogetherforSDGs Platform</u>
UNDP on behalf of:	UN Resident Coordinators Office (UN RCO)
Brief Description of the Required Services	<p>For Malaysia to achieve the whole-of-nation approach for the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs) is to enable and access data on sustainability or SDG actions by the private sector, NGOs and civil society. Having insights into these data will provide a rich repository for SDG data that can be leveraged for deeper insights on collective actions for private sector sustainability strategy and operations. In turn, this may help influence supply chain behaviour, monitoring and supporting various stakeholders in achieving the SDGs.</p> <p>The TogetherforSDGs hub concept was developed and launched at the Malaysia SDG Summit in 2019, with the following objectives:</p> <ul style="list-style-type: none"> a) Having a repository of what different non-state actors are doing and how they are contributing to SDG attainment in the country; b) To promote greater alignment of the business sector and multi-stakeholder efforts to the SDGs; c) To achieve better channelling of resources to address SDG priorities in the country. <p>The requirement is to now design and develop the TogetherforSDGs online platform (a data repository) of private sector efforts and their ambition in regards to the SDGs through their business operations, Corporate Social Responsibility (CSR), Economic, Social and Governance (ESG) and investment decisions; as well as civil society data, relevant to the achievement of the SDGs in Malaysia.</p> <p>The platform aims to promote and showcase a whole-of-nation approach towards achieving SDG priorities. This includes, promoting sustainability and other SDG supporting actions, by leveraging CSR/ESG more effectively and encouraging the channelling of resources to and addressing SDG gaps in the country. This would include matching algorithms, connecting private sector funders to various SDG-focussed community-based programmes and projects.</p> <p>The data insights emerging from this platform may also accelerate a more conducive Sustainable Finance ecosystem by enabling financial institutions access to data for risk profiling and lending decisions. This would also facilitate expansion of impact investment enabling performance benchmarking of SDG contributions of investment projects and calculation of the double/ triple bottom line (financials, plus environment, social and governance – ESG - outcomes).</p> <p>UN Malaysia is seeking to procure the services of an organization or consortium of agencies (Service Provider) to undertake the further development of the</p>

	<p>TogetherforSDGs platform that incorporates all the five SDG pillars of People, Planet, Prosperity, Peace and Partnership (the 5 Ps) and SDG business ambition benchmarks. The Service Provider will work together with the UN country team (UNCT) via the UN RCO towards having a solid and purposeful SDG data repository.</p>
List and Description of Expected Outputs to be Delivered	<p>The Service Provider will develop a workplan for the development of the TogetherforSDGs online platform, drive research, develop the software for the platform for data and business analysis, and facilitate consultations and dialogue with the private sector, NGOs, government entities and other stakeholders in close collaboration with the UN RCO.</p> <p>The Service Provider will render its services as part of a Consultant Team made up of one or more firm(s) as part of a single consortium. The Consultant Team will work under the guidance of the overseeing Steering Committee (convened by UN RCO), with the support and quality assurance from the UN and/or government experts.</p> <p>The Service Provider will be responsible for the following four major deliverables and all of the relevant processes involved:</p> <ol style="list-style-type: none"> 1. Design and develop the platform in line with user needs and achievement of a whole-of-nation approach. Specifically, the design of software/portal specify (any) hardware requirements for the system and layout, all management and supporting processes (including governance arrangements). This stage also includes developing a methodology to assess and analyze CSR/ESG aims and activities and map these to the SDGs. 2. Design and build the data import forms and collect and compile input data (from private sector / businesses, civil society and other stakeholders) to provide an updateable ESG/SDG database. Compile and analyze firms' CSR data, stakeholder commitments to ESG and their linkages to the SDGs. Similarly, analyze civil society's and stakeholder's activities as a prelude to matching the two. 3. Engage and facilitate private sector and civil society participation, including arranging meetings, consultations, focus group discussions at the project and organizational levels with all stakeholders. And undertake a literature review of PLCs and that of relevant government ministries/authorities, identifying key organizational policies, CSR and other modalities (i.e. public-private partnerships, thematic bonds, crowdfunding etc.) widely used to support sustainable development priorities. Survey of the various SDG undertakings by CSOs and NGOs that respond to both public and private interests. The platform should also include special tabs for established SDG actors in the country, such as the SDG Academic Network, Malaysia CSO-SDG Alliance and All-Party Parliamentary Group for SDGs (APPG); and of UN and government entities (if any) to showcase their SDG-related activities and collaborations. 4. Set-up and implement the platform, and transfer to UNCT. Undertake necessary procurement and coding on behalf of the UNCT. Build the system (end to end), including all supporting processes. Prepare TogetherforSDGs

	<p>platform systems documentation and training to allow transfer to users. Transfer in its entirety the completed TogetherforSDGs platform, access and systems documentation to UNCT via the UN RCO. Develop matching algorithms (business CSR to CSO activities), other advanced tools and informative reports (ESG/SDG data etc.) in Phase II.</p> <p>The work to support these objectives will be delivered in two phases - as per the breakdown below. Offerors should tender for all works, but identify costs by phase, noting that the contract will initially be awarded for Phase 1 only. Progression to Phase 2 will be dependent on performance and budget availability.</p> <p>Phase 1:</p> <ol style="list-style-type: none"> 1. Develop a digital dashboard of the 17 SDG goals in alignment with the 5 Ps and UN Global Compact's SDG Ambition and create solution architecture, code development, and testing of the platform. 2. Digitally map the private sector aims/contributions and SDG actions by civil society and other relevant actors and enable good analytics through the use of creative digital tools. <ul style="list-style-type: none"> • The platform should also be able to show who is doing what and where in connection with the SDGs. 3. Connect the SDG projects of the private sector and NGOs on understanding opportunities for both financial and non-financial contributions to communities and locations where they are most needed. 4. Organise the UNCT's launch of the TogetherforSDGs platform and promote engagement to attract users and effective training of the system; as well as advocating for the channelling of resources to SDG priorities and to the MySDG Trust Fund (once established). <p>Phase 2:</p> <ol style="list-style-type: none"> 1. Develop more sophisticated features and tools that analyse the collected data, provide insights based on set parameters such as user dashboards, peer ranking, SDG activity map, SDG opportunity analysis. <ul style="list-style-type: none"> • The improvements would also build on lessons learned and feedback received from users. 2. Develop an easy reporting mechanism of SDG projects/program progress and impact from the TogetherforSDG hub database. 3. Develop and enable connecting "resource-needs" akin to matching tool system on UN/Govt SDG Priority Areas that would support targeted assistance and expansion of social impact investments to the SDG projects by investors, donors and collaborators. <p>Expected Deliverables:</p> <ul style="list-style-type: none"> • The final output-based deliverables will be agreed upon with the Senior Economist, Head of RCO and Strategic Planning, Partnerships and
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	Development Finance Specialist. But these are also specified in the TOR below (please refer to the schedule of payments for details).
Person to Supervise the Work/ Performance of the Service Provider	Senior Economist; Head of RCO; and Partnerships and Development Finance Specialist
Frequency of Reporting	The Service Provider will maintain direct communication with Partnerships and Development Finance Specialist, and/or all other relevant personnel at UNRCO Malaysia, in order to ensure delivery of high-quality services tailored for the development of the platform.
Progress Reporting Requirements	The Service Provider will be requested to present reports on activities to the UN RCO, UNCT, Management Team and the Government as requested.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Total timeline of 9 months delivered under 2 phases of work (in two phases under an LTA modality): <ul style="list-style-type: none"> • Phase 1: 4 months upon signing of the contract. • Phase 2: 5 months (renewal is dependent on satisfactory performance and availability of fund.).
Target start date	16 August 2021
Latest completion date	Phase 1: 31 December 2021 Phase 2: 31 May 2022

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required demarcated by phase.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency Malaysia Ringgit
Value Added Tax on Price Proposal ¹	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP (for UNRCO) may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ²	Payments will be made based on successful achievement of deliveries on specific services as dictated in the schedule of payments, noting only Phase 1 will be approved on tender.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	(1) Partnerships and Development Finance Specialist (2) Senior Development Economist; (3) Head of RCO and Strategic Planning;

¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

² UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement ³ (Financial commitments will only be established each time a Purchase Order for the specific services within the scope of the responsibilities stated in Terms of Reference)
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 10% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: Only one (1) Service Provider will be selected with the highest combined cumulative score.
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$150,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR

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

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

Contact Person for Inquiries (Written inquiries only) ⁶	Procurement Team procurement.my@undp.org Any delay in UNDP's response (for UNRCO) shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	UNDP is awarding this contract on behalf of the UN RCO, a division of the UN Development Coordination Office (DCO).

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

Partnership for SDG Data- Undertaking Development TogetherforSDG Platform (in two phases)

A. BACKGROUND

A key challenge in achieving a whole-of-nation approach for Sustainable Development Goals (SDGs) is access information relating to nationwide sustainability or SDG actions by the private sector and other actors. Having such data readily available on a common platform will provide a rich repository of data of "who, what, where, why and how" private-sector corporations, SMEs and other actors are contributing to SDG attainment in the country. This will also provide statistical capacities that can be leveraged for deeper insights on private sector actions in internalizing sustainability as part of strategy and operations, influencing various stakeholders' supply chain behaviour or support in achieving the SDGs.

Secondly, such data insights may also accelerate a more conducive sustainable finance ecosystem by enabling financial institutions (demand-side) access to clearer data for risk profiling and lending decisions. The platform would therefore, also support the expansion of impact investment by enabling performance benchmarking of commercial or social impact projects.

With this in mind, the **TogetherforSDGs Hub** is to be positioned as Malaysia's leading private sector SDG action digital platform that will act as a data repository, analytics, and intelligence of Private Sector SDG actions and connect multiple-stakeholders through a 'resource-to-needs' matching system that would effectively mobilize both financial and non-financial resources.

The TogetherforSDGs platform development is to be accomplished in two (2) phases:

- (i) Phase 1 development of the TogetherforSDGs platform will focus on developing a repository that enables non-state actors to provide and share how they contribute to SDG attainment in the country. The platform also aims to promote greater alignment of the business sector and multi-stakeholder efforts to the SDG and to achieve better channelling of resources to address priority SDG areas and gaps. The development shall focus on SDGs that are relevant to the UNSDCF's 5Ps - Planet, People, Prosperity, Peace, and Partnership as well as the UN Global Compact's SDG Ambition that highlight SDG 5 Gender Equality, SDG 6 Clean Water and Sanitation, SDG 8 Decent Work and Economic Growth, SDG 12 Responsible Consumption and Production, SDG 13 Climate Action, SDG 14 Life Below Water, SDG 15 Life on Land, SDG 16 Peace, Justice and Strong Institutions. The platform will enable users to create profiles and self-share their SDG related data based on pre-determined data reporting parameters.
- (ii) Phase 2 development will embark on additional features, improvements and tools that analyze the collective data, provide insights based on set parameters such as user dashboards, peer ranking, SDG activity map, SDG opportunity analysis and ability to connect that is akin to "resource-to-needs" matching system for the SDG projects that effectively mobilizes both financial and non-financial resources to achieve SDG priorities and address SDG gaps, including via the MySDG Trust Fund and partnerships with civil society and community-based organizations.

B. OBJECTIVES AND OUTCOME

The objective for the development of the TogetherforSDGs platform project is as follows, to be achieved in two (2) phases as mentioned above:

Phase 1 objective(s) is defined to achieve the following:

1. To develop a digital dashboard of the 17 SDG Goals in alignment with the 5 Ps and the UN Global Compact's SDG Ambition and create the necessary solution architecture, code development, and testing of the platform.
2. To digitally map the private sector aims/contributions and SDG actions by multiple-stakeholders and enable good analytics through use of creative digital tools.
3. To connect the SDG actions of the private sector with that of other actors. To provide insights and opportunities for channelling of both financial and non-financial contributions towards SDG priorities as well as communities and locations where they are most needed.
4. To launch the TogetherforSDGs platform and promote engagement to attract users and effective training of the system.

Phase 2 objective(s) is defined to achieve the following:

5. To develop more sophisticated features and tools that analyze the collective data, provide insights based on set parameters such as user dashboards, peer ranking, SDG activity map, SDG opportunity analysis.
6. To develop an easy reporting mechanism of SDG projects/program progress and impact from the TogetherforSDG hub database.
7. To develop and enable connecting "resource-needs" akin to matching tool system on UN and/or national SDG priorities that would support targeted assistance and expansion of SDG-related social impact investments by investors, donors and collaborators.

The overall outcome of the TogetherforSDGs Platform would include:

1. Establishment of an SDG culture within the private sector, civil society, academia and other actors to consider how their actions will impact sustainable development and how reporting such data will benefit their performance.
2. Creative reports through real-time digital infographics; and showcasing of various private sector-led technologies and innovative products or services and other related activities that act as solutions for others in the ecosystems to model or use in their quest for SDG achievement and narrowing the "resource-to-needs" gap.
3. Scale private sector and NGO user base by connecting with partners (such as investors/banks) in innovative collaboration and incentive/rewards mechanisms.
4. Bridge private sector financing to grassroots' SDG priorities via 'resource-to-needs' matching, thus effectively mobilizing financial and non-financial resources, including via the MySDG Trust Fund.
5. Enabling alternative financing to SDG projects at a community level by data-driven coordination of private-sector financial/non-financial contribution to other implementing partners for community projects that can be identified based on national/UN priority areas.

6. Position Malaysia as a global leader in demonstrating data-driven examples of independent private-public partnerships and programs in achieving the SDGs

C. SCOPE OF WORK

Under the direct supervision of the Partnerships and Development Finance Specialist and with close collaboration and overall guidance from the UN Senior Economist, Head of RCO and/or relevant stakeholders, the Service Provider will:

Phase 1

- Develop a digital dashboard of the 17 SDG Goals in alignment with UNSG 5 pillars and UN Global Compact's 10 SDG Ambition and create the necessary solution architecture, code development, and testing of the platform.
- Undertake and facilitate activities, e.g., meetings, consultations, focus group discussions, at the project and organizational levels with the participating UNRCO, UN Agencies and key stakeholders, including domestic CSOs, NGOs, public listed companies (PLCs) and private organizations.
- Undertake a literature review of PLCs identifying key organizational policies, CSRs and other modalities (i.e., Public-Private Partnerships, thematic bonds, crowdfunding etc.) widely used to support sustainable development priorities.
- Undertake surveys and connect the actions of the various SDG undertaking within the targeted respondents of the private sector, CSOs and NGOs ecosystem
- Propose and apply a methodology with UNRCO inputs (UNSG 5 pillars and Global Compact's 10 SDG business ambition) to assess and analyse firms' CSRs aims and ESG reporting and develop an updateable SDG database.
- Compile and analyze CSR data, stakeholder commitments to ESG and linkages to SDGs in building and connecting the institutional landscape of SDG achievements.
- Maintain a list of key information, development and internet tools, and key access to systems and databases.
- Facilitate and organize meetings or focused group regular internal and external project meetings.
- Transfer in its entirety the completed TogetherforSDG platform, access and systems documentation to UNCT as well as all other information, data, contact lists and database obtained and developed throughout the project.

Phase 2

- Develop further sophisticated features and tools that analyses the collective data, provide insights based on set parameters such as user dashboards, peer ranking, SDG activity map, SDG opportunity analysis.
- Develop an easily accessible, confidential reporting mechanism of SDG projects/program progress and impact from the TogetherforSDG hub database.
- Develop a "resource-to-needs" connecting mechanism akin to matching tool system on UN/Govt SDG Priority Areas that would support targeted assistance and expansion of social impact

investments to the SDG projects by investors, donors and collaborators.

- Transfer in its entirety the completed new addition features of the TogetherforSDG enhancements, and systems documentation to UNCT as well as all other information, data, software programs and database obtained and developed throughout the improvement of the platform.

D. EXPECTED OUTPUT AND DELIVERABLES

FINAL PRODUCTS

Payments will be made based on successful achievement of the Consultant Team's delivery of specific services according to the following implementation Scschedule indicating breakdown activities/sub-activities during the reporting period and submission with written acceptance by the UN RCO.Resident Coordinator's Office.

Deliverable Phase I*	Payment Tranche of each phase
1. To design and build the dashboard (with UNCT, stakeholder/partners) <ul style="list-style-type: none"> ○ Dashboard document & content finalization ○ Alpha-version development of the dashboard ○ Platform sign off and launch 	20%
2. To engage and build the data forms and the companies for data collection. <ul style="list-style-type: none"> ○ Data forms development and the final product ○ Data research, gathering and inputs of the companies 	30%
3. To engage with potential supporting partners and targeted beneficiaries to involved in this project. <ul style="list-style-type: none"> ○ Supports from potential supporting partners, e.g. BURSA, MATRADE, SMECorp, CSO-SDG Alliance, IMSHA, chambers of commerce, corporate foundations, state development centres. ○ Involvement of target beneficiaries and perform data mining exercise on 50PLCs, 50 SMEs, 50 NGOs, local communities 	25%
4. To have engagement activities with the targeted audience. <ul style="list-style-type: none"> ○ Nationwide engagement activities virtually or at the locations of Penang, Kuala Lumpur, Kuantan, Johor, and Kuching. ○ To obtain at least 50 companies good data points. (approx. 10 from each site) ○ Real-time capturing data, mix and ensure data diversity and integrity across different locations 	25%
TOTAL	100%

Deliverable Phase II	Payment Tranche of each
1. Develop more sophisticated features and tools that analyse the collective data, provide insights based on set parameters such as user dashboards, peer ranking, SDG activity map, SDG opportunity analysis.	30%
2. To develop an easy reporting mechanism of SDG projects/program progress and impact from the TogetherforSDG hub database.	30%
3. To develop and enable connecting "resource-needs" akin to matching tool system on UN/Govt SDG Priority Areas that would support targeted assistance and expansion of social impact investments to the SDG projects by investors, donors and collaborators.	40%
TOTAL	100%

* *This RP will cover Phase 1 will be for 4 months period. And Phase 2 will be offered in a separate issue*

E. GOVERNANCE AND ACCOUNTABILITY

The Service Provider will be requested to present the report on activities to the UN RCO, UNCT, Government and other stakeholders/committees as needed.. The Service Provider will maintain direct communication and be under the supervision of Partnership & Development Finance Specialist. The Service Provider is to ensure the delivery of high-quality services to the satisfaction of the UN RCO.

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

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

In order to ensure the delivery of high-quality services, a successful contractor is expected to have strong and proven experience in delivering research advisory and development services in the country and/or around the region. Skills and proven track record in delivering high-quality and impactful knowledge and policy inputs and working experience with the private sector, civil-society, and academia entities are of primary importance.

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

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

Corporate Competencies

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

Professionalism

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

Planning & Organizing

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

G. PRICE AND SCHEDULE OF PAYMENT

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

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

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

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

H. EVALUATION CRITERIA

Evaluation Criteria

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

Criteria to be used for rating the qualifications and methodology

- *Technical evaluation criteria (total 70 points)*
- Expertise of the Firm: 40 marks
- Proposed methodology: 10 marks
- Management structure and qualification of key personnel: 20 marks

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

Financial evaluation (total 30 points)

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

Where:

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Date]

To: **UNDP Procurement**

Dear Sir/Madam:

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

A. **Qualifications of the Service Provider**

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

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

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

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
PHASE 1			
1.	Upon submission and acceptance of design and build the dashboard (with UNCT, stakeholder/partners) <ul style="list-style-type: none"> Dashboard document & content finalization Alpha-version development of the dashboard Platform sign off and launch 	20%	
2.	Upon acceptance of the build and development of the data forms and the companies for data collection. <ul style="list-style-type: none"> Data forms development and the final product Data research, gathering and inputs of the companies 	30%	
3.	Upon acceptance of engagement with potential supporting partners and targeted beneficiaries to be involved in this project. <ul style="list-style-type: none"> Supports from potential supporting partners, e.g. BURSA, MATRADE, SMECorp, CSO-SDG Alliance, IMSHA, chambers of commerce, corporate foundations, state development centres. Involvement of target beneficiaries and perform data mining exercise on 50PLCs, 50 SMEs, 50 NGOs, local communities 	25%	

4.	<p>Upon acceptance of engagement activities with the targeted audience.</p> <ul style="list-style-type: none"> Nationwide engagement activities virtually or at the locations of Penang, Kuala Lumpur, Kuantan, Johor, and Kuching. To obtain at least 50 companies good data points. (approx. 10 from each site) Real-time capturing data, mix and ensure data diversity and integrity across different locations 	25%	
	Total	100%	
PHASE II			
5.	Upon acceptance of the development of sophisticated (additional) features and tools that analyse the collective data, provide insights based on set parameters such as user dashboards, peer ranking, SDG activity map, SDG opportunity analysis.	30%	
6.	Upon acceptance of the development of an easy reporting mechanism of SDG projects/program progress and impact from the TogetherforSDG hub database.	30%	
7.	Upon acceptance of the development to enable the connection of a "resource-needs" mechanism akin to matching tool system on UN/Govt SDG Priority Areas that would support targeted assistance and expansion of social impact investments to the SDG projects by investors, donors and collaborators.	40%	
	Total	100%	

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

E. **Cost Breakdown by Cost Component**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Team Member (add additional lines as necessary)				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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