



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

	<b>DATE:</b> July 13, 2021
	<b>REFERENCE:</b> Developing regional supply chains engaging women and youth under AfCFTA

Dear Sir / Madam:

We kindly request you to submit your Proposal: **Address gaps through the formulation of a set of interventions based on systematically collected and analyzed data on key value chains, their actors, and the critical bottlenecks hampering their development.**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** through e-tendering system (<https://etendering.partneragencies.org>) no later than 14h00 **Friday, August 13, 2021** South African time.

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

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

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

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

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

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

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

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

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condct\\_englis.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condct_englis.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Lerato Maimela*  
Procurement Associate  
7/13/2021

## Description of Requirements

Context of the Requirement	<p>The UNDP Strategic Plan (2018-2021), embraces pragmatic responses in line with the complex and changing development landscape, the evolving needs of its partners while supporting countries to achieve the 2030 Agenda, the Sustainable Development Goals (SDGs) and related agreements. the UNDP's Africa Promise, in particular under the strategic area of Structural Economic Transformation, identifies the integration of MSMEs in regional and continental value chains and the Africa Free Continental Free Trade Agreement (AfCFTA) as a key enabler to poverty alleviation, job creation and an inclusive economic growth. As its counterparts in UNDP's Regional Bureau for Africa Country Offices, the Regional Service Centre, and the other regional thematic hubs, the AFSH provides capacities, resources, and tools to facilitate the realization of the desired impact</p> <p>The AfCFTA is a legal instrument that creates an African market for goods and services through the progressive elimination of tariffs, the removal of non-tariff barriers, liberalization of services, and cooperation in customs arrangements and other regulation. The AfCFTA is also central to recovering from the COVID-19 pandemic and enhancing Africa's resilience. The UNDP supports the AfCFTA Secretariat through strategic interventions aimed at accelerating the implementation of the agreement and realize concretely the ambition for this new institution to fully play its role as a major driver for sustainable development, particularly for women and youth in Africa, in line with the SDGs and Agenda 2063.</p> <p>Beyond the formulation and enactment of conducive trade policies, in their efforts to promote and embrace free and cross-border trade, the private sector, governments, and RECs in Africa are still faced with serious capacity challenges.</p>	
Implementing Partner of UNDP	UNDP and AfCFTA Secretariat	
Brief Description of the Required Services <sup>1</sup>	Address gaps through the formulation of a set of interventions based on systematically collected and analyzed data on key value chains, their actors, and the critical bottlenecks hampering their development.	
List and Description of Expected Outputs to be Delivered	<b>Deliverables / Outputs<sup>2</sup></b>	<b>Estimated Duration to Complete</b>
	- An inception report that will outline the approach that will be adopted for the consultancy	8 working days
	- Methodology for value chain supply maps development, including standard material for consultations with SMEs, off-takers and financial intermediaries, in and outside regional dialogues	35 Working days
	- A policy brief for the promotion of SME integration in regional value-chains, based on the desk research and consultations, capturing inter-alia value-chain specific issues pertaining to goods storage and transportation, regulatory certification and	25 Working days

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

<sup>2</sup> **N.B:** All deliverables will be produced in English and thereafter translated to French.

	clearance. Brief final version should be available in english and french	
	- A background paper identifying gaps and opportunities for value-chain specific, SME-focused training guides development and capacity-building exercises, that will not only take into SME needs towards trade readiness, but also account the needs of off-takers and financial intermediaries in terms of SME readiness for the development of sustainable commercial relations. The paper final version should be available in english and french.	20 Working Days
Person to Supervise the Work/Performance of the Service Provider	The work of the contractor will be supervised, and quality assured by the Programme Manager: Governance, and the UNDP and Department of Cooperate Governance (NDMC). Upon award of the contract, a workplan based on the proposal will be developed with key milestones and indicators for monitoring.	
Frequency of Reporting	Monthly	
Progress Reporting Requirements	The service provider shall meet and submit written progress reports to the Project supervisory team of UNDP; Department of Cooperate Governance (NDMC) and UNDP Resident Representative.	
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	4 months	
Estimated Target start date	01 <sup>st</sup> September 2021	
Latest completion date	End of December 2021	
Travels Expected	n/a	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a	
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	

timing of activities/sub-activities													
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required												
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars and/or <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRCIAN RANDS												
Value Added Tax on Price Proposal <sup>3</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>												
Payment Terms <sup>4</sup>	<table border="1"> <thead> <tr> <th>Installment of Payment/ Period</th> <th>Deliverable Details</th> <th>Percentage of Payment</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> installment</td> <td>Deliverable 1 (Inception Report)</td> <td>20%</td> </tr> <tr> <td>2<sup>nd</sup> installment</td> <td>Deliverable 2</td> <td>40%</td> </tr> <tr> <td>3<sup>rd</sup> installment</td> <td>Deliverable 3 + 4</td> <td>40%</td> </tr> </tbody> </table> <p><b>Condition for Payment Release:</b>  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.</p>	Installment of Payment/ Period	Deliverable Details	Percentage of Payment	1 <sup>st</sup> installment	Deliverable 1 (Inception Report)	20%	2 <sup>nd</sup> installment	Deliverable 2	40%	3 <sup>rd</sup> installment	Deliverable 3 + 4	40%
Installment of Payment/ Period	Deliverable Details	Percentage of Payment											
1 <sup>st</sup> installment	Deliverable 1 (Inception Report)	20%											
2 <sup>nd</sup> installment	Deliverable 2	40%											
3 <sup>rd</sup> installment	Deliverable 3 + 4	40%											

<sup>3</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>4</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<p>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</p>	<p>The Consultancy Firm will report to the Private Sector Special Advisor, in close collaboration with the Regional AfCFTA Coordination Specialist. All deliverables will be validated by UNDP AFSH.</p>
<p>Type of Contract to be Signed</p>	<p><input checked="" type="checkbox"/> Purchase Order  <input type="checkbox"/> Institutional Contract  <input checked="" type="checkbox"/> Contract for Professional Services  <input type="checkbox"/> Long-Term Agreement<sup>5</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i>  <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i></p>
<p>Criteria for Contract Award</p>	<p><input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers  <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
<p>Criteria for the Assessment of Proposal</p>	<p><b><u>Technical Proposal (70%) = 100 points</u></b>  <b>Criteria Weight Max 70.</b></p> <ul style="list-style-type: none"> <li>• Educational relevance: <b>10 points.</b></li> <li>• Understanding the scope of work <b>10 points.</b></li> <li>• Strong knowledge in regional integrated value chains and trade <b>20 points.</b></li> <li>• Relevant experience of Data analytics and Visualization <b>10 points.</b></li> <li>• Experience of similar assignment/regional market analytics &amp; trade work <b>20 pts</b></li> </ul> <p><b><u>Financial Proposal (30%)</u></b>  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>
<p>UNDP will award the contract to:</p>	<p><input checked="" type="checkbox"/> One and only one Service Provider  <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></p>

<sup>5</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Contract General Terms and Conditions <sup>6</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>7</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input checked="" type="checkbox"/> Others <sup>8</sup> E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	<i>Procurement Unit</i> <a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a> 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 <i>[pls. specify]</i>	

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>9</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.