



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

	DATE: September 3, 2021
	REFERENCE: Sustainable Finance Expert for Making Access Possible (MAP)

Dear Sir / Madam:

We kindly request you to submit your Proposal:

Consulting services to elaborate on or construct a framework for the relationship between financial inclusion and sustainable finance

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 17h00 **Friday, September 24, 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 **120 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/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
9/3/2021

Description of Requirements

Context of the Requirement	<p>The UN Sustainable Development Goals (SDGs) has at its core the intent to address the most pressing social issues of our time, while ensuring that the environment is not sacrificed while doing so. Sustainable finance attempts to ensure that decisions made in the financial sector, as well as capital flows supports these two objectives, while also enabling growth. To achieve this, sustainable finance needs to lead to increasing long-term investments in sustainable economic activities and projects that lead to improving the livelihoods of all people (and in particular the poor), while decreasing the impact of climate change on the environment. Sustainable finance therefore necessitates the understanding and inclusion of environmental, social and governance (ESG) considerations into finance and investment decisions, which is not only critical to the success of businesses and the financial sector, but also benefits customers, communities and society at large. ¹</p> <p>Sustainable finance is growing in prominence, and financial providers are increasingly incorporating ESG principles in their investment processes and portfolios. Businesses and companies, in turn, are the end destination for most finance flows, and are the greatest contributors of economic value that flows to households. Thus, the social contract between business, government and society combined with the necessary economic co-dependency are critical and therefore part and partial to ensuring that environmental and social considerations are incorporated in investment decisions.</p> <p>A unique aspect of the UN Sustainable Development Goals (SDGs) – which focus on inclusive growth and social cohesion implicitly and explicitly (Goal 8) – is that they are targeted at governments, the private sector and civil society collaborating for a shared solution to the intractable problems of poverty and exclusion. Sustainable finance, at its core, is an attempt to hold business accountable for the larger and indirect impact it has on both society and the environment, via financing channels.</p> <p>The MAP programme is seeking to better understand the linkages between financial inclusion and sustainable finance within the context of ESG principles as it relates to the SDG's.</p>
Implementing Partner of UNDP	n/a
Brief Description of the Required Services ¹	<p>As such, there is a need for consulting services to elaborate on or construct a framework for the relationship between financial inclusion and sustainable finance, using the country data from UNCDF and the IFC as well as any other commercial data that can provide valuable input. In addition, the framework will be applied in up to 6 countries, 3 in the Southern African Development Community (SADC) and 3 in West Africa, as part of a second phase of the project (not part of this specific assignment), and this work should include development of a stakeholder engagement methodology which will be leveraged for testing and piloting in phase 2.</p>

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: Inception report updating the methodology and approach, based on engagements with the Programme Manager ▪ Deliverable 2: Draft report, including analytical framework and ESG data tool ▪ Deliverable 3: Final report, including analytical framework, ESG data tool and stakeholder engagement methodology
Person to Supervise the Work/Performance of the Service Provider	Consultancy firm will report to the MAP Programme manager, based in Johannesburg, South Africa. Frequency of reporting will follow a format of fortnightly updates.
Frequency of Reporting	As agreed in the inception meeting with focal person leading this project
Progress Reporting Requirements	The Consultancy Firm will report to a UNCDF coordination team
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 months
Estimated Target start date	13 th October 2021
Latest completion date	End of March 2022
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

completing the services											
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS										
Value Added Tax on Price Proposal ²	<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 type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>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.</p>										
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 ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1: Inception report updating the methodology and approach, based on engagements with the Programme Manager</td> <td>20%</td> <td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Deliverable 2: Draft report, including analytical framework and ESG data tool</td> <td>50%</td> </tr> <tr> <td>Deliverable 3: Final report, including analytical framework, ESG data tool and stakeholder engagement methodology</td> <td>30%</td> </tr> </tbody> </table>	Outputs	%	Condition for Payment Release	Deliverable 1: Inception report updating the methodology and approach, based on engagements with the Programme Manager	20%	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.	Deliverable 2: Draft report, including analytical framework and ESG data tool	50%	Deliverable 3: Final report, including analytical framework, ESG data tool and stakeholder engagement methodology	30%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>UNCDF coordination team will review and approve deliverables indicated in the terms of references and payment will only be disbursed upon approval of each deliverable as indicated in the payment schedule. In addition, UNCDF's payment will be effected upon written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.</p>										

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

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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>																										
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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	<p><u>Technical Proposal (70%) = 70 points</u></p> <table> <thead> <tr> <th>Evaluation Criteria</th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td>Expertise of Firm/ Organization</td><td>15</td></tr> <tr> <td>At least 5 years' experience with a combination of economic analysis, sustainable finance, financial inclusion, the SDGs and of the 2030 Agenda.</td><td>8</td></tr> <tr> <td>At least 5 years' experience with facilitating high level/strategic industry dialogues, particularly within a corporate environment, including public and private sector stakeholders.</td><td>3</td></tr> <tr> <td>Demonstrated experience with synthesizing data driven frameworks with real world application, applied research and/or management consulting, and with similar assignments in SADC and/or West African countries</td><td>4</td></tr> </tbody> </table> <p><u>Evaluation Criteria</u></p> <table> <thead> <tr> <th></th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td>Proposed Methodology and Approach</td><td>35</td></tr> <tr> <td>Does the Offeror clearly demonstrate understanding of the ToR and deep knowledge to undertake financial and sustainable finance research as per required tasks in the TOR (Extent of understanding the task including background, concept and objectives and clarity on the subject / issues addressed in the proposal)</td><td>10</td></tr> <tr> <td>Proposed methodology including scope of work, recommended approach fit for purpose given scope of work, appropriateness and logical consistency of activities, output and time frame in the proposed plan to accomplish the task</td><td>25</td></tr> <tr> <td>Technical team experience and expertise</td><td>20</td></tr> <tr> <td>Educational qualifications as stipulated by the ToR</td><td>3</td></tr> <tr> <td>Experience in a senior role in a consulting company, and research in either livelihoods and communities at the bottom of the pyramid, sustainable development/SDGs and/or sustainable finance as stipulated by the ToR</td><td>10</td></tr> <tr> <td>Relevant experience and ability with strategic research, private sector engagement, high level strategic facilitation, team coordination for data collection, critical thinking and visualization abilities, and access to multiple market and private sector databases.</td><td></td></tr> </tbody> </table> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	Evaluation Criteria	Points obtainable	Expertise of Firm/ Organization	15	At least 5 years' experience with a combination of economic analysis, sustainable finance, financial inclusion, the SDGs and of the 2030 Agenda.	8	At least 5 years' experience with facilitating high level/strategic industry dialogues, particularly within a corporate environment, including public and private sector stakeholders.	3	Demonstrated experience with synthesizing data driven frameworks with real world application, applied research and/or management consulting, and with similar assignments in SADC and/or West African countries	4		Points obtainable	Proposed Methodology and Approach	35	Does the Offeror clearly demonstrate understanding of the ToR and deep knowledge to undertake financial and sustainable finance research as per required tasks in the TOR (Extent of understanding the task including background, concept and objectives and clarity on the subject / issues addressed in the proposal)	10	Proposed methodology including scope of work, recommended approach fit for purpose given scope of work, appropriateness and logical consistency of activities, output and time frame in the proposed plan to accomplish the task	25	Technical team experience and expertise	20	Educational qualifications as stipulated by the ToR	3	Experience in a senior role in a consulting company, and research in either livelihoods and communities at the bottom of the pyramid, sustainable development/SDGs and/or sustainable finance as stipulated by the ToR	10	Relevant experience and ability with strategic research, private sector engagement, high level strategic facilitation, team coordination for data collection, critical thinking and visualization abilities, and access to multiple market and private sector databases.	
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⁴ 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.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<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 ⁷ E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) ⁸	Procurement Unit procurement.enquiries.za@undp.org 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>	

⁵ 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.

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

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

⁸ 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.