



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 16 July 2021
	REFERENCE: MyRFP2021-014

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Business Development Consultancy for Impact Venture Accelerator***.

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

Proposals may be submitted on or before Friday, August 6, 2021 and via email to the address below:

United Nations Development Programme
Level 10, Menara PJH, No. 2, Jalan Tun Abdul Razak, Presint 2, 62000, Putrajaya

Procurement Unit
procurement.my@undp.org

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident Representative)
7/16/2021

Description of Requirements

Context of the Requirement	<i>Business Development Consultancy for Impact Venture Accelerator</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>Based on a collective vision, MaGIC and UNDP partnered to accelerate Malaysia businesses ventures to become impact oriented and deliver products and services contributing to feasible business-based solutions for SDG challenges. To cultivate and nurture an inclusive community of innovators to address social and environmental concerns, MaGIC will implement a Social Impact Challenge Accelerator programme (SICA), in which, UNDP will support by implementing the Impact Accelerator programme as part of SICA. The Impact Accelerator will be customized based on UNDP's Impact Venture Accelerator, which assume combining business acceleration activities with robust and dedicated efforts for SDG impact alignment including building the accelerator cohort's capacity to adopt global best practices in Impact Measurement and Management (IMM).</p> <p>While the scope and range of SDG related challenges are broad, the accelerator programme will work on those thematic areas that are both prioritized by the MaGIC and UNDP Country Office. The proposed Impact Accelerator will be primarily focusing on the impact ventures targeting the following priority fields (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) environmental protection.</p> <p>The selected implementing party will work together with UNDP with the aim to support the ventures by:</p> <ol style="list-style-type: none"> 1. Helping to Measure & Grow Impact: Define impact, parametrize impact in SDG context; Align growth strategies and target generating elevated measurable impact. 2. Providing access to expertise, practices, networks and understanding of developing country markets 3. Sensitizing Impact Story of Impact Ventures: Verbalizing and visualizing inspiring impact and development context of business solutions to facilitate access to impact capital. 4. Assisting in Fundraising & Pitching with Impact Investors: Coaching focused on fundraising strategies & pitching to access funding from impact and development related sources.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Deliverable 1: Develop the curriculum of the on-line remote interaction-based acceleration programme including modules, individual course focus, timetables and securing participation of reputable, experienced presenters with proven track record in venture capital and global start-up ecosystems. The curriculum should also include team challenges in addition to lectures and interactive learning elements. Impact topics, provided by UNDP, must be included in the curriculum which relate to environmental, social and corporate governance, impact measurement and management in the context of the Sustainable Development Goals. • Deliverable 2: Provide a cohort of specialised mentors from global centres for high technology, innovation and venture capital, with the focus on above mentioned thematic areas including ones with an impact/social responsibility background, who can offer online mentorship services to the entrepreneurs during this acceleration period according to the priority areas identified (refer pg 3) by MaGIC-UNDP. • Deliverable 3: Manage implement and monitor the 10 to 12-week acceleration activities, in coordination with all partners, stakeholders and participants. • Deliverable 4: Through mentorship, handholding, dedicated events, networking with potential impact investors facilitate access to potential funders and expansion markets. • Deliverable 5: Business match-making, fundraising & pitching with Impact Investors Coaching focused on fundraising strategies & pitching to access funding from impact and development related sources • Deliverable 6: Submission of a satisfactory report on the successes and learnings from the Accelerator and a benchmark against Accelerators in the region. The report should also include feedback from the participants and other stakeholders before and after from the Accelerator programme.
Person to Supervise the Work/Performance of the Service Provider	Under the direct supervision of UNDP Malaysia Country Office Partnership focal point, and the overall guidance of the Deputy Resident Representative, the Firm will work closely with the wider team, including Global Lead Impact for Venture Accelerator from UNDP's Finance Sector Hub.
Frequency of Reporting	<i>As needed between the period from 1 September 2021 to 31 March 2022</i>
Progress Reporting Requirements	To deliver accordingly to the deliverable within the timeline stated in the Terms of Reference.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location

Expected duration of work	Up to 30 working days, across 5 weeks, with the possibility of extension
Target start date	17th August 2021
Latest completion date	15th March 2022
Travels Expected	None
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

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

Payment Terms ³	Outputs	Percentage	Condition for Payment Release
	Upon submission of satisfactory inception report that includes proposed work plan and activities, list of potential impact investors etc	10%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon satisfactory completion of Deliverable 1,2,3,4	50%	
	Upon satisfactory completion of Deliverable 5,6	40%	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Under the supervision of UNDP Malaysia Country Office Partnership focal point, and the overall guidance of the Deputy Resident Representative, the Firm will work closely with the wider team, including Global Technical Lead Impact Venture Accelerator from UNDP’s Finance Sector Hub, UNDP SDG Innovative Finance (UNSIF) and Private Sector Centre.		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the firm - 25% <input checked="" type="checkbox"/> Methodology and Implementation - 20% <input checked="" type="checkbox"/> Qualification of Key Personnel - 25% <u>Financial Proposal (30%)</u> 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 and only one Service Provider		

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

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Team</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	The Contractor is required to have the aforementioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

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

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

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



TERMS OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	Venture Acceleration Programme
Project/Program Title:	Impact Venture Accelerator
Type of Contract :	International or Specialized Subject Consultancy Firm
Duty Station:	Home-based
Duration:	6 months
Expected Start Date:	17 August 2021

I. BACKGROUND / PROJECT DESCRIPTION

Against the backdrop of the COVID-19 pandemic and looming climate crisis, it is abundantly clear that there is an urgent need to accelerate progress towards the achievement of the Sustainable Development Goals (SDGs). Meanwhile, the challenge of meeting SDGs is not just about mobilizing more financial resources, rather about engaging more comprehensive resources – talents, know-how, entrepreneurial acumen, and energy of people to address the 2030 Agenda. Social enterprises and impact-oriented businesses can play a key role in addressing various social, economic and environmental challenges through innovative technology solutions and sustainable business models. However, their set-up, scale-up, and operations successes are challenging due to more thorough processes required with an elevated focus on social and environmental impact. Despite increasing capital commitments from impact-focused investors, the task of identifying investible, effective, scalable, and systemic SDG impact targeting projects remains difficult.

Malaysia's ambition to become a sustainability-first, entrepreneurial nation by 2030 is guided by the vision of achieving shared prosperity for the people, through economic empowerment, social re-engineering and environmental sustainability, in alignment with the United Nations Sustainable Development Goals (SDG) and grounded in the principles of a whole-of-society and whole-of-government approach. The Shared Prosperity Vision 2030 (SPV 2030), Malaysia's SDG Roadmap and the Twelfth Malaysia Plan act as guiding frameworks towards achieving the ambitions of the 2030 Agenda for Sustainable Development.

The Malaysian Government has taken proactive steps to create enabling regulations, institutions, and policies to promote social enterprises – which can catalyze national development in line with the SDGs. Dedicated institutional structures such as the Malaysian Global Innovation & Creativity Centre (MaGIC) an agency under Ministry of Science, Technology, and Innovation was established to catalyze the ecosystem, provide capacity- building, access to finance, and connections to investors as well as mentors particularly for pre-seed, seed, early- stage and growth-stage, supports the creativity and innovation development in Malaysia through dynamic programmes and capacity-building initiatives.

To support local social impact businesses during the COVID pandemic, the SIM grant managed by MaGIC, totaling RM10 million, under the PENJANA initiative, was introduced to support social enterprises and

social innovation in Malaysia. For every ringgit earned through crowdfunding, SIM Grant will match that amount in a 1:1 ratio. The aim is to promote social entrepreneurs, scaling social solutions, and encourage public participation to deliver solutions directly to society. A [report](#) by the Global Impact Investing Network (GIIN) (2018) identified various growth opportunities for Malaysia social enterprises. Among these are; a) large local pools of dormant capital; b) diverse impact investing opportunities to address distinct local development challenges; and c) availability of enterprises that can generate a positive impact with minor modifications to their business models.

The Better Business, Better World report (2017) estimated that there is a USD12 trillion annual opportunity to be unlocked from business models that deliver on the SDGs. However, despite the ambitions to become a sustainability-first, entrepreneurial nation with the private sector playing a critical role to achieve this goal, the state of the impact investing market in Malaysia remains at a nascent stage. In the last 5 years since the SDGs were introduced, the current Malaysian Social Ecosystems have not been able to tangibly demonstrate in a consistent manner the impact Malaysian enterprises have had on the SDGs and other national development indicators and initiatives. Even with the increased in the number of intermediaries and specialized support organizations established, the quantum of capital mobilized from across the spectrum of capital types, in support of delivering development and impact-related outcomes has yet to be demonstrated. The substantial challenges to expand impact investing remains such as; a) lack of familiarity with impact investors/investing; b) early-stage funding gaps; and c) lack of investable pipelines given the nascent stage of venture entrepreneurship in Malaysia. Impact investment will only have a social impact if a pool of sizeable investor-ready deals offering significant solutions is available.

In line with MaGIC and UNDP Malaysia's joint aspiration to scale up effective business-based solutions to address development issues, the outcome of this joint venture is to help businesses become more impact-oriented and to deliver products and services that contribute to feasible business-based solutions for SDG challenges. To cultivate and nurture an inclusive community of innovators to address social and environmental concerns, MaGIC will implement a Social Impact Challenge Accelerator (SICA) programme. UNDP will support this initiative by implementing its Impact Venture Accelerator program as part of SICA.

II. SCOPE OF THE WORK

UNDP's IVA combines business acceleration programme with robust dedicated efforts for SDG impact alignment, including impact measurement and management practices. Based on the offerings of UNDP's IVAs, UNDP is partnering and supporting MaGIC's SICA programme in executing the Impact Accelerator with the following objectives:

1. Introducing sustainability elements to the innovation and start-up ecosystem of Malaysia
2. Infuse SDG impact consideration in the business decisions of innovative ventures involved in the SICA program
3. Improve visibility and awareness innovative venture level solutions targeting SDGs
4. Define inputs and approaches to expand and replicate innovative impact targeting pilots
5. Scale SDG impact solutions through the networks of UNDP, MaGIC and other relevant partners
6. Global exposure and support the mutual benefit from the exchange of resources and capabilities with Malaysia ecosystem.

While the scope and range of SDG related challenges are broad, the proposed accelerator programme will work on those thematic areas that are both prioritized by the MaGIC and UNDP Country Office in Malaysia. The proposed Impact Accelerator will be primarily focusing on the impact ventures targeting the following priority fields (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) environmental protection/sustainable cities/waste management. Conceptually, UNDP's IVA application in the engagement with SICA will be combining business acceleration function with robust dedicated efforts for SDG impact alignment. The proposed programme will aim to support the ventures by:

- 1. Helping to Measure & Grow Impact:** Define impact, parametrize impact in SDG context; Align growth strategies and target generating elevated measurable impact.
- 2. Providing access** to expertise, practices, networks and understanding of developing country markets.
- 3. Sensitizing Impact Story of Impact Ventures:** Verbalizing and visualizing inspiring impact and development context of business solutions to facilitate access to impact capital.
- 4. Assisting in Fundraising & Pitching with Impact Investors:** Coaching focused on fundraising strategies & pitching to access funding from impact and development related sources.

The major parameters of the Impact Accelerator for the SICA programme are:

1. Duration of full project: 9 months
2. Duration of acceleration rounds: 10-12 weeks in August-November 2021.
3. Number of companies in a cohort / per round: up to pre-selected 25 ventures
4. Ventures included in the cohort
 - i. Address SDG-related thematic challenge,(i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) supporting women empowerment
 - ii. Scalable with the potential to have systemic and transformative effect
 - iii. Challenge conventional approaches,
 - iv. Empower people and achieve multiplier impact,
 - v. Specific and have identifiable beneficiaries,
 - vi. Proven economic feasibility, proven market, and emerging customer based.

Working together with UNDP, the selected firm (The Firm) will operate the business aspects of the acceleration programme, while incorporating the impact measurement and management aspect (provided and managed by UNDP) as part of the programme. The programme should assume the following elements:

- Focus on SDG-related thematic challenge identified in SICA (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) supporting women empowerment;
- Implemented set of presentation, courses, individual or group interactions within 10-12 week program implemented in period from 1st of September to 30th of November; Engage the involvement of specialized mentors from the domain field, leading relevant investment ecosystems (e.g. Silicon Valley, NY, Boston, London, LA, B, Australia);
- Host on-line participation of up to 25 entrepreneurs and ventures with on-line engagements with ventures not exceeding 2-3 hours per day during the working hours in Malaysia time zone (GMT+8).

Specifically, the firm will conduct the following tasks:

1. Acceleration inputs for the ventures

- Coordinate with UNDP the overall curriculum, timeline and activities of the program, including incorporation of impact relevant elements i.e. sessions, exercises, cases to be provided by UNDP experts.
- Allocate technical, telecommunication and digital means and media to effectively implement the program;
- Set-up conducive, encouraging and collaborative environment to stimulate synergistic interactions among the ventures, consultants and other involved stakeholders;
- Provide a specially designed curriculum to solidify the ventures potential to manage businesses, expand market base, integrate in professional networks, increase investment absorption capacity and investment attractiveness, scale up effectiveness and impact of the technology and business model solutions; this would include set of trainings, workshops, simulations, business case analyses etc. The curriculum should include but not be limited to the following subject:
 - Foresight and strategic vision on the thematic focus
 - Sales and Marketing
 - Financing of Growth Ventures
 - Legal Aspects and Requirements (including ones specific to thematic areas)
 - Team Management and Leadership
 - Developing Markets Specifics
 - Promotion: Networking, Pitching,
- Provide group mentorship inputs, and individual mentorship short sessions for selected up to 25 selected ventures;
- Prepare venture teams for pitching to potential funders, provide information about available funding opportunities
- Organize special event (demo day) to showcase the ventures and pitch to a group of relevant investors.

2. Report on the results, learnings, implications for the main Initiative.

- Provide an analytical review on the results of the program based on the feedback from the ventures, involved mentors and potential investors.
- Summarize learnings in terms of effectiveness of reaching and recruiting the ventures, overall quality of the pipeline and selected cohort, effectiveness of usage of on-line tools and platform,

implications for the design of the main Initiatives, including recommendations on the resources mobilization approaches to the potential funders and investors.

Throughout the programme, the firm should support communication and visibility of the programme by providing inputs to UNDP communication team. All sessions will be recorded and available to participants and other UNDP impact venture accelerators. All the instruction and courses should be conducted in English.

III. EXPECTED OUTPUTS AND DELIVERABLES

The firm is expected to deliver on the following efforts:

- **Deliverable 1:** Develop and deliver the curriculum of the on-line remote interaction-based acceleration programme including modules, individual course focus, timetables and securing participation of reputable, experienced presenters with proven track record in venture capital and global start-up ecosystems. The curriculum should also include team challenges in addition to lectures and interactive learning elements. Impact topics, provided by UNDP, must be included in the curriculum and will cover impact measurement and management aspects, approaches, methodologies and tools in the context of the Sustainable Development Goals.
- **Deliverable 2:** Based on agreement with UNDP, engage specialized mentors from both Malaysia specific and global centres for high technology, innovation and venture capital, including ones with an impact/social responsibility background, who can offer online mentorship services to the entrepreneurs during the acceleration program according to the priority areas identified by MaGIC-UNDP (refer pg 3).
- **Deliverable 3:** Implement the 10-12 week acceleration activities, in coordination with all partners, stakeholders and participants.
- **Deliverable 4:** Through mentorship, handholding, consulting on fundraising strategies, match-making, dedicated pitching events, networking with potential impact investors to facilitating access of ventures to potential funders and expansion markets.
- **Deliverable 5:** Submission of a report on the successes and learnings from the Accelerator and a benchmark against other Accelerators in the region. The report should also include feedback from the participants and other stakeholders from the Accelerator programme.

Deliverable(s)	Activities/Outputs	Expected Date of Achievement
Deliverable 1: Setting up the accelerator programme, planning and curriculum development	<ol style="list-style-type: none"> 1. Satisfactory detailed plan of the Accelerator Operation with timeline developed; 2. High-level description of Acceleration Curriculum developed; 3. Satisfactory acceleration curriculum content developed: educational materials, slide decks, video and audio. 	September 1, 2021
Deliverable 2: Mentor and network identification	<ol style="list-style-type: none"> 1. Submission of list of potential partners, mentors and impact investors agreeable to UNDP 2. Consultants, Mentors/Advisors for Business Acceleration for IVA programme identified and procured; 	September 1, 2021
Deliverable 3: Acceleration Activities	<ol style="list-style-type: none"> 1. Business Development and Impact Training Sessions conducted 	November 30, 2021
Deliverable 4: Match-making, facilitating access to funding, pitching to potential impact investors	<ol style="list-style-type: none"> 1. Fundraising related preparatory activities implemented with individual ventures; 2. Pitching events conducted and follow-ups made 	December 30, 2021
Deliverable 6: Reporting on the Accelerator.	<ol style="list-style-type: none"> 1. A report developed on the successes and learnings from the Accelerator and a benchmark against other Accelerators in the region. 	Jan 22 – 1 st week of March

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the supervision of UNDP Malaysia Country Office Partnership focal point, and the overall guidance of the Deputy Resident Representative, the Firm will work closely with the wider team, including Global Lead for Impact Venture Accelerator from UNDP's Finance Sector Hub.

V. DURATION OF THE WORK

The firm will deliver the outputs within the period from 15th August to 15th March 2021.

VI. DUTY STATION

This engagement will take place at the contractor's location.

VII. QUALIFICATIONS OF THE SUCCESSFUL FIRM

Special Qualifications

- At least 10 years of experience in the development and delivery of Incubation and Acceleration programmes in at least 3 of priority fields (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) supporting women empowerment.
- At least 3 projects of similar nature delivered (finished or in process of being implemented) in the last 5 years;
 - Expert knowledge of start-up development, customer development, cross-border market expansion, venture financing, acceleration of ventures;
 - Proven track record of successful start-up development, market expansion, venture investment;
 - Proven experience organizing and managing virtual and in-person events, workshops and accelerator (required);
 - Functional and effective connections and network in the relevant entrepreneurial, investment, and domain specific SICA thematic challenge circles.

General Qualifications

- Experience of working with international development organizations
- Experience of engagements under philanthropic, non-profit, venture philanthropy and impact investment arrangements
- Experience working in or with developing country contexts; experience of conducting similar programs in Malaysia and ASEAN countries is desirable.
- Experienced in mobilizing teams of highly qualified professionals with complimentary expertise and experience of joint work on similar assignments with global exposure.

IMPLEMENTATION APPROACH REQUIREMENTS:

The firm should propose planning and implementation approach to target the parameters specified in the Scope of Work, in terms

- Thematic focus: (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) supporting women empowerment.
- Designing effective curriculum (rich in subjects, result oriented, attractive and valuable to the ventures) and delivering it through quality mentors team and technical/visual resources;
- Promotional activity and exposure to potential investors

- Documentation on the successes and learnings from the Accelerator and a benchmark against other Accelerators in the region.

TEAM REQUIREMENTS:

- One (1) Senior Advisor (or similar): at least 10 years' experience in development and delivery of business acceleration programmes and VC investments. Background requirements:
 - Professional experience at least 15-year experience in the related sectors e.g. entrepreneurship, business, VC/PE investments, finance, engineering, applied science and technology commercialisation.
 - At least 10 years of experience in the capacity of angel/VC investor, involvement in business activities in PE, Venture Capital, Business Incubation and Acceleration sectors.
 - Established connections in the major global start-up development ecosystems, wide network and strong working relationships with individuals and firms with investment and relevant technical backgrounds and perspectives.

The Senior Advisor will oversee the correct execution of the overall project, take strategic decisions to ensure the correct path of the project (in agreement with UNDP), and be responsible for overall quality assurance.

- One (1) Project Manager: at least 7 years' experience of delivery of Venture Acceleration programmes, particularly associated bootcamps, including curriculum and course design. Background requirements:
 - Education: MBA, Masters degrees or, in its absence, equivalent professional experience at least 5- year experience in the related sectors e.g. SMEs, start-ups and entrepreneurship, business, economics, finance, applied science and technology commercialization.
 - At least 3 years of experience in managing business incubation and acceleration programs at a global scale. Experience of running on-line/remote interaction-based programs and engagements with ventures.
 - Established network and strong working relationships with institutions and individuals in the start-up development ecosystems across the countries.

The Project Manager will be responsible of planning and delivering the necessary activities for the implementation of the project, providing guidance on the execution of the project, solving issues arising during execution, taking strategic decisions related to the execution, overseeing the daily work of the team, and be responsible for day-to-day project management.

- ***Mentors, Consultants and Trainers (min. 1 for each thematic areas as per pg 14)*** in the domains and disciplines relevant to the proposed curriculum. The expertise areas should include at least
 - Foresight in the specific domain related to the thematic areas of SICA (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) supporting women empowerment.
 - Customer Development
 - Product Development, Innovation, Technology Commercialization
 - B2B Business Development
 - Financial Analysis, Financing and Capital Attraction

Background requirements:

- Education: Masters Degrees or, in its absence, equivalent hands-on, at least 5-year professional experience in the related domains.
- At least 5 years of experience of working with / in enterprises (specifically in companies that expanded, entered new markets, restructured, introduced new product lines etc.)
- At least 3 years of experience of trainings and mentoring start-ups, SME, growing ventures.
- Established network and strong working relationships with professional communities in the related domains

Language:

- Proficiency in written and spoken English required.

Important Note:

The firm is required to have the aforementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

Evaluation process

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the firm whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weigh 70% and Financial criteria/ Proposal weighs 30%.

Technical evaluation - Total 70% (70 points):

Criteria1: Expertise of the Firm - Maximum obtainable points: 25 points

- Specialty Qualifications **15 points**

	max score
10 years of experience in the development and delivery of Incubation and Acceleration programmes in at least 3 of the following priority fields: (i) affordable and accessible senior care services; (ii) upcycling plastic into commercial products; (iii) accessible and affordable education; (iv) providing children support in mental health and psycho-social support and access to safe and clean environment; (v) supporting women empowerment.	5
3 projects of similar nature delivered (finished or in process of being implemented) in the last 5 years;	3
Expert knowledge of start-up development, customer development, cross-border market expansion, venture financing, acceleration of ventures; Proven track record of successful start-up development, market expansion, venture investment;	2
Proven experience organizing and managing virtual and in-person events, workshops and bootcamps (required);	2
Functional and effective connections and network in the relevant entrepreneurial, investment, and domain specific circles.	3

General Qualifications: **10 points**

	max score
Experience of working with international development organisations, engagements under philanthropic, non-profit, venture philanthropy and impact investment arrangements	4
Experience working in or with developing country contexts; in Malaysia and ASEAN desirable;	4
Experienced in mobilizing teams of highly qualified professionals with complimentary expertise and experience of joint work on similar assignments with global exposure.	2

Criteria 2: Methodology and Implementation - Maximum obtainable points: 20 points

	max score
Proposed Curriculum and Technics (relevance of thematic topics and subjects, methods of delivery, effectiveness and quality assurance)	8
Marketing, Outreach and Recruitment of ventures (methods, geographic coverage, accessing relevant networks)	6
Promotion to potential investors and markets (format, access to and participation of investor circles, involvement of specialized firms, organisations and relevant stakeholders)	6

Criteria 3: Qualification of Key Personnel - Maximum obtainable points: 25 points

	max score
Senior Advisor (as per Team Requirements)	5
Project Manager (as per Team Requirements)	5
Mentors, Consultants, Trainers (as per Team Requirements)	15

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation.

Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

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

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into a contract with UNDP.

Payment modality

- Payment to the firm will be made based on satisfactory completion of the deliverables outlined above.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon submission of a satisfactory inception report outlining a detailed project plan, timeline and potential networks	10%	
2	Upon satisfactory completion of Deliverable 1,2,3,4	50%	
3	Upon satisfactory completion of Deliverable 5,6	40%	
	Total	100%	

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

E. Cost Breakdown by Cost Component [This is only an Example]:

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. Expertise 1				
b. Expertise 2				
2. Services from Mentors				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Virtual Event Costing				
2. Others				

III. Other Related Costs				
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*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*